



**Cattaraugus-Allegany Workforce Investment Board, Inc.
Executive Committee Meeting
Friday, April 17, 2009 – 12:00 PM
JCC Library & Liberal Arts Center Room 308
Approved 6-12-09**

Board Members Present

Chair - Steve Foster - Five Star Bank
Treasurer – Charlie Kalthoff - ACCORD
Steve Crowley - Holiday Valley Resort
John Stevens - Organizational Solutions
Mike Hendrix - Both, Branch and Hendrix
Linda Kolodziejki- Alstom Power
Kathleen Premo - St. Bonaventure

Staff In Attendance

Michele Lichy – Executive Director
Jason Miller – Fiscal and Program Monitor
Missy Saar – Administrative Assistant

Board Members Absent

Jack Searles - Cattaraugus County
John Margeson - Allegany County
Secretary - Don Giardini - Laborer's Local 621

Board Members Excused

Chris Napoleon - Napoleon Engineering
Brad Walters - Southern Tier Builders Assoc.
Phil Ghent - AVX Corporation
Jodi Fuller- Cattaraugus Community Action

Call to Order

Mr. Foster opened the meeting at 12:10 PM.

Minutes of March 20th Meeting

Motion by John Stevens; Second by Linda Kolodziejki to approve the minutes of the March 20th, 2009 meeting as presented.

All in Favor; Motion Carries.

Membership

Steve announced that Michele has successfully recruited representation from Olean General Hospital with the help of David Prince (Databranch), Chair of the Board of Directors. Also Michele announced that Susan Piper was retiring at the end of the month and we received a request from her supervisor to appoint a replacement.

Motion by Charlie Kalthoff, Second by Kathy Premo to endorse Karen Knight, HR Director of Olean General Hospital and Bob Halady, NYS VESID for membership on the Board.

All in Favor; Motion Carries.

WIB Budget Modification/Board Meeting Structure

Michele discussed modification to the WIB budget needed to cover additional expenses. She stated that the projector the WIB office has had since 2000 is not repairable and that she would need to purchase a new one. She also noted that she would like to have Missy begin working full-time (35 hrs/week) immediately as the office is becoming busier. There will need to be an increase in the fringe benefit line since Missy is a contract employee of Walker Staffing and the fringe rate is 45%.

Also Steve discussed the implications on the WIB budget of continuing to serve lunch to all attendees of the Board meeting. We are moving to a new structure of beginning meetings at 11:30 a.m. in order to serve lunch and provide members with time to network so the WIB office only asks for RSVP from Board members to ensure quorum. We cannot always account for every single person attending as it is an open meeting. He stated that for the time being we will leave the structure as is beginning at 11:30 a.m. with lunch and call to order promptly at 12 noon and will have to address cost implications as they arise.

***Motion to approve by Steve Crowley; Second by Charlie Kalthoff to approve the WIB budget modification as presented.**

All in Favor; Motion Carries.

Stimulus Funds – Request for Budget Increase

Michele began by explaining that Allegany E & T had submitted a request for an increase in their budget of \$73,000 and specifically requested stimulus funds. Charlie asked about the budget modification process as the committee had not previously seen these types of requests. Michele explained that most budget modifications are between budget lines and that the WIB Office can handle these requests however this request was to **increase** the budget and per policies and procedures need to have committee and Board approval. Charlie then asked what was going on with the stimulus funds and Michele explained that we did not yet have a plan to spend them. We had a couple of meetings prior and established some priorities however a fully-developed plan is not yet completed. She further explained that we are still waiting to learn the requirements of the plan and that she would hopefully be getting more information when she goes to the WIB Director's meeting the next Tuesday, April 21st. The discussion then continued into how the stimulus funding should be budgeted and it was a committee consensus that the funds should be its own separate pot with a separate budget and contract. Jerry commented that he needed some type of confirmation of the committee in order to be able to serve customers. The committee agreed to have Michele reduce the stimulus funds by the amount needed by the WIB and then provide the figures to the One Stops and have them propose budgets along with a spending plan narrative. The committee also agreed to have the starting date for the funds/contract as of April 1st. The budget modification request was not moved on as it would be addressed in the stimulus funds budget.

One Stop Operator Contracts

Michele provided an update on the status of the Operator Contractors. She explained that she had forwarded the contracts to the appropriate NYSDOL person in Albany however had never received any response. She further explained that it would be much easier if each consortium

had its own agreement naming the appropriate entity as the recipient of the WIA Title I funds (Catt. Co. DSS and All. E & T) and then the WIB could simply contract with that entity for the funding with the consortium agreement as part of the Operator Contractor. She further explained that this arrangement would be easier as we receive other types of funding throughout the year and any time the Operator Contract would need to be amended for the funding, all entities would again have to sign. This way the only contract that would need to be amended would be the one between the WIB and the lead entity. Wendy Bourgeois commented that there was already a draft contract including both Cattaraugus and Allegany counties but the county attorney told her there would have to be separate contracts. She reported that she would be working to finalize the consortium agreement. Michele stated that once these were done for each, then she could prepare the Operator Contracts for signature.

Update: Ad Hoc RFP Committee Report – SYEP

Steve and Michele reported that the committee had let the RFP for SYEP services for a total of \$120,000, which was split between the counties according to the formula percentage. The deadline for submissions was today, Friday, April 17th by 4 p.m. A meeting had been scheduled for next week for the committee to review any proposals received and discuss other RFP matters.

Update: WIB/DOL Lease

Steve stated that they looked into other possible office space to lease, but nothing is available. He and Michele have looked into the possibility of renting the empty Workman's Comp. office space upstairs to move as many One Stop staff as possible but keeping the Training Room and WIB offices downstairs. Michele stated that she would follow up with working with NYSDOL to pursue this arrangement.

Update: Marketing Plan

Mike and Nick are working with SBU in regard to shooting commercial, as well as Time Warner Cable. They also took photos for the Screenvision ad that will run in the movie theatre. They plan to have a full marketing plan complete soon for review.

Update: By-Laws/Conflict of Interest Policies & Procedures

Motion by Charlie Kalthoff; Second by John Stevens at 1:08 p.m. to enter into Executive Session to discuss attorney-client privileged information regarding these matters.

The Executive Session and committee meeting were adjourned by Steve Foster at 1:38 p.m.

Next Meeting – Friday, May 15th at 12 noon at a location TBD.