



**Cattaraugus-Allegany Workforce Investment Board, Inc.  
Board of Directors' Meeting  
Friday, March 13, 2009 – 12:00 PM  
JCC Library & Liberal Arts Center Room 308  
Approved 4/24/09**

**Board Members Present**

Chair - Steve Foster, Five Star Bank  
Secretary - Don Giardini, Laborer's Local 621  
Treasurer – Charlie Kalthoff, ACCORD  
Steve Crowley, Holiday Valley Resort  
Karen Comstock, Friendship Dairies  
Phil Ghent, AVX Corporation  
Brad Monroe, Dresser-Rand  
Chris Napoleon, Napoleon Engineering  
Linda Kolodziejcki, 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.  
Mary Coss, Wal-Mart  
Christina John, Seneca Nation  
Theresa Schueckler, BOCES  
Jesse Gugino, JCC  
Mike Hendrix, Both, Branch and Hendrix

**WIB Staff Present**

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

**Board Members Absent**

John Margeson, Allegany County

**Board Members Excused**

Cesar Cabrera, NYSDOL  
Jodi Fuller, Catt. Community Action  
Jack Searles, Cattaraugus County  
Linda Spaulding, Chaut. Co. Office of the Aging

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**Welcome and Introduction**

Chair Steve Foster called the meeting to order at 12:05 pm.

**Presentation - Green Industry by Gretchen Hanchett, Director, ACCORD Business Development Corporation**

Ms. Hanchett presented a PowerPoint that outlined the Green Industry and ACCORD's role in helping local businesses with Green Initiatives.

**Approval of November 7<sup>th</sup>, 2008 Board Meeting Minutes – Steve Foster**

**\*Motion by Linda Kolodziejcki, Second by Hobie Rhinehart to approve the November 7<sup>th</sup>, 2008 Board Meeting minutes as presented.**

**All in Favor; Motion Carries.**

**Executive Committee-Steve Foster**

Mr. Foster gave a brief overview of the resolutions that follow, which came from the previous Executive Committee meeting. There was an extensive discussion regarding this resolution and its impact to the following one. After a lengthy discussion the resolution was moved on.

**RESOLUTION  
Amendment of By-Laws**

**Motion by Steve Crowley, Second by Kathy Premo to adopt the following resolution:**

**WHEREAS,** the Executive Committee has recommended that the Conflict of Interest Policies and Procedures be made a part of the By-Laws including it as an Appendix; and

**WHEREAS,** the Executive Committee recommends that the following language be included in Section 13-

- 13.1 All members shall abide by the Conflict of Interest Policies and Procedures. Each member shall submit a written confirmation by July 31<sup>st</sup> of each year attesting and disclosing any conflicts, real or perceived that he/she may have with positions they hold outside of the WIB.
  
- 13.2 Failure to provide the written confirmation shall result in that member's voting privileges being suspended until such time as the confirmation is received or removal of that member from the Board upon determination of an ad hoc committee as outlined in Section 6.

**NOW, THEREFORE, BE IT RESOLVED,** that the amendment to the By-Laws as presented are hereby approved and effective immediately

**12 –Ayes; 7 – Nays; Motion Carries.**

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There was additional discussion regarding the impact of the passing of the previous resolution. Some members expressed concern that the Board had not given the subject members enough consideration to rectify the situation. Others voiced opinions that expressed their disappointment that the two members did not attend this meeting to provide their input and try to mitigate the situation. The following resolution was offered from the floor from John Stevens.

**RESOLUTION  
Approval of Alternative to Board Member Voting Suspension**

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

**WHEREAS,** the County Administrators (Jack & John) are appointed members of the WIB by the Chief Elected Officials; and

**WHEREAS,** it would not be productive to ask appointed members of the WIB to attend meetings without the ability to function as fully participating members (regarding voting); and

**WHEREAS,** the WIB does want seek to have board members comply with an appropriate Conflict of Interest policy, document:

**NOW, THEREFORE, BE IT RESOLVED,** that action on a conflict of interest resolution be delayed two months (until the May meeting) in order to give Cattaraugus and Allegany county representatives (administrators) time to research other WIB's and submit language for consideration that would resolve this issue

**BE IT FURTHER RESOLVED,** that the WIB (Michele) research other **similar** WIB/County agreements in search of a Conflict of Interest document that would resolve this issue.

