



WDB Meeting
June 8, 2022 – 8:13am
Cortland Works Career Center

Attended In Person By: Amy Buggs, Heather Burnham, Emily Cameron, Danielle Chase, Trish Jesset, Keiko Kimura, Kelly King, Carrie Knight, Nicole Meeker, Peter Naughton, Jackie Newton, Brian Noteboom, Shannon Phillips, Peter Schug, Patrick Sheppard, Jessica Weaver, Heather Wineburg, Steve Woodard

Excused: William Andre, Kay Breed, Kristi Gambitta, Demetrius Murphy,

Absent: Dave Goodness, Scott Reilly

Notification of the 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 8:13 a.m.

- I. **Attendance and Introductions** – Lynn Marinelli-Cayuga Budget & Finance Director
Shereen Androsko–Cayuga County Operations Director
- II. **Old Business: None**
- III. **New Business:**
 - a. **Approval of the March 9, 2022 Board minutes:** Motion By: Carrie Knight Seconded By: Jessica Weaver Abstained: Keiko Kimura - All in Favor
 - b. **Approval of meeting minutes from:** Executive Committee on March 30, 2022, Planning & Operations on April 8, 2022, and Executive Committee from May 26, 2022. Motion By: Carrie Knight Seconded By: Brian Noteboom All in Favor
 - Lengthy discussion took place about the communication between the offices and the board office. We will work to remedy this with the staff

Approval of meeting minutes from: Planning & Operations on March 7, 2022.

Motion By: Heather Wineburg; Seconded By: Peter Schug All in Favor

- c. **Res. 19-2021: Approval of Budgets Mods Cayuga E&T, Cortland E&T, and Grant Administration Office for the Purplegator Contract** Motion: Jessica Weaver Seconded By: Peter Schug - 12 In Favor; 1 No-KKimura
 - Discussion regarding the communication of the funds for this contract, this was discussed and decisions are made to support not hinder any services that are offered in the 2 county area. The Executive Committee meets and knows that quick decisions need to be made and there are never any malicious intentions, this committee is to move business along, so the people of the 2 county area can continue to be served with no interruptions waiting for quarterly board meetings.

Res. 20-2021: Approve Budget Mod for Cayuga E&T Staff Person

Motion: Nicole Meeker Seconded By: Heather Wineburg All In Favor

Res. 21-2021: Approval of Revised Supportive Service Policy

Motion: Peter Schug Seconded By: Jessica Weaver All In Favor

Res. 22-2021: Approval of Updated OJT Policy

Motion: Brian Noteboom Seconded By: Carrie Knight All In Favor

Res. 23-2021: Approval of Transfer of Funds

Motion: Jessica Weaver Seconded By: Nicole Meeker All In Favor

Res. 24-2021: Approval of the three preliminary budgets with the modification to the Grant Admin budget setting aside the funds from Board Discretionary line and reserving them for discussion at a later time.

Motion: Keiko Kimura Seconded By: Trish Jesset All In Favor

- Discussion about the budgets: Cortland County did a countywide salary restructure and that is why the salary numbers are higher in the Cortland budgets. This was always a concern, as to why there was such a wide wage disparity between not only our 2 counties, but many other counties across the state.
- Amy will share the 40 page State monitoring guide with Cayuga County Budget office
- Board to consider adding a Budget and Finance Committee
- Participant numbers (data collection) spreadsheet to be used for the E&T Directors to report on the services being provided at the career centers, this will be ready for the Sept. board meeting.

d. Fiscal/Budget Report-See attached

e. Discussion Items: Notify the Board of budget mods under \$5,000

IV. 2022-2023 Meeting Calendar: Nicole and Amy addressed the Board about the dates of the meetings and mentioned that there has been some question about starting the meetings at a later time. Members agreed that the days were fine however they would like a hybrid option and would also like to start at 8:30am. They also like the idea of a calendar invite and a notice the day before the meeting. It was unanimous that the meetings be moved to 8:30am and continue to be held in alternating offices. We will have to still abide by the guidelines of the state law for hybrid video conference meetings. This changes with the COVID Guidelines and EO of the governor, so we will go with what that says at the time of the meetings.

V. Committee Reports:

- a. **Board Maintenance-** None
- b. **Planning & Operations-** See attached minutes
- c. **Youth Advisory-** None
- d. **Strategic Planning-**

VI. WDB Director's Report- Report not given due to lack of members and time allotted.

VII. E&T Director's Reports-See attached

Please note the next meeting is September 21, 2022 at 8:30am at the Cayuga Works Career Center, 199 Franklin Street, Auburn, NY 13021.

With no further business to discuss, the meeting ended at 10:15 a.m. with a motion by Trish Jesset and seconded by Heather Wineburg.

Respectfully submitted,
Heather Burnham