



Cattaraugus-Allegany Workforce Investment Board, Inc.

Executive Committee Meeting

Friday, January 21, 2011 – 11:00AM to 1:00 PM

JCC LLC Room 308-Olean, NY

Approved 2-18-11

Board Members Present

Vice-Chair Steve Crowley - Holiday Valley Resort
Kathleen Premo - St. Bonaventure
Phil Ghent - AVX Corporation
Chris Napoleon - Napoleon Engineering
John Stevens - Organizational Solutions
Jack Searles - Cattaraugus County
Carrie Childs-Childs Blueberries
Charlie Kalthoff – ACCORD

Board Members Absent

John Margeson – Allegany County
Don Giardini - Laborer’s Local 621
Karen Knight – Olean General Hospital
Mike Hendrix - Both, Branch & Hendrix

Staff In Attendance

Michele Lichy – Executive Director
Jason Miller – Fiscal and Program Monitor
Tammy Komidar-Administrative Assistant

Others in Attendance

Bret Marvin-Catt. Co. DSS/One Stop
Brian Thierman -Allegany E&T
Dave DiTanna - BWB

Call to Order

Vice Chair Steve Crowley opened the meeting at 11:25 AM.

PY09 Draft Audit Presentation – Dave DiTanna, BWB

Mr. DiTanna gave a presentation of the FY/PY09 audit. He said he was very impressed with the structure of our office and the accuracy of our bookkeeping. We basically have the same 2 “findings” as previous years related to segregation of duties and preparation of fiscal statements. He suggested that perhaps the Treasurer or Executive Committee could review the Bankbook Reconciliations monthly or quarterly. One reason he gave for this was for the Board to be more involved in the financial end of things and another was that the office is so small, only consisting of 3 people, it would help take away the risk of misappropriation of assets. Overall, the audit was good and he will be presenting the final along with the WIB’s tax return at the February 4th meeting.

Minutes of October 22nd Meeting

The committee reviewed the minutes of the October 22nd, 2010 meeting. There were no corrections or suggestions.

***Motion by Phil Ghent; Second by John Stevens to approve the minutes of the October 22nd, 2010 meeting.**

All in Favor; Motion Carries.

Approval of One Stop Contracts-Increase in Funds

Michele explained that as the result of the decision to accept the additional Supplemental Dislocated Worker funds that we have to make sure we spend at least 80% of formula Dislocated Worker by 6/30/11. There was initial concern that it would cut the “carry-out” of DW into next year however we actually will carry-out more to next year than we did into this year. The One Stops had to revise their budgets for additional formula DW to reach the 80% requirement and also for the \$38,658.88 of Supplemental that we received.

***Motion by Kathy Premo; Second by Carrie Childs to recommend to the Board the increase in the One Stop Operator budgets and amendments to the contracts for this year due to the receipt of Supplemental Dislocated Worker funds.**

Ayes - 8; Nays – 0; Abstentions -1 (Jack Searles); Motion Carries

Cuomo Administration – Regional Economic Councils

Michele attended the Governor’s State of the State address in Jamestown, NY on January 13th. There was a brief discussion on regionalizing specifically to the paper that was to be drafted by the State WIB to provide to the Governor’s administration. It should be shared with the local WIBS. The question is; if we were to become regionalized what it would do to us locally? Many feel we would lose our local voice. Michele is hoping to get more information at the next WIB Directors Meeting in Albany on the 28th of this month.

Current Calendar Items

By-Laws Review - Michele asked the committee to review the Boards By-Laws and then let her know if there are any changes or comments. John Stevens raised a question relating to the statement that the Board can have “friends, associates, etc.” of the Board and whether or not it would be a good idea to include friends or acquaintances in the Board Meetings as with the hopes of becoming a potential Board Member. Everyone agreed it was a good idea to introduce potential members to the Board and should feel free to invite others.

Fiscal Reports - Michele reviewed the 2nd Quarter Expenses/ Fiscal Reports. Dislocated Worker is at 40% and we need to spend 80% by the end of the fiscal year. FOTA is concerned about spending all of the Adult funds. DOL has hired Tom Moremile to promote OJTs and he can help with outreach to businesses to help ensure we can spend the money. He is contacting business and concentrating mainly on the NEG Grant. There were adjustments to the Allegany and Cattaraugus Budget Sheets to include the new Supplemental DW and increased formula DW funds. Right about now is when we let the One Stops know where they are at percentage wise for spending and ask where they project spending for the remainder of the year. Jason will provide them with their tracking sheets to ensure that we are all on the same page. Michele mentioned that Customized Trainings could help to spend the Adult funds.

Outstanding Calendar Items

Strategic Plan - Michele stated that it is most likely we will have to draft a new Strategic Plan for PY11. However, we should review the current plan and assess where we are to date. This will be planned for the next meeting in February.

Board Self-Assessment – Michele stated that she consulted other WIBs and very few did not conduct regular Board Self-Assessments. A few years ago, we did do a Board Self-Assessment that was modified from a tool provided by NAWB. She shortened it to pertinent questions and used an online survey tool to send to members to answer, which is anonymous. The committee agrees that it would be a good idea to conduct the same survey.

COLA Adjustments - Michele stated that the raise/COLA issue from November 2009 was never resolved. At that time the COLA was negative 1.5%. For this year, the COLA was calculated at 2%. Several of the members thought that this had been taken care of. Michele reported that a few months ago, Mike had asked for the job descriptions of each staff. Steve said he would call Mike Hendrix and discuss this with him as he was taking the lead on this matter. John Stevens noted that they need to review the salary ranges for the positions.

Board Membership/Composition - A Board Member list was given to all committee members. There are 23 Members as of current. 10 of those are Business and 13 are Partner/Other. We need at least 4 more Business members to be in compliance and they should be from Allegany County to balance. There was a discussion regarding possible recruits and that the Executive Committee (per the by-laws) is responsible to develop a pool of candidates. Michele will follow up with any names provided to her by committee.

Calendar Activities - Michele reviewed the Calendar and asked if anyone wanted to remove or change any of the activities. She noted that in March we should have draft allocations and can begin determining the amounts for contracts. There were no changes to the calendar and everyone agreed it was good to continue using it.

Committee Appointments – A current committee listing was distributed to everyone. The by-laws state that the Board Chair is responsible for committee appointments. Michele will be in contact with him to ensure that committee appointments are made at the February 4th meeting.

Other Business

Chris Napoleon pointed out some local businesses that would be good targets for the OJT's. Some of which were Cytec, Soleapoxy, Wal-Mart and Tim Horton's. Michele again talked about Tom Moremile who is canvassing for this specific purpose and that perhaps she can also work with him to provide Board information to his contacts. Also, the committee decided it is best to meet from 11:30am to 1:30pm from now on for all Executive Committee Meetings.

Next Meeting

Friday February 18th, 2010 at 11:30 am to location TBD.

***Motion by John Stevens; Second by Chris Napoleon to adjourn the meeting at 1:05pm.**

All in Favor; Motion Carries.

DRAFT