



Cattaraugus-Allegany Workforce Investment Board, Inc.
Executive/Board of Directors' Meeting
Friday, December 3rd, 2010 – 12:00 PM
Trustee's Room, Doyle Hall, St. Bonaventure University, NY
Approved February 4, 2011

Board Members Present

Chair- Mike Hendrix, Both, Branch & Hendrix
Secretary - Don Giardini, Laborer's Local 621
John Stevens, Organizational Solutions
Steve Crowley, Holiday Valley Resort
Chris Napoleon, Napoleon Engineering
Hobie Rhinehart, NYS United Teachers
Cesar Cabrera, NYSDOL
Theresa Schueckler, Catt-Allegany BOCES
Linda Spaulding, Chaut. Co. Office of the Aging
Kathleen Premo, St. Bonaventure
Carrie Childs, Childs Blueberries
Brad Monroe, Dresser-Rand
Karen Comstock, Friendship Dairies
Jesse Gugino, JCC

Board Members Absent

Phil Ghent, AVX Corporation
Bob Halady, NYS VESID
Sherry Grugel, Allegany Co. Chamber
Christina John, Seneca Nation
Charlie Kalthoff, ACCORD
Jack Searles, Cattaraugus County
John Margeson, Allegany County
Karen Knight, Olean General Hospital

Guests Present

Jill Whitfield, NYSDOL
Jerry Garmong, Allegany Employment & Training
Lisa Lee, Literacy West
Ginger Malak, Southern Tier West
Jack Hoffman, NYSDOL
Steve Watson, Athletic Director, SBU
Mark Schmidt, Men's Basketball Coach, SBU
Jim Crowley, Women's Basketball Coach, SBU

WIB Staff Present

Michele Lichy, Executive Director
Jason Miller, Fiscal & Program Monitor
Tammy Komidar, Administrative Assistant

Welcome and Introduction

Chair Mike Hendrix called the meeting to order at 12:05 pm. Guest speakers from St. Bonaventure's Athletic Department were present. Steve Watson, the Athletic Director for St. Bonaventure University, introduced himself as well as the Men's and Women's Basketball Coaches. Jim Crowley, the Women's Basketball Coach, gave a short speech on how they run their organization of 20 plus people and that he feels the most important tool is communication.

Mark Schmidt, the Men's Basketball Coach, talked about how he feels the most important tool to a successful organization is the staff and how even the staff needs to work as a team.

Mike Hendrix announced that Linda Kolodziejski, of Alstom Power, Inc. had resigned from the Board. He also announced that Jerry Garmong from Allegany Employment & Training was to retire at the end of the month.

Approval of the August 6th, 2010 Meeting Minutes

The Board reviewed the minutes and there were no comments or suggestions.

***Motion by Kathy Premo; Second by John Stevens to approve the minutes of the August 6th, 2010 meeting as presented.**

All in Favor; Motion Carries.

Executive Committee

Mike discussed the items covered at the last Executive Committee meeting on October 22nd. Michele reviewed the changes made to the Financial Policies and Procedures, WIB Member Endorsements, the Staffing Contract between the WIB Staff and Cornell Cooperative Extension and then the Fiscal Reports. She explains that we are running a little behind in our spending. There is nothing unusual or outstanding. ARRA spending is running a lot behind and it will be discussed at the next manager's meeting. Youth RFP is right on track. The following resolutions were presented from the Executive Committee.

Resolution

Approval of Amendments to Financial Policies & Procedures

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

WHEREAS, the Executive Committee has recently reviewed amendments to the Financial Policies and Procedures, and;

WHEREAS, the committee recommends that these amendments be approved;

NOW, THEREFORE BE IT RESOLVED, that these Financial Policies and Procedures as amended are approved and effective immediately.

All in Favor; Motion Carries.

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Resolution

Approval of WIB Member Endorsement

***Motion by Steve Crowley; Second by Chris Napoleon to adopt the following resolution:**

WHEREAS, since the resignation of Ms. Jodi Fuller, Cattaraugus Community Action, a mandated One Stop System Partner, has not had a representative on the WIB; and

WHEREAS, Tina Zerbian, CCA Executive Director, has requested that Mark Levine, Green Curriculum Coordinator, fill the vacant seat; and

WHEREAS, the Executive Committee has recommended Mr. Levine for WIB membership;

**NOW, THEREFORE, BE IT RESOLVED, the Board hereby endorses Mr. Levine for appointment;
and**

**BE IT FINALLY RESOLVED that this endorsement is pending official appointment by the Chief
Local Elected Officials.**

All in Favor; Motion Carries.

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Resolution

Approval of Staffing Contract with Cornell Cooperative Extension for Employment of WIB Staff

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

WHEREAS, the Executive Committee recommends that all the WIB staff positions continue to be fulfilled by contracting with Cornell Cooperative Extension during Calendar Year 2011 and;

WHEREAS, by contracting with Cornell Cooperative Extension, the WIB is only responsible for staff salaries and Unemployment Insurance and Worker's Compensation benefits with Cornell providing all the other fringe benefits; and

WHEREAS, contracting with Cornell Cooperative Extension saves the WIB approximately \$31,000 per year in fringe benefit costs;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby authorizes the Chair to enter into a 1-year contract with Cornell Cooperative Extension for the employment of WIB staff.

All in Favor; Motion Carries.

