

# NIAGARA COUNTY WORKFORCE DEVELOPMENT BOARD

March 3, 2026 at 8:00 a.m.

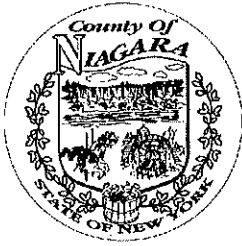
NC Center for Economic Development, 6311 Inducon Corporate Drive, Sanborn, NY

## AGENDA

PY25 = Program Year 2025 (7/1/25-6/30/26)

PY26 = Program Year 2026 (7/1/26-6/30/27)

I. Call to Order – Determination of Quorum	8:00	Page Number
A. Thank You for Your Service to This Board – Bonnie Rice, retiring 5/30/26		
B. Welcome, New Board Members – Don Gutillo, Katie Hurley, and Rob Robinson		
C. Welcome, New WDB Staff Member – Summer Matthews		
<b>II. Old Business</b>		
A. Approve Minutes – 11/4/25 Meeting	VOTE	1-3
<b>III. New Business</b>		
A. Approve JBM HR Consulting as the Vendor for One-Stop System Operator, 7/1/26-6/30/27, in an amount of \$5,000 (Exercising optional year 2 of 4, per contract)	VOTE	
B. Approve Release of RFP for Payroll Services in an amount of up to \$1.5 million		
C. Approve PY25 Budget Adjustments – Joanne Klemer	VOTE	
D. Approve Revised Demand Occupation List – adding Onet codes for Robotics and AI fields (15-1221, 15-1253, 15-1299, and 17-2199)	VOTE VOTE	4-5 6-7
<b>IV. Informational Items</b>		
A. WIOA Youth Program Update: 60 Planned Enrollments for PY25 (7/1/25-6/30/26). 17 New Youth Enrollments from 7/1/25 to 2/19/26 with 26 Carry-in Youth. Total Youth Enrollments to Date: 43.		
B. YEP Youth Program Update: 100 Planned Enrollments (9/1/25-6/30/26). 95 youth in subsidized work experiences (9/1/25-2/19/26). 83 youth currently enrolled.		
C. One-Stop Operator Performance Update – Jeannine Brown Miller		8-9
D. WDB Innovative Employment Committee Updates – Dennis Martinez		
E. WDB Youth Committee Updates – Lindsay Collins		
F. Announcements by Board Members		
<b>V. Next WDB Meeting: June 2, 2026 at 8 a.m. at NC Center for Economic Development, 6311 Inducon Corporate Drive in Sanborn</b>		
<b>VI. Adjournment</b>		



**NIAGARA COUNTY  
WORKFORCE DEVELOPMENT BOARD**

Joel Feuerman, Chairperson  
Bonnie Rice, Executive Director

Trott Career Center  
1001 Eleventh Street  
Niagara Falls, NY 14301-1201  
Phone: (716) 278-8251  
Fax: (716) 278-8149

**Meeting Minutes – November 4, 2025**  
**Niagara County Center for Economic Development/IDA**  
**6311 Inducon Corporate Drive in Sanborn, NY**

**Members Present:** Maureen Bartlett, Jim Bittner, William Carroll, Lindsay Collins, Joel Feuerman, Tom Grzebinski, David Haylett, John Lang, Michael Martin, Dennis Martinez, David Miller, Jim Scordato, Cathie Synor, Divya Tandon, Michele Taylor, Katie Thompson

**Members Excused:** Nasreen Akhtar, Jeanne Battaglia, Bill Robbins, Tom Seaman, Suzanne Shears, Todd Zyra

**Members Absent:** John Scherrer, Shawn Williams

**WDB Staff:** Joanne Klemer, Bonnie Rice

**Guests/Staff Present:** Jeannine Brown Miller – JBM Consulting, OSSO Provider; Donald Jablonski – Niagara County Employment and Training, Director; Gerald Cracknell – Niagara County Employment and Training; Thomas Mormile – NYSDOL Program Monitor; Peter Conte – NYSDOL Fiscal Monitor

**I. Call to Order**

J. Feuerman welcomed all Board Members and guests to the meeting at 8:02 am. He noted that quorum was established.

- A. J. Feuerman welcomed new member Cathie Synor of Niagara County Department of Economic Development
- B. J. Feuerman also welcomed NYS Department of Labor representatives: Tom Mormile, Workforce Programs Specialist 2 who is our Program Monitor, and Peter Conte, Auditor 1 who is our Fiscal Monitor

J. Feuerman then turned the floor over to B. Rice to lead the meeting. B. Rice shared with the Board that advertisements for the meeting were placed in local newspapers and online so that the public would be able to attend.

