




# Buffalo and Erie County Workforce Investment Board, Inc.

## MEMORANDUM

TO: Buffalo and Erie County Workforce Investment Board  
FROM:  Charles G. Jones, Jr., Chairman  
RE: January 24, 2012 Meeting Agenda  
DATE: January 17, 2012

A meeting of the WIB is scheduled for Tuesday, January 24, 2012, at 4 p.m., in the LCo Building, at 726 Exchange Street. The meeting will be held in the Barton Meeting Room on the sixth floor.

Minutes from the October 25, 2011 meeting are enclosed. Minutes from WIB committee meetings that have met since the last WIB meeting will be emailed to you for your review.

**PLEASE MAKE EVERY EFFORT TO ATTEND THIS MEETING.** As you know, our quorum requires a majority of the board in attendance before any action may be taken. If you have not already done so, please contact Barbara Schaus via email [schaus@becwib.org](mailto:schaus@becwib.org) or telephone 504-1480 and let her know if you will be attending the meeting.

The agenda for the meeting is as follows:

- I. Approval of minutes from the WIB's October 25, 2011 meeting
- II. Welcoming of Heather Okoro, New Executive Director
- III. Committee Reports
  - Budget and Oversight
  - Economic Development
  - Strategic Planning
- IV. Other Business

I look forward to seeing you at the meeting.

CGJ/bhs

Enclosure(s)

C: Gene Bagen, Cesar Cabrera, Colleen Cummings, Timothy M. Doolittle, Cheryl Fisher, Susan Palys, Russell Sferlazza and WIB staff

I. Approval of Minutes from October 25, 2011 meeting

WORKFORCE INVESTMENT BOARD  
Tuesday, October 25, 2011, 4 p.m.  
LCo Building  
726 Exchange Street, 6th Floor Barton Room  
Meeting Minutes

The Buffalo and Erie County Workforce Investment Board (WIB) met on Tuesday, October 25, 2011 at the LCo Building, 726 Exchange Street, 6th Floor Barton Room, Buffalo, New York.

Board members in attendance were: Mary Margaret Aprile, Jack Connors, Carol Dankert, Lyn Dyster, Robert Halady, L. Nathan Hare, James Hengst, Charles G. Jones, Jr., Robert Lupica, Michael Martin, Brenda McDuffie, Oswaldo Mestre, Jr., Sheri Mooney, Patricia Riegle, Brenda Ward, Myrna Young and Michael Zwick.

Excused Board members: Al Culliton, Silvia Fakler, Christopher Graham, Marnie LaVigne, Lynn Marinelli, John Olenick, Oscar E. Rayford, Timothy Reidy, Ralph Salerno, David Sullivan, William Tate, and Philip Wilcox.

WIB staff in attendance: James Finamore, David Kaczor and Barbara Schaus.

Workforce Development Consortium staff in attendance: Gene Bagen, Tim Doolittle and Russell Sferlazza.

Guests in attendance: Carolyn Bright, NYSDOL, Cheryl Fisher, Magavern, Magavern & Grimm Michael LaBerta, Workforce Development Institute and Susan Palys, NYSDOL.

Mr. Jones began the meeting at 4:15 p.m.

***I. Minutes***

July 26, 2011 minutes

**Motion to approve the minutes from the July 26, 2011 meeting was made by Mr. Connors, seconded by Ms. Riegle. All were in favor, motion carried.**

***II. Executive Director's Report***

Jim Finamore reviewed his Executive Director's Report. Some of the topics the report covered are: expenditures for ITAs are a bit ahead of schedule, therefore probably not sustainable to the end of the year, NEG funds are exhausted, Summer Youth program served 1,032 youth this summer, an additional \$400k in Workforce funds for Buffalo & Erie County may be forthcoming because of a plan to reduce the amount Governors are permitted to retain in their WIA allocation from 15% of their state's WIA allocation for admin and state wide activities to 5%. The local WIA would receive the difference. NYS has threatened to cut off our funding because of a long running dispute we have had with them regarding monitoring and various State audit findings. The WDC fiscal staff is in discussion with NYS searching for a compromise. The HPOG grant is proceeding well, however there have been a variety of administrative and instructional problems with ECC's Health Information Technology and Pharmacy Tech programs. Mr. Cosgrove has asked Health and

