



**Cattaraugus-Allegany Workforce Investment Board, Inc.
Board of Directors' Meeting
Friday, September 5, 2008 – 12:00 PM
Moonwink's Restaurant
Approved November 7, 2008**

Board Members Present

Chair - Steve Foster, Five Star Bank
Treasurer – Charlie Kalthoff, ACCORD
Secretary - Don Giardini, Laborer's Local 621
Steve Crowley, Holiday Valley Resort
Cesar Carbara, NYSDOL
Karen Comstock, Friendship Dairies
Tony Foti, Carpenters' Union #66
Jodi Fuller, Catt. Community Action
Phil Ghent, AVX Corporation
Jason Huffman, Cooper Power Systems
Chris Napoleon, Napoleon Engineering
Brad Monroe, Dresser-Rand
Linda Kolodziejki, Alstom Air Preheater
John Stevens, Organizational Solutions
Susan Piper, NYS VESID
Kathleen Premo, St. Bonaventure
Hobie Rhinehart, NYS United Teachers
Brad Walters, Southern Tier Builders Assoc.

Board Members Absent

Christina John, Seneca Nation
Voni Walker, Walker Business & Staffing
Donna Kahm, STHCS
Joe Sabol, Mazza Mechanical Services, Inc.
Jesse Gugino, JCC
Mary Coss, Wal-Mart
Jack Searles, Cattaraugus County
John Margeson, Allegany County
Theresa Schueckler, BOCES

Guests Present

Paul Shibley, NYSDOL
Jerry Garmong, All. Co. E & T
Bret Marvin, Catt. Co. One Stop
Linda Spaulding, Chaut. Co. Office of the Aging
John Slenker, NYSDOL
Jill Whitfield, NYSDOL
Wendell Brown, Friendship EDZ

WIB Staff Present

Michele Lichy, Executive Director
Jason Miller, Fiscal & Program Monitor
Joelle Eddy, Administrative Assistant

Welcome and Introduction

Chair Steve Foster welcomed everyone and thanked them for attending. Mr. Foster opened the meeting at 12:19 PM.

Approval of April 4, 2008 Board Minutes – Steve Foster

Mr. Foster asked if there were any questions or revisions to the April 4, 2008 meeting minutes. No question or revisions were brought forward. Mr. Foster asked for motion to approve the minutes.

Motion by Hobie Rhinehart, Second by John Stevens to approve the April 4, 2008 meeting minutes as presented.

All in Favor. Motion Carried.

Approval of June 27, 2008 Executive Committee Minutes – Steve Foster

Mr. Foster stated that the Executive Committee met in lieu of the Board meeting that was cancelled due to lack of members attending. Mr. Foster asked if there were any questions or concerns regarding the Executive Committee minutes. No questions or concerns.

Motion by Linda Kolodzjieski, Second by Susan Piper to approve the June 27, 2008 Executive Committee minutes as presented.

All in Favor. Motion Carried.

Presentation – John Slenker, Labor Market Analyst, Western Region NYSDOL

Mr. Slenker presented the board with a power point presentation on statistics of unemployment and labor force trends for the future. Mr. Slenker explained the labor force participation rate, and stated that service jobs are growing at a slow pace but that manufacturing is declining at a faster pace. Mr. Slenker displayed labor force participation by education level with 46% having no diploma, 63.1% having a diploma, and 72% having a college degree. He explained that Cattaraugus and Allegany Counties are depressed areas for growth, with so many companies looking for hires. The top 4 occupations in WNY Region do not require a higher education degree. Shortages in skilled labor and skilled construction will be increasing in the near future. We now have a labor shortage; this shortage will become acute in the next few years. Mr. Foster thanked Mr. Slenker for the fine presentation and stated this was eye opening and informative.

Executive Committee – Steve Foster

Mr. Foster stated that the boards needs a Vice Chair, He will entertain any nominations or volunteers for this position. Steve stated that he would like to have the time to steer the new vice-chair until his term is up in June of 2009. Mr. Foster offered a motion from the floor of any vice-chair volunteers. No volunteers at this time.

Mr. Foster reported on the response from the NYS Committee on Open Government regarding the inquiry from the Board regarding the applicability of the NYS Open Meetings Law and whether the Board can implement ballot voting. The response by Robert Freeman, Executive Director, implies that since the WIB is a requirement of federal law, that it's responsibilities and duties derive from that law and that the NYS law would not apply; however, he cannot guarantee that would be the same judgment should there be court action. This matter will be referred back to the Executive Committee for further review and consideration.

Michele Lichy announced the resignation of Board member Linda Pierce and that the Board is required to have representation of all mandated partner agencies, thus Ms. Linda Spaulding of Chautauqua County Dept. of the Aging has agreed to replace Ms. Pierce.