**BE IT FINALLY RESOLVED,** that a Conflict of Interest agreement be presented to the WIB at the May meeting for consideration which has been reviewed and modified by the County Administrators and the WIB to resolve this issue.

**9 – Ayes; 10 - Nays; Motion Fails.**

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**RESOLUTION**  
**Suspension of Members' Voting Privileges**

**Motion by Steve Crowley; Second by Mike Hendrix to adopt the following resolution:**

**WHEREAS,** the Executive Committee has been reviewing individual Board member's Responses to confirm their adherence to the Conflict of Interest Policies and Procedures; and

**WHEREAS,** as of November 2008, all current members have complied and returned the required annual written attestation with the exception of two members; and

**WHEREAS,** the Executive Committee recommends that these members' voting privileges be suspended immediately until such time that they provide the annual written attestation;

**NOW, THEREFORE, BE IT RESOLVED** that the voting privileges of the John Margeson and Jack Searles are hereby suspended until such time as they can adhere to the Board's Conflict of Interest Policies and Procedures.

**10 – Ayes; 9 - Nays; Motion Carries.**

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**RESOLUTION  
Temporary Staffing Contract**

**Motion by Charlie Kalthoff; Second by Mike Hendrix to table this resolution until the May Board Meeting on the grounds that we are informed of the guidelines of the Economic Stimulus funds.**

**All in Favor; Motion Carries.**

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**RESOLUTION  
Approval of WIB Member Endorsement**

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

**WHEREAS,** the Wellsville Chamber of Commerce has recommended Sherry Grugel, Executive Director of the Allegany County Chamber of Commerce for WIB membership; and

**WHEREAS,** Ms. Grugel has prior experience and knowledge of the WIA system as she was previously a member of the Genesee Livingston Orleans Wyoming (GLOW) WIB;

**NOW, THEREFORE, BE IT RESOLVED,** the Board hereby endorses Ms. Grugel for an appointment to fulfill a term vacated by a previous Board member that shall expire December 31<sup>st</sup>, 2009; and

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

**All in Favor; Motion Carries.**

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**Operations Oversight- Michele Lichy**

Michele gave a brief overview of the last Operations Oversight Meeting and the following resolutions that came from that meeting. (Voting numbers reflect that two board members left due to previous engagements.)

**RESOLUTION  
Eligible Training Provider**

**Motion by Mary Coss; Second By Charlie Kalthoff to adopt the following resolution:**

**WHEREAS,** Maryvale Community Education has submitted an application to be an Approved Training Provider for the Cattaraugus-Allegany LWIA; and

**WHEREAS,** Maryvale Community Education seeks to provide Medical Secretarial Billing Training and is a current approved provider in Erie County;

**NOW, THEREFORE BE IT RESOLVED** that the Board hereby approves the addition of the provider for the course listed above; and

**BE IT FURTHER RESOLVED** that the Executive Director is hereby directed to take the appropriate steps to notify the applicant of their determination.

**15 – Ayes; 0 – Nays; 1 – Abstention (Jesse Gugino); Motion Carries.**

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**RESOLUTION**  
**Approval of ITA, OJT and Supportive Service Policies**

**Motion by Susan Piper; Second by Hobie Rhinehart to adopt the following resolution:**

**WHEREAS,** the Operations Oversight Committee recently reviewed the maximum amounts for Individual Training Accounts (ITAs), On the Job Training (OJTs) and Supportive Services; and

**WHEREAS,** the Committee recommends that the current caps for ITAs be set at \$4,500 for Adults and Dislocated Workers and that OJTs for Adults be set at \$3,000 and \$5,000 for Dislocated Workers in order to assist customers to the fullest extent possible utilizing the stimulus funding available to the area; and

**WHEREAS,** the committee further recommends that the Supportive Service amounts also be amended to provide \$1,000 per year per customer up to two years to ensure that customers have the supports they need to successfully engage in and complete training;

**NOW, THEREFORE BE IT RESOLVED,** that the Board hereby approves the new amounts of ITAs and OJTs effective immediately; and,

**BE IT FURTHER RESOLVED,** that the Board approves Supportive Service amounts set at \$1,000 per year per customer up to two years effective immediately.