Human Services for permission to re-bid this part of the funding. Greater Buffalo Works has been asked by Erie County to convert to a performance based contract in 2012. There is concern any failure to achieve all the goals in the contract will result in a cash shortfall and the potential for a least a temporary shut down of the program. Mr. Finamore and Mr. Doolittle will explore possibility of the WDC remaining on a cost-reimbursement contract as in past years. The grant application for H-1B funds through USDOL to support job training for manufacturing companies in Buffalo and Erie County was not approved. An additional solicitation for H-1B funds is available and due November 17<sup>th</sup>. Mr. Kaczor is looking into applying for that second round of H-1B funds.

### **III. Committee Reports**

#### **Budget & Oversight Committee**

Mr. Sferlazza summarized the budget report for the committee. Under expenditures, the report shows the percentages are at 24% overall, which is on target. The Customized Training/OJT report shows 34.52% obligated in WIA and Adult funding, with a total amount of \$121,873 in unobligated funds still available. The ITA report shows \$150,985 in unobligated funds.

#### **Economic Development Committee**

Dr. Hengst reported on the committee. Al Culliton and Marnie LaVigne updated the committee on the Jump Start program. Carolyn Bright updated the committee on the NYS Consolidated funding application. 161 contracts were written and \$635,363 in funding received under the OJT/NEG program. Unfortunately the OJT/NEG program is now out of funds. The NEG/OJT program was very successful in our area, one of the top programs in NYS. Dr. Hengst said our area was not awarded the H-1B grant that was applied for. Another round of applications will be offered and our area will apply again.

#### **Nominating Committee**

Ms. Young said the Nominating Committee met and checked WIB attendance. The committee then put together a slate of officers based on the attendance review.

**Motion to accept the following slate of officers as presented: Charles G. Jones, Jr., -Chairman, Mary Margaret Aprile-First Vice Chair, Brenda McDuffie-Second Vice Chair, Patricia Riegler-Secretary, and James Hengst-Treasurer; made by Mr. Connors, seconded by Dr. Dyster. All were in favor, motion carried.**

#### **One Stop Systems/Welfare-to-Work**

Mr. Martin said his committee met on October 13, 2011. Mr. Martin said his committee reviewed Aurora Consulting's annual review and performance as IT provider to the WDC and WIB. The Consent Resolution to continue Aurora Consulting as IT provider was approved unanimously by the Executive Committee. Mr. Martin congratulated the newly elected slate of officers. Mr. Martin said it is an honor to be an officer on the WIB and thanked staff for the good job they do.

#### **Strategic Planning**

Ms. McDuffie said the committee met on October 6, 2011 and was given an update on the WIB's

Health Progression Opportunity Grant (HPOG). To date, approximately 191 participants have been enrolled in 6 different courses at 3 different schools or agencies. One hundred eleven participants have completed various cycles of these courses and 72 have been placed into employment to date. The WIB has decided to issue an RFP to solicit new health-related training services up to a maximum of \$230,000. Year 2 of this 5 year grant began on 9/30/11. For Year 2 of the grant there will be \$100,000 in the budget for Individual Training Accounts (ITAs). These ITAs will allow our local workforce area to offer assistance in training areas that are different from the original 6 areas offered in Year 1. The committee was presented with performance statistics as it relates to WIA Common Measures for Quarter 4 of Program Year 2010. Our LWIA was close to or exceeded 100% of our goals in all performance areas and exceeded the 80% of goal performance improvement threshold in all cases. Ms. McDuffie congratulated all staff who contributed to the success of the WIA Common Measures PY 2010 Quarter 4 report. We were denied funding under the recent H-1B grant proposal submitted. Ms. McDuffie handed out a WNY Regional Economic Development Council flier and also spoke about the flier's invitation to attend the presentation of the WNY draft Strategic Plan. Ms. McDuffie said all comments regarding the plan is reviewed.

