



**WDB In-Person Meeting  
October 26, 2023  
Cayuga Works Career Center, Auburn, NY**

**Present:** Amy Buggs, Joe Clare, Trisha Hiemstra, Keiko Kimura, Kelly King, Carrie Knight, Nicole Meeker, Peter Naughton, Jackie Newton, Brian Noteboom, Shannon Phillips, Patrick Sheppard, Jaime Squires, Kansas Underwood, Dan Welch, Heather Wineburg

**Excused:** William Andre, Kay Breed, Michelle Spadacino, Demetrius Murphy, Peter Schug, Carrie Whitmore

**Absent:**

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 8:36 a.m.

- I. **Attendance and Introductions:**
- II. **Public Comments:** Trisha Hiemstra announced the beginning phase of the Cortland County strategic plan, they are hoping to have this wrapped up and published in second half of 2024. Dave Goodness brought the new Child Care Subsidy program that Workforce Development Institute is offering to statewide residents who meet the guidelines.
- III. **New Business:**
  - a. **Approval of the June 14, 2023 Board minutes:** Motion By: Keiko Kimura Seconded By: Nicole Meeker All in Favor
  - b. **Res. 1-2023: Approval of PY23 E&T Budgets and Grant Admin Budget:** Motion By: Kansas Underwood Seconded By: Trisha Hiemstra - All in Favor
  - c. We discussed the Self Sufficiency wage and whether we should make any changes. At this time the group decided it was best to leave it at the \$25 per hour rate we are at, as there has not a point where anyone has been turned away because of this.
  - d. Discussion about lowering the ITA cap. Currently the cap is set at \$6,000 per person. There was a question about if this cap was for a lifetime or per training – it was discussed that there would need to be a comprehensive assessment done with each customer before any approvals were made to approve someone for additional funding after previously being funded for other trainings. At the end of the discussion it was decided that we would leave the ITA cap at \$6,000. However, we do need to institute a cap on the total amount for OJTs. We will present the OJT policy for changes in the total amount of OJTs at an upcoming WDB meeting.
- IV. **Reports:**
  - a. **Fiscal/Budget Report-**See attached
  - b. **Review E&T Director Reports:** Amy asked if there were any questions about the reports that were sent with the reports that were in the attached agenda. There were no questions regarding the reports. There was a comment about the anecdotal stories about the participants and how valuable those stories are to hear.

- c. **Discussion Items: Sign Ups for Committees:** There are some new members who have not signed up to be on a committee yet. Amy passed around the list of committees and asked people to sign up if they were not on a committee.

**V. Committee Reports-**

- a. **Board Maintenance:** We still need a couple of business members to add to the membership. Please think about who we might be able to ask join the board. The Maintenance Committee also is asking that the membership be thinking about who they will vote for the position of Board Vice Chair as we have a vacancy. We will vote on this at our December meeting. Amy listed off the members who are eligible for this position.
- b. **Youth Advisory:** This committee will meet prior to the December WDB meeting to talk about the youth policy and the performance measures as well as recruitment.

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

Please note the next meeting is **December 13, 2023 at 8:30am at the TC3 Biz Center, Main Street, Cortland, NY 13045. We will have Chris White from NYSDOL come and present the findings from the Employer and Job Seeker survey that was performed by NYSDOL earlier this year.**

There was a question asked at the very end of the meeting regarding the Cortland Works Career Center and possibility of relocating that center once the lease is up. Amy indicated that there are discussions taking place with various property owners about any possibilities of any suitable locations. The next question asked was about the upcoming move of the Cayuga Works Career Center, which Kelly answered with, "they are telling us probably between June and September 2024".

With no further business to discuss, a motion was made to end the meeting by Nicole Meeker, seconded by Kansas Underwood. The meeting adjourned at 9:53am.

Respectfully submitted,



Amy Buggs