**II. Old Business**

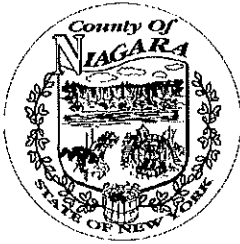
Information regarding the below item(s) was distributed to Board members through email prior to the meeting.

- A. Approve 9/9/25 Meeting Minutes: B. Rice asked the Board for a motion to approve the September 9, 2025 meeting minutes as presented. Motion made by L. Collins. Second by J. Lang. All in favor. None opposed. M. Martin abstained. **Motion carried to approve the September 9, 2025 Meeting Minutes.**

**III. New Business**

Information regarding the below item(s) was distributed to Board members through email prior to the meeting.

- A. Approve Appointment of WDB Chair and WDB Vice Chair: B. Rice shared nominations were received for the current Chair, Joel Feuerman and Vice Chair, Katie Thompson, to maintain their respective positions. B. Rice then opened the floor for nominations, none brought forward. B. Rice opened the floor for questions, none brought forward. B. Rice then asked for motions on:
  - a. Approve Joel Feuerman as WDB Chair: Motion made by M. Bartlett. Second by W. Carroll. All in favor. None opposed. J. Feuerman abstained. **Motion carried to approve Joel Feuerman as the WDB Chair.**



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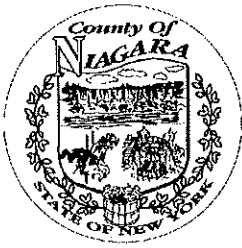
- b. Approve Katie Thompson as WDB Vice Chair: Motion made by J. Scordato. Second by L. Collins. All in favor. None opposed. K. Thompson abstained. **Motion carried to approve Katie Thompson as the WDB Vice Chair**

**B. Approve TES Staffing as the Vendor for Payroll Services, January 1, 2026 – December 31, 2026, in an amount up to \$1.5 million, exercising optional year 3 of 3 per contract**: B. Rice explained that TES is our current vendor for payroll services in 2025. They provide the processing of participant paychecks, serve as the employer of record, cover worker's compensation and unemployment, and provide various other trainings and services. TES has been performing well in this role. B. Rice opened the floor to questions. None brought forward. B. Rice asked for a motion to approve TES Staffing as the vendor for payroll service in 2026. Motion made by D. Miller. Second by W. Carroll. All in favor. None opposed. **Unanimous vote in favor of the approval of TES Staffing as the vendor for payroll services, January 1, 2026 – December 31, 2026, for an amount up to \$1.5 million, exercising optional year 3 of 3 per contract.**

**C. Approve Revised WDB Oversight and Monitoring Plan**: B. Rice explained that revisions made to the WDB Oversight and Monitoring plan were submitted to NYSDOL staff for review and guidance. NYSDOL determined that the revised plan was in compliance. B. Rice noted the primary change was reducing the program monitoring schedule listed on page eight to the minimum number of sampled items required by NYSDOL. This would keep us in compliance while still allowing us to do more than the minimum when staff time and resources are available. B. Rice opened the floor to questions. T. Grzebinski asked why there were asterisks next to text on the revised plan. B. Rice replied that this notated where changes were made. No further questions brought forward. B. Rice asked the Board for a motion to approve the Revised WDB Oversight and Monitoring Plan. Motion made by C. Synor. Second by J. Feuerman. All in favor. None opposed. **Unanimous vote in favor of approving the Revised WDB Oversight and Monitoring Plan.**

