



**Cattaraugus-Allegany Workforce Investment Board, Inc.**  
**Executive Committee Meeting**  
**Friday, September 18, 2009 – 11:30 AM**  
**Seneca Allegany Casino ~ Fall Room ~ Salamanca, NY**  
Approved 10/16/09

**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  
John Margeson - Allegany County  
Mike Hendrix - Both, Branch and Hendrix

**Board Members Excused**

Treasurer – Charlie Kalthoff - ACCORD  
Jodi Fuller- Cattaraugus Community Action  
Linda Kolodziejski- Alstom Power  
Jack Searles - Cattaraugus County

**Board Members Absent**

Karen Knight – Olean General Hospital

**Staff In Attendance**

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

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**Call to Order**

Mr. Foster opened the meeting at 11:30 AM.

**Minutes of July 24, 2009 Meeting**

Due to time constraints, the committee moved right into the action items on the agenda. The minutes of July 24<sup>th</sup> were not reviewed, but tabled to the October 16, 2009 meeting.

**Review of Budgets and Expenditures**

Michele reviewed PY08 budgets and expenditures, noting that Allegany has not yet billed for the balance of their June 09 accruals in the Operator contract. The committee then moved on to review the Youth RFP expenditures and budgets. Literacy Volunteers and Southern Tier Traveling Teacher were approximately 100% expensed. Allegany E&T left \$6000 unspent in RFP funds and Cattaraugus One Stop left \$8400 unspent. Moving into the DPN contracts, Catt. County left approximately \$5,250 unspent, this was due to not having a DPN for a couple of months in the middle of the program year due to staff turnover. Mike Hendrix asked what happens to the money left unspent. Michele replied that the money is recaptured by the State.

The committee moved on to PY09 expenses and budgets. Michele explained that we are not yet spending PY09 funds as we are still finishing up PY08 funds in Operator Contracts. In reviewing the PY09 Youth RFP we are currently under spent in the first two months of the contract. This is a typical trend as the summer winds down that year round spending is down.

Spending patterns for the RFP contracts generally pick up as the PY progresses. We are currently spending some Stimulus funding. Michele expressed concern as some areas are reporting to be running out of Stimulus training funds and we are currently not spending a lot of Stimulus training funds. Michele also mentioned that the WIB office will be working to get more advertising out regarding Stimulus funds and training. Michele reviewed SYEP budgets with expenses through August. With only two months remaining on the contracts both One Stops have considerable amounts left to spend. Allegany County has a balance of approximately \$58,000 and Cattaraugus has a balance of approximately \$103,000 left to spend in September and October. Mike Hendrix asked why they were so underspent. Michele explained that Cattaraugus County has some SYEP work experiences that run through September 30<sup>th</sup>. Steve Foster asked what happens to the money that is left over. Michele explained that there is a \$55,000 balance of ARRA youth funding that was previously going to be targeted for the RFPs plus for the SYEP there will be approximately \$5,000 that will be left unspent from JCC plus approximately \$15,000 that Jerry estimated that will be left over from Allegany County, so we are currently looking at a balance of some where between \$75,000 and \$90,000 left unspent in ARRA youth money. Michele explained that ARRA funds are available until 6/30/2011 but that the Board had budgeted them to all be expended by 6/30/2010. The leftover ARRA youth funds can be used to fund Work Experience only for Youth from October 1, 2009- March 21, 2010. Steve Foster asked why we would not take advantage of this since it allows us to expend the left over funds without the burden of hitting the Common Measures performance standards. Allegany E&T has stated that they would like to carry in the funds into next summer's SYEP program. Michele explained the concern about doing this is that we may not hit the 75% of all funds to be expended if we save the money until next summer and also wouldn't it be more beneficial to assist some youth now with additional Work Experience instead of making them wait another 8 months. Michele pointed out the fact that we currently have \$933,000 for Youth funding to be spent. The committee then began a discussion of this large sum of money and ways for the One Stops to better budget expenses based on need of the funds and ways to get these funds expended by the Board set expenditure date of June 30<sup>th</sup>, 2010. Jerry Garmong stated that he would like to go on the record as saying that Allegany County will have no problem in spending all of the funds budgeted for them this year. He also stated that he would like the ARRA youth funds to be carried over to next summer to ensure that there is an SYEP program next summer.

### **PY09 Strategic Plan**

Allegany E&T had raised a question regarding page 23 of the PY09 Local plan stating the intent to fund Work Experience only in the two county area. The committee decided that the comment from Allegany E&T will be handled as an internal budget issue and amend the plan as needed once the budget issue is addressed by Executive Committee and the Board itself.

**Meeting Adjourned at 12:00 pm.**

### **Next Meeting**

**Friday October 16, 2009 at 12 noon at a location TBD**