



**WDB In-Person Meeting**  
**March 13, 2024**  
**Cayuga Works Career Center, 199 Franklin St. Auburn, NY**

**Member Present:** William Andre, Amy Buggs Heather Burnham, Emily Cameron, Joe Clare, Dave Goodness, Keiko Kimura, Carrie Knight, Demetrius Murphy, Peter Naughton, Sherwin Nepomucena, Jackie Newton, Shannon Phillips, Dan Welch, Carrie Whitmore, Heather Wineburg

**Excused:** Kay Breed, Brian Noteboom, Peter Schug, Patrick Sheppard Michelle Spadacino, Kansas Underwood

**Absent:**

**Present via Zoom:** Trisha Hiemstra, Nicole Meeker

**Guests:** Beth Bentley, Jaime Squires, Melanie Vilardi

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. Demetrius Murphy brought the meeting to order at 8:33 a.m.

Attendance and Introductions: Amy introduced our newest Board member Sherwin Nepomucena from Seven Valley Specialty Cable in Cortland. We also had Angelina Blank, Apprenticeship Business Developer from SUNY, give a presentation on the apprenticeships and business engagement. Her contact info:

**Angelina Blank, Apprenticeship Business Developer**, North Country and Central NY Regions, The State University of New York, Cell: (315) 514-2519, Email: [angelina.blank@suny.edu](mailto:angelina.blank@suny.edu)

- I. **Public Comments:** Beth Bentley, Workforce Development Program Assistant updated the Board on the collaboration with the MOST - Youth Micron Event- Cayuga County E&T were awarded \$10,000 of youth ARPA funds the County Youth Bureau to put on a STEM event at all Cayuga County Schools, including BOCES and CCC. The event will be put on by The Most and the target grade is 8th grade. The Most will also put on a session at BOCES for CTE and at the Workforce Development Center in the Fall where we plan to pair the event with a job/opportunity tabled event for the community and open to the public.
- II. **Old Business:** None
- III. **New Business:**
  - a. **Approval of the December 13, 2023 Board minutes:** Motion By: Dan Welch  
Seconded By: Carrie Knight All in Favor
  - b. **Res. 4-2023: Approval of Budget Modification Cayuga E&T:** Motion By: Heather Wineburg  
Seconded By: Keiko Kimura - All in Favor  
Notify the Board of \$700 Cayuga Budget Mod on 3/8/24 to move money to staff training  
Notify the Board of \$2618.43 Cortland budget mod on 12/18/23 to move Youth Fica/Medicare from the Adult budget column
  - c. **Res. 5-2023: Approval of Adult Priority of Service and Basic Skills Deficiency Policy:**  
Motion By: Carrie Whitmore Seconded By: Carrie Knight - All in Favor

**IV. Reports:**

- a. **Fiscal/Budget Report-** Attached
- b. **Review E&T Director Reports:** Attached
- c. **Discussion Items:**

**V. Committee Reports-**

- a. Board Maintenance: Demetrius Murphy will be the new Vice Chair of the Board as previously voted on in December.
- b. Youth Advisory:

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

With no further business to discuss, a motion was made to end the meeting by Heather Wineburg, seconded by Dan Welch. The meeting adjourned at 9:30 am.

Respectfully submitted,

Heather Burnham