



WDB Hybrid Meeting
September 8, 2021 – 8:10am
TC3 Biz Center/Web Ex Meeting

Attended Virtually by: William Andre, Emily Cameron, Danielle Chase, Kristi Gambitta, Keiko Kimura, Mindy Larsen, Demetrius Murphy, Jackie Newton, Tracy Verrier, Steve Woodard, Dave Goodness

Attended In Person By: Amy Buggs, Heather Burnham, Carrie Knight, Nicole Meeker, Brian Noteboom, Shannon Phillips, Patrick Sheppard, Jessica Weaver, Heather Wineburg, Carrie Whitmore

Excused: Dan Dineen, Kelly King, Peter Schug

Absent: Kay Breed, Scott Reilly

Guests: Trish Jesset, Jim Alberici, Danielle Szabo

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 8:10 a.m.

- I. **Attendance and Introductions-** Introduce our newest Board member Danielle Chase. She works at William George Agency and is filling Jason McRae's seat on the Board
- II. **Old Business:** Update on the June 22nd Back 2 Work Job Fair. There were 98 attendees, 130 interviews and 28 jobseekers were hired. Employers liked the hours of the event and cannot wait until our September 22nd Fresh Start Fall Job Fair
- III. **New Business:**
 - a. Approval of the June 2, 2021 Board minutes: Motion By: Demetrius Murphy -
Seconded By: Nicole Meeker - All in Favor
 - b. Approval of the June 30, 2021 Executive Committee Minutes: Motion By: Demetrius Murphy
Seconded By: Jessica Weaver All in Favor
 - c. Approval of the Following Resolutions from the Executive Committee meeting on 6/30/2021
 - 6-2021:** Approval of Preliminary PY 21 Budgets for Cayuga E&T, Cortland E&T, and Grant Administration Office
Motion: Brian Noteboom Seconded By: Jackie Newton All In Favor
 - 7-2021:** Approval of Transfer of Funds from Dislocated Worker to Adult.
Motion By: Tracy Verrier Seconded By: Jessica Weaver All in Favor
 - 08-2021:** Approval of Final PY 21 WIOA Budgets for Cayuga E&T, Cortland E&T, and Grant Administration Office. Demetirus stated he notice the disparities in the wages between the Cayuga and Cortland Offices. Amy sated that Cortland County has one of the lowest wages compared to other counties in the Upstate NY area. Cortland County has realized that they cannot find qualified candidates for open positions nor can they keep existing employees from leaving and taking positions in neighboring counties. Cortland County is currently working on a wage study to compare the wages of surrounding counties and positions. Cortland County is starting with management positions first and then moving to union positions. The current CSEA agreement ends 12/31/2023. Trish Jesset stated that the County Highway is struggling to keep employees and in turn could affect the maintenance of county

roads. The Sheriff's Dept. is struggling to get and keep officers. Bill Andre stated that civil servants are not even making a prevailing wage in their jobs. Motion By: Nicole Meeker Seconded By: Heather Wineburg All in Favor

09-2021: Approval of the Increase in ITA Training Cap and approve revised ITA Policy. Shannon stated expressed that this \$1000 increase will be a big help to the customer so they might not have to take out a loan to pay the tuition difference.

Motion By: Demetrius Murphy Seconded By: Jessica Weaver All in Favor

10-2021: Approval of the Revised Supportive Services Policy- Tracy asked if the budget could support the Childcare increase. WIOA funding is the last resort, so some participants may qualify for childcare subsidy from DSS and use WIOA to offset the difference. We have not had many participants utilize the childcare subsidy but it is an option if needed. Motion By: Jessica Weaver Seconded By: Heather Wineburg All in Favor

11-2021: Approval of Demand Occupation List Motion By: Nicole Meeker Seconded By: Brian Noteboom All in Favor

12-2021: Authorize Board Chair and Local Chief Elected Officials to execute the WIOA Local Plan for Program Year 2021-2025- NYS Department of Labor has given the approval of the Local Plan and is awaiting final signatures. Motion By: Nicole Meeker Seconded By: Carrie Knight All in Favor

13-2021: Approval of Basic Skills Deficiency – This is a required policy from Department of Labor. Motion By: Carrie Knight Seconded By: Jessica Weaver

d. **Fiscal/Budget Report**-See attached

e. **Fresh Start Job Fair**- Cortland County E&T along with Cortland County, Cortland County Chamber, Cortland County IDA/BDC, will be hosting a second job fair on September 22, 2021 from 3pm-7 pm at the JM McDonald Sports Complex. We ask that you share the flyers and encourage businesses and jobseekers to attend. See attached flyers.

