



**Cattaraugus-Allegany Workforce Investment Board, Inc.**  
**Executive Committee Meeting**  
**Friday, March 19, 2010 – 12:00 PM**  
**Mickey's Restaurant-Olean, NY**  
*Not Yet Approved*

**Board Members Present**

Chair-Mike Hendrix - Both, Branch and Hendrix  
Secretary - Don Giardini - Laborers Local 621  
Jack Searles - Cattaraugus County  
Steve Crowley - Holiday Valley Resort  
Linda Kolodziejski- Alstom Power  
Carrie Childs-Childs Blueberries  
Karen Knight ó Olean General Hospital  
Phil Ghent - AVX Corporation  
John Margeson ó Allegany County

**Staff In Attendance**

Michele Lichy ó Executive Director  
Jason Miller ó Fiscal and Program Monitor  
Tammy Komidar-Administrative Assistant

**Others in Attendance**

Jerry Garmong- Allegany Co. E&T

**Board Members Excused**

Treasurer ó Charlie Kalthoff ó ACCORD  
John Stevens - Organizational Solutions  
Kathleen Premo - St. Bonaventure  
Chris Napoleon - Napoleon Engineering

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**Call to Order**

Chair Mr. Hendrix opened the meeting at 12:05 PM.

**Minutes of January 15<sup>th</sup> Meeting**

The committee reviewed the minutes of the February 19th meeting.

**\*Motion by Phil Ghent; Second by Linda Kolodziejski to approve the minutes of the February 19th, 2010 meeting.**

***All in Favor; Motion Carries.***

**Corporate Policies**

Michele explained the history behind these policies. She stated that these draft policies came from working with WIB Attorney Michael de Freitas. The policies are Whistleblower, Document Retention and Destruction and Joint Venture Relationships. The need for these policies arose out of our single audit from BWB this year and will help to answer questions currently asked on the 990 form we must submit for tax purposes. Jack pointed out some language or structural clarification in a couple of the documents. Mike stated that there needs to be some fine tuning on the Joint Venture policy in regard to the scope and some the language.

**Task: Have Mike de Freitas review how the Joint Venture policy applies to the County/WIB agreement.**

Karen Knight asked that a statement be included referencing the source(s) for the record retention guidelines.

**Task: Contact Jim Griffin at Cattaraugus County about Document Retention Schedule.**

**\* Motion by Karen Knight; Second by Carrie Childs to approve the Whistleblower Policy as presented.**

*All in Favor; Motion Carries.*

Michele will ask Mr. de Freitas to address the concerns regarding the Joint Venture and Document Retention policies and bring back to committee.

#### **Update: Lease Issue**

Mike reviewed the meeting with Park Centre in February and their reluctance to break up the lease for downstairs at the Cattaraugus One Stop. He also reported that Michele had officially notified Park Centre that the WIB would not be renewing the lease for any of the space downstairs at Blue Bird Square. Mike and Michele have toured a new space on North Union Street and there are a couple of places on West State that need to be looked into. There has been a counter offer from Park Center for just the WIB office space of \$1800 a month with utilities included. This price is almost double of the current rate the WIB pays for the WIB office. Michele also explained the safety issue with the WIB office of only having one means of exit and the somewhat constant flow of technicians and such into the backroom for internet, phone and other connections for other offices in the Blue Bird building.

There was also the question raised of how the lease negotiations between DOL and the One Stop were going to facilitate taking over the Worker's Comp. space. Michele explained that she had had some brief discussions with both Wendy Bourgeois and Jill Whitfield regarding various matters such as access to the server room (off the current WIB space) and phone extensions but she did not know what else has transpired. She will check with Wendy and Jill.

#### **Fiscal Reports**

Michele reviewed the tracking sheets including accruals through February expenses. She went on to explain that the transfer of PY09 Admin to Adult was approved to ensure there would be additional funding for training this year. Also, that Catt. County was now only going to be charging to ARRA Admin to ensure those funds are spent. The review covered Formula, Stimulus and Youth Funding. Michele also reviewed with the committee our progress toward spending the required 75% of funds by the end of the Program Year.

#### **PY10 Budget**

Michele reviewed the hand-out that outlined the PY09 funds budgeted and the carry over to show estimated funds available for PY10. The sheet also compared out allocation for PY10 with

the allocation for PY09 and overall our allocation has decreased by approximately \$83,000. The committee also reviewed the funding for RFP extensions for PY10 and the Summer Youth. Michele will release figures as reviewed by the committee to the One Stops and ask them to prepare budgets for a Managers meeting in April.

**Follow-Up: Business Services**

Mike recapped the presentation by Dan Porter and Sue McNamara at the last meeting. He stated that he like the idea of a Business Services Rep. but at this time did not find it financially feasible to implement. He did suggest that we build a stronger relationship with the agencies that currently providing these services and expand the role of those agencies.

**Follow-up: One Stop Operator Reporting**

Michele discussed the need to set parameters for the report from the Operators for the next Board meeting. Jack stated that he would like to see how many people have become employed because of the programs the One-Stops offer. He also suggested success stories and difficulties that the One Stops face in service delivery. Some other things the committee suggested were, what are the growth industries that the Centers are seeing, Where are job orders coming from, and look at what kind of jobs are people getting as a result of services and if they are lower paying jobs what problems does that create for the area in the future.

**COLA review**

Mike called for an Executive Session to discuss this matter.

1:20 p.m. Executive Session began.

1:40 p.m. Committee called to order.

The committee began a brief discussion but then adjourned to Executive Session again at 1:42 p.m.

1:53 p.m. Committee called to order.

The committee then tabled the matter so that Mike can distribute information to the committee regarding previous recommendations.

**\*Motion by Steve Crowley; Second by Phil Ghent to adjourn at 2 p.m.**

***All in Favor; Motion Carries.***

**Next Meeting**

April 9<sup>th</sup>, 2010 at 12pm at Holiday Valley.