



Cattaraugus-Allegany Workforce Investment Board, Inc.
Board of Directors' Meeting
Friday, October 2, 2009 – 12:00 PM
Belmont American Legion – Belmont, NY
Approved 12/4/09

Board Members Present

Chair - Steve Foster, Five Star Bank
Treasurer – Charlie Kalthoff, ACCORD
Steve Crowley, Holiday Valley Resort
Chris Napoleon, Napoleon Engineering
Hobie Rhinehart, NYS United Teachers
Cesar Cabrera, NYSDOL
Jack Searles, Cattaraugus County
Theresa Schueckler, BOCES
Phil Ghent, AVX Corporation
Bob Halady, NYS VESID
Jesse Gugino, JCC
Mike Hendrix, Both, Branch and Hendrix
Mary Coss, Wal-Mart
Sherry Grugel, All. Co. Chamber of Commerce

WIB Staff Present

Michele Lichy, Executive Director
Jason Miller, Fiscal & Program Monitor
Missy Saar- Administrative Assistant

Board Members Excused

John Stevens, Organizational Solutions
Jodi Fuller, Catt. Community Action
Karen Knight, Olean General Hospital
Linda Kolodziejski, Alstom Air Preheater
Karen Comstock, Friendship Dairies
Kathleen Premo, St. Bonaventure
Brad Monroe, Dresser-Rand
Secretary - Don Giardini, Laborer's Local 621
Charlie Kalthoff, Accord Corporation

Board Members Absent

John Margeson, Allegany County
Christina John, Seneca Nation
Linda Spaulding, Chaut. Co. Office of the Aging

Guests Present

Wendy Bourgeois, Catt. Co. DSS/One Stop
Bob Izard, Empire State Development
Bret Marvin, Catt. Co. DSS/One Stop
Jerry Garmong, Allegany E&T
Angel Cook, NYSDOL
Jill Whitfield, NYSDOL
Heather Simon, Southern Tier Traveling Teacher
Becky Scott, Literacy West
Cheyrl Tucker, Allegany ARC

Welcome and Introduction

Chair Steve Foster called the meeting to order at 12:03 pm.

Presentation – Customer Flow and the ITA Process

Bret Marvin, Manager of the Cattaraugus County One Stop and Jerry Garmong, Director of the Allegany Employment and Training gave a presentation on the Customer Flow and the ITA process. Bret and Jerry both spoke about their current ITA process and the customer flow of how a participant comes into either center and gets enrolled in an ITA.

Bret stated that there are subtle differences between the two centers and that in Cattaraugus County a participant meets with an Eligibility Specialist first to determine if the person is eligible under WIA regulations. Orientations are done in a group session in Cattaraugus County

and are done on a one on one basis in Allegany County. Bret stated that 99% of participants that get beyond the eligibility process are funded for training. Bret then handed out a sheet documenting the process of what a participant goes through to access training assistance. Mike Hendrix asked how people are made aware of the availability of training funds. Bret noted that most participants are referred by an education entity. Mike then asked if the majority of people who access training through the One Stop stay in the area. Bret stated that most do. Mike also asked if there is any follow up after training. Bret stated that there is follow up with phone calls, focusing mainly on job placement and current wage. Sherry Grugel asked how long the process takes. Bret stated that it can be turned around in a day or two based on the need.

Jerry Garmong began his presentation and handed out a copy of the process and customer flow in the Allegany County One Stop. Jerry also explained the importance of having a participant go out and find current labor market information. TABE tests are done in both areas to determine educational levels on any participant without a college degree.

Approval of August 7th Board Meeting Minutes

Quorum was not present so there was no motion to approve the minutes of August 7th. This has been moved to an Executive Committee action to be carried out on October 16th at the next regularly scheduled meeting of the Executive Committee.

Executive Committee – Steve Foster

Retreat

Steve spoke briefly regarding the recent Board Retreat and the survey results that had been distributed by email. He stated that overall the evaluation showed that everyone enjoyed the presentations. He then asked for any further comment on Christina Young's presentation. Sherry Grugel stated how she benefited from Christina Young's presentation. Mike Hendrix wished for more time with John Twomey, stating that there was a lot of information given in too short a period of time.

Fiscal Report- Review of Expenditures

Michele reviewed the handouts regarding all current WIA funding and expenditures. The one hand out is based on actual cash expenditures only that we have reported to NYSDOL. Michele noted that accruals could be included it give a larger expenditure picture. The Board stated that adding accrual information would be helpful. The next sheet is a budget projection, Michele reviewed funding and how we are currently performing toward the 75% expenditure levels for formula and Stimulus funding. Youth Stimulus funds are the only Stimulus line item that is not projected to be fully expended. There is currently a balance of \$100,558 in Stimulus Youth funds.

Operations Oversight Committee – Michele Lichy

The two resolutions on the agenda could not be moved due to lack of quorum. Michele went on to talk about end of year reporting. She stated that she sent out an email to board members asking if there was specific information they would like to see on the report. No one responded. A couple of the board members remarked that their silence meant everything was ok with the format suggested.

Youth Council/Services – Michele Lichy

Heather Simon, Youth Council Chairperson introduced herself and explained her role Chairperson. She went on to explain that Youth Council did not meet over the summer due to the Summer Youth Program and the involvement of many Youth Council members in that program. Heather then discussed with the Board the topic of the last Youth Council meeting regarding the use of surplus SYEP funds to fund Work Experience only participants from October 1, 2009 thru March 31, 2010. She explained why the Youth Council decided to table a recommendation to the Board on this topic due to what they felt was a lack of information on upcoming expenditures. Heather explained that the Allegany E&T representatives on the Youth Council felt that the money would be better used for funding next year's SYEP program. The Cattaraugus County representative felt they could use the money to fund Work Experience only participants. The Board then discussed this in some detail and moved the item back to Youth Council for a recommendation at their October 15th meeting pending more information.

Director's Report

Michele discussed a couple of different Health Care grants that the WIB is partnering in. Cesar provided some additional background on these programs. Michele then went on to explain about the Cattaraugus Community Action Weatherization Project.

Adjournment

Steve adjourned the meeting at 1:25 pm.

Next Meeting

Friday, December 4, 2009 at a location TBD.