



**WDB Hybrid Meeting**  
**March 17, 2021 – 8:09am**  
Web Ex Meeting

**Attended Virtually by:** Kay Breed, Emily Cameron, Keiko Kimura, Kelly King, Carrie Knight, Mindy Larsen, Demetrius Murphy, Nicole Meeker, Scott Reilly, Peter Schug, Patrick Sheppard, Tracy Verrier, Jessica Weaver, Heather Wineburg, Steve Woodard, Amy Buggs, Heather Burnham, Dave Goodness, Carrie Whitmore

**Attended In Person By:** Dan Dineen, Jason McRae, Jackie Newton, Brian Noteboom

**Excused:** Shannon Phillips

**Absent:** William Andre, Kim Healy,

The Sunshine laws have been waived for this meeting. 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.

- I. **Attendance and Introductions**
- II. **Old Business: None**
- III. **New Business:**
  - a. Approval of the December 9, 2020 Board minutes: Motion By: Dan Dineen - Seconded By: Jackie Newton - All in Favor
  - b. Approval of the Following Resolutions from the Executive Committee meeting on 2/23/2021
    - 1-2021:** Approval of budget mods for the three offices-Budgets needed to be modified to reduce TET DW, increase for NEDWG, reduce for unspent TANF, and move funds from participant training to computer equipment and outreach  
Motion Dan Dineen Seconded By: Jason McRae All In Favor
    - 2-2021:** Approval of submission of RFP for Youth Payroll Service-To eliminate the drug test rule that disqualifies a youth who tests positive to not be able to reply for two years, eliminates the lag in youth paychecks, increase spending. Amy will reach out to another area and have a conference call with them and the E&T Directors to get any further questions answered.  
Motion Dan Dineen Seconded By: Brian Noteboom All In Favor
    - 3-2021:** Approval of new WDB Website Cost and design- To spend roughly \$300 a year for the domain cost of the cayugacortlandworks.org website  
Motion Dan Dineen Seconded By: Nicole Meeker All In Favor
- IV. **Fiscal/Budget Report- See Attached**
- V. **Cortland E&T Director Report-See attached**  
**Cayuga E&T Director Report-See attached**  
**WDB Director's Report-See attached**

**Committee Reports:**

- a. **Board Maintenance-** We still need two business representatives from Cayuga County which we will continue to work on.

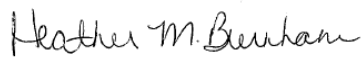
- b. **Planning & Operations-** Met on March 16, 2021 to discuss the bringing the Youth Payroll Service RFP to the Board
- c. **Youth Advisory-** None
- d. **Strategic Planning-** Continue discussions on how to bring short term training opportunities back to Cortland County.

**Amy ended the meeting with a presentation of the new [cayugacortlandworks.org](http://cayugacortlandworks.org) website. The site is very user friendly for Employers and the customer. Amy noted they are still working on things and if any has any suggestions we welcome them.**

Please note the next meeting is **June 2, 2021** at 8:00am at the Cortland Works Career Center, 99 Main Street, Cortland, NY 13045.

With no further business to discuss, the meeting ended at 9:04 a.m. with a motion by Dan Dineen and seconded by Demetrius Murphy.

Respectfully submitted,



Heather Burnham

## **Fiscal Report-December 9, 2020 WDB Meeting**

1. We are wrapping up our final expenditure reports for TANF. Our area served 64 youth and spent around \$258,000 (75% off the allocated dollars) on the total program.  
The remaining unspent funds (\$87,000) will go back to the State.
2. With the money the State allowed us to carry into Program Year 2020 and our new (WIOA) money we started this budget year with \$1,275,000 and at the end of October we have spent \$234,000 or 18%. Spending is always light in the first quarter because of the TANF program. Please know that we have allotted funds for training in our Board budget so when Amy sends out those emails about training opportunities please feel free to take advantage of those. Either we can sign you up or we can reimburse your agency.
3. On Monday we received notification that we received \$21,400 in Employment Recovery National Dislocated Worker funds. These funds are available until Sept. 2022. They are for career services, training services, supportive services and needs related services.

# WDB Director's Report

## **Board Meeting on 12/9/2020 WebEx Video Conference Call**

Since our last meeting 9/23/2020, much has continued to happen! COVID-19 Pandemic is still affecting the way we do business, the way our job seeking and business customers are being served and how our economy is reacting. Locally, the Cortland Works Career Center is still serving customers by appointment only and serving others via email and phone if they choose. The Cayuga Works Career Center is serving customers via email and phone as well as in person if a customer needs to use the resource room. Our partner staff are in the local offices with one staff person, one day a week, we are hoping they will be able to join us all back in both offices after the First of the year.

- I have been sitting on many zoom and WebEx calls weekly regarding the re-opening, the re-imagining, and the re-creating of workforce services to our communities in and around NYS. The stress that the pandemic is putting on everyone at every level and how is Workforce is going to have to step up and help the majority of the NYS communities out of this, with the ability to provide skills training, On the Job training, Apprenticeship Opportunities.
- The local Street Beaters group has continued meeting virtually and talking about some work being done locally with training opportunities for Cortland County residents in the trades industry. BOCES is trying to hire some people to teach some part time night classes for the trades in the Cortland area. They did not have anyone apply. I posted the need on my personal FB page and have had 4 people reach out who were interested so I have referred them to BOCES.
- Unemployment in the CNY region has actually decreased since September from 301% over the past year down to 168%. Statewide there are still over 4.3 million people on Unemployment Insurance with 1.8 million on the Pandemic Unemployment Assistance (these numbers are not all included in the UI numbers). Our regional UI rate is currently at 7.1%, with our local workforce area UI Rate at 5.5%. Unemployment claims are up in Cayuga County from 164 last week to 173 this week, not

significant but still that is 173 new initial claims being filed. In Cortland County, our numbers went from 115 last week up to 146 new initial claims this week. The top 3 areas hit the hardest recently: 1. Personal Care Services, 1026% 2. Healthcare Practitioners at 541% and 3. Education at 526%. The age group that was hit the hardest during this time frame has been the people under the age of 25 is down from 975% to 491% and the next hardest hit were the over 64 year olds at 337%!

