



WDB Hybrid Meeting
March 9, 2022 – 8:11am
Cayuga Works Career Center/Web Ex Meeting

Attended Virtually by: William Andre, Danielle Chase, Trish Jesset, Kelly King, Nicole Meeker, Peter Naughton, Scott Reilly, Patrick Sheppard, Heather Wineburg, Carrie Whitmore

Attended In Person By: Amy Buggs, Heather Burnham, Shannon Phillips, Peter Schug, Emily Cameron, Dave Goodness, Danielle Szabo, Steve Woodard

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

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

II. Old Business: None

III. New Business:

- a. **Approval of the December 8, 2021 Board minutes:** Motion By: Motion By: Nicole Meeker Seconded By: Danielle Chase - All in Favor
- b. **Approval of meeting minutes from:** Youth Advisory Committee on January 10, 2022, Planning & Operations on January 14, 2022, and Executive Committee from January 20, 2022. Motion By: Danielle Chase Seconded By: Trish Jesset All in Favor
- c. **Approval of meeting minutes from:** Planning & Operations on March 7, 2022. Motion By: Heather Wineburg Seconded By: Peter Schug All in Favor
- d. **Res. 16-2021:** Approval of Budgets Mods Cayuga E&T, Cortland E&T, and Grant Administration Office Motion: Nicole Meeker Seconded By: Dani Szabo All In Favor
Res. 17-2021: Approval of WIOA Youth Work Experience Policy. This policy was reviewed, and suggestions made by our Program & Financial State Auditors. The two big changes with this policy are:
 1. The number of hours allocated for a work experience
 - Dani Szabo asked if the 600 hrs. allocated was over the course of participation (could it span over a year and at several worksites)? Would this affect the opportunity for an OJT later on if the participant wants to explore that avenue? Shannon stated a work experience if different than an OJT so it would not affect the ability to do an OJT later on.
 2. The amount a youth can make in the work experience.
 - Youth would make the same pay at a worksite as the employee at the same position up to \$15.00 hr.

Motion By: Danielle Chase Seconded By: Trish Jesset All in Favor

Res. 18-2021: Approval to award Purplegator with Youth Outreach services. Dani Szabo asked if Purplegator has experience with rural counties. Amy stated that they

did. Amy referenced Niagara County has used Purplegator for two years and they are pleased with the services they have received. Dani also asked if a particular internet based marketing worked better for one than another could the contract be modified. Motion BY: Dani Szabo Seconded By: Danielle Chase All in Favor

- e. **Fiscal/Budget Report**-See attached
- f. **RFP Selections and Updates**- One Stop Operator RFP had no responses, this means that at this point, Amy talked to NYSDOL and they recommended that we continue with the way things have been since the last solicitation in 2018 where the WDB Director fills this role. The Board recommends that the current status of the Director serving as the OSSO from the previous 4 year term be continued. Youth Outreach had two responses, Purplegator and Beasley Media, Planning and Operations committee met as previously stated and awarded this to Purplegator, and NYS Scion RFP is not due until March 24, 2022.
- g. **Discussion of ARP Money:** The Cortland County Dept. of Employment & Training Grant Administration Office was awarded \$100,000 in ARP funding from Cortland County. 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. Kelly stated in Cayuga County they partnered with Cornell Cooperative Extension to request \$50,000 for new furniture in the new office space when it is completed.

IV. **Committee Reports:**

- a. **Board Maintenance**- None
- b. **Planning & Operations**- Met to discuss the three RFP's. (See minutes above)
- c. **Youth Advisory**- Met on January 10, 2022 to discuss the revision of the Youth Work Experience Policy and Wages as well as a rebranding strategy for the two county program. (See minutes above)

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

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

Please note the next meeting is **June 8, 2022** 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 9:33 a.m. with a motion by Peter Schug and seconded by Steve Woodard.

Respectfully submitted,
Heather Burnham