



**WDB In-Person Meeting  
June 14, 2023 – 8:34 a.m.  
TC3 Biz Center, 157 Main Street, Cortland, NY 13045.**

**Present:** William Andre, Kay Breed, Amy Buggs, Joe Clare, Trish Heimstra, Keiko Kimura, Carrie Knight, Nicole Meeker, Jackie Newton, Carrie Whitmore, Heather Wineburg

**Guests:** Heather Burnham, Emily Cameron, Dr. Brian Durant, Dave Goodness, Kelly King, Shannon Phillips, Melanie Vilardi, Jamie Squires, Monica Williams

**Excused:** Peter Naughton, Brian Noteboom, Patrick Sheppard, Peter Schug, Michelle Spadacino, Kansas Underwood, Dan Welch

**Absent:**

**Present Via Zoom:** Demetrius Murphy

Notification of the virtual meeting was posted on the Cortland Works and Cayuga Works website allowing the public to send in questions. No questions were received. Nicole Meeker brought the meeting to order at 8:34 a.m.

- I. **Attendance and Introductions:** Introduce Dr. Brian Durant, President, Cayuga Community College. Dr. Durant gave a presentation on the status of the Cayuga County Workforce Development Center. The new Center is a 19,000 square foot building (former Cornell Cooperative Extension Office) gifted to the College. Between CFA grants, match from another grant, private donations they will be able to fund the project. The building will have new windows, roof, elevator and the whole inside completely redesigned from the studs. Dr. Durant hopes that construction will begin in January 2024 and hopes to have a groundbreaking ceremony in May 2024. Nicole Meeker asked that the Board be included in the dialogue regarding the Center progress and opening ceremony because the Board would like to support the Cayuga County Workforce Development Center.
- II. **Public Comments:** None
- III. **Old Business:**
- IV. **New Business:**
  - a. **Approval of the April 18, 2023 Board minutes:** Motion By: Trish Heimstra Seconded By: Carrie Knight All in Favor
  - b. **Res. 6-2022: Approval of PY 23 Preliminary Budgets:** Motion By: Nicole Meeker Seconded By: Kay Breed All in Favor
  - c. **Res. 7-2022: Approval of revised WIOA Youth Incentive Policy & Procedure:** Motion By: Jackie Newton Seconded By: Keiko Kimura All in Favor
  - d. **Res. 8-2022: Approval of Transfer of Dislocated Worker to Adult Funds:** Motion By: Trish Heimstra Seconded By: Carrie Knight All in Favor
- V. **Reports:**
  - a. **Fiscal/Budget Report-**See attached
  - b. **Review and discussion of “new” E&T Director Reports:** Nicole Meeker, Board Chair met with the two Directors to come to a format that everyone would be satisfied with that would collect the data that was needed. For this meeting the E&T Directors

did not use the same report. Both Directors will use the new report format beginning July 1, 2023. Demetrius said he liked the success stories part and gave kudos to both Centers for their successes. Heather Wineburg asked if the testimonials could be placed on the website to promote the program. Dr. Durant said he would be willing to write an impact piece to be printed in the Connect Success with the fall enrollment which could reach 26,000 individuals. Trish Heimstra suggested an intern from SUNY Cortland to work on a marketing campaign. Dave Goodness suggested talking to Mike Barrons from Mohawk Valley regarding the Expertise Project.

- c. **Discussion Items:** Sign Ups for Committees: Some new members have not signed up to be on a committee yet. Passed around the sign-up sheet and asked if your name was not on a committee to please sign up for one today. We will continue to send around the list of committees at the next meeting.

**VI. Committee Reports-**

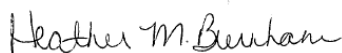
- a. Board Maintenance: The Board also needs to be thinking about nominating a private sector business representative to be the Board Vice Chair. Jessica Weaver has taken on a new job and is no longer able to fill this role.
- b. Planning & Operations: There was a request made by Dan Welch to look at the Self Sufficiency Policy. Peter Naughton stated Onondaga just increased there self-sufficiency wage to \$35 from \$30. Amy is still getting data from other WD Boards
- c. Youth Advisory: This committee met and discussed youth incentives and what changes need to be made (see Res.7-2022). The committee needs to meet to decide who will audit the youth files and when this will happen.

**WDB Director's Reports**-See attached.

Please note the next meeting is **September 14, 2023 at 8:30am at the Cayuga Works Career Center**

With no further business to discuss, a motion was made to end the meeting by Nicole Meeker, seconded by Carrie Knight. The meeting ended at 9:42 a.m.

Respectfully submitted,



Heather Burnham