



**Cattaraugus-Allegany Workforce Investment Board, Inc.  
Executive Committee Meeting  
Friday, June 12, 2009 – 12:00 PM  
JCC Library & Liberal Arts Center Room 308  
Approved 7/24/09**

**Board Members Present**

Chair - Steve Foster - Five Star Bank  
Steve Crowley - Holiday Valley Resort  
John Stevens - Organizational Solutions  
Mike Hendrix - Both, Branch and Hendrix  
Kathleen Premo - St. Bonaventure  
Chris Napoleon - Napoleon Engineering  
Phil Ghent - AVX Corporation

**Staff In Attendance**

Michele Lichy – Executive Director  
Jason Miller – Fiscal and Program Monitor

**Board Members Absent**

Jack Searles - Cattaraugus County  
John Margeson - Allegany County  
Secretary - Don Giardini - Laborer's Local 621  
Treasurer – Charlie Kalthoff - ACCORD

**Board Members Excused**

Brad Walters - Southern Tier Builders Assoc.  
Jodi Fuller- Cattaraugus Community Action  
Linda Kolodziejki- Alstom Power

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**Call to Order**

Mr. Foster opened the meeting at 12:15 PM.

**Minutes of April 17<sup>th</sup> Meeting**

**Motion by Steve Crowley; Second by Phil Ghent to approve the minutes of the April 17<sup>th</sup>, 2009 meeting as presented.**

**All in Favor; Motion Carries.**

**Executive Session**

**At 12:20pm Motion by Phil Ghent; Second by Kathy Premo to move into Executive Session to discuss attorney-client information.**

**All in Favor; Motion Carries.**

**Executive Session adjourned at 1:00 pm.**

**Approval of By-Laws and Conflict of Interest Policy Amendments**

Steve explained briefly the conversation from Executive Committee and the agreement between the County Administrators and the Board regarding Conflict of Interest. They are in agreement with the changes as presented and will provide their written statements once the changes have been approved by the full Board.

**Motion by Mike Hendrix; Second by Phil Ghent to approve the Conflict of Interest Policy as amended.**

**All in Favor; Motion Carries.**

**By-Laws**

Michele reviewed the changes to the By-Laws regarding setting the number of Board members, the voting requirements for regular action of the Board, and voting requirements for amendments to the by-laws, which were recommended by the WIB attorney. There was a brief discussion regarding the wording for the by-laws amendments vote as many members thought it was confusing. The wording was amended on the floor to state the following:

These by-laws may be amended or repealed by the members at any time at a special or regular meeting at which a quorum exists by ~~a vote of two-thirds of the appointed members present, so long as such vote constitutes the vote of at least one-half (1/2) of a majority vote of the~~ appointed members then in office

**Motion by John Stevens; Second by Phil Ghent to approve the amendments to the By-Laws as presented.**

**All in Favor; Motion Carries.**

**Approval of the SYEP Contracts**

Michele explained that the RFP Ad-Hoc Committee decided to re-release the SYEP RFP as there was interest from other agencies after the initial closing date of the previous RFP. We did receive another proposal from JCC. Michele explained JCC's program and that the committee recommended them for full funding at \$91,277. JCC will be offering participants the opportunity to work with local business to create a web based inventory system. Some of the participants may also be working with JCC's Leadership camp this summer as mentors. Participants will be taking computer courses in the morning and then doing work experience in the afternoons. College credit is available for the courses taken.

**Motion by Kathy Premo; Second by Mike Hendrix to approve the JCC SYEP proposal for funding in the amount of \$91,277.**

**6 – Ayes; 0 – Nays; 1 – Abstention (John Stevens); Motion Carries.**

**Approval of the DPN Contract**

Michele reviewed the history of the previous DPN years and the question of funding being available each year. This year the WIB decided to set aside a pot of funds to support the DPN position as it is a valuable asset to the system. Last week the WIB office was notified by the State of the availability of \$75,000 in funding for the DPN position. This notification came after the WIB had already released an RFP for providers and had received two proposals. The first Proposal came from the Rehab Center, who is currently providing the services through a sub-contract with DSS. The second came from Directions in Independent Living. The Ad-Hoc Committee selected the Rehab Center to continue these services in Cattaraugus County with a

budget of a \$38,595. This leaves approximately \$30,000 available for a position in Allegany County. The Ad-Hoc committee decided to re-release the RFP to provide coverage for Allegany County. Those proposals are due to the WIB office by June 17<sup>th</sup>, 2009.

Members of the Ad-Hoc committee stated that the proposal from Directions in Independent Living was hard to review and did not follow the guidelines of the RFP.

**Motion by Steve Crowley; Second by Chris Napoleon to approve the Rehab Center Contract for DPN Services in the amount of \$38,595.**

**All in Favor; Motion Carries.**

### **Membership**

As follow up to previous recommendations for endorsement of new Board Members at the February 20, 2009 Executive Committee meeting, the committee voted in favor of endorsing Sherry Grugel of the Allegany County Chamber of Commerce and at the April 17, 2009 committee meeting the members voted in favor of endorsing Bob Haladay of VESID and Karen Knight of Olean General Hospital as new members. As of today, Michele reported that Cattaraugus County has only appointed Mr. Haladay as he is a replacement for Susan Piper of VESID who retired in May. Cattaraugus County has yet to appoint Ms. Knight and Ms. Grugel. Allegany County has appointed Ms. Grugel, but has not yet appointed Ms. Knight or Mr. Halady. Michele stated that the counties did not approve all members as requested due to the Cattaraugus County attorney's insistence that Board membership must be "set" - meaning that we cannot operate within the range stated in the by-laws as we have been doing since the beginning. She also reported that the WIB was never notified that the counties were not appointing members and only found out by chance.

In order to resolve this issue of determining a set number, the committee discussed limiting the membership of the Board to 27 members which will enable us to also have the required majority of business members to partner members. This action would set a quorum at 14 members to conduct business.

**Motion by Mike Hendrix; Second by Kathy Premo to fix the number of Board Members at 27, which is to be reviewed annually.**

**All in Favor; Motion Carries.**

### **Approval of Stimulus Funds Budget**

Michele reviewed the Stimulus budget calculations included in the packet and the breakouts for each county. We need to expend at least 75% of the stimulus spent by June 30<sup>th</sup>, 2010. In order to hit the 75% we are budgeting for 100%.

In addition, Michele noted that Stimulus Adult funds carry the requirement that funds need to be spent on Low-Income or Public Assistance participants, which needs to be documented in OSOS. This documentation is a problem as it is not clear from the State of what is required as far as documentation to verify Low-Income or Public Assistance.

**Motion by Mike Hendrix; Second by Kathy Premo to approve Stimulus Budget as presented.**

**All in Favor; Motion Carries.**

**PY09 Formula Funds Budgets**

Michele reviewed the Draft PY09 budget calculations. The budget is based on expending 85% budget to hit 75% expenditure rate of Formula Funds. Training funds were budgeted at 40% of the total available to each Center. The committee reviewed the possibility of shifting Stimulus Admin dollars back to Adult program in order to provide more money for Adult Operations and changing the percentage spent on training to 35%. The committee directed Michele to work on some scenarios and discuss/negotiate with the One Stops at the Manager's meeting on Monday.

**Motion by Phil Ghent; Second by Mike Hendrix to adjourn at 2:02 p.m.**

**All in Favor; Motion Carries.**

**Next Meeting**

**July 17<sup>th</sup>, 2009 at 12 noon at a location TBA.**