RESOLUTION
Approval of Endorsement of Board Membership

Motion by Hobie Rhinehart, Second by Charlie Kalthoff to adopt the following resolution:

WHEREAS, Ms. Linda Pierce, ProAction of Steuban and Yates Counties, has submitted the resignation of her Board seat, and;

WHEREAS, Ms. Pierce was the Title V of the Older Americans Act partner representative on the Board as ProAction of Steuben and Yates provided Title V services to Allegany County, and;

WHEREAS, the Board is required to have representation of all mandated partner agencies, and;

WHEREAS, Ms. Linda Spaulding, Chautauqua County Office for the Aging, which provides Title V services in Cattaraugus County, has agreed to replace Ms. Pierce, and;

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby endorses Ms. Linda Spaulding, for appointment to the Board to serve the remainder of Ms. Linda Pierces term, which shall expire December 31, 2010, and;

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

All in Favor. Motion Carried.

RESOLUTION
Approval of Committee Appointments

Motion by Susan Piper, Second by Tony Foti to adopt the following resolution:

WHEREAS, each WIB member is encouraged to participate on at least 1 committee, and;

WHEREAS, the new members have indicated that they wish to serve on the committees below as indicated;
Executive – Steve Crowley and Phil Ghent

Operations Oversight – Brad Monroe, Karen Comstock and Cesar Cabrera
Youth Council – Jason Huffman

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves the Committee Appointments as presented, and;

BE IT FURTHER RESOLVED that all committee members shall serve terms to expire December 31, 2008.

All in Favor. Motion Carried.

Operations Oversight Committee - Michele Lichy

Ms. Lichy stated the Operations Oversight Committee met on August 20th and explained the PY07 4th Quarter Performance Report Card and the PY07 System Indicators as per handouts. She stated that we had failed the Dislocated Worker Average Earnings measure in PY06 then renegotiated the measure for PY07 and passed. Michele also stated that the only common measure failed this year was Youth Literacy/Numeracy measure. Seven other areas failed this measure as well and our failure was most likely due to data entry errors.

Ms. Lichy stated the WIB previously procured site licenses for both Centers to access the Prove It! on-line tool. The current licenses will expire as September 27, 2008 and with the recent award of \$50,000 to participate in the Metrix On-Line Learning Tool project, each Center must continue to have access to Prove It!

RESOLUTION
Approval to Renew Prove It! License

Motion by Susan Piper, Second by Charlie Kalthoff to adopt the following resolution:

WHEREAS, the WIB previously procured site licenses for both Centers to access the Prove It! on-line assessment tool, and;

WHEREAS, the current site licenses will expire as of September 27, 2008, and;

WHEREAS, the WIB has since obtained through a NYSDOL grant, access to Metrix Learning, an on-line training tool that utilizes access to Prove It! for the assessment component, and;

WHEREAS, in order to effectively utilize Metrix Learning, the Centers must continue to have access to Prove It! as well;

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby approves the renewal of site licenses for Prove It! for both Centers at a cost of \$1,000 each, and;

BE IT FURTHER RESOLVED that the WIB budget is hereby amended to include this cost.

All in Favor. Motion Carried.

Youth Council - Jason Miller

Jason Miller stated that the Youth Council is in need of a chair person. Jason stated that Jason Huffman of Cooper Power Systems will join Youth Council Committee. The next Youth Committee meeting is rescheduled to October 2, 2008, due to the Ed Barlow Conference.

Director's Report - Michele Lichy

Michele reviewed the Metrix Pilot Project as per Director's handout. She stated that the WIB was awarded \$50,000 to obtain access to Metrix Learning. This is an on-line tool to access several training courses. She stated that if anyone would like further information on the Metrix Project, to please call the WIB Office.

Michele spoke briefly about the Skills Shortage Survey of local employers and stated there is a copy of the survey attached to your meeting packets for board review. The WIB will be conducting this survey in conjunction with the area's Chambers of Commerce.

Michele stated that the WIB office conducted its first New WIB Member Orientation covering the background of WIA, WIB responsibilities and funding. She stated that she would like to continue this educational format and would like to follow-up with an additional session on the board's strategic plan.

Michele stated that the WIB and the Chautauqua WIB were successful in applying for and receiving a \$100,000 grant to implement a Youth Internship program across the 3-county region. This program was designed to engage area youth in local career opportunities.

Next Meeting

The next meeting is scheduled for Friday, November 7, 2008 at 12 noon at a Cattaraugus County location TBA.

Adjournment

Motion by Cesar Cabrara, Second by Susan Piper to adjourn at 1:43 p.m.

All in Favor. Motion Carried.