

Broome Tioga Workforce NY WDB Meeting

January 27, 2023

12 noon

(held in place of December 2022 meeting postponed due to inclement weather)

WDB Members:

In person attendance: Len Basso (Vice Chair), Danielle Britton, Tom Crowley, Mary Hill, Jonathan Layish, Justin Marchuska, Walter Melzer, Paula Perna, Chris Powers, Karen Shelp (Chair), Ken Smith, Frank Stento, Rebecca Stone

Zoomed or called in: Michael Atchie, David Goodness, Brian Scanlon, LeeAnn Tinney, Andrew Tunison

Excused: Maureen Abbott, Shawn Atkinson, Myra J. Bobo-Pickens, Allyn W. Jones, Robert Messler, Teresa Renna, Shawn Yetter

Staff and guests:

In person attendance: Robert Murphy (RCM – Host, BTWF-Broome), Al Buyck, T Hanson (Tioga CCE), Preston Hertzog (BTWF – Broome), Vikki Kaufman (NYS DOL), Teresa Jean Staats (Tioga CCE), Holly Tracy (Broome CCE), JP Tschang (BTWF-Broome)

Zoomed or called in: Jackie Burdick (BTWF – Tioga), Adam Flint (Clean Energy Programs), Sean Lanning (Tioga Economic Development & Planning), Lisa Weston-Bialy (Tioga CCE)

Handouts emailed: Agenda, WDB minutes for 6/24/22 and 9/23/22 meetings, Executive Committee 12/9/22 draft meeting minutes, Broome CCE Career Bound WDB Report Jan 2023 2nd qtr. PY 22, Tioga CCE WDB Report Dec 2022 2nd qtr. PY22, Youth contracts fiscal status as at 12/31/22, Draft ITA Policy Update, Draft Self Sufficiency Policy Update, Draft Customized Training Policy Update, Binghamton MSA Labor Market Profile Dec 2022, Draft By-Laws 2023, NYS Dept of Labor Press release Dec 2022, Unemployment rate rank Dec 2022.

I. Karen Shelp as Chair called the meeting to order at 12:10 pm.

II. Introduction of Members and Guests

RCM welcomed everyone to the meeting. Attendees introduced themselves.

III. Review and approval of previous WDB meeting minutes:

Minutes for the meeting held on June 24, 2022 were reviewed. Motion to accept June 24, 2022 WDB meeting minutes. Len Basso 1st, Frank Stento 2nd. All in favor.

Minutes for the meeting held on September 23, 2022 were reviewed. Motion to accept September 23, 2022 WDB meeting minutes. Len Basso 1st, Paula Perna 2nd. All in favor.

IV. New Business

1) Notification of renewal of Board members' terms and new Board members appointed.

The following Board members' terms were recently approved by the Broome County Legislature:

Board Member	Term expiring
Len Basso	12/31/25
Tom Crowley	12/31/25
Jonathan Layish	12/31/25
Paula Perna	12/31/25
Teresa Rennia	12/31/25
Frank Stento	12/31/25

RCM thanked the continuing Board members for their commitment of time and effort to Broome Tioga Workforce Board.

A warm welcome was extended to the new Board members recently appointed by the Broome County Legislature:

Board Member	Term expiring
Shawn Atkinson	12/1/25
Mary Hill	12/1/25
Walter Melzer	12/1/25
Rebecca Stone	12/1/25
Andrew Tunison	12/31/25

- RCM touched on the need for agencies and partners to work together to cater to the robust economy with many job openings.
- The New Energy NY grant recently launched and \$1.475 million was allocated to BT Workforce for workforce development in battery innovation, manufacturing and related jobs.

- This would concentrate on the clean energy supply chain.
- The Youth Council has reached out to high school counselors to encourage cooperation and communication between the high schools, BTWF and employers.
- Len Basso asked if new workers would be migrants to the country or persons from out of state. RCM replied that BTWF works closely with the American Civic Association to raise awareness within the migrant community about our services and the local job opportunities. Out of state workers are welcome to avail themselves of the counseling services here as well.

