



WDB Hybrid Meeting (NO QUORUM)
December 14, 2022 – 8:17am
Cortland Works Career Center/Web Ex Meeting

Attended Virtually by: Emily Cameron, Joe Clare, Kelly King, Keiko Kimoro,

Attended In Person By: Amy Buggs, Heather Burnham, Trish Jesset, Andrew Logue, Nicole Meeker, Peter Naughton, Brian Noteboom, Shannon Phillips, Patrick Sheppard, Dan Welch, Carrie Whitmore, Heather Wineburg

Excused: Kay Breed, Kristi Gambitta, Keiko Kimura, Carrie Knight, Mindy Laursen, Demetrius Murphy, Jackie Newton, Jessica Weaver

Absent: Bill Andre, Kay Breed

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. Nicole Meeker brought the meeting to order at 8:17 a.m.

- I. **Attendance and Introductions:** Welcome new Cayuga Members Joe Clare, Andrew Logue and Dan Welch.
- II. **Old Business: The September meeting was cancelled due to a lack of a quorum**
- III. **New Business: Due to a lack of an in person quorum the following items were not approved at this meeting. An Executive Committee will be called to conduct this business.**
 - a. **Approval of the June 8, 2022 Board minutes:**
 - b. **Approval of meeting minutes from:** Executive Committee from October 24, 2022.
 - c. **Res. 1-2022:** Approval of Budgets Cayuga E&T, Cortland E&T, and Grant Administration Office (already approved by the Executive Committee on 10/24/22)
Res. 2-2022: Approval of revised WIOA Supportive Services Policy. This policy was already approved at the 10/24/22 Executive Committee.
 - d. **Fiscal/Budget Report-**See attached
Notify the Board that Cortland E&T submitted a budget mod for \$2100.00 to move money to the Youth Staff Training line from the Youth training line.
Kelly King asked if the incentive for Job Zone has to be an incentive since its part of enrollment or could they do something else in place of the incentive such as an incentive for a completed unpaid job shadows. Amy said there would need to be a policy change, something consistence between the two offices. The Youth Committee should meet and discuss. Kelly stated she would like to be a part of the Youth Subcommittee. Shannon stated the kids don't know what the incentives are and by having them we are capturing the necessary data we need to follow up on the youth. Cortland E&T ha designed an in-house training and utilizes the "other" category. Kelly stated if she enrolls all the youth she currently has lined up in a 600 hour work experience she will not have enough work experience funds (before transferring from other budget lines). Cortland does 90 day work experiences with a re-evaluation after the 90 days.
 - e. **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. The report would give the Board monthly enrollments, training numbers, supportive service numbers, youth work experience, Trade Act customers, business services front door traffic etc. Heather Wineburg says she likes the visual report. Kelly said she would rather do the report every 3 months and report two weeks prior to the WDB meetings and Shannon prefers to do the report every month. Kelly feels her Directors report is more useful and with this report she doesn't feel like she can speak to the happenings in the Center. Nicole Meeker told her if she wanted to report anything there was plenty of room on the report or she could speak during the 3 minute public comment. Trish Jasset said she didn't care which way the directors reported whether it be monthly or quarterly, just one document they could review prior to the meeting so they could bring any questions to the meeting. Heather Wineburg agreed that the Directors should do what they felt was easier for them. Trish said these reports maybe helpful in graphing for historical data. Kelly asked Amy and Peter is there was something she was missing to make tracking easier and then report highlights. Amy said OSOS management reports are difficult to retrieve and she thought these reports would give a better snapshot of the Centers activity. Dan Welch said we can't control anything DOL does so that info is not pertinent to the report.

Kelly wanted to report that Cayuga County gave E&T ARPA funds to purchase 10 laptops for E&T workshops and computer lab. They also purchased high tech video equipment with backdrops, microphones and video editing software for industry exposure. She has been spending a lot of time on Micron. Kelly has been working with Keiko Kimoro and Emily Camron do develop curriculum.

Shannon shared with the Board the change in the in school/out school requirement going from 75/25 to 50/50. Shannon and her staff have been working with Cortland and Homer High School and have started to have a monthly presence in those two schools. Shannon has limited staff so this has been a little difficult.

Dan Welch asked about the WDB Discretionary funds and Amy said they will remain in the Board budget untouched until the Executive Committee can meet.

- f. Discussion Items: Sign Ups for Committees, Discussion and Creation of a Finance Committee**
- g. Code of Ethics Signatures**
- h. Review of Meeting Calendar and meeting times/locations**

IV. Committee Reports-None

V. WDB Director's Reports-See attached

Please note the next meeting is **March 8, 2023** at 8:30am at the **Cayuga Works Career Center, 199 Franklin Street, Cayuga, NY 13021.**

With no further business to discuss, the meeting ended at 9:47 a.m.

Respectfully submitted,

Heather Burnham