### Youth Council

Mr. Mestre reported the Youth Council met on October 7, 2011. Reports from Diane Falzone, Youth Services Director of the Balance of County office, and Jeff Nixon, Youth Services Director for the City of Buffalo program, on their respective summer youth programs were given to the group. The county office served approximately 242 at over 80 worksites throughout Erie County. Fifty-seven (57) youth received academic tutoring as part of their summer experience. The City Summer Youth Program provided employment to over 800 youth throughout the city. A variety of partner agencies and programs such provided worksites and support throughout the summer. A summary of the local Summer Jobs Express! (SJE) was provided by Cassandra Austin of the city staff and Holly Dusett of the county staff. This new, pilot program provided 8 weeks of summer employment for low income youth and was designed to integrate work readiness preparation (time management, positive work ethic, appropriate dress, etc.) with summer youth employment. One hundred seventeen (117) youth participated and completed work readiness training or achieved a National Work Readiness Credential. Mr. Scello presented youth performance statistics as it relates to WIA Common Measures for Quarter 4 of Program Year 2010. Despite higher negotiated standards, our local area exceeded the 80% of goal performance improvement thresholds for youth performance.

### Other Business

No other business

**Motion to adjourn the meeting was made by Mr. Connors, seconded by Ms. Aprile. All were in favor, motion carried.**

Meeting adjourned at 5:10 p.m.

APPROVED: \_\_\_\_\_  
Patricia Riegle, Secretary

## II. Welcoming of Heather Okoro, New Executive Director



# COUNTY OF ERIE

**MARK C. POLONCARZ**  
COUNTY EXECUTIVE

January 13, 2012

Honorable Members  
Erie County Legislature  
92 Franklin Street, 4<sup>th</sup> Floor  
Buffalo, New York 14202

Charles G. Jones, Jr., Chairman  
Buffalo and Erie County Workforce Investment Board, Inc.  
726 Exchange Street, Suite 630  
Buffalo, New York 14210

Timothy Doolittle, Administrative Director  
Buffalo and Erie County Workforce Development Consortium, Inc.  
275 Oak Street, Suite 220  
Buffalo, New York 14203

**Re: Appointment of Erie County Director of Workforce Development and  
Executive Director, Buffalo and Erie County Workforce Investment Board**

Dear Honorable Members and Messrs. Jones and Doolittle:

Pursuant to my authority as Erie County Executive, I hereby appoint Heather N. Okoro as Director of Workforce Development as well as Executive Director of the Buffalo and Erie County Workforce Investment Board.

Thank you in advance for your courtesies.

Sincerely yours,

Mark C. Poloncarz  
Erie County Executive

Richard Tobe  
Deputy County Executive

### III. Committee Reports

## BUDGET & OVERSIGHT

Buffalo and Erie County Workforce Development Consortium, Inc.

	2nd Quarter Accrued Expenditures		Budget as approved by Board				Adjustments to Budgeted Revenue and Obligations*			
	Accruals @ 12/31/11	% of Budgeted Expenditures	PY 11 Budgeted Expenditures	PY 11 Budgeted Revenue	Budgeted PY 11 Carry-out	Adjusted Revenue	Revenue Surplus (deficit)	Carry-Over Obligations	Adjusted PY 11 Carry-out	
<b>PY 11 7/1/11-6/30/12</b>										
WIA Administration	\$330,943	44%	\$745,651	\$783,130	\$37,480			\$0	\$0	
WIA Adult	\$947,610	43%	\$2,203,288	\$2,196,748	-\$6,540			\$0	\$0	
WIA Youth	\$990,154	43%	\$2,327,982	\$2,327,982	\$0			\$0	\$0	
WIA Dislocated Worker	\$892,052	44%	\$2,012,728	\$2,204,695	\$191,966			\$0	\$0	
<b>Subtotal WIA</b>	<b>\$3,160,760</b>	<b>43%</b>	<b>\$7,289,649</b>	<b>\$7,512,555</b>	<b>\$222,906</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Recovery Act Administration		#DIV/0!	\$0	\$0	\$0			\$0	\$0	
Recovery Act Adult		#DIV/0!	\$0	\$0	\$0			\$0	\$0	
Recovery Act Youth		#DIV/0!	\$0	\$0	\$0			\$0	\$0	
Recovery Act Dislocated Worker		#DIV/0!	\$0	\$0	\$0			\$0	\$0	
<b>Subtotal Recovery Act</b>	<b>\$0</b>	<b>#DIV/0!</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
GBW Welfare to Work	\$480,066	77%	\$626,572	\$626,572	\$0			\$0	\$0	
HPOG	\$747,992	57%	\$1,323,067	\$1,323,067	\$0			\$0	\$0	
TANF Youth	\$680,557	100%	\$680,557	\$680,557	\$0			\$0	\$0	
Other (Non-WIA)	\$656,543	35%	\$1,884,669	\$2,036,558	\$151,889			\$0	\$0	
<b>Subtotal Other</b>	<b>\$2,565,158</b>	<b>57%</b>	<b>\$4,514,864</b>	<b>\$4,666,754</b>	<b>\$151,889</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>TOTAL</b>	<b>\$5,725,917</b>	<b>49%</b>	<b>\$11,804,513</b>	<b>\$12,179,309</b>	<b>\$374,795</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