2) Youth Program status:

- Broome CCE
 - Holly Tracy reported on Broome CCE's activities.
 - 39 youths were enrolled out of the targeted 60 for PY 22.
 - 21 individuals were currently employed locally at Willow Run, Weis, Nirchi's, Speedway, Taco Bell, Price Chopper, Ocean State Lot Jobs, Uber, Walmart, Planet Fitness, Spectrum, Crowley Fabricating, Amazon, Wilson Dental, Binghamton Road Electric and Broome Security.
 - Three youths were attending SUNY Broome.
 - Eight youths were in On-The-Job training (OJT) contracts.
 - There have been increased interest in CDL training.
 - Customer Service Credentials continue to be popular and are offered free of charge to the youth. This is a national certificate that is useful for career advancement.
 - Career Bound staff have approached local schools like Union Endicott to meet with guidance counselors. Employers are invited to present at the schools to broaden the students' knowledge about local jobs.
 - Community outreach continues with tabling at events like job fairs and community get-togethers.
 - Co-enrolment in the Gun Violence Prevention (GVP) program is on-going.
- Tioga CCE
 - Lisa Weston-Bialy shared recent updates on Tioga CCE's activities.
 - 20 youths were already enrolled as at Dec. 31, 2022 and the target for the project year is 25 youths.
 - Three youths will be taking their GED tests in February and five are in college.
 - It was encouraging to see how hard some youth were working towards their goals.
 - Tioga CCE is working with Sean Lanning from Tioga Economic and Planning Department and other agencies like the Probation Dept. to set up a system to take care of youths in the criminal justice system. Four 3-hour sessions of work readiness classes are planned for February 2023 to take in 10 eligible individuals.
 - Other partnerships established included: A talent supply partnership with ACES-VR in Tioga County and referrals from DSS to take care of youth in the foster care system.

3) Youth program fiscal status @ 12/31/22:

- JP Tschang referred to the handout detailing the claim amounts for Broome and Tioga CCE.
- Broome CCE had claimed up to Nov 2022 to the amount of \$62,520.93, an underclaim of \$12,479.07. Average claim per month was \$12,504 which was on target for the monthly budgeted claims as Broome CCE had a total contract of \$150,000 for PY 22.
- Youth work experience was underclaimed by \$7,018.03 for Broome CCE.
- Tioga CCE had caught up on its claims up to December 2022 thanks to the new fiscal person, Theresa, joining the team.
- Tioga CCE's claims to date were \$35,268.97 which averaged \$5,878.16 per month.
- The budgeted claims for Tioga CCE would be \$10,000 per month for them to fully claim the contract amount of \$120,000 for the year.
- Youth work experience was underclaimed by \$4,687.50 for Tioga CCE.
- If the contracts are renewed at the end of the contract period on 6/30/23, any unclaimed amounts would roll over to the new project year and be claimable then.

4) One Stop Operator Appointment:

- RCM explained that the RFP for One Stop Operator that had been issued in 2022 did not attract any bids. Board member Len Basso volunteered and was approved by the Chairperson Karen Shelp to act as the One Stop Operator for Broome-Tioga Workforce for the period from January 1, 2023 to December 31, 2023 at no cost.
- RCM thanked Len Basso for his volunteer services to the Board.

Motion to approve Board member Len Basso as One Stop Operator for Broome-Tioga Workforce for the period from January 1, 2023 to December 31, 2023 at no cost. Tom Crowley 1st, Justin Marchuska 2nd. All in favor. Len Basso abstained.

5) Updates to Policies:

1. ITA Policy Update

- RCM explained the potential situations faced by the counselors in the Resource Room. There was a participant who moved to Broome County from New York City and wanted to pursue further training in their field. It was unclear from the current ITA Policy that had a funding limit of \$3,000 whether this was a lifetime limit or training limit.
- The update would increase the ITA limit to \$6,000 for the lifetime of the participant at \$3,000 per ITA and no funding for classes already taken by the participant.
- The intention would be to advance the career of the participant.
- Holly Tracy raised the question on whether a participant could be funded for consecutive Welding classes if they concentrated on different aspects of Welding, e.g. Construction Welding and Construction Welding.
- RCM replied that that would have to be looked at on a case by case basis as the intention is not to fund \$6,000 classes at a stretch but to advance the employment prospects of the participant after one ITA.
- The amendment to the policy was more for participants who wanted to further their careers e.g. from a C.N.A. to an L.P.N. or persons changing career paths because of circumstances in their lives.

Motion to revise current ITA policy to cap the lifetime limit to \$6,000 per eligible individual for WIOA funding, no ITA to be written for more than \$3,000 or for repeat classes and subsequent ITAs to be for advancement in the individual's chosen field.

Danielle Britton 1st, Len Basso 2nd. All in favor.

2. Self Sufficiency Wages Policy

- A household size of one person would have a poverty guideline of \$13,590 calculated at 350% to arrive at a Self-Sufficiency Wage of \$22.86 per hour based on 2,080 hours of work p.a. \$22.86 will be the new Self-Sufficiency Wage for 2022/2023 until updated.

Motion to approve new Self-Sufficiency Wage for 2022/2023 at \$22.86 per hour. Paula Perna 1st, Walter Melzer 2nd. All in favor.

