



**Cattaraugus-Allegany Workforce Investment Board, Inc.
Board of Directors' Meeting
Friday, February 5, 2010 – 12:00 PM
Moonwinks Restaurant Cuba, NY
Approved 4/9/10**

Board Members Present

Vice-Chair- Mike Hendrix, Both, Branch & Hendrix
Treasurer – Charlie Kalthoff, ACCORD
Secretary - Don Giardini, Laborer's Local 621
Karen Comstock, Friendship Dairies
John Stevens, Organizational Solutions
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
Linda Spaulding, Chaut. Co. Office of the Aging
Brad Monroe, Dresser-Rand
Kathleen Premo, St. Bonaventure
Carrie Childs, Childs Blueberries
Christina John, Seneca Nation

Board Members Absent

John Margeson, Allegany County
Sherry Grugel, All. Co. Chamber
Karen Knight, Olean General Hospital
Jesse Gugino, JCC
Linda Kolodziejki, Alstom Air Preheater

Guests Present

Wendy Bourgeois, Catt. Co. DSS/One Stop
Jack Hoffman, NYSDOL
Jill Whitfield, NYSDOL
Cheyrl Tucker, Allegany ARC
Bret Marvin, Catt. Co. DSS/One Stop

WIB Staff Present

Michele Lichy, Executive Director
Jason Miller, Fiscal & Program Monitor

Welcome and Introduction

Vice-Chair Mike Hendrix called the meeting to order at 12:02 pm.

Approval of the August 7th, 2009 meeting minutes

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

***Motion by John Stevens; Second by Don Giardini to approve the minutes of the August 7th, 2009 meeting as presented.**

All in Favor; Motion Carries.

Approval of the December 4th, 2009 meeting minutes

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

***Motion by Hobie Rhinehart; Second by Don Giardini to approve the minutes of the December 4th, 2009 meeting as presented.**

All in Favor; Motion Carries.

One Stop Operator Report-Bret Marvin

Jerry Garmong was not in attendance due to a prior commitment. Bret Marvin, Center Manager for the Cattaraugus One Stop, was present to give the first One Stop Operator report to the Board as requested by Executive Committee. The committee asked the One Stop Managers to report on 5 ways that they measure their Center's success. Bret stated that they review current monitoring reports from both NYSDOL and the WIB and make corrections where necessary. He then shared some Customer Service data with the Board that comes from surveys that the One Stop sends out to past participants to gauge their employment status and also how pleased they were with the services received while a participant of the One Stop system. He stated that of those who returned the surveys 30% responded that their experience with the One Stop was "Excellent", 40% responded that their experience was "Very Good" and an additional 30% responded "Good". In the same survey it was determined that of those that responded 83% were working full-time. He also shared some success stories of past One Stop participants. The other factors that Cattaraugus County uses to gauge success of the One Stop are Partner Participation and Staff Performance/Morale. Bret also stated that a big frustration for the Center is the fine line between helping people to obtain better skills or employment and meeting performance goals. The Board thanked Bret for his report and looks forward to this being a routine component of future Board meetings.

Expenditure Level & Training Funds

Mike explained the discussion at the Manager's meeting the day before and he reviewed the spreadsheets that Michele had prepared to show the possible short falls that can happen regarding training funds for the rest of the program year. Michele also explained the comparison of training participants during the same time frame of last program year and the current one. Michele then continued by explaining in detail the expense worksheets that she prepared for each contractor and each funding stream and reviewed the recommendations of the WIB office and the Manager's committee which are outlined in the following resolutions.

Resolution

Approval of ARRA Admin to ARRA Adult Transfer Request

***Motion by Steve Crowley, Second by Don Giardini to adopt the following resolution:**

WHEREAS, the One Stop Managers, WIB staff and Board Vice-Chair recently met to review the expenses through December 31, 2009 and projected obligations through June 30, 2010; and

WHEREAS, the data reviewed showed an immediate need for additional training funds to continue to support Adult customers through the remainder of PY09; and

WHEREAS, the area has more ARRA Admin funds available that projections show will be expended; and

WHEREAS, a transfer of ARRA Admin back to ARRA Adult will allow the local area to continue supporting Adult customer training requests;

NOW, THEREFORE BE IT RESOLVED, that the Board hereby approves the request to NYSDOL to transfer \$36,898 of ARRA Admin funds to Adult funds.

17 Ayes, 0 Nays, 1 Abstention (Jack Searles); Motion Carries.

Resolution
Approval of ITA, OJT and Supportive Service Amounts

***Motion by Hobie Rhinehart; Second by Charlie Kalthoff to adopt the following resolution:**

WHEREAS, the One Stop Managers, WIB staff, and Board Vice-Chair recently met to review expenses through December 31, 2009 and projected obligations through June 30, 2010; and

WHEREAS, the data reviewed showed and immediate need for additional training funds to support Adult and Dislocated Worker customers through the remainder of PY09; and

WHEREAS, in order to meet this need, the recommendation is to reduce the current cap for ITAs and OJTs to \$2,000 for Adults and Dislocated Workers; and

WHEREAS, this change should not affect the amount of a Youth ITA, which shall remain at \$4,500; and

WHEREAS, the amount of Supportive Services shall be reduced from \$1,000 per year to \$500 per year for two years in order to be able to continue supporting as many customers as possible; and

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby approves the new amounts of ITAs and OJTs effective as of February 1, 2010; and,

BE IT FURTHER RESOLVED, that the Board approves Supportive Service amounts set at \$500 per year per customer up to two years effective as of February 1, 2010; and

BE IT FINALLY RESOLVED that any participant approved for training prior to February 1, 2010 shall be held harmless from these changes.