*Workforce Investment Act (WIA)* - Signed on August 7, 1998, this act created a new governance structure consisting of state and local workforce investment boards, a streamlined one-stop delivery system and the replacement of local contracting with Individual Training Account Vouchers to deliver training services.

*American Recovery and Reinvestment Act (Recovery Act)* - Signed by President Obama on February 17, 2009, this act is "intended to preserve and create jobs, promote the nation's economic recovery, and assist those most impacted by the recession." ARRA expired 6/30/11.

*Greater Buffalo Works (GBW) Welfare to Work Program* - The Buffalo and Erie Co. Workforce Development Consortium (BECWDC) is under contract with the Erie Co. Department of Social Services (ECOSS) to provide coordinated and comprehensive services to Temporary Assistance to Needy Families(TANF) recipients to best ensure successful placement and retention of recipients in unsubsidized employment. These services include intensive Job Readiness Training, employability assessment, subsidized employment, job placement and follow up.

*HPOG* - Healthcare Professions Opportunity Grant awarded by the U.S. Department of Health and Human Services to the WDC. This Grant offers training in LPN, Medical Billing, Medical Office Assistant, Direct Support Professional, Pharmacy Technician, and Health Information Technician.

*TANF Youth* - Temporary Assistance for Needy Families (TANF) is the successor to Aid to Families with Dependent Children (AFDC). While AFDC funds were used mainly to provide cash aid to needy families, TANF funds are available for a much wider array of purposes such as employment programs. These funds now flow through local Social Service Districts through block grants. The Erie County Department of Social Services has agreed to allocate these funds to the WDC this year to provide summer employment opportunities to TANF eligible youth.

*Other (Non-WIA)*- Contracts with Buffalo Public Schools, rent from NYState DOL, Career Pathways, Trade Adjustment Assistance (TAA) and NEG OT.

**PY 11**  
**Customized Training/OJT Report**

As of 12/31/11		PY 11		(7/01/11-6/30/12)									
		Obligations											
		WIA	ADULT	WIA	WIA	WIA	ADULT	WIA	WIA	WIA	WIA	WIA	WIA
		DISLOCATED			Total							NEG OJT	
ABASCO					\$0							\$8,669	
Account Review Services, Inc.			\$800		\$800							\$0	
Amherst Chamber of Commerce			\$1,243		\$1,243							\$0	
Aries Transportation Services, Inc.		\$880			\$880							\$0	
Autistic Services, Inc.			\$960		\$960							\$0	
Armstrong Pumps, Inc.					\$0							\$16,117	
ARPPA-Architecture, PLLC					\$0							\$8,541	
Astronics/Luminescent					\$0							\$21,635	
Buffalo Filter Medtek Devices			\$2,360		\$2,360							\$0	
Buffalo Niagara Transport/Buffalo Airport Shuttle					\$0							\$7,920	
Bulb Man, Inc.			\$1,275		\$1,275							\$0	
Caine & Weiner					\$0							\$1,512	
Empire Genomics		\$2,755			\$2,755							\$0	
Energy Curtailment Specialists, Inc.		\$2,861			\$2,861							\$0	
E-One Inc.			\$1,275		\$1,275							\$0	
Excelstor Orthopedics					\$0							\$3,525	
Galvostar LLC					\$0							\$14,066	
Goodyear Dunlop Tires, N.A. Ltd.		\$0			\$0							\$24,615	
HDM Hydraulics		\$0		\$0	\$0							\$5,040	
ImpulseGuide.com			\$2,695		\$2,695							\$0	
Industrial Support		\$3,000			\$3,000							\$0	
Keller Brothers & Miller					\$0							\$13,824	
KW Textile, Inc.			\$2,800		\$2,800							\$10,800	
Landies Candies			\$1,000		\$1,000							\$0	
Lovejoy Metals, Inc.					\$0							\$6,480	
M. J. Peterson(dba Olde Town Village New Sheridan)			\$800		\$800							\$0	
Matthew A. Bennet M. D. PLLC			\$400		\$400							\$0	
Metallics, A Division of Pyrotek			\$1,160		\$1,160							\$9,214	
ModPac					\$0							\$4,884	
MRC Technologies		\$1,350			\$1,350							\$9,360	
Multisorb Technologies					\$0							\$5,742	



