



**Buffalo and Erie County
Workforce Investment Board, Inc.**

MEMORANDUM

TO: Buffalo & Erie County Workforce Investment Board (WIB)
FROM: Charles G. Jones, Jr., Chairman
RE: October 25, 2016 Meeting Agenda
DATE: October 18, 2016

A meeting of the Buffalo & Erie County Workforce Investment Board, Inc. (WIB) is scheduled for **Tuesday, October 25, 2016 at 9 a.m.** The meeting will take place at the Buffalo Employment & Training Center (BETC), 77 Goodell Street, Buffalo, New York 14203. Please enter the parking lot behind the building from either Elm or Oak Streets. Please bring your parking ticket to the security guard at the front desk inside BETC for validation.

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 RSVP your attendance to Barbara Schaus via email schaus@becwib.org or telephone 504-1480 at your earliest convenience.

The agenda for the meeting is as follows:

- I. Action Items
 - a) Minutes from the June 28, 2016 meeting
 - b) Local WIB Policy Bulletin 6-16, Nondiscrimination and Work Authorization Document
 - c) Out-of-School Youth
 - d) State University of New York at Buffalo Revocable Permit for Non-Commercial Use
- II. Executive Director's Report
- III. Committee Reports
 - Budget
- IV. Business Services Update-Christina Lopez
- V. Career Center Update-Denise Raymond, Demone Smith
- VI. WNY Strikeforce-Carolyn Bright
- VII. Other Business
 - Conflict of Interest Disclosure Statement

I look forward to seeing you at the meeting.

Enclosure(s)

c: Cesar Cabrera, Terry Chatfield, Cheryl Fisher, Christina Lopez, Heather Gresham, Chris Sansone, Denise Raymond, Russell Sferlazza, Demone Smith, Lavon Stephens, Maria Whyte, Andrew Zalikowski, and WIB staff