17 Ayes, 0 Nays, 1 Abstention (Jack Searles); Motion Carries.

Resolution
Approval of Appropriation of Adult Carry-Over Funds for PY09 Expenses

***Motion by Charlie Kalthoff; Second by Kathy Premo to adopt the following resolution:**

WHEREAS, the One Stop Managers, WIB staff, and Board Vice-Chair recently met to review expenses through December 31, 2009 and projected obligations through June 30, 2010; and

WHEREAS, the data reviewed showed an immediate need for additional training funds to continue to support Adult customers through the remainder of PY09; and

WHEREAS, the area has a projected carry-over to PY10 of approximately \$74,000 in Adult funding; and

WHEREAS, an additional measure to take in order that enough funds are available to continue supporting Adult training requests is to appropriate an amount from the carry-over;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves an appropriation of \$6,000 from the PY09 Adult carry-over funds to continue supporting training requests throughout the remainder of PY09 to be released and available as needed.

17 Ayes, 0 Nays, 1 Abstention (Jack Searles); Motion Carries.

Executive Committee

Mike gave an overview of the actions taken at the last Executive Committee meeting. He explained that he had volunteered to become the new Chair and Steve Crowley volunteered to be the new Vice-Chair as Steve Foster is not longer on the Board.

***Motion by John Stevens; Second by Charlie Kalthoff to approve Mike Hendrix as Chairman and Steve Crowley as Vice-Chairman.**

All in Favor; Motion Carries.

Resolution
Approval of Authorized Bank Signatories

***Motion by Chris Napoleon; Second by Jack Searles to adopt the following resolution:**

WHEREAS, due to recent changes in Board membership, it is necessary to amend the authorized bank signatories for the WIB checking account, and;

WHEREAS, the Executive Committee recommends that previous Board Chair Steve Foster be removed from the bank signature card at Five Star Bank, and;

WHEREAS, the newly elected Board Chair should be added as the replacement;

NOW, THEREFORE, BE IT RESOLVED that the authorized signatories for the WIB bank account shall be Mike Hendrix, Chair, Charlie Kalthoff, Treasurer, Michele Lichy, Executive Director, and Jason Miller Fiscal & Program Monitor, effective immediately.

All in Favor; Motion Carries.

Update of RFP Process

Mike explained about the meeting that he and Steve Crowley had with the Chief Elected Officials regarding the RFP process. The CLEOs expressed that at this time they were not interested in going out to RFP for One Stop Operator services. The CLEOs stated that they had done some research into the issue and expressed several concerns to Mike and Steve of why they did not support going to RFP.

Operations Oversight

Michele reviewed actions and discussion from the last Operations Oversight meeting in January. There were recommendations to merge the Eligible Training Provider policy and the ITA policy into one comprehensive document. Michele will work on this and present a draft at the next meeting of Ops Oversight. Michele went on to discuss our recent negotiations with NYSDOL regarding PY09 Performance Measures. She explained that we were successful in negotiating lower goals for both Adult and Dislocated Worker Average Earnings. The third measure that we were negotiating was # of Participants in Training. Michele discussed that Jason had sent the State research regarding funding and participants, and they asked for further clarification in order to lobby on our behalf to Ms. Karen Coleman for the goal of 482 participants in training that we had requested. At the time of the meeting we have not heard back on whether our offer has been accepted or not.

Michele finished by reviewing the Customer Service Indicators report that the WIB office received recently. Through December our performance looks pretty good with a couple of areas that need minor improvement.

Youth Council

Jason reviewed with the Board that Youth Council has not met since December. Some of the upcoming items facing Youth Council are finding a new Chairperson, reviewing the work the two Centers have done on completing a common Youth Intake form, and looking at possible guest speakers from other areas on issues that their Youth Councils tackle.

Resolution

Approval of Endorsement of Youth Council Member

***Motion by Don Giardini; Second by Hobie Rhinehart to adopt the following resolution:**

WHEREAS, Jeff Capitani, Youth and Family Coordinator, Directions in Independent Living has expressed his intent to serve on the Youth Council;

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby endorses Jeff Capitani for appointment to the Youth Council for a 2-year term beginning January 1, 2010 and expiring December 31, 2011; and

BE IT FURTHER RESOLVED that his endorsement is pending official appointment by the Chief Local Elected Officials.

All in Favor; Motion Carries.

Director's Report

Michele passed out her Director's Report which covered a variety of projects that Michele has undertaken in the last few months. She thanked the Board for the opportunity to participate in Leadership Cattaraugus as she is now a graduate of the Class of 2009. Michele also mentioned that she nominated Jason to be part of the Leadership Cattaraugus Class of 2010 and he has been accepted. Other items covered with the progress of the 13-N grant, the lease of the Blue Bird Square space and several others.

***Motion by John Stevens; Second by Mike Hendrix to recognize and thank former Board Chair Steve Foster for his service to the Board.**

All in Favor; Motion Carries.

***Motion to adjourn by Don Giardini, Second by Hobie Rhinehart to adjourn at 1:35pm.**

All in Favor; Motion Carries.

Next Meeting: Friday April 2, 2010