

Broome Tioga Workforce NY WDB Meeting
March 20, 2020
12 noon

WDB meeting held by WebEx pursuant to Governor Cuomo's Executive Order No. 202 to minimize physical gatherings due to COVID-19.

Called in **WDB Members Present:** Len Basso, Allen Buyck, David Goodness, Janet Hertzog, Justin Marchuska, Chris Powers, Paula Perna, Teresa Rennia, Jenna Rosenberg, Brian Scanlon, Karen Shelp, Frank Stento, LeeAnn Tinney, Shawn Yetter

Excused: Maureen Abbott, Michael Atchie, Tom Crowley, Michael Dundon, Allyn W. Jones, Barbara Kane, Jack Lance, Jonathan Layish, Ken Smith

Called in - staff: Eric Denk (Host – DOL), Robert Murphy (BTWF-Broome), Beth Roberts (Broome CCE), Holly Tracy (Broome CCE), JP Tschang (BTWF-Broome), Melissa Watkins (Tioga CCE)

Handouts emailed: Agenda, WDB 1/24/20 meeting minutes, Youth contracts fiscal status as at 2/29/20, Youth Policy – Youth Additional Assistance, Broome CCE March 2020 report, CareerBound e-news March 2020, Binghamton MSA report Jan 2020

- I. Karen Shelp as Chair called the meeting to order at 12:05 pm.
- II. Introduction of Members and Guests:
Members and guests present called in and introduced themselves.
- III. Review and approval of 1/24/20 meeting minutes:
Motion to accept WDB 1/24/20 meeting minutes. Len Basso 1st, David Goodness 2nd. All in favor.
- IV. New Business
 - a. Update on move to 601-635 Harry L. Drive, Suite 56, Johnson City, NY 13790:
 - Robert Murphy updated the Executive Committee on Broome County Office of Employment & Training (OET)'s successful move to Oakdale Mall which took place on February 28th - 29th 2020 and over the weekend. The office opened to the public on Wednesday, March 4th, 2020.
 - The transition period involved intensive cooperation between the IT department, Department of Labor and OET.
 - New offices are up and running, the next meeting will hopefully be able to take place physically and include a tour of the new premises.
 - The new name of the Center is "Broome County Career and Community Services Center".
 - b. Renew Datrose' agreement for amount not to exceed \$200,000 p.a. with \$40,000 to be charged as fees, from 7/1/20 – 6/30/21:
 - Datrose provides payroll services for the youth work experience contracts.
 - Motion to renew Datrose' agreement for amount not to exceed \$200,000 p.a. with \$40,000 to be charged as fees, from 7/1/20 – 6/30/21. Len Basso 1st, Brian Scanlon 2nd. All in favor.

- c. Transfer \$60,000 from PY19 DW to PY19 Adult resulting in \$281,315 for PY 19 DW and \$747,605 for PY 19 Adult:
- This will allow for more OJTs and ITAs to be written from the Adult fund.
 - Motion to approve transfer of \$60,000 from PY19 DW to PY19 Adult resulting in \$281,315 for PY 19 DW and \$747,605 for PY 19 Adult. Len Basso 1st, Jenna Rosenberg 2nd. All in favor.
- d. Approve increase to Tioga County contract for \$15,000 for PY19 Adult, total of \$115,275.62 for Tioga County PY19 Adult funds.
- Motion to approve increase to PY19 Adult Tioga County contract by \$15,000. Brian Scanlon 1st, Al Buyck 2nd. All in favor.
- e. Youth Program Update:
- Broome CCE:
 - Beth Roberts referred to the CareerBound and status handouts emailed to the Board relating to Broome CCE's youth program for the first quarter of 2020.
 - 34 youth were enrolled with 3 obtaining employment in February 2020.
 - 21 jobs were gained to date, 7 credentials were earned in February resulting in 30 credentials to date.
 - Success stories included Kurtis who completed the CareerBound training and subsequently earned OSHA, Hazmat and forklift certificates. He has secured a job with Rumble ponies in a warehouse position.
 - Brittany was assisted in her search for employment and successfully completed BOCES' Teacher Aide 101 training. Her job offer as a teacher's aide with BOCES is on hold due to the school closures and she is currently working full-time at McDonald's.
 - Tioga CCE:
 - Melissa Watkins reported that 30 youth were enrolled as at the end of February 2020.
 - The highlight was that 31 youth were employed to date, 8 had post-secondary education and 3 obtained certifications/licenses.
 - 17 were receiving follow-up services.
 - Employers include Tioga County Arts Council, WEBO, Walmart, CVS Warehouse, Mirabito.
 - Success story included an individual who had poor attendance and the high school counselor got in touch with Tioga CCE counselor to set up a meeting. The individual completed TASC and has successfully applied to TC3 for the culinary arts program to start in Fall 2020.
 - Both Cooperative Extensions reported that they are working remotely and connecting with youth through social media, texts, phone and video chats. For those with no internet connections, mailings will be going out soon with job leads and contact information. Workforce contacts for the Youth program include Carry Thomas for coordinator and Preston Hertzog for job leads. Tina at Tioga CCE assists in outreach activities.
 - Thanks were extended to Tioga and Broome CCE for their efforts.
- f. Youth contract status:
- The status of Broome CCE and Tioga CCE contracts had been emailed beforehand. As at 3/6/2020 claims received from both sub-recipients were up to December 2019, underclaimed by 29% for Broome CCE and 37% for Tioga CCE.
- g. One Stop Operator - approve contract with Southern Tier East Regional Planning Development Board for \$5,000 p.a. from Jan 1, 2020 to December 31, 2020 with option to extend until 6/30/2022 (per RFP).

