



Cattaraugus-Allegany Workforce Investment Board, Inc.
Board of Directors' Meeting
Friday, November 7, 2008 – 12:00 PM
JCC Training Depot
Approved 3-13-09

Board Members Present

Chair - Steve Foster, Five Star Bank
Treasurer – Charlie Kalthoff, ACCORD
Cesar Cabrera, NYSDOL
Jason Huffman, Cooper Power Systems
Chris Napoleon, Napoleon Engineering
Linda Kolodziejki, Alstom Air Preheater
John Stevens, Organizational Solutions
Susan Piper, NYS VESID
Kathleen Premo, St. Bonaventure
Hobie Rhinehart, NYS United Teachers
Brad Walters, Southern Tier Builders Assoc.
Linda Spaulding, Chaut. Co. Office of the Aging
Mary Coss, Wal-Mart
Christina John, Seneca Nation
Theresa Schueckler, BOCES
Jesse Gugino, JCC

Guests Present

Paul Shibley, NYSDOL
Jerry Garmong, All. Co. E & T
Bret Marvin, Catt. Co. One Stop
John Slenker, NYSDOL
Jill Whitfield, NYSDOL
Wendy Bourgeois, Catt. Co. DSS
Lisa Lee, LVAC
John Sayegh, GOACC
Marguerite Greco, NYSDOL

WIB Staff Present

Michele Lichy, Executive Director
Jason Miller, Fiscal & Program Monitor
Teresa Nagel, Internship Mentor

Board Members Absent

Jack Searles, Cattaraugus County
John Margeson, Allegany County
Secretary - Don Giardini, Laborer's Local 621
Steve Crowley, Holiday Valley Resort
Karen Comstock, Friendship Dairies
Tony Foti, Carpenters' Union #66
Jodi Fuller, Catt. Community Action
Phil Ghent, AVX Corporation
Brad Monroe, Dresser-Rand

Welcome and Introduction

Chair Steve Foster welcomed everyone and thanked them for attending. Mr. Foster opened the meeting at 12:05 PM.

FY07 Audit Report-Kelly Dawson

Kelly Dawson of Buffamante, Whipple, Buttafaro was present to distribute and review the 2007 single audit performed over 3 days in October at the WIB office.

Ms. Dawson presented Material Findings. They were as follows: There is insufficient separation of duties in the WIB office when handling financials and we have no one in house who can prepare our financial statements. Ms. Dawson also stated that because of these findings the WIB will never be able to qualify as a low-risk auditee and that it is not cost effective to hire staff that can fulfill this responsibility. She also stated that most of their small non-profit clients have this problem as well.

Presentation- John Sayegh, Greater Olean Area Chamber of Commerce

Mr. Sayegh presented a handout detailing the 3 types of programs/funds that the Greater Olean Area Chamber of Commerce has to provide businesses with On the Job training. Mr. Sayegh explained the agencies that the Chamber works with to identify job seekers. He stated that they primarily work with Cattaraugus County Department of Social Services and the Cattaraugus One Stop Center.

Approval of September 5th, 2008 Board Meeting Minutes – Steve Foster

Board members reviewed the minutes of the September 5th, 2008 Board Meeting. There was change made previously. Ms. Lichy stated that originally Mr. Wendell Brown had been omitted from the guest section and that he had since been added in.

Motion by Hobie Rhinehart, Second by Susan Piper to approve the September 5th, 2008 Board Meeting minutes as presented.

All in Favor.

Motion Carried.

Executive Committee-Steve Foster

Mr. Foster stated that the board needs a Vice Chair. He and Michele are currently pursuing a Board Member but as of yet there is no resolution to this matter.

Mr. Foster reported on the Conflict of Interest forms that were sent out. There are currently only two outstanding forms. They are from the two County Administrators, Mr. Jack Searles and Mr. John Margeson. They have contacted several times through several different media regarding this issue and have not responded as of yet.

RESOLUTION
Approval of FY07 Audit Report

Motion by Charlie Kalthoff, Second by John Stevens to adopt the following resolution:

WHEREAS, BWB has completed the audit of the WIB for the Fiscal Year July 1, 2007 through June 30, 2008, and;

WHEREAS, the Executive Committee has reviewed the audit report and recommends that the Board accept the audit report as presented,

NOW, THEREFORE, BE IT RESOLVED, that the Audit Report prepared by BWB as presented to the Board is hereby approved and accepted.

All in Favor. Motion Carried.