IV. **Committee Reports:**

- a. **Board Maintenance**- We still need two business representatives from Cayuga County which we will continue to work on.
- b. **Planning & Operations**- Upcoming discussion of RFP for Youth Outreach-Another County wrote an Outreach RFP for their Youth Program. The Company they awarded the RFP to was called Purple Gator. Amy will send out the link after the meeting so you can see how they market the Program. Demetrius asked what we could do as Board members. Amy said we need to nicely package the program. Ask colleagues if they would be interested in taking the time to mentor a youth and show them how to be well rounded community members.
- c. **Youth Advisory**-Plan a meeting to talk about Youth Program Spending-Trish has census information so we can use that data to find where the population of youths are and target those areas. Dave has a contact at the CNY School Board where we can access the contacts needed in the area schools
- d. **Strategic Planning**-

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

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

Amy would like to thank Tracy Verrier for her time on the Board over the past few years. We wish her well in her future endeavors.

Please note the next meeting is **December 8, 2021** at 8:00am at the Cortland Works Career Center, 99 Main Street, Cortland, NY 13045.

With no further business to discuss, the meeting ended at 9:35 a.m. with a motion by Demetrius Murphy and seconded by Carrie Knight.

Respectfully submitted,
Heather Burnham

WDB Director's Report

Board Meeting on 6/2/2021 Zoom Video Conference Call

Since our last meeting 3/17/2020, much has continued to happen, as you can imagine! COVID-19 Pandemic is still affecting the way we do business, the way our job seeking and business customers are being served and how our economy is reacting. Locally, the Cortland Works Career Center is still serving customers by appointment only and serving others via email and phone if they choose. The Cayuga Works Career Center is serving customers via email and phone as well as in person if a customer needs to use the resource room. Our partner staff are in the local offices with one staff person, one day a week, we are hoping they will be able to join us all back in both offices sometime before summer, but we really do not know the timeline.

- I have been sitting on many zoom and WebEx calls weekly on a variety of topics and WDB Directors calls along with NYSDOL Calls to keep up to date on what is happening with legislation, work requirements, unemployment issues and other workforce tidbits.
- The Cayuga and Cortland Street Beaters groups are working 2 separate Job Fairs. One for the Cortland County community at SUNY Cortland on June 22, 2021. If anyone on the board would like to help out, would like to have a booth to attract applicants please let Shannon know after the meeting. There is also a Job Fair being planned for the Cayuga County community on July 14, 2021 at the Cayuga Community College, again if anyone want to help or have a booth, please see Kelly after the meeting. We are excited to bring IN PERSON job seeking back to our communities – we hope that each of you will promote these events to your email distribution lists and on your social media pages.
- After the job fairs are finished, we will continue our discussion about bringing more training opportunities to the local areas.
- The work on the Local Plan has begun. I will be asking for some assistance from the Youth Committee, as well as Kelly and Shannon to help with a few pieces of this documents as the month goes along.
- Youth RFP – We discussed this in the beginning of the meeting. It is unfortunate that this could not work out for us this year, but we will look at it again in the future when our enrollments come up and our work begins to get back to something close to normal.
- Budget info- Heather has updated you on most of this. I just want to mention that the Director's across the state have petitioned NYSDOL to allow us to lower the required 80% spending to 70%. I have sent in a request to carry over any unspent PY20 funds to the next program year and was granted permissions to do this.

- The NYATEP Youth Conference was hosted virtually on 3/30-3/31. Our staff learned about innovated ideas to serve the youth (who have been among the hardest hit in this past year) we are all working hard at trying to implement some new and creative ways to reach them.
- Our first Customized Training contract was completed by ID Booth here in Homer, NY recently. They are just now rolling out the new software and getting staff on board with the changes. They felt that the training was successful and the staff are now taking some time to get used to the new software.

Thank you to all of you for doing what you do to help us and to give of your time. We couldn't be where we are without you and your continued support.