**All in Favor; Motion Carries.**

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**RESOLUTION**  
**Approval of Additions to the Demand Occupation List**

**Motion by Don Giardini; Second by Brad Monroe to adopt the following resolution:**

**WHEREAS,** the Operations Oversight Committee has recently reviewed a recommendation from the One Stop Management regarding additions to the area's Demand Occupation list, and;

**WHEREAS,** the committee recommends that the following occupations be added to the Demand Occupation List to support local opportunities-

- 35-2010 Cooks; and
- 47-2031 Carpenters;

**NOW, THEREFORE BE IT RESOLVED** that the occupations listed above are hereby added to the area's Demand Occupation List effective 3/13/09.

**All in Favor; Motion Carries.**

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**RESOLUTION  
Demand Occupation List Guidelines**

**Motion by Mike Hendrix; Second by Susan Piper to adopt the following resolution:**

**WHEREAS,** the Operations Oversight Committee has recently reviewed guidelines regarding use of the area's Demand Occupation List; and,

**WHEREAS,** the committee recommends that the attached guidelines be adopted;

**NOW, THEREFORE BE IT RESOLVED** that the Board hereby approves these guidelines, which are effective immediately.

**All in Favor; Motion Carries.**

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Michele explained that the next resolution was to approve policies/procedure for a special fund for transportation assistance only available until June 30, 2009. The Technical Advisory issued required policies/procedures developed. The area has received \$12,500 to provide assistance to customers engaged in training, or beginning employment.

**RESOLUTION  
Approval of Transportation Assistance Program**

**Motion By Phil Ghent; Second by Charlie Kalthoff to adopt the following resolution:**

**WHEREAS,** the Cattaraugus-Allegany LWIA has been awarded \$12,500 in statewide activities funds to provide transportation assistance to customers engaged in eligible WIA activities; and

**WHEREAS**, the WIB was required to develop policies and procedures to implement these funds and program as of March 2, 2009; and

**WHEREAS**, these policies and procedures have been reviewed by the Operations Oversight and Executive Committees, both of whom recommend them to the full Board for approval;

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby approves the Transportation Assistance Program Policies and Procedures, which are hereby effective March 2, 2009; and

**BE IT FURTHER RESOLVED** that this program shall cease June 30, 2009, which is the last date to fully expend this funding.

**All in Favor; Motion Carries.**

Michele also discussed the PY08 Second Quarter Performance report that was just released and reviewed the numbers with the Board.

**Youth Council- Michele Lichy/Jason Miller**

There was nothing to report from Youth Council.

**Marketing Plan - Mike Aвило & Nick David Marketing Interns**

Mike and Nick presented a PowerPoint that outlined their research and recommendations for marketing the One Stop System and the WIB using a \$3,000 budget. They asked the Board to establish goals for the plan to gauge the success of the various components. This project will be addressed by the Executive Committee at their next meeting on March 20, 2009.

**Director's Report**

Michele reviewed Stimulus funding numbers and some of the plans for the funding. She then went on to explain to the Board about the new website that is scheduled to go live Monday March 16<sup>th</sup>, 2009. The new website will also bring on the change of the WIB office email addresses. Finally, Michele discussed the new format that will be implemented for the next Board meeting in May. Lunch will begin at 11:30 am for those that RSVP that they will be attending the lunch portion. This time is to allow for networking and socializing prior to the meeting. The meetings will now be called to order at 12:00pm.

**Adjourned: 2:07 pm**

**Next Meeting: Friday May 1<sup>st</sup>, 2009 12 pm - Location to be determined.**