



Cattaraugus-Allegany Workforce Investment Board, Inc.
Board of Directors' Meeting
Friday, April 9, 2010 – 12:00 PM
John Harvard Brew House, Ellicottville, NY
Approved 6-18-10

Board Members Present

Vice-Chair- Mike Hendrix, Both, Branch & Hendrix
Secretary - Don Giardini, Laborer's Local 621
Karen Comstock, Friendship Dairies
John Stevens, Organizational Solutions
Steve Crowley, Holiday Valley Resort
Chris Napoleon, Napoleon Engineering
Hobie Rhinehart, NYS United Teachers
Cesar Cabrera, NYSDOL
Jack Searles, Cattaraugus County
Theresa Schueckler, BOCES
Phil Ghent, AVX Corporation
Bob Halady, NYS VESID
Linda Spaulding, Chaut. Co. Office of the Aging
Brad Monroe, Dresser-Rand
Kathleen Premo, St. Bonaventure
Carrie Childs, Childs Blueberries
John Margeson, Allegany County
Sherry Grugel, All. Co. Chamber
Jesse Gugino, JCC

Board Members Absent

Karen Knight, Olean General Hospital
Linda Kolodziejski, Alstom Air Preheater
Treasurer – Charlie Kalthoff, ACCORD
Christina John, Seneca Nation

Guests Present

Wendy Bourgeois, Catt. Co. DSS/One Stop
Jack Hoffman, NYSDOL
Jill Whitfield, NYSDOL
Jen Hollamby, Rehabilitation Center
Carol Cash, Allegany Employment & Training
Mitchell Alger, Allegany County

WIB Staff Present

Michele Lichy, Executive Director
Jason Miller, Fiscal & Program Monitor
Tammy Komidar, Admin. Assistant

Welcome and Introduction

Vice-Chair Mike Hendrix called the meeting to order at 12:15 pm.

Michele explained that since we are out of compliance with the 51% business membership on the Board currently, that the Board as a whole cannot conduct business until that majority is reached. In light of that, the Executive Committee will be acting in lieu of the full Board today.

This explains why the vote count on the resolutions is only 9 as only Executive Committee members are able to vote.

Approval of the February 5th, 2010 meeting minutes

The Board reviewed the minutes and there were no comments or suggestions.

*Motion by John Stevens; Second by Phil Ghent to approve the minutes of the February 5th, 2010 meeting as presented.

8 Ayes, 0 Nays, 1 Abstention (Jack Searles); Motion Carries.

Executive Committee – Mike Hendrix

Mike reviewed with the committee the history of the Whistleblower policy. Jack inquired about the status of the other policies that were presented along with the Whistleblower document at the last Executive committee meeting. Michele explained that Mr. DeFreitas was looking into their relevance. Brad asked about issues that cannot be handled by the Board itself. Michele stated that at that time the Board would confer with an outside agency that could provide assistance. Michele also provided an overview of the 2010 SYEP budgets.

Resolution

Approval of CAWIB Whistleblower Policy

*Motion by John Margeson, Second by Don Giardini to adopt the following resolution:

WHEREAS, the CAWIB's auditor had recommended during the presentation of the annual audit that the CAWIB should adopt a Whistleblower Policy in regards to the questions raised on the IRS Form 990, and;

WHEREAS, the CAWIB Attorney has drafted such a policy, and;

WHEREAS, the Executive Committee has reviewed and recommends that this policy be adopted;

NOW, THEREFORE BE IT RESOLVED, that the Board hereby approves the CAWIB Whistleblower Policy as presented; and

BE IT FURTHER RESOLVED that this policy shall be effective immediately.

All in Favor; Motion Carries.

Resolution

Approval of 2010 Summer Youth Employment Program Budgets and Contracts

*Motion by Chris Napoleon; Second by Carrie Childs to adopt the following resolution:

WHEREAS, the WIB has determined that it has approximately \$95,647 of American Recovery and Reinvestment Act (ARRA) funds remaining to dedicate to 2010 Summer Youth Services, 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	\$32,000
Allegany County E&T	<u>\$63,647</u>
	\$95,647

WHEREAS, the WIB has reviewed proposed budgets from each entity to ensure that eligible youth participants will be provided with a 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, 2010 through September 30, 2010, and

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

7 Ayes, 0 Nays, 2 Abstention (Jack Searles, John Margeson); Motion Carries.

Operations Oversight – Brad Monroe

Brad Monroe gave an overview of the last Ops Oversight meeting on March 24th and covered the actions taken by the committee. The Board reviewed the changes that took place regarding the Eligible Training Provider list and the Demand Occupation list.

