



Cattaraugus-Allegany Workforce Investment Board, Inc.
Executive Committee Meeting
Friday, July 24, 2009 – 12:00 PM
JCC Library & Liberal Arts Center Room 308
Approved 7/16/09

Board Members Present

Chair - Steve Foster - Five Star Bank
Steve Crowley - Holiday Valley Resort
John Stevens - Organizational Solutions
Kathleen Premo - St. Bonaventure
Chris Napoleon - Napoleon Engineering
Phil Ghent - AVX Corporation
Don Giardini - Laborer's Local 621
Brad Walters - Southern Tier Builders Assoc.
Jodi Fuller- Cattaraugus Community Action
Linda Kolodziejki- Alstom Power
Karen Knight – Olean General Hospital
Jack Searles - Cattaraugus County

Board Members Absent

John Margeson - Allegany County
Treasurer – Charlie Kalthoff - ACCORD

Board Members Excused

Mike Hendrix - Both, Branch and Hendrix

Staff In Attendance

Michele Lichy – Executive Director
Missy Saar – Administrative Assistant

Call to Order

Mr. Foster opened the meeting at 12:06 PM.

Minutes of June 12, 2009 Meeting

Motion by Steve Crowley; Second by Phil Ghent to approve the minutes of the June 12th, 2009 meeting as presented.

All in Favor; Motion Carries.

Approval to appoint Karen Knight to the Executive Committee

Steve introduced new Board member Karen Knight from Olean General Hospital, and stated that he would like to appoint her as a new member to the Executive Committee.

Motion by John Stevens; Second by Don Giardini to appoint Karen Knight to the Executive Committee.

All in Favor; Motion Carries.

Update from WIB Attorney

The committee approved the by-law changes at the last meeting and the WIB Attorney had requested an opinion from NYSDOL counsel regarding the application of Section 41 of the General Construction Law to the WIB as a non-profit. The by-laws were amended in order to somewhat reflect Section 41 upon the insistence of the county attorneys. We received a response from NYSDOL stating that Section 41 was meant to provide guidance when there was no other clear guidance and that it does not apply as the WIB is a non-profit and should follow NYS non-profit law however the by-law changes will stand as amended.

Board Attendance Policy

Steve stated that the attendance policy for the Board Members will be enforced and that he and Mike Hendrix had met with the Chief Electeds and this matter was discussed with them. Steve stated that John Margeson has not attended any meetings in over a year, and that a letter was sent to him certified mail on June 26th with no response. Steve gave the committee the option to act on this. John Stevens suggested reaching out to the Chief Elected of Allegany County to recommend a replacement for John Margeson and also to call Mr. Margeson to let him explain his intentions in regard to his seat on the Board. A couple of members commented to "just remove him, enough is enough". Chris Napoleon stated that the core issue is quorum and that the by-laws have changed in respect to quorum and that his absence and/or attendance is much more important now. He should step down and give the opportunity to improve the board with someone who can attend the meetings. Chris also suggested not appointing another government member to the Board but perhaps it could be a community member.

Motion by Steve Crowley; Second by Kathy Promo to contact John Margeson in regards to receiving the registered letter in order to determine the reason for no response; if there is no response again, another letter to John Margeson and the Chief Elected Officials should be sent requesting a suitable replacement for Mr. Margeson.

All in Favor; Motion Carries.

Update from Ad-Hoc RFP Committee

Michele stated that the second portion of the DPN contract was awarded to Allegany ARC. The total of their contract will be \$30,865. Cheryl Tucker will be providing services at the Belmont One Stop two days a week and also be available to customers at her office and via cell phone.

Review of PY08 Budgets/Expenditures

Michele reviewed the PY08 Budgets/Expenditures and noted Cattaraugus County's overages stating that they had exceeded their budget. She needs the committee to approve an increase in funds in order to cover expenses. Phil Ghent asked if the Board had the option to have someone explain to them why they can not stay in their budgets. It was asked if the overages could be paid with stimulus funds. Michele stated that they had the option to transfer some of these expenses to stimulus funds but had not done so. Jodi Fuller questioned what would happen if they did not approve payment, who would absorb the expenses? Michele stated that the County would have to absorb the expenses. Jodi suggested that the Board should agree to pay the expenses this year, but next year they need to get a better handle on their accounting.

