



WDB Hybrid Meeting
December 8, 2021 – 8:11am
Cortland Works Career Center/Web Ex Meeting

Attended Virtually by: Heather Burnham, Emily Cameron, Danielle Chase, Kristi Gambitta, Dave Goodness, Keiko Kimura, Kelly King, Demetrius Murphy, Patrick Sheppard, Danielle Szabo, Steve Woodard,

Attended In Person By: Amy Buggs, Trish Jesset, Carrie Knight, Mindy Larsen, Nicole Meeker, Jackie Newton, Shannon Phillips, Peter Schug, Jessica Weaver, Heather Wineburg, Carrie Whitmore

Excused:

Absent:

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 8:11 a.m.

- I. **Attendance and Introductions-** Introduce our newest Board member Danielle Szabo. She works at Economic Development in Cayuga County and is replacing Tracey Verrier's seat on the Board
- II. **Old Business: Cayuga:** There was a Job Fair held at the Finger Lakes mall. There were around 30-40 jobseekers and 20 employers. There were some on the spots hires. There was also a mini job fair at the Cayuga Works Career Center which was Healthcare based. There we only about 6 jobseekers.
Cortland- A second job fair was held at the end of September at the JM McDonald Sports Complex. There were 72 businesses in attendance and the number of jobseekers in attendance was low.
- III. **New Business:**
 - a. Approval of the September 8, 2021 Board minutes: Motion By: Peter Schug -
Seconded By: Nicole Meeker - All in Favor
 - b. **Res. 14-2021:** Approval of Budgets Mods Cayuga E&T, Cortland E&T, and Grant Administration Office Motion: Demetrius Murphy Seconded By: Danielle Chace All In Favor
Res. 15-2021: Approval of One Stop Operator RFP Submission. This resolution was removed from the agenda. Further information was requested and it was not received until late afternoon on the 7th. Amy will make any necessary changes and bring the full document and resolution to the Executive Committee. Danielle Szabo asked if Cayuga E&T will have to apply and Amy stated that E&T office is not eligible to apply.
 - c. **Fiscal/Budget Report-**See attached
 - d. **Discussion regarding NYSDOL Pilot Program to fund the expansion of the Disability Resource Coordinator (DRC) position to each Local area and provide guidance on implementing the NY SCION program**
Notify Local Workforce Development Boards (LWDBs) of a three-year New York State (NYS) pilot program to fund the expansion of the DRC position to each Local Workforce

Development Area (LWDA), and provide guidance to LWDBs on implementing the NY SCION program.

Each LWDA must have at least one DRC on staff to build capacity within the workforce development system in serving individuals with disabilities, including individuals with developmental and/or intellectual disabilities, ages 18 and older. The DRC position will be filled through the hiring of a new, or designation of an existing, full-time local staff person who will be required to develop a model of sustainability for the position beyond the three-year pilot period. To assist with implementation, each LWDB will receive up to \$100,000 annually for three consecutive years, from January 1, 2022-December 31, 2024. Each DRC must develop a process to convene Integrated Resource Teams (IRTs) in the LWDA to advance individuals with disabilities in their chosen education, employment, training, and/or career pathways goal(s). To coordinate and streamline funding across NYS to better serve individuals with disabilities, each LWDB not currently registered under the New York Employment Services System (NYESS) Administrative Employment Network (AEN) is strongly encouraged to do so. If not registering with the NYESS AEN, each LWDB must be registered with an AEN or be their own Employment Network.

Demetrius asked is this position is for both Centers? Amy stated yes one DRC to cover both Centers. The salary is not set but the job duties and suggested qualifications have been given in the Technical Advisory. Amy is working on putting together the implementation plan/budget as well as getting an RFP ready to go out for this program.

IV. Committee Reports:

- a. **Planning & Operations-** Plan a meeting to talk about marketing and outreach. The Cortland County Dept. of Employment & Training Grant Administration Office was awarded \$100,000 in ARP funding from Cortland County. Amy Buggs, WDB Director submitted the proposal to Cortland County ARP Committee. Funding would be used in the following ways:
 - i. This funding will be used to retain the services of a marketing company hired to develop and implement a re-branding strategy coupled with an outreach and recruitment campaign to be rolled out over an eighteen (18) month period. Primary objective is to increase the pool of qualified applicants for current job openings, to recruit individuals for enhanced job readiness training for current and internship employment opportunities, and to enroll individuals in longer term educational/skill development programs for future workforce needs.
 - ii. Getting the Employment & Training and Grant Administration staff trained with the newest and latest technologies and methodologies of the job seeking/interviewing/job readiness market.
 - iii. Purchase up to 100 Chromebooks with some sort of connectivity package for up to 100 unemployed individuals who enroll in workforce development training. With a recent Technical Assistance (TA) from NYSDOL this portion of the Grant may not be utilized.
- b. **Youth Advisory-** To plan a meeting to revise the Youth Work Experience Policy and Wages as well as a rebranding strategy for the two county program.

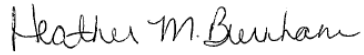
V. WDB Director's Report-See attached

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

Please note the next meeting is **March 9, 2022** at 8:00am at the **Cayuga Works Career Center, 199 Franklin Street, Auburn, NY 13021.**

With no further business to discuss, the meeting ended at 9:01 a.m. with a motion by Nicole Meeker and seconded by Peter Schug.

Respectfully submitted,

A handwritten signature in cursive script that reads "Heather M. Burnham".

Heather Burnham