Resolution

Approval of Eligible Training Provider

*Motion by Jack Searles; Second by Steve Crowley to adopt the following resolution:

WHEREAS, ACM Training (Wayne Lehman) has submitted an application to be an Approved Training Provider for the Cattaraugus-Allegany LWIA, and;

WHEREAS, ACM Training seeks to provide Asbestos Removal training as outlined below-

- Asbestos Contractor/Supervisor Initial and Refresher
- Asbestos Worker/Handler Initial and Refresher, and;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves the addition of the provider for the courses 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.

All in Favor; Motion Carries.

Resolution

Approval of Eligible Training Provider List Policies & Procedures

*Motion by Don Giardini; Second by John Margeson to adopt the following resolution:

WHEREAS, the WIB previously adopted the Eligible Training Provider Policies and Procedures on June 1, 2007, and;

WHEREAS, the Operations Oversight Committee has reviewed the policies and procedures and recommends that changes be made to further define and strengthen the local policies and provide clarification of procedures;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves the Eligible Training Provider List Policies and Procedures as amended, which shall be effective immediately.

All in Favor; Motion Carries.

Resolution

Approval of the Demand Occupation List

*Motion by John Stevens; Second by Phil Ghent to adopt the following resolution:

WHEREAS, the Operations Oversight Committee has recently reviewed the area's Demand Occupation List, and;

WHEREAS, the committee recommends that the following occupations be removed from the list-

- 43-4051 Customer Service Representatives
- 43-6012 Legal Secretaries
- 25-9401 Teacher's Assistants
- 25-2021 Teachers, Elementary
- 28-2010 Teachers, Pre-School & Kindergarten
- 25-2031 Teachers, Secondary
- 25-2040 Teachers, Special Education
- 25-2023 Vocational Education Teachers, Middle School

- 25-1194 Vocational Education Teachers, Postsecondary
- 25-2032 Vocational Education Teachers, Secondary School, and;

WHEREAS, the committee also recommends that "49-9042 Maintenance Repair Workers, General" be added to the list of "Targeted Jobs" for ARRA funded training;

NOW, THEREFORE, BE IT RESOLVED, that the occupations listed above are hereby removed from the Demand Occupation List effective 4/09/10, and;

BE IT FURTHER RESOLVED that "49-9042 Maintenance Repair Workers, General" be included in the "Targeted Jobs" for ARRA funded training effective 4/9/10.

All in Favor; Motion Carries.

Youth Council – Jason Miller

Jason reviewed the actions of the Youth Council at their March 16th meeting. He discussed the formation of an Ad-Hoc committee to review contractor performance and make a determination regarding which contractors should be funded for the upcoming program year.

Resolution

Approval of Endorsement of Youth Council Members and Acknowledgement of Resignation

*Motion by Don Giardini; Second by John Margeson to adopt the following resolution:

WHEREAS, Dana Oakes from the Cattaraugus County Youth Bureau and Chris Romanchuk from Alfred University have expressed an interest in serving on Youth Council, and;

WHEREAS, the Youth Council has recommended that they be appointed, and;

WHEREAS, Erin Schwab from Cattaraugus Community Action has resigned due to a position change;

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby endorses the above-named individuals for appointment to the Youth Council for 2-year term to end December 31, 2011; and

BE IT FURTHER RESOLVED that these endorsements are pending official appointment by the Chief Elected Officials, and;

BE IT FINALLY RESOLVED that the Board hereby acknowledges Ms. Schwab's resignation from Youth Council and the WIB will notify the Chief Elected Officials accordingly.

8 Ayes, 0 Nays, 1 Abstention (Jack Searles); Motion Carries.

One Stop Operator Reporting

Carol Cash reported in the for the Allegany E&T and she stated that the biggest challenge they are currently facing is matching the people they have coming in to the Job Orders that businesses are placing. She stated that in the month of March the E&T had 749 people come through the door and 298 of those were on some kind of public assistance.

Wendy Bourgeois, Commissioner of Catt. County DSS reported for the Cattaraugus One Stop. She reported that the barriers they are facing are fewer High Level Jobs and more qualified individuals coming into the One Stop. She also said the people that are on Unemployment are delaying their job search due to all the UI extensions.

Review of Draft PY10 Budgets

Michele explained how the allocations for each Center was derived and then reviewed the budgets submitted by the two Centers and the WIB budget. There were 3 items that the Board should consider that were not reflected in the budgets. They are WIB office relocation, Furniture for both the One Stop and WIB office moves and the DPN position for PY10.

Michele explained the future of the DPN position funding and the possibility of the WIB having to possibly support the position if the State does not continue to fund the program.

Director's Report

Michele reviewed what she has been working on since the last Board meeting. Some of the projects she highlighted were Elevate America, Alstom Layoff Aversion Center, Business Services committee formation and STAMI/Dream it-Do it/

*Motion to adjourn by John Stevens, Second by Chris Napoleon to adjourn at 2:00pm.

All in Favor; Motion Carries.

Next Meeting: Friday June 18, 2010