



Cattaraugus-Allegany Workforce Investment Board, Inc.
Board of Directors' Meeting
Friday, April 4, 2008 – 12:00 PM
JCC Training & Conference Center
Approved Sept. 5, 2008

Board Members Present

Chair - Steve Foster, Five Star Bank
Treasurer – Charlie Kalthoff, ACCORD
Secretary - Don Giardini, Laborer's Local 621
Tony Foti, Carpenters' Union #66
Chris Napoleon, Napoleon Engineering
Theresa Schueckler, Catt-Allegany BOCES
Linda Kolodziejcki, Alstom Air Preheater
John Stevens, Organizational Solutions
Jodi Fuller, Catt. Community Action
Jill Whitfield, NYSDOL
John Margeson, Allegany County
Susan Piper, NYS VESID
Linda Pierce, Pro Action
Mary Coss, Wal-Mart
Hobie Rhinehart, NYS United Teachers
John Francisco, Francisco Farms

Board Members Absent

Jeff Grenzer, Dresser-Rand
Christina John, Seneca Nation
Voni Walker, Walker Business & Staffing
Donna Kahm, STHCS
Joe Sabol, Mazza Mechanical Services, Inc.
Kathleen Premo, St. Bonaventure
Jesse Gugino, JCC
Jack Searles, Cattaraugus County

Guests Present

Paul Shibley, NYSDOL
Jerry Garmong, All. Co. E & T
Wendy Bourgeois, Catt. Co. DSS
Bob Izsard, Empire State Development
Linda Spaulding, Chaut. Co. Office of the Aging

WIB Staff Present

Michele Lichy, Executive Director
Jason Miller, Fiscal & Program Monitor
Joelle Eddy, Administrative Assistant

Welcome and Introduction

Chair Steve Foster welcomed everyone and thanked them for attending. Mr. Foster opened the meeting at 12:05 PM.

Approval of February 8, 2008 Minutes

Mr. Foster asked if there were any questions or revisions to the February 8, 2008 meeting minutes. No question or revisions were brought forward. Mr. Foster asked for motion to approve the minutes.

Motion by John Stevens, Second by Don Giardini to approve the February 8, 2008 meeting minutes as presented.

All in Favor.

Motion Carried.

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Unfinished Business

Mr. Foster stated that at the last WIB Meeting, February 8, 2008 there was a resolution tabled for further consideration. This resolution was for: **Approval to Release a Request for Proposals for One Stop Operators, Youth Services and Business Services**. Mr. Foster stated that due to the recent developments with the PY08 budgets that this resolution should now be withdrawn. Mr. Foster asked for any objections, no objections were offered. Mr. Foster withdrew his motion.

Executive Committee – Steve Foster

Mr. Foster explained the reason behind this first resolution, Approval of Use of Ballot Voting; and stated that after researching the subject, ballot voting is allowed per Robert’s Rules but may conflict with other issues. Mr. Foster suggests getting a legal opinion on this pertaining to public funds. The consensus of the Board was to seek an opinion from NYS Commission on Open Government prior to obtaining and incurring any legal expenses. The motion was not acted upon.

Mr. Foster explained that during the last Executive Meeting there was a discussion about reviewing the current structure of the One Stop System for efficiencies. After much additional discussion and comments regarding the pros and cons of adopting 6-month budgets, Mr. Foster presented the following resolution as amended on the floor.

RESOLUTION
Approval to Analyze One Stop System Structure to
Implement Efficiencies Where Applicable

WHEREAS, previously the Board reviewed a PY08 System Options plan to issue RFPs for One Stop Operations, Youth Services and Business Services; and

WHEREAS, before this plan is implemented, the current system structure must be thoroughly examined to determine if efficiencies can be implemented or if restructure according to the plan is the best possible option given that these current fiscal constraints will most likely carry-over into the next Program Year 2009; and

WHEREAS, services must still be delivered during PY08 under the current system structure and tentative budgets for PY08 have been prepared;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby directs the Executive Committee to negotiate **12-month** (changed from 6-month) budgets with the One Stop Operators for July 1, 2008 through **June 30, 2009**; (changed from December 31, 2008,) and

BE IT FURTHER RESOLVED that the Board hereby directs the Executive Committee to evaluate and analyze the current system structure including staffing, office operations, and administrative functions to determine if further efficiencies can be implement, or if restructure is the best option; and

BE IT FURTHER RESOLVED that the Committee will accomplish this task and report back to the full Board no later than September 5, 2008; and **implement any efficiencies by December 31, 2008.** (added).

BE IT FINALLY RESOLVED that the Board Chair is further directed to notify the Chief Elected Officials of this Board action to keep them apprised of system status.