3. Customized Training Policy

- Due to the change in the Self-Sufficiency Wage, the Customized Training Policy had to be updated wherever the Self-Sufficiency Wage was mentioned.
- Narrative to be changed to:
 - On page 1 - "Per the current Broome-Tioga Self-Sufficiency policy – To be eligible for training assistance the employee must be earning less than the current self-sufficiency rate for CT training"
 - On page 2 – Step 2 a. 4) c. "Are all proposed trainees eligible for training funds (i.e. earning less than the current self-sufficiency wage)?"

Motion to amend the Customized Training Policy to update wording preceding self-sufficiency wage or rate to "current self-sufficiency wage or rate". Paula Perna 1st, Walter Melzer 2nd. All in favor.

6) Update to By-Laws

- The inclement weather on December 16, 2022 prevented Board members from safely attending the scheduled 4th quarter Board meeting in person.
- RCM explained that this situation was discussed with the Fiscal Oversight and Technical Advisor (FOTA). FOTA agreed that the Board could amend its By-Laws to allow alternative methods of holding a valid Board meeting if an in-person meeting could not be held due to inclement weather or other emergencies as long as public notice had been placed.

Motion to amend the Broome-Tioga Workforce Development Board By-Laws to include the clause:

"Postponement or cancellation: Any postponement or cancellation of meetings due to inclement weather or unforeseen circumstances as determined by the Chairperson or their designee shall be communicated to Board Members and the public as soon as practicable. In the event that a physical meeting cannot be convened, a full Board Meeting held by any other

means (e.g. through Zoom, Teams or WebEx) shall constitute a valid Board Meeting as long as public notice is placed.”

Paula Perna 1st, Danielle Britton 2nd. All in favor.

7) Grants update:

- i. ER-NDWG (Employment Recovery National Dislocated Worker Grant)
This grant has been extended to 9/30/23 and expanded to include dislocated workers.
- ii. ARC/CFA WDI (Appalachian Regional Commission/ Consolidated Funding Application (CFA) Workforce Development Initiative (WDI)) /CFA/WDI
The third class ended successfully in Aug 2022 and the collaboration with ARC continues under other grants. Manufacturing and other classes will be funded by other grants like WIOA and NENY.
- iii. Collaborative Recovery Empowerment of the Southern Tier (CREST)/INSPIRE Grant
This grant assists the participants to return to the workforce while working through recovery from substance use disorders. \$75,000 has been allotted for staff time and supportive services to achieve the goals. Weekly meetings have been held. More than 20 individuals have been assisted through this grant.
- iv. GVP (Gun Violence Prevention) Initiative
The GVP Initiative concentrates on assisting youth aged 18-24 75% of whom should reside on zip codes 13901, 13904, 13905. It had \$750,000 allocated and the grant has \$607,000 remaining to be spent. The grant may be extended beyond the end date of March 31, 2023.
- v. New Energy NY (NENY)
In addition to the discussion held earlier on, OET is looking to hire three additional counselors to cater to outreach to under-served populations. The counselors will have flexible hours like on evenings and weekends.

8) Youth Council

- Meetings have been held with other agencies for the Youth Council and attendance has been encouraging. Erin Monroe is spearheading this effort to encourage awareness and conversation between BTWF, high schools, employers and community agencies.

9) Labor Market Report

- The latest labor market report for Binghamton MSA (December 2022) had been circulated.
- The unemployment rate for Broome County was 3.2 %, NY State 4.3% and Tioga County (shared after the meeting): 2.7%

10) Any other matters

- Sean Lanning shared that a 25-hour online manufacturing training program will take place from March – May 2023 with interviews arranged with employers after the training. This

opportunity is offered through collaboration with AMT. RCM offered to get manufacturer feedback.

- Shared by Adam Flint - A Clean Energy career fair is planned to be held at the Double Tree Hotel on May 2, 2023.
- Len Basso inquired about large employers in the area and RCM replied that national employers like Amazon and FedEx have attended local job fairs conducted by BTWF. BTWF also conducted a training workshop and career fair for CDL training attended by the DMV and employers who shared how job seekers could apply for licenses and jobs.
- Paula Perna suggested that the community assistance center, 211, be present at job fairs to offer transportation assistance to job seekers as that is a hurdle faced by many in the Upstate region.
- Future WDB Meetings in 2023 –

March 24, 2023

June 23, 2023

September 22, 2023

December 15, 2023

Motion to approve 2023 WDB meeting dates. Chris Powers 1st, Paula Perna 2nd. All in favor.

- There being no further matters, motion to adjourn the meeting. Frank Stento 1st, Len Basso 2nd. All in favor.

Meeting adjourned at 1.11 pm.