



**Cattaraugus-Allegany Workforce Investment Board  
Operations Oversight Committee**

Wednesday, January 19, 2011 – 1:00 p.m. to 3:00pm

Room 101, Depot Building, JCC – Olean, NY

*Approved 3-16-11*

**Board Members Present:**

Linda Spaulding- Chautauqua Co. Office of the Aging  
Hobie Rhinehart – NYS United Teachers  
Theresa Schueckler – Catt.-Allegany BOCES  
Cesar Cabrera - NYSDOL  
Christina John - Seneca Nation  
Jesse Gugino – JCC  
Brad Monroe-Dresser-Rand

**Others In Attendance:**

Jill Whitfield- NYSDOL  
Brian Thierman -Allegany E&T  
Bret Marvin - Catt. Co. DSS

**Staff In Attendance:**

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

**Board Members Absent:**

Bob Halady – NYS VESID  
Sherry Grugel – Allegany Co. Chamber  
Karen Comstock-Friendship Dairies  
Craig Clark – Alfred State College

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Brad Monroe called the meeting to order at 1:00 p.m.

**Minutes of November 22, Meeting**

**Motion by Jesse Gugino; Second by Theresa Schueckler to approve the November 22<sup>nd</sup>, 2010 meeting minutes as presented.**

**All in Favor; Motion Carries.**

**Customized Training Policy**

Michele went over the Business Services Policies and reviewed the changes since the OJT portion was pulled out and the Board adopted a new OJT policy. She said it should be a stand alone Custom Training Policy not a Business Services Policy. There was a discussion regarding the self-sufficiency wage as Michele stated that it would allow us to assist businesses with training incumbent workers and thereby also help in our Adult Average Earnings. There was a discussion about a uniform self sufficiency wage. Currently, the SS wage for ITA's is \$15 with Customized and OJT being \$20. Jesse Gugino suggested we consult John Slenker and poll the Board to see what the average wage is in this area before a final decision be made either way. Michele will revise the policy, share with the committee and it will be presented at the February 4<sup>th</sup> Board Meeting if there are no objections.

### **Error Reports – Initial Assessment & SMART2010**

Jason explained these new reports are provided from Jill Whitfield. One is to measure Initial Assessment and the other uploads to the Smart 2010 system, which will now just be known as “SMART”. Jill shared that the initial errors could be as simple as not clicking on the “drop down boxes”. Just little things the counselors are missing and some data entry error. These Error Reports will be shared with the One Stop Manager to review with the individual staff person. It was noted that errors may be due to lack of training. Jason offered to provide training as needed. He also stated he thinks it will help with the customer service indicators and should help to reach the 95% goals for Initial Assessment and SMART.

### **November CSI Report**

Michele went over the Customer Service Indicators Performance Report. We currently have 263 in training however we still do not have a training goal. In addition to reaching the training goal, we need to be at 95% for Initial Assessment to qualify for Incentive Funds. We do have the second highest percentage in our region at 89.7%. For the National Work Readiness Credential we tried to renegotiate, our goal still stands at 29 youth to be tested with at least 14 passing to get the credential. Our current SMART percentage is 68.4%, which is the highest in the region. We only have a little more to work on to reach 95% in Initial Assessment and SMART and the new Error Reports should help.

### **PY10 Performance Measures**

Michele explains the PY10 Performance Measures for 2<sup>nd</sup> quarter (October-December) are not yet available at this time. However, she feels we should be good with all our common measures.

### **Training Provider Website & Applications**

There was one new applicant requesting approval - Wisdom & Associates - for the second time. They target out of work construction professionals. The training they are offering is for a Lead Containment Certificate that would be achieved after an 8 hour class. Bret suggested that we talk to Don Giardini and see if he has a feel for it before we approve or deny. Michele said she would e-mail other WIBS to see if they have been contacted by them and see whether they are or are not being added and if they have been used.

### **Service Report**

Nothing out of the ordinary in the Service Report other than some of the information would not be updated until Friday. Jason said he would e-mail the changes to everyone at that time. There are 2100 new WIA enrollments year to date. There were no questions concerns or comments.

### **Other Business**

Bret announced that part of the Incentive Funds are being used for a Staff Development day on Tuesday, March 8<sup>th</sup> from 1-3. There will be a training session called “No One Is Unemployable” and it will include lunch for everyone.

### **Next Meeting**

Wednesday, February 16<sup>th</sup>, 2011 at 1 p.m. at a location TBD.

**Meeting adjourned by Brad Monroe at 2:19 p.m.**