#### **IV. Informational Items**

- A.** B. Rice shared the WDB Meeting Dates for 2026. The 2026 schedule was included in the emailed packet sent to Board members prior to the meeting.
- B.** J. Klemer informed members that the WIOA Adult, Dislocated Worker, Youth and Administration Budget Reports for the first quarter of Program Year 2025 (PY25) were part of the emailed meeting packet, pages 19-22. No issues to report for the first quarter of PY25. J. Klemer also reported that 100% of the PY25 WIOA Adult, Dislocated Worker, Youth and Administration Program funds have been distributed to the NCWDB.
- C.** B. Rice shared the WIOA Youth Program Update: 60 Planned Enrollments for PY25. 6 New Youth Enrollments from 7/1/24 to 10/23/25 with 29 Carry-in Youth. Total Youth Enrollments to Date: 35.
- D.** B. Rice shared the SYEP Youth Program Update: Grant ran 5/1/25-9/30/25. 113 planned youth enrollments; 132 youth enrolled. SYEP grant was fully expended. YEP Grant is newly open and runs through June 2026, allowing us to run a year-round Youth work experience program.
- E.** B. Rice shared the RETI Grant Update: 29 Classroom Training, 10 On-the-Job Training as of 10/28/25. Grant end date has been extended from 11/30/25 to 3/31/26. Original funding amount was \$250,000. An additional \$250,000 was recently received. Opportunities are available for funding Classroom Training and On-The-Job training related to clean/green energy initiatives. Contact B. Rice with questions and inquiries.
- F.** B. Rice turned the floor over to J. Brown Miller of JBM HR Consulting, Inc., to provide the Board with the One-Stop Operator Report. J. Brown Miller noted that a copy of the One-Stop Operator Report was



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provided to Board members in the packet emailed prior to the meeting. She reviewed the information as presented in the report. J. Brown Miller also shared with the Board members the details for the upcoming One-Stop Partners meeting scheduled for November 6<sup>th</sup>.

- G. B. Rice turned the floor over to D. Martinez, Chair of the NCWDB Innovative Employment Committee. D. Martinez shared an update on the October 15<sup>th</sup> Career Exploration Fair for high school seniors with disabilities. The fair was designed to connect students with hands-on experiences and demonstrations provided by local employers to broaden the students' understanding of careers available in our local area. Participating businesses including NFTA, National Grid, 914<sup>th</sup> Air Force Explosive Ordnance, and a total of 22 businesses. D. Martinez recognized partners such as ACESS VR, Marilyn Patterson - NCET Disability Resource Coordinator, and The Parent Network for their contributions to the success of this event. B. Rice further recognized ON BOCES for hosting this career exploration fair.
- H. B. Rice turned the floor over to L. Collins, Chair of the NCWDB Youth Committee. L. Collins shared that the Youth Committee has discussed how AI (Artificial Intelligence) is going to be incorporated in the workplace, and will continue exploring this topic at the next Youth Committee meeting on November 13<sup>th</sup>. All WDB members are welcome to attend these meetings; let B. Rice know if you are interested in joining this Committee.
- I. B. Rice opened the floor to Board Members for further announcements:
  - a. B. Rice shared her planned retirement date of May 30, 2026, and thanked Board members for their time and partnership.
  - b. D. Jablonski shared his planned retirement for the end of next year, and introduced Gerald Cracknell as a potential, future candidate for Executive Director of the WDB.
  - c. J. Feuerman shared his plans to step down as Board Chair at the March 2026 meeting, continuing on as an active board member until he retires.
  - d. M. Bartlett shared her encounter with a former WIOA trained construction student who expressed their gratitude for the training opportunity. That student is now a project manager.
 No further announcements brought forward.

**V. Next WDB Meeting**

B. Rice informed those in attendance that the next WDB Meeting is scheduled for March 3, 2026 at 8:00 a.m. at the Niagara County Center for Economic Development.

**VI. Motion to Adjourn**

B. Rice thanked the members in attendance for their time and requested a motion to adjourn. Motion by J. Feuerman. Second by K. Thompson. All in favor. None opposed. **Unanimous vote in favor of adjournment.** The WDB Meeting adjourned at 8:30 a.m.

Respectfully submitted,  
Joanne Klemmer

**NIAGARA COUNTY WORKFORCE DEVELOPMENT BOARD  
PY25 BUDGET REPORT**

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**SOURCE:** WIOA ADULT  
**PERIOD:** July 1, 2025 thru June 30, 2026

<b>FUNDING AMOUNTS:</b>	<u>AVAILABLE</u>	<u>EXP. RATE</u>	<u>BUDGET</u>
Carry-over from Previous Year	158,165	100%	158,165
Incentive Funding	300,333	100%	300,333
Current Year Program Funds	498,707	82%	407,735
Transfer From Dislocated Worker	200,000	100%	200,000
Transfer back from Admin	-		-
	<u><b>\$1,157,206</b></u>	<u><b>92%</b></u>	<u><b>\$1,066,233</b></u>

