



**Cattaraugus-Allegany Workforce Investment Board, Inc.
Executive Committee Meeting
Friday, October 16, 2009 – 12:00 PM
JCC Library and Liberal Arts Center Room 308
Approved 11/20/09**

Board Members Present

Chair - Steve Foster - Five Star Bank
Treasurer – Charlie Kalthoff - ACCORD
Secretary - Don Giardini - Laborer's Local 621
Linda Kolodziejcki- Alstom Power
John Stevens - Organizational Solutions
Kathleen Premo - St. Bonaventure
Chris Napoleon - Napoleon Engineering
Phil Ghent - AVX Corporation
Mike Hendrix - Both, Branch and Hendrix

Board Members Excused

Jack Searles - Cattaraugus County
John Margeson - Allegany County
Steve Crowley - Holiday Valley Resort

Board Members Absent

Karen Knight – Olean General Hospital

Staff In Attendance

Michele Lichy – Executive Director
Jason Miller – Fiscal and Program Monitor

Call to Order

Mr. Foster opened the meeting at 12:07 PM.

Minutes of July 24, 2009 Meeting and September 18, 2009

The committee reviewed the minutes of both the July 24th meeting that had been tabled at the September meeting and the minutes of the September 18th meeting.

***Motion by John Stevens; Second by Phil Ghent to approve the minutes of the July 24th, 2009 meeting.**

All in Favor; Motion Carries.

***Motion by Kathy Premo; Second by Don Giardini to approve the minutes of the September 18th, 2009 meeting.**

All in Favor; Motion Carries.

Resolutions from 10/2/09 WIB Meeting

In light of the fact that there was not a quorum present at the October 2nd, 2009 WIB meeting the Executive Committee acted on behalf of the full Board to move the following Resolutions.

RESOLUTION

Approval of Eligible Training Provider Courses

Motion by Don Giardini; Second by Kathy Premo to adopt the following resolution:

WHEREAS, Cattaraugus-Allegany BOCES has submitted two courses for approval and addition to their offerings on the local Eligible Training Provider list; and

WHEREAS, the Operations Oversight committee recommends that the following courses be approved;

- Advanced Manufacturing
- Building Technology/Residential Wiring/HVAC

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves the addition of the courses listed above; and

BE IT FURTHER RESOLVED that these courses are approved retroactively to September 1, 2009 so that no training participant is adversely affected.

All in Favor; Motion Carries.

RESOLUTION

Approval to Renew Prove It! License

Motion by John Stevens; Second by Don Giardini to adopt the following resolution:

WHEREAS, the WIB previously procured site licenses for both Centers to access the Prove It! on-line assessment tool, and;

WHEREAS, the current site licenses expired as of September 28, 2009, and;

WHEREAS, the Operations Oversight committee recommends that the Prove It! licenses be renewed for both Centers at a cost of \$1,000 each, and;

WHEREAS, the Operations Oversight committee also makes this recommendation with the caveat that this tool be marketed to business and individual and that data is collected regularly and provided to the Board to gauge the utilization of this tool;

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby approves the renewal of site licenses for Prove It! for both Centers at a cost of \$1,000 each, and;

BE IT FURTHER RESOLVED, that the WIB budget is hereby amended to include this cost.

All in Favor; Motion Carries.

Recommendation from Youth Council-ARRA Youth Funding

Jason reviewed the recommendation from the Youth Council regarding the surplus ARRA funding and the possibility of using it to serve Youth 22-24 in Work Experience only from October 1, 2009 through March 30th, 2010. The recommendation from the Youth Council is as

follows: The Youth Council recommends that the unbudgeted funds and the unspent amounts from the 2009 SYEP program be utilized as follows: Cattaraugus County can use the funds to support youth in Work Experience Only from October 1, 2009 through March 30, 2010, while Allegany County be allowed to use their funds to start the SYEP program May 1, 2010. The committee discussed the options and the differences between the two counties and the reasoning behind the recommendation.

*** Motion by Mike Hendrix; Second by Chris Napoleon to approve the recommendation of the Youth Council regarding the surplus SYEP funds**

All in Favor; Motion Carries.

