



Cattaraugus-Allegany Workforce Investment Board, Inc.  
Board of Directors' Meeting  
Friday, August 6, 2010 – 12:00 PM  
JCC Library and Liberal Arts, Room 308 Olean, NY  
Approved 12-3-10

Board Members Present

Chair- Mike Hendrix, Both, Branch & Hendrix  
Treasurer – Charlie Kalthoff, ACCORD  
Secretary - Don Giardini, Laborer's Local 621  
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 Kolodziejcki, Alstom Air Preheater  
Brad Monroe, Dresser-Rand  
Karen Knight, Olean General Hospital  
Karen Comstock, Friendship Dairies

Board Members Absent

Phil Ghent, AVX Corporation  
Bob Halady, NYS VESID  
Sherry Grugel, All. Co. Chamber  
Jesse Gugino, JCC  
Christina John, Seneca Nation

Guests Present

Jill Whitfield, NYSDOL  
Jerry Garmong, Allegany Employment & Training

WIB Staff Present

Michele Lichy, Executive Director  
Jason Miller, Fiscal & Program Monitor

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Welcome and Introduction

Chair Mike Hendrix called the meeting to order at 12:07 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 June 18th, 2010 meeting minutes

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

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

All in Favor; Motion Carries.

### Executive Committee

Mike discussed the items covered at the last Executive Committee meeting on July 20<sup>th</sup>. The Board discussed an amendment on the floor of the Document Retention Policy to change the first sentence under the Policy Section of the document. The change came in the form of removing the word "document" and replacing it with "records and any form of media." Michele then covered the shifts done to ensure that the area meets the required 75% expenditure rate as mandated by NYSDOL. Michele also explained a shift that Cattaraugus County has done in order to address an overage in the PY09 Youth RFP expenses. There were two motions made on the floor regarding the Catt. County shift that were not included in the original resolutions. Michele updated the Board on her contact with businesses to recruit new members, Mike encouraged Board members to recruit new members.

\*Motion by John Margeson; Second by Charlie Kalthoff to approve reimbursing Cattaraugus County for their overage of \$2025.99 for the PY09 Youth RFP contract as requested.

7 Ayes, 3 Nays, 0 Abstentions; Motion Carries.

\*Motion by Mike Hendrix; Second by John Stevens to amend the Cattaraugus County PY10 Youth RFP budget to \$85,089 in order to reflect the reimbursement from the previous motion.

8 Ayes, 0 Nays, 2 Abstentions(Kathy Premo, Karen Knight); Motion Carries.

### Resolution

#### Approval of WIB Document Retention & Destruction Policy

\*Motion by Karen Comstock, Second by Brad Monroe to adopt the following resolution:

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

WHEREAS, the Executive Director has drafted a Document Retention and Destruction Policy to ensure that pertinent records are maintained and destroyed in a orderly fashion, and;

WHEREAS, the Executive Committee has reviewed the policy and recommended that it be reviewed by the Cattaraugus County Clerk to ensure that the WIB, as a sub-recipient, is complying with county requirements, and;

WHEREAS, the Cattaraugus County Clerk has reviewed the policy and has found nothing objectionable;

NOW, THEREFORE BE IT RESOLVED, that the Board hereby approves the WIB Document Retention and Destruction Policy as presented and;

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

All in Favor; Motion Carries.

Resolution  
Approval of Amended PY10 Budgets

\*Motion by Don Giardini; Second by Charlie Kalthoff to adopt the following resolution:

WHEREAS, due to adjustments of reflecting actual carry-over funds and necessary expenditure transfers to ensure a 75% expenditure rate, the projected amount of funding for both formula WIA and ARRA WIA funds has changed; and,

WHEREAS, it is necessary for the One Stop Operators to amend their PY10 One Stop Operator Budgets in order to reflect the actual amount of funding available,

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

9 Ayes, 0 Nays, 1 Abstention (John Margeson); Motion Carries.

Resolution  
Approval of ARRA Funds Budgets & Contract Extension

\*Motion by Steve Crowley; Second by Chris Napoleon to adopt the following resolution:

WHEREAS, the area has a pool of ARRA funds that were not expended during PY09, and;

WHEREAS, these funds must be expended locally by June 30, 2011, and;

WHEREAS, the WIB office has allocated these funds for expenditure by the One Stop Operators in PY10 and each One Stop has developed a budget, and;

WHEREAS, it is intended that these ARRA funds still be dedicated to supporting training in occupations in the following industries- advanced manufacturing, healthcare, green/energy, construction(including weatherization), and information technology, and;

NOW, THEREFORE, BE IT RESOLVED that the ARRA funds budgets as presented are approved, and;

BE IT FURTHER RESOLVED, that the Chair is authorized to enter into a 1 year extension of the ARRA contracts with each One Stop for expenditures of the ARRA funds effective for the term July 1, 2010 through June 30, 2011.

9 Ayes, 0 Nays, 1 Abstention( John Margeson); Motion Carries.

Resolution

Approval of WIB Member Endorsement

\*Motion by Don Giardini; Second by Kathy Premo to adopt the following resolution:

WHEREAS, the Cuba Chamber of Commerce has recommended Ms. Lisa Graham, Human Resources Director, Cuba Memorial Hospital for WIB membership, and;

WHEREAS, the Executive Committee recommends that Ms Graham be endorsed by the Board for Membership;

NOW, THEREFORE, BE IT RESOLVED the Board hereby endorses Ms. Graham for appointment; and

BE IT FURTHER RESOLVED that Ms. Graham shall fulfill the remainder of Brad Walters' term to expire December 31<sup>st</sup>, 2010; and

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

All in Favor; Motion Carries.

Operations Oversight-Brad Monroe

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

Resolution

Approval of Amendment to ITA Policies & Procedures

\*Motion by Mike Hendrix; Second by Karen Knight to adopt the following resolution:

WHEREAS, due to the decrease in availability of youth funds for PY10, One Stop Management has requested that the Youth ITA cap be lowered from \$4500 to \$2000; and

WHEREAS, a recent monitoring letter from NYSDOL also requires that "eligible spouses of veterans" be included under the Priority of Service section in the policies and procedures to align with the area's policy concerning veterans, and;

WHEREAS, the Operations Oversight Committee has reviewed these requests and recommends their approval;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves the new cap for Youth ITAs at \$2000 effective as of August 6, 2010; and,

BE IT FURTHER RESOLVED that the Board approves the amendment of the ITA Policies & Procedures to implement these changes effective immediately.

All in Favor; Motion Carries.

#### Resolution

#### Approval of Amendment to Supportive Services Policies & Procedures

\*Motion by Mike Hendrix; Second by Charlie Kalthoff to adopt the following resolution:

WHEREAS, a recent monitoring letter from NYSDOL requires that "eligible spouses of veterans" be included under the Priority of Service section in the policies and procedures to align with the area's policy concerning veterans, and;

WHEREAS, the Operations Oversight Committee has reviewed this request and recommends approval;

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby approves the amendment of the Supportive Services Policies & Procedures it include "eligible spouses of veterans" effective immediately.

All in Favor; Motion Carries.

#### Youth Council

Jason reported that Youth Council had not met in July but would be meeting in August.

Director's Report

Michele reviewed what she has been working on since the last Board meeting. Some of the projects she highlighted were the federal Healthcare Grant in conjunction with Chautauqua County WIB and Northwestern PA, the WNY Regional Business Services Team and STAMI/Dream it-Do it WNY, and NEG OJT grant.

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

All in Favor; Motion Carries.

Next Meeting: Friday October 1, 2010

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