**WIOA ADULT  
PY25 BUDGET ADJUSTMENT  
as of: 3/3/2026**

	<u>APPROVED PY25 BUDGET</u>	<u>ADJUST</u>	<u>ADJUSTED PY25 BUDGET</u>
<b>STAFF COSTS:</b>			
WDB Salaries	38,000		38,000
Operator/Staff Salaries	257,000	(17,000)	240,000
Fringes	157,000	(10,000)	147,000
Travel/Training/Other	1,000		1,000
<b>TOTAL STAFF:</b>	<u><b>453,000</b></u>	<u><b>(27,000)</b></u>	<u><b>426,000</b></u>
<b>OPERATIONAL:</b>			
Rent/MILOR	29,000	(2,000)	27,000
Utilities/Phone/IT	25,500	(1,000)	24,500
Supplies/Equipment	3,500		3,500
OSSO Provider	2,500		2,500
Other	5,400		5,400
<b>TOTAL OPERATIONAL:</b>	<u><b>65,900</b></u>	<u><b>(3,000)</b></u>	<u><b>62,900</b></u>
<b>TRAINING:</b>			
ITA's - Classroom Training	420,333	30,000	450,333
OJT's - On Job Training	120,000		120,000
Customized Training	-		-
<b>TOTAL TRAINING:</b>	<u><b>540,333</b></u>	<u><b>30,000</b></u>	<u><b>570,333</b></u>
<b>SUPPORT/OTHER:</b>			
Transportation	7,000		7,000
<b>TOTAL SUPPORT/OTHER:</b>	<u><b>7,000</b></u>	<u><b>-</b></u>	<u><b>7,000</b></u>
<b>GRAND TOTAL:</b>	<u><u><b>\$1,066,233</b></u></u>	<u><u><b>-</b></u></u>	<u><u><b>\$1,066,233</b></u></u>

**NIAGARA COUNTY WORKFORCE DEVELOPMENT BOARD  
PY25 BUDGET REPORT**

**S**

**SOURCE:** WIOA DISLOCATED WORKER  
**PERIOD:** July 1, 2025 thru June 30, 2026

<b>FUNDING AMOUNTS:</b>	<u>AVAILABLE</u>	<u>EXP. RATE</u>	<u>BUDGET</u>
Carry-over from Previous Year	60,306	100%	60,306
Current Year Program Funds	629,562	88%	553,694
Transfer To Adult	(200,000)	100%	(200,000)
	<b>\$489,869</b>	<b>85%</b>	<b>\$414,000</b>

**WIOA DISLOCATED WORKER  
PY25 BUDGET ADJUSTMENT  
as of: 3/3/2026**

	<u>APPROVED PY25 BUDGET</u>	<u>ADJUST</u>	<u>ADJUSTED PY25 BUDGET</u>
<b>STAFF COSTS:</b>			
WDB Salaries	37,000	(2,500)	34,500
Operator/Staff Salaries	165,000	(13,500)	151,500
Fringes	106,500	(11,000)	95,500
Travel/Training/Other	500		500
<b>TOTAL STAFF:</b>	<b>309,000</b>	<b>(27,000)</b>	<b>282,000</b>
<b>OPERATIONAL:</b>			
Rent/MILOR	13,000	(1,000)	12,000
Utilities/Phone/IT	11,500	(1,000)	10,500
Supplies/Equipment	1,100		1,100
OSSO Provider	1,000		1,000
Other	2,400		2,400
<b>TOTAL OPERATIONAL:</b>	<b>29,000</b>	<b>(2,000)</b>	<b>27,000</b>
<b>TRAINING:</b>			
ITA's - Classroom Training	55,000	29,000	84,000
OJT's - On Job Training	20,000		20,000
<b>TOTAL TRAINING:</b>	<b>75,000</b>	<b>29,000</b>	<b>104,000</b>
<b>SUPPORT/OTHER:</b>			
Transportation	1,000		1,000
<b>TOTAL SUPPORT/OTHER:</b>	<b>1,000</b>	-	<b>1,000</b>
<b>GRAND TOTAL:</b>	<b>\$414,000</b>	-	<b>\$414,000</b>

**CLASSROOM TRAINING (CRT) DEMAND OCCUPATION LIST - Approved by WDB xx/xx/xx.**

Training in demand occupations is tied to specific skills needed for the industry/occupation. The Demand Occupation List was developed through consultation with our regional NYSDOL Labor Market Analyst, feedback from businesses, and prior participant outcomes. The WDB reviews recommendations for training areas based upon this information and regional goals. Labor market data available through the NYSDOL website is also reviewed for training relevant to the needs of businesses and program resources. The WDB will continue to review the relevance of occupations in light of updated information with our Labor Market Analyst as well as feedback from businesses, the REDC, and its committees.