Cortland Works Career Center

Director's Report

June 2, 2021

Job Fair, June 22

- 130 businesses invited
- 14 unions invited
- 7 RSVP as of 6/1
 - Cortland County Personnel
 - Guthrie Cortland
 - Intertek
 - Pyrotek
 - Speedway
 - The Arc of Madison Cortland
 - Walmart

Summer Youth Employment Program

- 38 kids have applied (17 of them are 16+)
- 19 worksites, none in McGraw
- About 50 jobs

Adults in Training

- Six just finished early childhood microcredential through TC3 BIZ
- One just finished CDL
- One entering CNA accelerated course through TC3 BIZ
- One enrolled in Office Tech at OCM
- Three in Electrical Tech at OCM BOCES

Kelly King
Director's Report
Cayuga County Employment and Training
June 2, 2021

Program Updates:

Adult/Dislocated Worker:

- 7 participants currently enrolled in CRT
- 2 participants pending for CNA funding

WIOA Youth:

- 1 youth enrolled in paid work experience

SYEP:

- Working on program goals details and budget.
- 44 applications back and with over 30 complete and eligible. Remaining applications are in the review process currently.
- Approximately 23 worksites established and many worksite agreements returned.
- 4 new worksites developed- Cayuga Onondaga BOCES Child Care Center, Cayuga Community College Child Care Center, Emerson Park, and The Commons at Loretto.
- Interviews started this week- 12 interviews between yesterday and later today alone. Interviews are in person.
- Orientations are scheduled and will also be in person and contain the financial literacy component, sexual harassment, and Right to Know sessions along with program expectations and handbook review.

FFFS Youth Employment Project: (will continue this year)

- Cayuga County E&T receives an additional pool of money \$17,000 to extend the SYEP program after September 30 or when the TANF money runs out, whichever comes first. This money allows youth to continue paid work experience, earn paycheck, and gain skills. \$2,000 towards staff salary costs with the remaining funds (\$15,000) going to youth wages and fringes.

Career Center Update:

- Cayuga Works Career Center is still operating by appointment only. Not serving walk-ins at this time.
- E&T staff are continuing to be COVID tested weekly due to location on a SUNY campus.
- All E&T staff are working in the office while DOL staff continue to work remote and alternate days in the office one day a week with the supervisor on site every day.

Ongoing Projects:

- Working with the staff at CCC regarding opportunities for youth, adults, and referral process for training and services.
- Working with Cayuga Onondaga BOCES on developing opportunities for youth training and referrals for adults.
- Job Fair Preparation- Planning in person job fair with local partners tentatively to take place mid-July (July 14) and at the Cayuga Community College as the venue.
- Virtual Job Fair- to take place this week- E&T provided DOL with a list of employers for the job fair and promoted the fair on Facebook and to the customers and employers we are serving. E&T also following up with employers for the event.
- Working with local employers daily to address their workforce needs. Similar challenges across the board with hiring needs. Lack of applicants and skilled workforce.
- Launched first edition of a Workforce Newsletter created by all E&T staff. This will be a monthly newsletter.
- E&T staff continue to operate under two other contracted programs along with WIOA- currently serving the Non-Custodial Parent Program and the JOBS program through Department of Social Services contracts. Staff are providing job readiness, job search assistance, employability assessments, financial literacy, and soft skills training. These customers are all now registered in OSOS and a source of referrals for the youth program (both SYEP and WIOA as well as for CRT).

Trade Act Update:

- BCS on track to close June 17, 2021- (over 100 employees) E&T staff are working with HR at BCS to provide assistance to the trade affected workers before separation. Rapid Response was provided in December to workers, however E&T staff are putting together a packet with Trade Act information, as the petition was granted after rapid response sessions, with training information and Career Center Services. BCS has been provided with information regarding the virtual career fair and made aware that an in person job fair is in the works. Several employers have expressed an interest in the BCS workforce and that has been relayed to them through E&T staff and their HR department.

