



Cattaraugus-Allegany Workforce Investment Board, Inc.  
Board of Directors' Meeting  
Friday, June 18, 2010 – 12:00 PM  
Moonwinks Cuba, NY  
Approved 8/6/10

Board Members Present

Vice-Chair- Mike Hendrix, Both, Branch & Hendrix  
Treasurer – Charlie Kalthoff, ACCORD  
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, Catt-Allegany BOCES  
Linda Spaulding, Chaut. Co. Office of the Aging  
Kathleen Premo, St. Bonaventure  
Carrie Childs, Childs Blueberries  
John Margeson, Allegany County  
Linda Kolodziejki, Alstom Air Preheater  
Christina John, Seneca Nation

Guests Present

Jill Whitfield, NYSDOL  
Jerry Garmong, Allegany Employment & Training  
Wendall Brown, Friendship Empire Zone

WIB Staff Present

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

Board Members Absent

Karen Knight, Olean General Hospital  
Secretary - Don Giardini, Laborer's Local 621  
Karen Comstock, Friendship Dairies  
Phil Ghent, AVX Corporation  
Bob Halady, NYS VESID  
Sherry Grugel, All. Co. Chamber  
Jesse Gugino, JCC  
Brad Monroe, Dresser-Rand

---

Welcome and Introduction

Vice-Chair Mike Hendrix called the meeting to order at 12:10 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 April 9th, 2010 meeting minutes

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

\*Motion by John Stevens; Second by Steve Crowley to approve the minutes of the April 9th, 2010 meeting as presented.

All in Favor; Motion Carries.

### One Stop Operator Reports

Jerry Garmong, Director of the Allegany County Employment and Training, was present to give a presentation to the Board regarding employment statistics and new trends that the Employment and Training office is seeing in Allegany County. Cesar Cabrera mentioned that he would contact Carolyn Bright of NYSDOL in regards to sharing data concerning people in Allegany County that have entered employment to aid with these reports. Jerry also reported that a couple of businesses in Allegany County are calling back previously laid off employees. He also stated that they are seeing growth in the Construction, Retail and Healthcare industries. When asked about current barriers Mr. Garmong said that he felt that the lack of SYEP funding right now from the Federal and State government was a major barrier and would greatly reduce the number of participants that could offer work experiences this summer. Finally Mr. Garmong shared with the Board some customer service survey statistics.

### Executive Committee

Mike reviewed the meaning of the Joint Venture Policy. He then discussed the lease issue regarding the basement space at Blue Bird Square. The Ad-Hoc committee met regarding the lease issue and decided to re-negotiate the lease with Park Centre Development. Park Centre has offered a 3-year lease with no CPI increase and the monthly rent will stay the same. They have also agreed to let the WIB draft it's a replacement termination clause. Finally Mike and Michele reviewed the Cattaraugus One Stop budget as some of the figures have changed due to changes in the previous estimates and costs of maintaining the lease at Blue Bird Square.

### Resolution

#### Approval of CAWIB Joint Venture Policy

\*Motion by Charlie Kalthoff, Second by Chris Napoleon to adopt the following resolution:

WHEREAS, the CAWIB's lawyer has recommended that the CAWIB should adopt certain policies in regards to the questions raised on the IRS Form 990, and;

WHEREAS, the CAWIB Attorney has drafted such a Joint Venture policy to govern the relationships established between the CAWIB, a non-profit, and other entities in the undertaking of mutual responsibilities and goals, 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 Joint Venture Policy as presented; and

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

All in Favor; Motion Carries.

### Resolution

#### Approval of Lease with Park Centre Development for WIB and One Stop Space

\*Motion by John Stevens; Second by Charlie Kalthoff to adopt the following

resolution:

WHEREAS, the lease that the WIB holds with Park Centre Development will expire as of August 15, 2010; and,

WHEREAS, an Ad-Hoc Committee formed last year worked on pursuing an option to move One Stop front-line staff up the vacant Worker's Comp space leased by NYSDOL in order to provide easier customer access and flow once the lease for the downstairs space ended, and ;

WHEREAS, the renewal clause within the lease stipulated and increase of approximately \$5000 plus reinstated yearly CPI increase for each year thereafter, and;

WHEREAS, the additional increase in the lease payment also lead the WIB Executive Director and Chair to explore other options to relocate the WIB office in addition to moving One Stop staff upstairs to the Worker's Comp. space, and;

WHEREAS, Park Centre Development has responded with an offer to renew the lease at the current rate of \$55,200/year(\$4,600 monthly) for a term of 3 years without any additional CPI increase and to address concerns of the WIB regarding access, and;

WHEREAS, the Ad-Hoc Committee recommends that the WIB enter into a new lease with Park Centre Development so that One Stop and WIB staff can remain in their current space;

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby directs the WIB Chair and Executive Director to negotiate a lease with Park Centre Development for a 3-year term from August 16, 2010 to August 15, 2013 at a cost of \$55,200/year, and;

BE IT FINALLY RESOLVED that the WIB Chair is authorized to enter into said lease agreement contingent upon Park Centre Development's resolution of WIB concerns regarding space and access issues.