9 - Nays; 7- Ayes. Motion Failed.

Ms. Lichy introduced Brad Monroe from Dresser-Rand who will be taking the place of Jeff Grenzer and fulfilling the remainder of his term on the WIB Board.

**RESOLUTION
Approval of Endorsement of Brad Monroe for Membership**

Motion by John Stevens, Second by Jodi Fuller to adopt the following resolution:

WHEREAS, the Greater Olean Area of Commerce has recommended Mr. Brad Monroe, Lead Auditor/Compliance Supervisor for Dresser-Rand for Board membership; and

WHEREAS, the Executive Committee recommends that Mr. Monroe be appointed to replace Jeff Grenzer, current Dresser-Rand representative, who is unable to participate on the Board due to the travel, demands of his position;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby endorses Mr. Brad Monroe, for appointment to the Board to serve the remainder of Mr. Grenzer's term to expire December 31, 2009; and

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

All in Favor Motion Carried

**RESOLUTION
Approval of Program Year 2008 Local Plan Modification**

Motion by Jill Whitfield, Second by Susan Piper to adopt the following resolution:

WHEREAS, NYSDOL, by issuance of Technical Advisory #08-1 issued on January 16, 2008, required the development and submission of a modification to the Three-Year

Strategic Plan outlining the area's strategies to overcome funding cuts, strategies regarding development of regional efforts, and Board policies related to WIA compliance; and

WHEREAS, the WIB staff, One Stop Operators, and Board members worked together to draft the required modification, which has been released for a 30-day public comment period as of March 24, 2008 with the final plan due to NYSDOL by April 25, 2008; and

WHEREAS, the modification requires the signatures of the WIB Chair, WIB Executive Director, Chief Elected Officials and NYSDOL Labor Market Analyst to be submitted by June 6, 2008;

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby approves the PY08 Local Plan Modification and authorizes the Board Chair and Executive Director to sign the required paperwork for submission to NYSDOL once the public comment period has ended; and

BE IT FURTHER RESOLVED, that the Board authorizes and directs the Executive Director, with the assistance of the One Stop Operators and Executive Committee, to address any comments received during the 30-day public comment period by amending portions of the plan as needed.

All in Favor. Motion Carried.

Operations Oversight – Michele Lichy

Ms. Lichy discussed the Monthly System Improvement Indicator Report for February 2008 and the Monthly System Activity Report for February 2008 as per hand-outs. This report detailed Reemployment Services, Out of School Youth Services, Training & Skills Development and reducing the number of Exciters still carrying Unemployment Benefits. Michele also presented the following resolutions from the Committee.

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

Motion by Chris Napoleon, Second by Jodi Fuller to adopt the following resolution:

WHEREAS, the Operations Oversight Committee has performed their bi-annual review of the area's Demand Occupation List and has solicited input from the One Stop Centers; and,

WHEREAS, the committee recommends that the following occupations be removed from the Demand Occupation List due to lack of requests for ITAs for these types of training and/or need as training is provided on the job -

- Agricultural Equipment Operators

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- Baggage Porters and Bellhops
- Bartenders
- Carpenter Assemblers and Repairers
- Child Care Workers
- Coin, Vending, and Amusement Machine Servicers and Repairers.
- Concierges
- Cooks, Institution, Restaurant and Cafeteria
- Dining Room and Cafeteria Attendants & Bartender Helpers
- Food Prep and Serving Related Workers, All Other
- Hotel, Motel and Resort Desk Clerks
- Landscaping and Groundskeeping Workers
- Press and Press Brake Machine Setters and Set-Up Operators, Metal & Plastic
- Supervisors/Managers of Correctional Officers
- Waiters and Waitresses;

NOW, THEREFORE BE IT RESOLVED that the occupations listed above are hereby removed from the area's Demand Occupation List effective 4/04/08.

All in Favor. Motion Carried.

RESOLUTION
Approval of Policy on Partner Staff Access to OSOS

Motion by Don Giardini, Second by Linda Pierce to adopt the following resolution:

WHEREAS, due to continued reduction of WIA funding, it is necessary to further integrate service delivery and utilize Partner resources as much as possible; and

WHEREAS, the Operations Oversight Committee recommends that Partner staff serving WIA customers both in the One Stop Centers and from their own agency locations be provided access to the One Stop Operating System (OSOS), the case management tool for WIA; and

WHEREAS, this access will provide Partner staff with the ability to view customer service history, enter comments regarding services, and update customer detail as needed allowing for better service delivery; and

WHEREAS, all Partners accessing OSOS will be provided proper training and guidance in the use of this case management tool and to ensure the integrity of the data;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves the policy to provide Partner staff with access to OSOS.