- The proposal from Southern Tier East Regional Planning Development Board had been received, reviewed and approved by the One Stop Operator review committee as a result of failed RFP procedure in 2019.
- Motion to approve contract with Southern Tier East Regional Planning Development Board for one Stop Operator role at \$5,000 p.a. from Jan 1, 2020 to December 31, 2020 with option to extend until 6/30/2022 (per RFP). Len Basso 1st, Jenna Rosenberg 2nd. All in favor.

h. Grants update:

- Opportunity Impact Training Program (OITP) Feb 24, 2020 session for Advanced Manufacturing -
 - This session successfully graduated 18 participants on March 13, 2020 at the Career and Community Services Center. Family members were present at the graduation ceremony,
 - Broome County Executive Jason Garnar presented the certificates. Spectrum News interviewed County Executive Garnar, SUNY BCC Director of Continuing Education Jan Hertzog as well as a student from the class.
 - Jan Hertzog commented that it was a good class and the students bonded well. Instructors were impressed with the students' commitment and good attendance.
 - Thanks were extended to SUNY BCC and the instructors who had contributed to the success of the training.
 - Students were excited about onboarding with their new employers and any who had barriers e.g. failed drug tests will be counselled.
 - OET staff Michelle Vroman had resigned in the midst of the training and the coordination of the training was ably picked up by Caroline Antalek, Rebecca Harris and JP Tschang to bring it to its successful conclusion.
 - The second session of the OITP started on March 2, 2020 to accommodate the overflow of participants and this session is currently suspended pending developments in the fight against the spread of the COVID-19 virus.
- ARC POWER grant for \$1m -
 - Deadline for submission of this grant had been postponed to April 24, 2020.
 - An initial Letter of Intent was submitted by deadline of Feb. 28, 2020.
- ARC/CFA WDI grant for \$300,000 -
 - Required forms have been uploaded on the site for this grant. The workplan is currently outstanding.

i. Policy approval:

- Youth Additional Assistance Policy –
 - This Policy was drafted by Sheri McCall in response to a request by Program Auditor to update a policy from 2007. It follows the requirements of WIOA 2014.
 - It allows for youth to be assessed for eligibility under “needs additional assistance” category.
 - Motion to approve Youth Additional Assistance Policy. Len Basso 1st, David Goodness 2nd. All in favor.

VI. Any other matters

a. Impact of COVID-19 shutdown:

- In light of the COVID-19 shutdown, Robert is looking to do more online courses and has reached out to providers such as Metrix and instructors such as Jesan Sorrells, Karen Marsh and Zach Salisbury. Siemens Corp, BAE Systems and Willow Run are some of the local employers that could provide feedback on the training needs for potential employees.
- Unemployment and job search requirements for temporary layoffs may be waived due to the sudden and widespread impact of the COVID-19 shutdown.

- Robert is an advocate for those affected and has requested the quarterly sales tax remittances to be postponed by the State to free up cash and prevent bankruptcy especially for small businesses. Robert was thanked for taking this stand.
- Essential services in the transportation, food, water and hospital gear sectors will receive priority focus.
- Teresa Renna had a question on the definition of essential services and Robert invited her to email him the query so that it could be submitted to Karen Coleman at State Department of Labor.

b. Upcoming 2020 WIB Meetings:

June 26th

Sep 25th

Dec 18th

Motion to adjourn the meeting. Al Buyck 1st, Jan Hertzog 2nd. All in favor.

Meeting adjourned at 12:38 pm.