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

#### Resolution

#### Approval of PY10 One Stop Operator Agreements

\*Motion by Charlie Kalthoff; Second by Linda Kolodziejcki to adopt the following resolution:

WHEREAS, the WIB has approved One Stop Operator budgets for Program Year 2010 for the Allegany County Employment and Training Center and the Cattaraugus County Department of Social Services, and;

WHEREAS, the One Stop Operator Agreement will terminate as of June 30, 2010 and no additional renewals are permissible under the current agreement;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby authorizes the Chair to enter into new agreements with the One Stop Operators for PY10.

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

Resolution  
Approval of PY10 Budgets

\*Motion by Steve Crowley; Second by Carrie Childs to adopt the following resolution:

WHEREAS, the Executive Committee has reviewed the One Stop Operator and WIB office Budgets prepared for PY10; and,

WHEREAS, the Executive Committee recommends that the PY10 budgets be submitted to the full Board for approval;

NOW, THEREFORE, BE IT RESOLVED that the PY10 One Stop Operator and WIB Office Budgets as attached are approved.

8 Ayes, 0 Nays, 2 Abstentions( Jack Searles and John Margeson); Motion Carries.

Operations Oversight-Jason Miller

Jason reviewed the actions of the last Ops Oversight meeting and reviewed the Services Report.

Resolution  
Approval of Eligible Training Provider

\*Motion by Linda Spaulding; Second by Kathy Premo to adopt the following resolution:

WHEREAS, Bryant & Stratton has submitted an application to be an Approved Training Provider for the Cattaraugus-Allegany LWIA, and;

WHEREAS, Bryant & Stratton seeks to provide the following training as outlined below-

- Certified Phlebotomy Technician(CPT)
- Certified EKG Technician (CET)

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.

Youth Council – Jason Miller

Jason reviewed the actions of the last Youth Council meeting.

Resolution

Approval of PY10 Youth Service Contract Extensions

\*Motion by Charlie Kalthoff; Second by Christina John to adopt the following resolution:

WHEREAS, the Ad-Hoc Year-Round Youth Contract committee reviewed each contractor's performance through the 3<sup>rd</sup> quarter and recommends that each contractor be granted a 1-year extension for services for PY2010, which is the last year permissible under the RFP, and;

WHEREAS, the committee recommends that each contractor's award be reduced to PY08 levels due to the amount of Youth funding available for PY10, with performance outcomes to be negotiated accordingly, and;

WHEREAS, Cattaraugus County has requested that an additional \$10,960 of their Youth framework funds under their One Stop Operator budget be shifted to their Year-Round Youth Contracts, and;

WHEREAS, the recommended funding for Year-Round Youth Services for PY10 for each contractor is as follows:

Cattaraugus County DSS	\$87,973
Allegany County E&T	\$30,232
Literacy West	\$10,557
Southern Tier Traveling Teacher, Inc.	\$7,198

NOW, THEREFORE, BE IT RESOLVED, that the WIB awards funds in the amounts outlined above for Youth Program Services for the period of July 1, 2010 through June 30, 2011, and;

BE IT FURTHER RESOLVED that the WIB shall negotiate performance outcomes with each contractor by June 30, 2010, and;

BE IT FINALLY REOLVED that once performance outcomes are finalized, the Chair is hereby authorized to enter into contract amendments with each agency for the Program Year.

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

Resolution

Approval of Endorsement of Youth Council Member

\*Motion by: John Margeson, Second by Jack Searles to adopt the following resolution:

WHEREAS, Corrie Phetteplace from Cattaraugus Community Action has expressed an interest in serving on the Youth Council, and;

WHEREAS, the Youth Council has recommended that she be appointed to replace Erin Schwab who recently resigned as the representative from Cattaraugus Community Action;

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby endorses the above-named individual for appointment to the Youth Council to complete the term of Erin Schwab, which shall end December 31, 2010, and;

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

All in Favor; Motion Carries.

Program Year 2010 Slate of Officers

The Slate of Officers for PY2010 are as follows: Mike Hendrix Chair, Steve Crowley Co/Vice-Chair, Charlie Kalthoff Treasurer, Don Giardini Secretary.

\* Motion by John Stevens; Second by John Margeson to approve the Slate of Officers as presented.

All in Favor; Motion Carries

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, Business Services committee formation and STAMI/Dream it-Do it/

\*Motion to adjourn by John Stevens, Second by Chris Napoleon to adjourn at 1:30pm.

All in Favor; Motion Carries.

Next Meeting: Friday August 6, 2010