All in Favor. Motion Carried.

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Ms. Lichy explained the stipulation in the ITA policies regarding not funding programs beyond a Bachelors degree. She stated that there is no need to have this limitation as the ITA language states that funding will not be for more than a 2-year period regardless of the length of the training program.

RESOLUTION
Approval of Change to ITA Policies

Motion by Susan Piper, Second by John Stevens to adopt the following resolution:

WHEREAS, the Operations Oversight Committee recently reviewed the Demand Occupations List and the Individual Training Account (ITA) policies regarding funding; and

WHEREAS, the Committee recommends that the current policy language be amended to clarify funding terms; and

WHEREAS, the current policy language states that "effective October 1, 2004, ITAs for programs beyond a Bachelor's Degree level will not be funded"; and

WHEREAS, the Committee recommends that this language be deleted as the funding limits for ITAs for Adults and Dislocated Workers clearly states that funding is limited to a 2-year period;

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby approves the change in the ITA policy effective immediately; and,

BE IT FURTHER RESOLVED, that any proposed exceptions to this policy shall be forwarded to the Operations Oversight Committee for review and approval.

All in Favor. Motion Carried.

RESOLUTION
Approval of Renewal of Site License for Software for Nurses

Motion by Charlie Kalthoff, Second by Jodi Fuller to adopt the following resolution:

WHEREAS, the WIB previously acquired a site license to the on-line training tool Software for Nurses to provide skills upgrade training to currently employed Registered Nurses for advancement into specialty areas and as orientation/training for newly hired nurses; and

WHEREAS, the license fee was previously paid for with Incentive Funds for achieving performance measures in PY05 and PY06; and

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WHEREAS, these Incentive Funds are no longer available, however this tool has proven to be cost effective and valuable to local employers; and

WHEREAS, the Operations Oversight Committee recommends that we continue to provide this as a training tool to local employers and further recommends that a formal plan be developed to heavily market the availability of this tool to other healthcare employers and that a fee for service or cost per slot be developed to help offset the cost of providing access;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves the renewal of the site license fee for the Software for Nurses program at a cost of \$4,999 to provide access from April 1, 2008 through March 31, 2009; and

BE IT FURTHER RESOLVED, that the WIB Office shall absorb the cost of this renewal fee by amending budget lines as necessary; and

BE IT FINALLY RESOLVED, that the Self-Sufficiency wage of \$15/hour is hereby waived for customers enrolled in this training program until March 31, 2009.

All in Favor. Motion Carried.

Youth Council/Services – Michele Lichy/Jason Miller

Ms. Lichy reported on the joint Youth Council and Executive meeting held on March 17th. At this meeting the members decided upon the elements to fund under the Youth RFP and the amount of youth funding available.

**RESOLUTION
Approval of Youth RFP for Program Year 2008**

Motion by Tony Foti, Second by Don Giardini to adopt the following resolution:

WHEREAS, the WIB Youth Council, in conjunction with the Executive Committee, has developed a Youth RFP for Program Year 2008; and

WHEREAS, both Board and Youth Council members have reviewed the RFP and hereby recommend that the full Board formally approve and release the RFP;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves the 2008 Youth RFP for immediate release as presented.

All in Favor. Motion Carried.

RESOLUTION
Endorsement of Youth Council Membership Changes

Motion by Don Giardini, Second by Susan Piper to adopt the following resolution:

WHEREAS, the Youth Council has recently endorsed the following changes in membership:
Ms. Vicki Livermore, Cassadaga Job Corp (replacing Adam Dolce)
Ms. Denise Beeles-Johnson, Girl Scouts of WNY (replacing Heather Green)

WHEREAS, the Youth Council has also approved the membership of Ms. Amber Hollowell, a current Youth Program Participant; and

WHEREAS, the Youth Council hereby submits these changes to the Board for endorsement;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby endorses the membership of Ms. Vicki Livermore, to serve a term to end December 31, 2008 and Ms. Denise Beeles-Johnson, to serve a term to end December 31, 2009 and Ms. Amber Hollowell to serve a term to end December 31, 2008; and

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

All in Favor. Motion Carried.

Director's Report – Michele Lichy

Ms. Lichy reported on attending the WIB Directors meeting in Syracuse on April 1, 2008, and reviewed several items in her Director's Report hand-out.

Next Meeting

The next meeting is scheduled for Friday, June 13, 2008 at 12 noon at the American Legion, Schuyler St., Belmont, NY.

Adjournment

Motion by Don Giardini, Second by John Francisco to adjourn at 1:37 p.m.

All in Favor Motion Carried.