WDB Fiscal Report for June 2, 2021 Meeting

- Budget Mods were done by the 3 Offices to move funds to fill some overages. The Cayuga E&T office had a mod of \$500, Cortland E&T had a mod totaling \$3,245.00 and Grant Admin had a mod of \$1104.00. A copy of the modifications will be put into the minutes.
- We started this program year in July with needing to spend 1.013 million dollars and we've spent around \$700,000. We've helped 37 customers with ITA's/OJT/Customized Training and Supportive Services in the fields of Electrical, Welding, LPN, Paramedic, Childcare, HVAC, Office Tech and CDLA. Are biggest struggles have been:
 1. Finding youth for work experiences
 2. Finding worksites to take youth (However, with outreach efforts we have more worksites than youths)
 3. Lack of trades schools in the two county area (Sending most people to Syracuse)
 4. Transportation issues to schools in other Counties (Policy says needs to be over hour away by car so most don't qualify)
- We have just received our TANF allocations. They are just under \$12,000 less than last year.
- We have received WIOA allocations for Program Year 2021. We will be receiving \$940,000 in new WIOA funds. We also submitted a request to the State to not be held to the 80% obligation requirement for PY 2020 funds. The request was granted so we will carry in whatever funds that weren't spent at the end of the program year.
- I will be working on allocations this week and getting those out to the E&T's so they can begin work on their PY 21 budget.

Cayuga-Cortland Workforce Development Board

**Budget Modification Request
Under \$5,000.00**

Date Submitted to WDB Office: May 25, 2021

Requesting Office: Cortland E&T

**Explanation and Justification for Modification
Due to the shifts in the priority of customers and work flow**

Proposed Action

<u>Decrease/ Increase – Budget Line</u>	<u>Amount</u>	<u>Account Description</u>
CD62925 54045 WADW	\$50.00	Travel & Subsistance
CD62925 54067 WDWW	\$2500.00	Rent
CD62925 54802WYTH	\$600.00	Participant Training
CD62925 54005 WYTH	\$50.00	Youth Office Supplies
CD62925 54060WDWW	\$45.00	DW Advertising

<u>Decrease/Increase – Budget Line</u>	<u>Amount</u>	<u>Account Description</u>
CD62925 54000WADW	\$50.00	Adult Phone
CD62925 54000WDWW	\$45.00	DW Phone
CD62925 54000WYTH	\$50.00	Youth Phone
CD62925 51005 WDWW	\$2500.00	DW Wages & Fringes
CD62925 54067 WYTH	\$600.00	Youth Rent

Authorizations

WDB Director Approval

Date

WDB Fiscal Staff Approval

Date

Cayuga-Cortland Workforce Development Board
Budget Modification Request

Under \$5,000.00

Date Submitted to WDB Office: 5/17/2021

Requesting Office: Cayuga County Employment & Training

Explanation and Justification for Modification

Advised to move Department Expense (drug tests) from youth line to administration line under Department Expense per the Grant Administration office.

Proposed Action

<u>Decrease/ Increase – Budget Line</u>	<u>Amount</u>	<u>Account Description</u>
Decrease	250.00	Youth Department Expense
Increase	250.00	Youth Wages * Fringes
<u>Decrease/Increase – Budget Line</u>	<u>Amount</u>	<u>Account Description</u>
Decrease	250.00	Admin Rent
Increase	250.00	Admin Department Expense

Authorizations

WDB Director Approval Date

WDB Fiscal Staff Approval Date

Cayuga-Cortland Workforce Development Board

**Budget Modification Request
Under \$5,000.00**

Date Submitted to WDB Office: May 1, 2021

Requesting Office: Grant Administration

Explanation and Justification for Modification

To adjust the Youth budget to cover the overages in the following lines. Youth costs have increased as staff is spending more time on trying to find ways to recruit youth and worksites. More webinars are being watched and time looking for new and inventive ways

Proposed Action

<u>Decrease/ Increase – Budget Line</u>	<u>Amount</u>	<u>Account Description</u>
CD62905 54005 WYTH	\$104.00	Youth Office Supplies
	\$1000.00	Board Disc. Funds
<u>Decrease/Increase – Budget Line</u>	<u>Amount</u>	<u>Account Description</u>
CD62905 54040 WYTH	\$64.00	Youth Association Dues
CD62905 54070 WYTH	\$40.00	Youth Property & Liability Ins
CD62905 51005 WYTH	\$1000.00	Youth Wages & Fringes

Authorizations

WDB Director Approval Date

WDB Fiscal Staff Approval Date