RESOLUTION
Approval of WIB Member Endorsements

Motion by Linda Kolodziejski, Second by Mary Coss to adopt the following resolution:

WHEREAS, the terms of the following WIB members shall expire December 31st, 2008: Joe Sabol, Donna Kahm, John Stevens, Chris Napoleon, Kathy Premo, Cesar Cabrera and Phil Ghent; and

WHEREAS, some members have expressed their intent to serve another 3-year term on the Board; and

WHEREAS, the Executive Committee recommends that John Stevens, Chris Napoleon, Kathy Premo, Cesar Cabrera, and Phil Ghent be endorsed for another 3-year appointment; and

WHEREAS, the Greater Olean Area Chamber of Commerce has recommended Mike Hendrix, President, Both Branch & Hendrix, for WIB membership;

NOW, THEREFORE, BE IT RESOLVED, the Board hereby endorses the above named persons for appointment to the Board for 3-year terms beginning January 1, 2009 and expiring December 31, 2011; and

BE IT FURTHER RESOLVED, that these endorsements are pending official appointment by the Chief Local Elected Officials; and

BE IT FINALLY RESOLVED, that the Board hereby acknowledges and recognizes those members who have opted not to continue to serve for their contributions and dedication during their appointments.

All in Favor. Motion Carried.

RESOLUTION
Approval of Committee Appointments

Motion by Chris Napoleon, Second by Kathy Premo to adopt the following resolution:

WHEREAS, each WIB member is encouraged to participate on at least 1 committee, and;

WHEREAS, Brad Walters, Executive Director of Southern Tier Builders Association, has indicated that he wishes to serve on Executive Committee,

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby approves this Committee Appointment as presented.

All in Favor. Motion Carried.

Operations Oversight-Michele Lichy

Michele explained to the Board the new Notice of Obligational Authority we received mandating that we spend 80 % of our Formula Funds and allocating a new pot of Supplemental Adult and Dislocated Worker funds that we must spend 85% of by June 30th, 2009. Michele stated that she needs to figure these funds into the current Operator Agreement. Funds will be split by the traditional County split.

Motion by Charlie Kalthoff; Second by Susan Piper to amend the PY08 One Stop Budgets to include additional Adult and Dislocated Worker Supplemental funding and to ensure that 80% of the Adult and Dislocated Worker Formula Funds are spent by June 30, 2009 to meet the parameters of the new NOA.

All in Favor. Motion Carried.

Michele then went on to discuss meeting with Advertising Advantage about billboards and bench ads in the area. This may be incorporated into the Marketing Plan.

Michele and Steve discussed the new WIB website and Michele's efforts to merge 2 of the WIB's 3 websites into 1 comprehensive website to encompass the system as whole. The mycareerchallenge.com website would be left alone.

As a way to keep everyone on the Board apprised of what each committee is working on; all Board members will be receiving the minutes of all the committees in order to alleviate operational silos.

Steve discussed the motion passed at the last Executive meeting about a Contingency Plan committee. The meeting of that committee is set for November 17th and we are currently waiting to hear from both County Administrators as to their plans to attend.

Michele discussed how we qualified for PY07 Incentive funds by meeting a PY07 Common Measure and exceeding the goal. We will receive \$8,262.21 in Incentive funds for meeting the System Indicator Goal of "Participants Enrolled in Training in PY07". We have submitted a plan for these funds and are awaiting the official notification of our plan approval.

The Board reviewed a letter from NYSDOL stating that in PY07 we failed a System Indicator and a Common Measure for the program year. We were unsuccessful at reducing the #of UI participants that are still certifying for UI at exit which is a System Indicator and we did not pass the Literacy/Numeracy Common Youth Measure. We have drafted our performance improvement plan. We were notified by Paul Shibley today that there will be a webinar and technical assistance call to help each area in the development of this plan.

Finally, Michele reviewed the Technical Advisory that sets forth the guidelines of the PY08 Incentive and Sanction policy from NYSDOL. Charlie asked what the logic behind some of the goals is. Michele gave an explanation of how they are figured for each area.

Youth Council-Michele/Jason

There was nothing to report for Youth Council.

Director's Report-Michele Lichy

Michele discussed the projects outlined in the Director's Report Handout.

Other Business

Charlie mentioned 501(c)3 Board Member training at the Allegany Commerce and Crossroads Center on November 14th, 2008. There were 10 spots still open. The event is sponsored by Accord.

Lisa Lee presented information on the CORE strategic planning meeting to be held December 4th at Moonwinks in Cuba. Lisa also recognized Jerry Garmong and the staff at the Allegany Employment and Training as the Outstanding Partner for 2007. The award was originally presented at the Literacy Volunteers Annual Awards Banquet however Jerry was unable to attend.

Next Meeting

The next meeting is scheduled for Friday, January 9, 2009 at 12 noon at Moonwinks in Cuba, NY.

Adjournment

Motion by John Stevens, Second by Kathy Premo to adjourn at 1:33 p.m.

All in Favor.

Motion Carried.