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Resolution

Approval of WIB Member Endorsement

***Motion by John Stevens; Second by Chris Napoleon to adopt the following resolution:**

WHEREAS, the terms of the following WIB members shall expire as of December 31st, 2010; and

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

WHEREAS, the Executive Committee recommends the following current members be endorsed for another 3-year appointment-

- **Bob Halady**
- **Christina John**
- **Theresa Schueckler**

- Linda Spaulding
- Steve Crowley
- Don Giardini

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, 2011 and expiring December 31, 2013; 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 Carries.

Operations Oversight

Michele reviewed the actions of the last Operations Oversight meeting and reviewed the Services Report. The following resolutions were presented.

Resolution
Approval of the Demand Occupation List Changes

*Motion by John Stevens; Second by Kathy Premo to adopt the following resolution:

WHEREAS, the Operations Oversight Committee has recently reviewed the area's Demand Occupation List, and;

WHEREAS, the committee recommends that the following occupations be grouped under the SOC Minor Group 29-2000 "Health Technologists and Technicians: -

- 29-2061 Licensed Practical and Licensed Vocational Nurses;
- 29-2071 Medical Records and Health Information Technicians;
- 29-2034 Radiologic Technicians, and;

WHEREAS, all other occupations under this minor grouping shall also be approved as Demand Occupations for ITA funding as well.

NOW, THEREFORE, BE IT RESOLVED that these changes to the Demand Occupation List are effective 10/1/10.

All in Favor; Motion Carries.



Resolution
Approval of the CNA Stipends/Workplace Training

***Motion by John Stevens; Second by Kathy Premo to adopt the following resolution:**

WHEREAS, the Operations Oversight Committee acknowledges that the arrangement utilizing area nursing homes for Certified Nurses Assistant training for WIA-enrolled participants is beneficial in that it permits blending of funds in order to maximize use of Local WIA dollars, and;

WHEREAS, the committee recommends that participants engaged in this type of training be paid a stipend at the beginning of training and another stipend upon the completion of training once a copy of their CNA certification has been submitted to the One Stop Center, and;

WHEREAS, this type of training shall be recorded in OSOS as a non-ITA training (workplace training) in order for the area to still continue to receive training credit, and;

WHEREAS, upon completion of training, participants may be offered employment by the nursing home thereby increasing the chance to enter unsubsidized employment;

NOW, THEREFORE, BE IT RESOLVED, the WIB hereby approves this training arrangement in order to meet the entry-level healthcare needs of area employers.

All in Favor; Motion Carries.

Michele then explained the requirement by NYSDOL for each local area to have established One Stop Rules and Regulations per NYSDOL Technical Advisory #10-17. She also explained the signature line on the Code of Conduct and Computer and Internet Use Pages. Per the NYSDOL policy, if a disruptive customer is suspended from service or barred from a Center, the signature line on the Code of Conduct provides proof that they were notified of the expected behavior and consequences should they be disruptive. The signature protects the Center and staff should ever legal action be warranted.

***Motion by Chris Napoleon, Seconded by Don Giardini to approve the One Stop Center Rules and Regulations, Code of Conduct and Resource Area Computer and Internet Use Policy as presented.**

All in Favor; Motion Carries.

Resolution
Approval of OJT Policies & Procedures

***Motion by Steve Crowley; Second by Carrie Childs to adopt the following resolution:**

WHEREAS, the Operations Oversight Committee has recently reviews the OJT Policies and Procedures, and;

WHEREAS, our NYSDOL Program Representative has also reviewed to ensure that the new policy meets all requirements of Technical Advisory #10-15.1, and;

WHEREAS, the Operations Oversight Committee recommends the approval of this policy to the full Board;

NOW, THEREFORE, BE IT RESOLVED that the OJT Policies and Procedures are approved and effective immediately.

All in Favor; Motion Carries.

Youth Council

Jason reviewed the last Youth Council Meeting that took place in September. He discussed the 2010 Youth Incentive Award and the suggestions provided by Youth Council for the expenditure of the funds as they were awarded for passing the Youth ITA measure. He also reported that an Ad-Hoc committee would be set up to draft another RFP for Youth Services as this is the last year of extension on the current one.

Director's Report

Michele presented Jerry Garmong with a service plaque for all his hard work and dedication. Also letting him know that she would be available to help whoever replaces him to make the transition into that position. Michele states that there is nothing out of the ordinary to report. Michele reported on a PowerPoint shared at the last WIB Director meeting that outlined some of the viewpoints of the new Governor's agenda including Regional Economic Development Councils. No one knows for sure yet what this would mean to the local WIBs. Mike Hendrix stated that he had participated in a survey sent to WIB Chairs and realized that some of the questions asked were leading down a "regional" path. Michele will send out the survey results for everyone to review.

Presentation – Success Tracks, Lisa Lee, Literacy West NY, Inc.

Mrs. Lisa Lee from Literacy West provided information the "Success Tracks" program that the WIB pays for under the current Youth RFP. It is an incentive-based program serving WIA-Out of School Youth between the ages of 16 to 21 with the goal of providing comprehensive basic skills and career readiness education. The program has been quite successful with the incentive approach and has helped with attaining the common measures for Literacy/Numeracy.

Other Business

It was announced that the Dream It Do It team headed up by Chris Napoleon, won the Rudolph Award in the Santa Claus Lane Parade for the best use of lights. It was a float promoting the manufacturing industry and the Dream It Do It consortium. Congratulations to all involved.

***Motion by Chris Napoleon, Second by John Stevens to adjourn at 1:56pm.**

All in Favor; Motion Carries.

Next Meeting: Friday, February 4, 2011