- We have been “fortunate” in the 2 county areas, in that we have not received a mass list of closures like some had predicted could happen. As of right now the only big closure is BCS (formerly known as TRW) in Auburn, which is going to affect approx. 150 people beginning the first week of January. Cayuga County Employment & Training Staff are prepared to work with these folks.
- I have sent out some emails inviting you all to join in on some valuable discussions and training opportunities via our professional organization – if there is a cost to them, please know that we are willing to pay for you to attend these trainings/sessions. I hope that some of you will take advantage and join me on the upcoming ones. I recently had WIOA WDB Governance training with USDOL and it went very well, I am going to send out the follow up training and hope that someone will join me on that call as well.
- I recently attended the NYATEP Fall Conference which was very valuable for us during this time. NYATEP and NYSEDC delivered its annual fall conference on October 27 and 28th. This was the first time ever it was delivered virtually and it was very well received by attendees. The event kicked off with a message from Senator Charles Schumer and a plenary discussion on The Future of Workforce and Economic Development, delivered by NYATEP Executive Director, Melinda Mack and NYSEDC Executive Director, Ryan Silva. Here, they reflected on the challenges of the last 8 months, as well as the opportunities ahead as New York works to rebuild its economy. The event was then followed by a “fireside chat” between SUNY Chancellor, Jim Malatras and CUNY Chancellor, Felix Matos Rodriguez, where they discussed the projected future of New York’s colleges. Throughout the two days we had amazing workshops and plenaries where leaders in renewable energy discussing the future of new jobs to discussion with workforce leaders from all over the country giving tricks of the trade! There were exceptional and lively conversations about the how organizations have coped and transitioned throughout this year. Great ideas and success stories were shared from our friends in the entertainment, hospitality, energy and education sectors!
- I will ask all of you to talk with your business partners in the communities and let them know that we have funding available to help them with customized training opportunities, on the job training opportunities for them as they all begin to reimagine their work and workforce needs. As well as talking to them to see if they are interested in joining us on this board. This is the best method for getting the word out, word of mouth by their peers.

Thank you to all of you for doing what you do to help us and to give of your time. We couldn’t be where we are without you and your continued support.

Cortland Works Career Center

Director's Report

12/9/2020

- Customer traffic remains at approximately 50 customer per month.
- We currently have 12 people in trainings that will end early in 2021.
- We are starting to see customers interested in BOCES trainings that begin in February.
- We continue to struggle with ways to recruit youth for the WIOA program.

Cayuga County Employment and Training  
Workforce Development Board Meeting

December 9, 2020 Report  
Submitted by: Kelly King, Director

**COVID RESPONSE:** Cayuga Works, Cayuga Onondaga BOCES, and New York State Department of Labor are all on site. Services are primarily being provided virtually at this time along with scheduling customers in person on an as needed basis when services cannot be done remotely.

**Retirement:** E&T had 1 resolution this month- to fill the Principal Account Clerk Typist position due to a retirement effective 12/30/2020. Request was approved and permission to for any back fills.

**PROGRAM UPDATES:**

**WIOA YOUTH PROGRAM-**

- Staff are providing outreach to youth through DSS and probation. Currently has provided outreach to 18 eligible youth and is in the assessment/application process with 10 of the eligible youth. We have a meeting scheduled for the 16<sup>th</sup> of this month for youth recruitment, which I am looking forward to for new ideas as a new director and new to the youth program. Barriers that this county faces in terms of enrolling youth are the drug test requirement.

**YOUTH EMPLOYMENT PROJECT-**

- 6 Youth remain working under the Youth Employment Project. This program allows us to keep summer TANF youth employed past the September 30<sup>th</sup> deadline with additional funds though DSS. E&T had \$17,000 allocated and we have a current balance of \$4309.00. I anticipate youth to continue with work experience through mid to end January.

**CLASSROOM TRAINING-  
ADULT--**

- 3 students in classroom training at Cayuga Onondaga BOCES (2 LPNs and 1 Applied Electrical Technology)

**DISLOCATED WORKER-**

- 1 student in CDL B training at Cayuga Onondaga BOCES.

**SUPPORTIVE SERVICES-**

- 2 ADULTS enrolled in LPN training receiving assistance with uniforms and required supplies (uniform, shoes, stethoscope, and watch)

**OJT-**

- No current active OJT contracts at this time. Outreach for OJT is ongoing through our contacts as well as the partnership with CEDA and their e introductions and referrals. Significant interest from local businesses in OJT- challenges in connecting with job seekers.

**TRADE ACT-**

No current customers enrolled in Trade Act training or other Trade Act programs at this time.

**RAPID RESPOSE-**

**BCS-** Cayuga County business- Motor Vehicle Electrical and Electronic Equipment Manufacturer filed a petition for Trade Act on 11/17/2020 on behalf of their employees. 186 employees will be affected by this closure. Lay off dates will be in a 3 phased event starting on 1/2/21. Second and third phases are 1/18/21 and 2/28/21. Rapid Response events have been scheduled by Karl Price, RR Coordinator DOL and will be conducted virtually. I provided a form for him to include in his packet with our local career center information and contacts.