



Cattaraugus-Allegany Workforce Investment Board, Inc.

Executive Committee Meeting
Friday, October 22, 2010 – 12:30 PM
JCC LLC Room 308-Olean, NY
Approved 1-21-11

Board Members Present

Chair-Mike Hendrix - Both, Branch & Hendrix
Kathleen Premo - St. Bonaventure
Phil Ghent - AVX Corporation
Karen Knight – Olean General Hospital
Steve Crowley - Holiday Valley Resort
Chris Napoleon - Napoleon Engineering
John Stevens - Organizational Solutions

Board Members Absent

John Margeson – Allegany County
Carrie Childs-Childs Blueberries
Jack Searles - Cattaraugus County
Secretary - Don Giardini - Laborer’s Local 621
Treasurer – Charlie Kalthoff – ACCORD

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

Call to Order

Chair Mr. Hendrix opened the meeting at 12:38 PM.

Minutes of July 23rd Meeting

The committee reviewed the minutes of the July 23rd meeting. There were no corrections or suggestions.

***Motion by Kathy Premo; Second by Phil Ghent to approve the minutes of the 7/23/10 Meeting.**

All in Favor; Motion Carries.

Board Membership

Jodi Fuller and Linda Kolodziejki have resigned their positions on the Board. We are now missing 4 seats to be at full rate and we need to add at least 3 business people. Michele has a meeting with Mike Higgins of Abbott Welding next Tuesday October 26th to see about asking him to join the Board.

***Motion by Mike Hendrix; Second by Steve Crowley to recommend Mark Levine of Cattaraugus Community Action for membership to the full Board to replace Jodi Fuller.**

Fiscal Reports

Michele reviewed the Fiscal Reports for Operator, Stimulus and Youth RFP as well as the WIB office budget. Bret says that they have been enrolling Dislocated Workers as Adult so they have the flexibility to bill the expense either way. He also said that they are using Stimulus money but there must be a delay in billing, therefore the stimulus amount is low and not showing use yet. 3 out of 4 Youth Contracts are right on track for Youth RFP. Allegany County was low but that was due to the Summer Program and should be right on track by the end of the year. It was noted that the Contract Status does not reflect recent budget modifications. Michele also suggested that we extend the SYEP contracts till March 31st, 2011 and so the remaining funds can be spent on Youth ages 22-24. All of the Youth money left will be expended under Youth-Out.

***Motion by Steve Crowley; Second by Karen Knight to recommend the extension of the SYEP Contracts until March 31st, 2011.**

All in Favor; Motion Carries.

Financial Policies and Procedures

Michele reviewed the changes to the Financial Policies and Procedures. All changes were made to reflect how the WIB actually operates.

***Motion by Chris Napoleon; Second by Kathy Premo to approve the amendments made to the Financial Policies and Procedures.**

All in Favor; Motion Carries.

Executive Committee Calendar

The committee reviewed the Committee Calendar that was created 2 years ago. Mike would like to have an ad-hoc committee meet to talk about staff evaluations, job descriptions and salary structures. Another item on the calendar for October is to solicit intent from those members whose terms are expiring to be re-appointed if they so wish. The following members are will expire December 31st.

Steve Crowley

Donald Giardini

Christina John

Theresa Schueckler

Linda Spaulding

Bob Halady

Michele will be sending out e-mail to these members to see if they are interested in another 3 year term. A better time for meetings was discussed to see if we could get better attendance for committee as well as Board members. Michele will develop an online survey tool to canvass the Board.

Strategic Plan

Michele will review the Strategic Plan and evaluate where we are to date on items and report back at the next meeting.

Next Meeting

Friday November 19th at a location TBD. It may be at 12:30 due to a conference call that Michele has that morning.

Mike Hendrix adjourned the meeting at 1:33 p.m.

DRAFT