For Individual Training Accounts to be issued, job credentials have been created with industry and occupational standards, with educational standards set by the NYS Education Department and maintained on the Eligible Training Provider List (ETPL). Applicants must meet Workforce Innovation Opportunity Act eligibility requirements. Applications will be reviewed; funding eligibility will be determined based on information provided and demonstrated need for training. Applicants will be required to provide labor market research showing availability of full-time entry-level employment (0-2 years' experience) and average rate of pay in anticipated field within their commuting area. Applicants may also be required to take a Test of Adult Basic Education or other approved literacy/numeracy test.

Applications **MUST** be submitted a minimum of **four weeks** before the start date of training program. Applications are available at:

[https://www.niagaracounty.gov/worksource\\_one/training/index.php](https://www.niagaracounty.gov/worksource_one/training/index.php); 1001 Eleventh Street, Floor 1, Niagara Falls, NY 14301; and 272 S. Transit Street, Lockport, NY 14094.

**Participant Requirements include but are not limited to:**

Must be at least 18 years old	Must have related work experience (paid or unpaid)
Must show a need to obtain marketable skills which will lead to full-time employment	Must be accepted into the training program of choice prior to approval
Must possess required academic skills and knowledge	Must completely fill out the WIOA Funding Application

**Program Requirements include but are not limited to:**

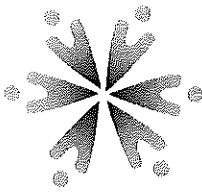
Training must lead to full-time employment, and must be completed in one year. Requests can be made for the last year of a multi-year program (90% attendance rate, 2.0 average or better, and a passing grade in all core courses). **Participant must have an immediate goal of full-time employment upon completion of program. Those continuing on for further education will not be considered.**

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**Areas determined to be in demand for Classroom Training (CRT):**

11-9051.00 Food Service Manager	29-2034.02 Radiologic Technicians
11-9081.00 Lodging Manager	29-2052.00 Pharmacy Technicians
13-1161.00 Market Research Analysts and Marketing Specialists	29-2054.00 Respiratory Therapy Assistants
13-1199.00 Business Administration	29-2055.00 Surgical Technologists
15-1121.00 Computer Systems Analysts	29-2056.00 Veterinarian Technologists and Technicians
15.1122.00 Information Security Analysts	29-2061.00 Licensed Practical and Licensed Vocational Nurses
15.1131.00 Computer Programmers	31-2011.00 Occupational Therapy Assistant
15.1133.00 Software Developers	31-2021.00 Physical Therapy Assistants
15.1134.00 Web Developers	31-9011.00 Massage Therapists
15.1141.00 Database Administrators	31-9091.00 Dental Assistants
15.1142.00 Network and Computer Systems Administrators	31-9092.00 Medical Assistants
15.1143.00 Computer Network Architects	35-1011.00 Chefs and Head Cooks
15.1151.00 Computer User Support Specialists	35-2021.00 Food Preparation Workers
15.1152.00 Computer Network Support Specialists	37-3011.00 Landscaping and Groundskeeping Workers
15-1221.00 Computer and Information Research Scientists	43-3021.02 Billing, Cost, and Rate Clerks
15-1253.00 Software Quality Assurance Analysts and Testers	43-3031.00 Bookkeeping, Accounting, and Auditing Clerks
15-1299.00 Computer Systems Engineers/Architects and Information Security Engineers	43-6013.00 Medical Secretaries
17-2199.00 Robotics Engineers	43-6014.00 Secretaries and Administrative Assistants
17.3023.00 Electrical and Electronic Engineering Technicians	47-2016.00 Construction Laborers
17.3026.00 Industrial Engineering Technicians	47-2073.00 Operating Engineers and Other Construction Equipment Operators
17.3029.02 Electrical Engineering Technologists	47-2111.00 Electricians
17-3029.09 Manufacturing Production Technicians	47-2141.00 Painters, Construction and Maintenance
21-1011.00 Substance Abuse & Behavioral Disorder Counselors	47-3011.00 Helpers-Brickmasons, Blockmasons, Stonemasons, and Tile and Marble
21-1023.00 Mental Health & Substance Abuse Social Workers	47-3013.00 Electrician Helper
21-1093.00 Social and Human Service Assistants	49-3023.00 Automotive Service Technicians and Mechanics
23-2011.00 Paralegal	49-9021.00 Heating, Air Conditioning, and Refrigeration Mechanics and Installers
25-2021.00 Elementary School Teachers, Except Special Education	51-4041.00 Machinists
25-9041.00 Teacher Assistants	51-4121.06 Welders, Cutters, and Welder Fitters
29-1069.10 Radiologists	51-9081.00 Dental Lab Technician
29-1111.00 Registered Nurses	51-9199.00 Production Operator
29-2012.00 Phlebotomists	53-3031.00 Bus Driver, Transit and Intercity
29-2021.00 Dental Hygienists	53-3032.00 Heavy and Tractor-Trailer Truck Drivers
29-2034.00 Radiologic Technologists	





