



Cattaraugus-Allegany Workforce Investment Board, Inc.
Board of Directors' Meeting
Friday, April 24, 2009 – 12:00 PM
Moonwinks Restaurant – Cuba, NY
Approved 6-19-09

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
Phil Ghent, AVX Corporation
Brad Monroe, Dresser-Rand
Chris Napoleon, Napoleon Engineering
John Stevens, Organizational Solutions
Hobie Rhinehart, NYS United Teachers
Christina John, Seneca Nation
Mike Hendrix, Both, Branch and Hendrix
Cesar Cabrera, NYSDOL
Jodi Fuller, Catt. Community Action
Linda Spaulding, Chaut. Co. Office of the Aging
Sherry Grugel, Allegany County Chamber of
Commerce

Board Members Excused

Jack Searles, Cattaraugus County
John Margeson, Allegany County
Karen Comstock, Friendship Dairies
Mary Coss, Wal-Mart
Jesse Gugino, JCC
Linda Kolodziejcki, Alstom Air Preheater
Susan Piper, NYS VESID
Kathleen Premo, St. Bonaventure
Theresa Schueckler, BOCES
Brad Walters, Southern Tier Builders Assoc.

WIB Staff Present

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

Welcome and Introduction

Chair Steve Foster called the meeting to order at 12:03 pm.

Approval of March 13, 2009 Board Meeting Minutes

Motion by John Stevens, Second by Charlie Kalthoff to approve the March 13, 2009 Board Meeting minutes as presented.

All in Favor; Motion Carries.

Executive Committee – Steve Foster

Steve gave an overview of some the issues the Executive Committee has been working on. He first clarified the issue of not adding Jeff Aiken to the Board at this time to replace Tony Foti as it will skew the ratio of business members to others since Mr. Aiken would represent the Carpenter's Union and not private sector business.

with the mandated 51% business majority. Hobie Rhinehart brought up the concern that when the Board was first formed, there was a guideline that it would have two members from the WNY Labor Council and those representatives were himself and Tony Foti and so Tony should be replaced. However neither the WIA law nor the state requires any more than two members of labor organizations. We still have two labor representatives including Hobie and Don Giardini and so are not out of compliance with that requirement. Until such a time as we have a business majority again, the Executive Committee is not inclined to add any other members except business.

Mr. Foster spoke about the meeting he and Mike Hendrix attended with the two county administrators and the Chief Elected Officials. He reviewed some of the key points including the conflict of interest policy and stated that overall it was a good meeting. Mike Hendrix also added his opinion of the meeting and the next level of communication that needs to occur to move forward.

Michele then reviewed the status of the One Stop Operator contracts and how they became stalled in Albany since September. Cattaraugus County has since prepared a separate consortium agreement and Allegany County is working on preparing their own. After these agreements are finalized, the WIB will be able to contract separately with each entity, which is the best arrangement as the budgets often change throughout the year and this will alleviate having all parties sign the agreement.

Finally, Steve spoke about the Summer Youth Employment Program Ad Hoc committee meeting on April 23rd. Michele reviewed the definition of Work Readiness with the Board and handed out the program narratives and budget proposals from both counties for review. Mike Hendrix gave an overview of what was discussed at the Ad Hoc meeting and detailed the clarifications requested by the committee. The following resolutions were then presented.

RESOLUTION

Approval of 2009 Summer Youth Employment Program Contracts

Motion by Mike Hendrix; Second by Don Giardini to adopt the following resolution:

WHEREAS, the LWIA has received American Recovery and Reinvestment Act (ARRA) funds for Youth Services in the amount of approximately \$536,8434 , and;

WHEREAS, LWIAs are encouraged to expend a majority of this funding for Summer Youth programming in 2009, and;

WHEREAS, under the USDOL TEGL #14-08, the grant recipient has the ability to provide a separate Summer Youth Employment Program without a competitive procurement process, and;

WHEREAS, the below One Stop Operators/grant recipients have requested the funding amounts below to provide a WIA SYEP in each county, and;

Cattaraugus County DSS	\$260,000
Allegany County E & T	<u>\$130,000</u>
	\$390,000

WHEREAS, the Ad Hoc RFP Committee has reviewed proposed budgets and program narratives from each entity to ensure that each program will be in accordance with federal and state guidelines and to ensure that each youth participant will be provided with an work experience opportunity whereby they can develop and attain work readiness skills as mandated by the ARRA, and;

NOW, THEREFORE, BE IT RESOLVED, that the WIB awards funds in the amounts outlined above for Summer Youth Employment Program Services for the period of May 1, 2009 through November 30, 2009, and;

BE IT FURTHER RESOLVED that the WIB Chair is hereby authorized to enter into contracts with each agency.

