



**Cattaraugus-Allegany Workforce Investment Board, Inc.  
Executive Committee Meeting  
Friday, November 20, 2009 – 12:00 PM  
JCC Library and Liberal Arts Center Room 308  
Approved 1/15/2010**

**Board Members Present**

Chair - Steve Foster - Five Star Bank  
Treasurer – Charlie Kalthoff - ACCORD  
Secretary - Don Giardini - Laborer’s Local 621  
Kathleen Premo - St. Bonaventure  
Phil Ghent - AVX Corporation  
Mike Hendrix - Both, Branch and Hendrix  
Jack Searles - Cattaraugus County  
John Margeson - Allegany County  
Steve Crowley - Holiday Valley Resort

**Board Members Excused**

Chris Napoleon - Napoleon Engineering  
Linda Kolodziejski- Alstom Power  
John Stevens - Organizational Solutions

**Board Members Absent**

Karen Knight – Olean General Hospital

**Staff In Attendance**

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

**Others in Attendance**

Kelly Dawson, BWB  
Jerry Garmong, Allegany Co. E & T  
John Foels, Allegany Co. Economic Develop.  
Wendy Bourgeois, Catt. Co. DSS

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**Call to Order**

Mr. Foster opened the meeting at 12:04 PM.

**Minutes of October 16<sup>th</sup> Meeting**

The committee reviewed the minutes of the October 16th meeting.

**\*Motion by Charlie Kalthoff; Second by Phil Ghent to approve the minutes of the October 16th, 2009 meeting.**

**8 - Ayes, 1 - Nay; Motion Carries.**

**Review of PY08 Audit-Kelly Dawson BWB**

Kelly Dawson of Buffamante, Whipple, Buttafaro was present to review the PY08 single audit for the WIB. We have been given a clean opinion. Kelly pointed out that our only weaknesses were that we have no one on the Board that can prepare the Financial Statements for us and that due to the small staff in the WIB office the separation of financial duties is not great enough even though BWB has no concern that there is impropriety due to the WIB offices procedures to handle financial transactions. We did not qualify as a low-risk auditee due to

these material weaknesses. The findings were the same as last year and we will not be able to fix them in the future due to the cost effectiveness of the small staff in the WIB office and not having anyone on the board to prepare the financial statements. Two board members questioned the separation of duties regarding financial transactions. Kelly assured the Board that BWB was not concerned due to the procedures that are in place in the WIB office.

### **Vice-Chair Recommendation and Member approval**

Steve brought that the Vice-Chair position has been vacant since the resignation of Donna Kahm and his intent to step down as Board Chair next year; he stated that Mike Hendrix has expressed interest in becoming Vice-Chair. The committee also looked at approving Carrie Childs as a new member of the Executive Committee.

**\*Motion by Don Giardini; Second by Kathy Premo to recommend the approval of Mike Hendrix as Vice-Chair to the full Board.**

**8- Ayes; 0 - Nays and 1 Abstention (Mike Hendrix); Motion Carries.**

**\*Motion by Mike Hendrix; Second by Charlie Kalthoff to recommend to the full Board the approval of Carrie Childs as a member of the Executive Committee.**

**All in Favor; Motion Carries.**

### **Business Services**

Michele reviewed the Business Services job description and the vision of the Business Services Coordinator Position. Wendy Bourgeois expressed concern in that Cattaraugus County DSS already provides funds for an Olean Area Chamber of Commerce employee to provide business services for DSS and TANF funds. Steve stated that he see this position as a better link to Economic Development and helping to recruit potential Board Members. There was a suggestion that we invite the Olean Area Chamber of Commerce employee responsible for this effort to come and speak to the Board. Other members of the committee expressed concern that this maybe a duplicative service that other agencies already provide. Michele mentioned her recent meeting with Cattaraugus County IDA, Southern Tier West and Small Business Development Center and they did not see this as being duplicated and would appreciate the assistance the position offers. The committee decided that representatives from agencies currently offering these services come to the January 15<sup>th</sup> meeting to speak with the committee. The agencies will be Greater Olean Area Chamber of Commerce and the Allegany Employment and Training and Allegany County Economic Development.

### **Update-RFP Process**

Steve reviewed discussion from the previous meeting regarding this topic. He then handed out a timeline of the RFP process and reviewed it with the committee. The committee then discussed the steps in the process. Mike Hendrix suggested that a straw vote of the Board be take to see if there is support to let out an RFP and if responses come back and the choice of the Ad-Hoc committee is to switch Operators is there support from the board to switch. If the straw vote is "no" then you have not wasted time drafting an RFP. Jack Searles suggested moving the meeting with the Chief Elected Official to Step 1. It was decided that Steve and

Mike Hendrix will meet with the Chief Electeds and the County Administrators to discuss this. The Counties will send Steve an email regarding the date of the meeting.

**Recommendation for Board Reappointments**

There are 10 current Board Members with terms expiring December 31<sup>st</sup>, 2009. Nine of those 10 have requested reappointment to the Board for another term.

**\*Motion by Mike Hendrix; Second by Steve Crowley to recommend to the full Board the approval of the 9 members seeking reappointment to the Board.**

**7 Ayes, 0 Nays, 2 Abstentions (Jack Searles and John Margeson)**

**\*As two committee members had to leave at 1:30pm quorum was lost and items 5 and 6 were moved to the full Board for action on December 4<sup>th</sup>, 2009.**

**Meeting Adjourned by Mr. Foster at 1:52pm.**

**Next Meeting: January 15<sup>th</sup>, 2010 at 12pm at a location TBD.**