As of 12/31/11

Individual Training Account Report

	WIA Adults	WIA Dislocated Worker	Recovery Act Adult	Recovery Act Dislocated Worker	WIA Total PY	2nd Quarter Prior Yr PY/10	% Change	Trade Adjustment Assistance Program (TAA)	2nd Quarter Prior Yr TAA	% Change
Number of Transactions	148	63			211	349	-40%	82	347	-76%
Total Obligations	\$187,448	\$73,707			\$261,154	\$456,101		\$208,504	\$1,239,574	-83%
Amount Paid	\$100,919	\$49,143			\$150,062	\$261,407		N/A	N/A	
Adjustment to Obligations	\$22,664	\$5,110			\$27,775	\$24,675		N/A	N/A	
<b>Adjusted Obligations</b>	<b>\$164,783</b>	<b>\$68,596</b>	<b>\$0</b>	<b>\$0</b>	<b>\$233,379</b>	<b>\$431,427</b>	<b>-46%</b>	<b>N/A</b>	<b>N/A</b>	
<b>Budgeted Appropriations</b>	<b>\$248,230</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$348,230</b>	<b>\$657,145</b>	<b>-47%</b>	<b>N/A</b>	<b>N/A</b>	
<b>Unobligated Balance</b>	<b>\$83,447</b>	<b>\$31,404</b>	<b>\$0</b>	<b>\$0</b>	<b>\$114,851</b>	<b>\$225,718</b>		<b>N/A</b>	<b>N/A</b>	
Obligations as a % of Budgeted Approp.	66.38%	68.60%	#DIV/0!	#DIV/0!	67.02%	65.65%		N/A	N/A	
Average cost per transaction	\$1,113	\$1,089	#DIV/0!	#DIV/0!	\$1,106	\$1,236	-11%	\$2,543	\$3,572	-29%

# Economic Development

# **Summary of Business Services Activities October 1 – December 31, 2011**

## **On-The-Job Training Contracts (OJT)**

- 23 individual contracts were written**
- 19 different companies were awarded OJT contracts**
- 7 OJT were in manufacturing cluster**
- 6 OJT was in Bio Tech/Medical/Health cluster)**
- 5 OJT were in Green Industries**
- 5 OJT were in various other industrial clusters**
- 23 or 100% of the OJTs were for new positions**

**The OJT/NEG represents contracts written using special funding available State wide on a first come, first served basis. Currently that program is out of funds. As of September 23, 2011 we have written a total of 161 contracts. We have received \$635,363.90 in funds to subsidize OJT and \$50,829.09 to cover Administrative costs for a total funding level of \$686,129.99. This funding is now completely exhausted.**

## **One Stop Activities**

**The Business Services Unit has had two professional staff assigned to One Stop duties - one out-stationed at the BETC two half days per week and one out-stationed at ECC five (5) full days per week. There they work with One Stop staff, customers and the business community to help job seekers find suitable employment and make business customers aware of the One Stop offices and the services available to them. They also channel appropriate customers to employment opportunities from One Stop staff to the Business Services Rep managing the particular account.**

- Outreach to employers c. 250**
- Breakfast Clubs/Employer Visits c. 40**
- Job Fairs 0**
- Job Clubs 3 per week**

## **Economic Development**

**Business Services also works with Economic Development Agencies as new projects come on line to help with human resources needs and training as well as with the local Rapid Response Team. We also represent the WDC/WIB at the ECIDA's Business Retention Roundtable.**