All in Favor; Motion Carries.

Michele then reported that we had secured Board representation from Olean General Hospital and that Susan Piper, long-standing board member, was retiring at the end of the month and VESID had submitted a letter requesting that she be replaced.

RESOLUTION **Approval of WIB Member Endorsement**

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

WHEREAS, the Greater Olean Chamber of Commerce has recommended Karen Knight, Human Resources Director, Olean General Hospital, for WIB membership; and

WHEREAS, Ms. Susan Piper, NYS VESID representative has retired from her position and her supervisor has requested that Mr. Bob Halady be appointed as the NYS VESID Representative to the Board, and;

WHEREAS, the Executive Committee recommends that these two individuals be endorsed by the Board for membership;

NOW, THEREFORE, BE IT RESOLVED, the Board hereby endorses the above named persons for appointment; and

BE IT FURTHER RESOLVED, that Karen Knight shall fulfill the remainder of Jason Huffman's term to expire December 31, 2010 and Bob Halady shall fulfill the remainder of Susan Piper's term to expire December 31, 2010, and;

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

All in Favor; Motion Carries.

Board Retreat

Michele reviewed the details for the upcoming Board Retreat on May 21st, 2009. She announced that Kristina Young of Young and Associates will present information on the responsibilities of Not-for-Profit board members. John Twomey of NYATEP will also be presenting on specific board member duties and responsibilities under the WIA law. There will be a regular Board meeting for any needed business starting at 11:30am with lunch during and then the presentations will start at 12:30pm. The retreat is being held at Moonwinks in Cuba.

RFP Process and Status

Steve explained that a SYEP RFP was released and no proposals were received. He indicated that there a couple of agencies interested in applying however there were some issues with trying to work with the amount of funding available by county. The Ad-Hoc committee met and decided to re-issue the RFP and the new due date is May 15th, 2009 at 4pm. Steve then quickly reviewed the draft DPN RFP, which will be let on Friday, May 1st with proposals due Monday, June 1st.

Stimulus Funds

Michele gave an update of the stimulus funds and some of the issues regarding development of a local plan to expend these funds. She stated that new information is learned every week through meetings and conference calls. A local plan will be required and a draft of the plan requirements should be issued soon.

Operations Oversight – Michele Lichy

Michele reported that the committee had not met since February. The committee's next scheduled meeting is April 29th at 10am in the WIB office. Some agenda items will be the needs related payment policy, review of the Demand Occupation list to develop a "targeted jobs list," and 3rd Quarter System Indicators reports.

Youth Council/Youth Services – Jason Miller

Jason briefly reported that the committee had last met on April 16th. It was a good meeting with discussion regarding programs by various service providers. The committee discussed 3rd quarter Youth RFP contract performance and Jason reported that all contractors were on target to meet their numbers served and measures. An Ad Hoc committee will be meeting to formally review the performance of all contractors – both fiscally and programmatically – to provide recommendations for funding and extension of contracts for PY09. The committee also reviewed the definition of "work readiness" as provided by USDOL in preparation of the Summer Youth program and received an update of the stimulus funding available. The next meeting is scheduled for Thursday, May 28th at 1:30 p.m. at the Cuba Library.

Update – By-Laws/Conflict of Interest Policy – Mike DeFreitas

Motion by Charlie Kalthoff; Second by Mike Hendrix to move to Executive Session at 12:50 p.m. to discuss privileged attorney-client matters.

All in Favor; Motion Carries.

Meeting adjourned by Steve Foster, Chair, at 1:27 p.m.

Next Meeting

Thursday, May 21st at 11:30 a.m. followed by Retreat/Training at 12:30 p.m. at Moonwinks Restaurant in Cuba.