## PY25 Q2 Data (10/1/25 – 12/31/25)

### WIOA Youth

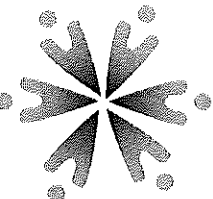
- 35 Enrolled at the end of Q2 – 28 Carry In (participants from PY25 Q1 and past), 11 Newly enrolled in Q2

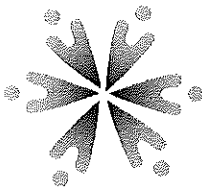
### CRT (Classroom Training)

- 54 Enrolled at the end of Q2 – 30 Carry In (participants from PY25 Q1 and past)
- 24 Newly enrolled in Q2; 13 using RETI Grant funds to access clean, green, renewable energy training
- 9 Training Providers, 18 Courses
- 16 have completed training successfully, 36 are in progress

### **Q2 Training Providers and Courses utilized by participants:**

Training Provider	Class
160 Driving Academy	CDL-A
Bryant & Stratton	Medical Billing & Coding
Bryant & Stratton	ON-Certified Phlebotomy/EKG Technician
Erie 1 BOCES	HVAC Technician
Erie 1 BOCES	Welding
Greenforce Training, Inc.	Green Energy Manufacturing
NCCC / SUNY Niagara	Chemical Dependency Counseling (Certificate)
NCCC / SUNY Niagara	Culinary Arts
NCCC / SUNY Niagara	Hospitality Management
NCCC / SUNY Niagara	Mechanical Technology
NCCC / SUNY Niagara	Nursing, AAS
NCCC / SUNY Niagara	Registered Nurse
NCCC / SUNY Niagara	Surgical Technology
NY Institute of Massage	Massage Therapy
Orleans Niagara BOCES	Basic/Advanced/Pipe Welding
Orleans Niagara BOCES	CNC Machine Tool
Orleans Niagara BOCES	Electricity I
Orleans Niagara BOCES	HVAC
Stevens Driving School	CDL-A
Trocaire College	Registered Nurse





## On the Job Training (OJT)

- **14 Enrolled** in WIOA OJTs at the end of Q2 – **4 Carry In** (participants from PY25 Q1 and past), **10 Newly Enrolled** in Q2
- **7 Companies**, 8 Job Titles
- **5 have completed training** successfully

## **Q2 Companies and Job Titles for OJT participants:**

<b>Company</b>	<b>Job Title</b>
Baker Tool & Die	Machinist
KC Management Holdings LLC dba USA Insulation	Insulation Technician
Maple Grove Floral	Warehouse/Office Assistant
Matrix Imaging Solutions	Account Manager
Niagara Precision	Machinist
Vastola Heating & Cooling	Heat Pump Installer Repairer OJT
Vastola Heating & Cooling	Heat Pump Installer Repairer OJT
Vastola Heating & Cooling	HVAC Technician
Vastola Heating & Cooling	HVAC Technician
Vishay Thin Film	Assembler-Demount

