



Cattaraugus-Allegany Workforce Investment Board, Inc.

Executive Committee Meeting
Friday, July 23, 2010 – 12:00 PM
JCC LLC Room 308-Olean, NY
Approved 10-22-10

Board Members Present

Chair-Mike Hendrix - Both, Branch & Hendrix
Treasurer – Charlie Kalthoff – ACCORD
Secretary - Don Giardini - Laborer's Local 621
Kathleen Premo - St. Bonaventure
Phil Ghent - AVX Corporation
Karen Knight – Olean General Hospital
Jack Searles - Cattaraugus County
Steve Crowley - Holiday Valley Resort
Chris Napoleon - Napoleon Engineering

Board Members Absent

Linda Kolodziejski- Alstom Power
John Stevens - Organizational Solutions
John Margeson – Allegany County
Carrie Childs-Childs Blueberries

Staff In Attendance

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

Others in Attendance

Jerry Garmong- Allegany Co. E&T
Bret Marvin-Catt. Co. DSS/One Stop

Call to Order

Chair Mr. Hendrix opened the meeting at 12:10 PM.

Minutes of March 19th and May 20 Meetings

The committee reviewed the minutes of the March 19th and May 20th meetings. There were a couple of minor corrections suggested.

***Motion by Chris Napoleon; Second by Kathy Premo to approve the minutes of the 3/19/10 Meeting.**

All in Favor; Motion Carries.

***Motion by Phil Ghent; Second by Charlie Kalthoff to approve the minutes of the 5/20/10 Meeting.**

7 Ayes, 0 Nays, 1 Abstention (Jack Searles); Motion Carries.

End of Year Fiscal Reports

Michele reviewed the tracking sheets for the PY09 One Stop Operator, Stimulus and Youth RFP contracts. She explained that Cattaraugus County went over budget by \$2025.99 in Participant Wages in the Youth RFP contract. This amount cannot be paid as it is over the total amount of the contract. Michele reviewed the options with the committee of how Cattaraugus County could shift money to PY09 Youth RFP to be reimbursed for these funds. The committee agreed that since Cattaraugus County has not submitted any request to be reimbursed for the overage that the situation should be left as is.

Michele then explained that the sheets in the packet outlining the shifting of expenditures to meet the 75% expenditure goal mandated by NYSDOL are no longer relevant due to that fact that the WIB office is still trying different formulas to actually reach the 75%. The sheet used by FOTA was not the same used in Albany and so now it has to be reviewed further. If the expenses were left as is at the end of the program year, we would be \$32,000 short of 75% in Formula Adult and \$5000 short in Dislocated Worker. Michele reviewed with the committee her plan of expenses to shift in order to reach the 75% expenditure rate.

ARRA One Stop Operator Contract

Due to Stimulus Carry-Over, the One Stops will need to develop new budgets to ensure expenditure of all stimulus funds by June 30, 2011. Some of the proposed shifts to hit the 75% expenditure mandate by NYSDOL also affected stimulus carry-over. The contracts expired June 30th, 2010, but need to be extended to allow the One Stops to expend the funds.

***Motion by Mike Hendrix; Second by Charlie Kalthoff to extend the ARRA One Stop Operator contracts to June 30th, 2011.**

7 Ayes, 0 Nays, 1 Abstention (Jack Searles); Motion Carries.

Board Membership

Mike Hendrix reported that Lisa Graham of Cuba Memorial Hospital has expressed interest in becoming a Board Member. Michele is working on securing a nomination from the Cuba Chamber of Commerce.

***Motion by Mike Hendrix; Second by Steve Crowley to recommend Lisa Graham for membership to the full Board.**

All in Favor; Motion Carries.

Michele explained she sent Mary Kate Cole from La Forge and Tony Deussenberry from Otis Eastern information packets explaining the duties of Board Membership. She will be following up both in the upcoming week.

Document Retention and Destruction Policy

Michele had been tasked by the committee to expand upon the draft document received from the WIB attorney. The committee reviewed the policy and Charlie asked for clarification of how the terms were derived for each type of document to be retained and destroyed as some were

different than the term set forth in the background. There was also a question of how this document matches up with the language in the County-WIB agreement for Document Retention. The consensus was for Michele to send the document to Jim Griffith, Clerk of Cattaraugus County, and ask him to review to determine if there are any requirements that the WIB is not meeting with this document before the next Board meeting.

WIB/One Stop Lease

Mike discussed the termination clause and the percentage of funds decrease that would permit the WIB to exercise that clause. Park Centre would like to see a 25% reduction in funding in order for the WIB to be able to terminate the lease. The WIB initially suggested that it be 10% as we experienced an 11% cut in PY09 and were looking at moving. Also, the committee consensus was that the language included "TENANT may not terminate for any other reason" be struck. It does not allow the WIB any right to terminate the lease due to the landlord not upholding his obligations. Mike and Michele will move forward with additional negotiations and report to the Board on a final agreement.

***Motion by Mike Hendrix, Second by Karen Knight to adjourn the meeting at 1:27 p.m.**

All in Favor; Motion Carries.

Next Meeting

Friday, August 20, 2010 at 12pm at a location TBD.