Member Attendance

Steve discussed the letters that were sent out to Board Members who are in violation of the WIB attendance policy. The committee discussed the issue at length. Steve mentioned that there should be an amendment to change the By-Laws concerning this matter. Chris mentioned that he would like the option to be able to phone in when traveling. Steve said that he and Michele would do some research into the telephonic attendance and proxy voting. Phil suggested that there be a limit set for the number of times a member can call into a meeting. The big question is, does participating by phone count towards quorum? Steve said that by next month's meeting there will be a draft of a new attendance policy and an amendment to the By-Laws. There was some question of how to proceed with those members who are in violation of the attendance policy. Steve offered the option of ignoring the current policy for the remainder of the calendar year and beginning fresh January 1, 2010 or continuing on with procedure in the current By-Laws. John Stevens was in favor of ignoring the policy for this year and re-vamping, Kathy Premo expressed that she is not in favor of ignoring the issue for the remainder of the year.

By-Law Amendment

Steve reviewed the history behind By-Laws Section 10.1 dealing with quorum. Steve is proposing that the number for quorum be the majority of those members currently appointed not the majority of the full Board number including vacant seats. He mentioned that the quorum language will be amended and presented at the next Executive Committee meeting.

Marketing Intern Compensation

Michele discussed getting the approval for partial compensation of a Marketing Intern from St. Bonaventure. The Bonaventure Journey Project is coming to an end and does not have the funding to compensate interns as in the past. The amount to be budgeted for Intern compensation by the WIB office would be \$500.

***Motion by Charlie Kalthoff; Second by Don Giardini to approve partial compensation for a Marketing Intern from St. Bonaventure**

6 Ayes; 0 Nays; 2 Abstentions (John Stevens and Kathy Premo); Motion Carries.

Business Services

Steve explained the thinking behind the need for a Business Services position within the WIB office. Looking at the personnel changes at the Greater Olean Area Chamber of Commerce, Steve is concerned about serving businesses in a fashion similar to the WIBs to the east and west of us. Michele explained the need for more Business board members and how it is difficult to cold call businesses and recruit new members as most have no idea that the WIB exists and how it functions. She went on to explain her vision of a Business Services rep that would reach out to businesses and sit down with them and match the programs we have to offer with the needs of the company. This vision was derived from conversations Michele has had with other WIB Directors who have Business Services Reps as WIB employees. It would be a link to establishing better relationships between WIB and local businesses. Businesses don't have the time or sometimes the inclination to come into the center and research our programs. This would be taking it out to them.

Michele reviewed the budget availability with charging some of Missy and Teresa's time to 13-N. Adding a Full-time Business Services rep would only increase the WIB budget by \$4,037 for the period of January – June 2010.

Charlie expressed concern that by adding this position and having them go out and talk to businesses that it will only confuse businesses because of the number of agencies that come in offering similar services or concepts. Charlie then suggested a consultant be hired to build a 3-year plan of business needs and tailor Center services to those needs.

The committee decided to move forward with pursuing a Business Services position and Michele was directed to consult with the local economic development agencies to determine if this type of position, from their standpoint, would be helpful or duplicative. She will also develop a job description and present at the next meeting.

Update-RFP Process

Steve recapped the two most recent RFP's that were let this year, those being for SYEP and DPN service. Steve then mentioned that we have neglected writing an RFP for Adult and Dislocated Worker services due to being hit with Stimulus and a local plan addendum. He sees the time table for this as being a release in March of 2010 for services to start July 1, 2010. Charlie Kalthoff and John Stevens both mentioned that they would like the Board to see the RFP before it is released. Steve and Michele both commented that it would not be proper to provide it to members who are with agencies that may apply and may gain an unfair advantage to make comments regarding the proposal contents. It could pose a "perceived" conflict of interest if comments were made regarding contents that ended up in changes to the document. Mike Hendrix commented that he still sees the need for the entire RFP process to be approved by the full Board prior to developing and releasing an RFP. Steve responded that the RFP process was already previously approved by the Executive Committee back in February and that the reason for releasing an RFP was to provide evidence of alternatives to our current structure that could be provided to the Board to make a decision. Steve stated that he and Michele will come back to the committee after looking into the proper procedure.

Update- WIB/DOL Lease Ad-Hoc

Steve quickly reviewed the two meetings that have been held regarding the lease with Park Centre. DOL has already decided to renew their lease and has offered to sublease for the former Workers' Comp space to the WIB for the front-line staff downstairs. If the space is not subleased, they will most likely amend their lease to remove that portion of space. Steve directed Michele to set up a meeting with Park Centre as soon as possible.

Meeting Adjourned by Mr. Foster at 2:10pm.

Next Meeting: November 20th, 2009 at 12pm at a location TBD.