She suggested that a letter be sent stating that it would be the last time that overages would be approved at the end of the year.

Motion by Don Giardini; Second by Chris Napoleon to approve an increase in Cattaraugus County's budget to ensure appropriate funds for PY08 expenditures and to send a letter stating the committee's position on such overages.

All in Favor; Motion Carries.

PY09 WIB Office Budget Amendment

Michele explained to the committee about the need for the WIB Office budget amendment, stating that the WIB Office had to make a payment on May 21 in the amount of \$6300.00 to Cornell to cover a salary deposit which they now require instead of reimbursement of salaries. This change is because the University was charging the Cooperative Extension interest on the salary payments not received in a timely manner. Michele had been ensuring our payment was remitted at the end of the month however we are not the only contractors with Cornell Cooperative. Michele also explained Cornell's change in their vacation policy. They will no longer allow employees to roll over their vacation time at the end of the year. She and Jason will need to use the balance of their vacation time before the end of the year. Also, the WIB office needs to replace their current copier and fax machine. Michele got three bids on three different machines and went with COSI for a 36 month lease at \$130.10 per month.

Motion by Don Giardini; Second by Steve Crowley to approve the PY09 WIB Office Budget Amendment as presented.

All in Favor; Motion Carries.

Stimulus Funds Budget Amendment

Michele discussed the need for the Stimulus Funds Budget Amendment. The State gave guidance stating that at least 50% of monies need to be spent on training. In order to meet these requirements, \$10,000 will need to be shifted from Dislocated Worker Needs-Related Payments to the ITA/OJT line. The Adult funds are already budgeted properly.

Motion by Don Giardini; Second by Jodi Fuller to approve Stimulus Funds budget amendment as presented.

All in Favor; Motion Carries.

Review of PY08 One Stop Center Activity Numbers

Michele reviewed charts of various participant numbers at the One Stop Centers. One notable item was that Allegany County's total customers had decreased this year over last year when this year's number of UI customers has increased. It was agreed that more information/background was needed on the numbers and that these also be shared with the One Stop Managers for their input. The committee would like to continue seeing this type of data in the future.

Review of PY09 Strategic Plan Draft

Michele reviewed the plan that had been previously distributed to everyone stating that the final draft must be made available to the public by August 17th. She asked for any comments/questions. Jack Searles made a comment to ensure that all acronyms were defined within the document for lay persons. Michele assured that she would make those changes prior to the public release. Consensus was to move the Local Plan Modification to the full Board for approval and release for 30-day public comment at the August 7th meeting.

WIB/DOL Lease – Ad Hoc Committee

The WIB office is still interested in moving Olean One Stop Center staff upstairs to the former Worker's Comp space adjacent to the Resource Room. An Ad Hoc Committee will be formed, including Bret Marvin, Jill Whitfield, and Steve Crowley to work on this issue. It was stated that we would like to combine leases and have one lease for the entire space. Michele noted that DOL's lease expires February 2010 and the WIB's expires August 2010 so it is best to begin working on this now. Michele will notify everyone via email of when the committee will be meeting. Mr. Foster stated that the current lease held by the WIB states that the only way out of the current lease is if there is no longer funding available and that we should try to have this clause removed.

Review of Conflict of Interest Statements

Steve reported that he had reviewed everyone's Conflict of Interest Statements and had some questions regarding a few members' attestations but for the most part they were not substantive. He reiterated that Conflict of Interest Statement should be updated any time there is a change in a member's status that should be reported. The policy will be avidly upheld in order to ensure that no member violates it.

Board Meeting Structure & Content

Steve asked if members had any ideas or suggestions on how to make board meetings more exciting and interactive. A few ideas were suggested, which Michele and Steve will review and try to incorporate in future meetings.

Board Retreat/Training Session

Mr. Foster asked if there was still interest in having a Board Retreat/Training session. He stated that Michele had previously arranged for Kristina Young and John Twomey to provide training on non-profit Board member duties and responsibilities and background in WIA. The general consensus was to move forward with the retreat and to rebook Ms. Young and Mr. Twomey to speak. Michele will work on scheduling a date/time.

Motion by John Stevens; Second by Don Giardini to adjourn at 1:36 p.m.

All in Favor; Motion Carries.

Next Meeting

August 14th, 2009 at 12 noon at a location TBA.