



**WDB In-Person Meeting**  
**April 18, 2023 – 8:40 a.m.**  
Cayuga Works Career Center

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

**Excused:** William Andre, Kay Breed, Trish Heimstra, Brian Noteboom, Michelle Spadacino

**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 8:40 a.m.

- I. **Attendance and Introductions:** Welcome new Cortland Member Kansas Underwood.
- II. **Public Comments:** None
- III. **Old Business: Approval of Resolutions from December 2022 meeting (lack of quorum)**
  - a. **Res. 1-2022:** Approval of Budgets Cayuga E&T, Cortland E&T, and Grant Administration Office (previously approved by the Executive Committee on 10/24/22)  
A motion was made by Kansas Underwood and seconded by Peter Schug, all in favor to split the Board discretionary funds between the three offices, Cayuga-\$20,000, Cortland-\$20,000, Grant Admin Office-\$14,000. If the offices needed additional funds there would be flexibility and the E&T Director could request them from the WDB Director.
  - b. **Res. 2-2022:** Approval of revised WIOA Supportive Services Policy. This policy was previously approved at the 10/24/22 Executive Committee. Motion By: Keiko Kimura Seconded By: Dan Welch All in Favor
  - c. **Res. 3-2022: Approval of Youth Follow-Up Policy:** Motion By: Demetrius Murphy Seconded By: Kansas Underwood All in Favor
- IV. **New Business:**
  - a. **Approval of the June 8, 2022 Board minutes:** Motion By: Keiko Kimura Seconded By: Nicole Meeker All in Favor
  - b. **Approval of meeting minutes from:** Executive Committee from October 24, 2022. Motion By: Jackie Newton Seconded By: Carrie Knight All in Favor  
**Res. 4-2022: Approval of Adult Priority of Service Policy:** Motion By: Heather Wineburg Seconded By: Carrie Knight All in Favor
  - c. **Res. 5-2022: Budget Modifications for decreasing ERNDWG funds PY 20 and increasing PY 22 Dislocated Worker funds:** Motion By: Keiko Kimura Seconded By: Jackie Newton All in Favor
- V. **Reports:**
  - a. **Fiscal/Budget Report-**See attached

- b. **Review and discussion of “new” E&T Director Reports:** Amy created a monthly report with input from other local areas to get the same information from both directors to submit monthly to her. There was some discussion regarding the information collected. There could be interpretation issues between the two Directors. Nicole Meeker, Board Chair said she would schedule a time to sit with the two Directors to come to a format that everyone would be satisfied with that would collect the data that was needed.
- c. **Discussion Items: Sign Ups for Committees:** There are some new members who have not signed up to be on a committee yet. Amy will send out the list of committees and who is on what committee and what vacancies there are.
- d. **Code of Ethics Signatures:** If you have not signed the Code of Ethics please do

**VI. Committee Reports-**

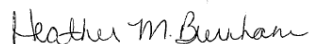
- a. **Board Maintenance:** The Board also need to be think about nominating a private sector business representative to be the Board Vice Chair. Jessica Weaver has taken on a new job and is no longer able to fill this role.
- b. **Planning & Operations:** There was a request made by Dan Welch to look at the Self Sufficiency Policy. Peter Naughton stated Onondaga just increased there self-sufficiency wage to \$35 from \$30.
- c. **Youth Advisory:** This committee needs to schedule a meeting in April to discuss youth incentives and what changes may be needed to be made

**WDB Director’s Reports-**See attached. Demetrius Murphy also asked if there could be a list of activities given to the Board about happenings in the Centers or outside happenings where the Career Centers are involved. Amy said she would provide that information

Please note the next meeting is **June 14, 2023 at 8:30am at the TC3 Biz Center, Main Street, Cortland, NY 13045.**

With no further business to discuss, a motion was made to end the meeting by Heather Wineburg, seconded by Dan Welch. The meeting ended at 10:13 a.m.

Respectfully submitted,



Heather Burnham