



Cattaraugus-Allegany Workforce Investment Board, Inc.

Executive Committee

Tuesday, January 6th, 2009 ~ 12:00 pm

JCC Library and Liberal Arts Room 308, Olean, NY

Approved 2-20-09

Committee Members In Attendance:

Steve Foster- Five Star Bank
Don Giardini - Laborerø Local #621
Chris Napoleon - Napoleon Engineering
Kathy Premo - St. Bonaventure
Jodi Fuller - Cattaraugus Community Action
John Stevens - JB Stevens Org. Solutions
Steve Crowley- Holiday Valley Resorts
Phil Ghent- Olean Advanced Products
Mike Hendrix- Both Branch & Hendrix

Committee Members Absent:

John Margeson - Allegany County
Jack Searles - Cattaraugus County
Linda Kolodziejski - Alstom Power
Charlie Kalthoff ó Accord
Brad Walters ó Southern Tier Buildersø Assoc.
Tony Foti ó Carpenterø Union

Others In Attendance:

Brad Monroe- Dresser-Rand
Michele Lichy - Executive Director
Jason Miller - Fiscal and Program Monitor
Jerry Garmong- Allegany E&T
Thomas Lecceadone- Catt. Co. DSS

Steve Foster called the meeting to order at 12:10 pm.

Minutes of October 16th Meeting

There were no suggestions or questions.

***Motion by John Stevens; Second by Steve Crowley to approve the minutes of the September 26th, 2008 meeting as presented.**

All in Favor; Motion Carried.

Steve questioned something from the previous minutes about the missing Conflict of Interest forms for the two County Administrators. Michele shared that both had been contacted numerous times and have yet to submit a signed form. It was suggested that the voting privileges of both be suspended until a signed form has been submitted.

***Motion by Steve Foster; Second by John Stevens to direct Michele to personally contact the two County Administrators regarding their Conflict of Interest forms; if their forms are not submitted by the next meeting, the committee will pursue suspending their voting privileges.**

All in Favor; Motion Carried.

Update-Vice Chair

Steve had no update on the Vice-Chair position. He promised to have an update at the next Executive meeting.

Update- Marketing Plan

Michele reviewed the history of the marketing interns and how we are currently looking for a new intern to finalize the plan and implement. The plan is to find a new intern and have them get the plan wrapped up and in motion. The interns should also consult with the One Stops to see what types of marketing have been successful in attracting customers to come in for services. Michele also discussed her meeting with a representative from Advertising Advantage. The pricing for a billboard and bench ads in the Cattaraugus County area are quite expensive for the moderate budget we have for marketing. In addition, Advertising Advantage has no coverage in Allegany County. The committee consensus was to not pursue the billboard or bench advertising.

Committee members also discussed what the most effective methods they have found for their businesses. Kathy Premo suggested having a flyer to hand out to the students who participate in the VITA program (Volunteer Income Tax Assistance) sites and United Way sites. Jerry Garmong commented that they have tremendous success when they place ads in the local Penny Saver as that is free to all residents and is delivered to their homes. The committee directed Michele to begin implementing these ideas while waiting for another intern to be placed.

Update - Oleaninfo.com Support & WIB Website

Steve asked what we get for the \$500 fee. Michele stated that she would like to change the logo that is currently on the site. Steve countered that he is hesitant to spend \$500 just to change the logo. Chris suggested looking at bigger town websites in the two county area and try getting a link on those sites for the WIB. Steve asked about the website redesign and Michele hesitated and explained that it has been time consuming to provide all the content to the website builders. The new website is built however content is needed for a few more pages. There was a suggestion that we could also use an intern to work on the website content and research into other websites that we can link to. The committee decided not to support the \$500 for the Oleaninfo.com portal.

Update-Board Membership

Michele reported that she was on the agenda for the December meeting of the Allegany County Chamber however she was rescheduled to later in January or February due to the business nature of the previous meeting. She reported that we need at least 3 more business members to be in compliance with the WIA requirement of 51% private sector business representation. She will report back at the next meeting regarding the County Chamber presentation.

PY08 DW to Adult Transfer & One Stop Budget Modifications

Michele reviewed funding projections and the impact of a 30% Dislocated Worker to Adult Transfer. She stated that a transfer would be necessary to address the eventual deficit of Adult funds that would happen by the end of PY09. Also as the area has received additional Dislocated Worker supplemental funding and the stimulus package is anticipated to provide more

supplemental Dislocated Worker funding (which will most likely not have transferability), it makes good sense at this time to request a transfer. She also reviewed the budget modifications requested from the One Stops to increase their Adult budgets by decreasing their Dislocated Worker budgets and that impact that has on the percentage of funds spent in the year. She also reminded the committee of the requirement by NYSDOL to spend at least 80% of all available formula Adult & Dislocated Worker funding by June 30, 2009 to be eligible for any supplemental funds in PY09.

***Motion by Chris Napoleon; Second by John Stevens to approve a 30% transfer from PY08 Dislocated Worker to Adult in the amount of \$83,029 and to approve the One Stop budget modifications moving \$25,000 from Dislocated Worker to Adult for Cattaraugus County and \$12,000 from Dislocated Worker to Adult for Allegany County.**

All in Favor; Motion Carried.

Michele then reviewed the two One Stop budgets to show the funding that had been added due to the availability of supplemental Adult and Dislocated Worker funds, which increases the overall available funding to each Centers.

***Motion by Don Giardini; Second by Steve Foster to approve the PY08 One Stop Budgets as amended due to additional Supplemental funding.**

All in Favor; Motion Carried.

PY09 Contingency Plan

Michele and Steve discussed the history of this exercise and then went through all 3 scenarios in detail. The focus of the exercise is to have a plan in place when we know what funding will be for PY09. The plan has scenarios for flat funding, a 10% decrease, and a 10% increase. Michele outlined the figures that would be available to each Center based on the contingency plan that the Sub-Committee came up with along with the recommendations of changes for each. Steve suggested that we ask each Center to put detail to the numbers on the flat funding scenario so the committee can see how these changes would affect operations. There was a lengthy discussion regarding the percentages for training, operations costs, and the potential of anticipated federal stimulus funds to augment the shortages. It was decided to leave this item open for the next meeting.

Renewal of Personnel Contracts with Cornell Cooperative Extension

Michele explained that the WIB contracts with Cornell Cooperative Extension for employment of the WIB office staff and that these contracts are on a yearly basis so annual renewals are needed.

***Motion by Brad Monroe; Second by Kathy Premo to approve the extension of the Personnel Contracts with Cornell Cooperative Extension for Calendar Year 2009.**

All in Favor; Motion Carried.

WIB Budget Modification

Michele reviewed the shifts that she would like to make in the WIB budget due to the savings in employing a temporary Assistant for the last 6 months of the year. The temp is from Walker Staffing and will only be working 20 hours a week as it will take Michele time to train her on the fiscal duties first. By July, we plan to bring her on full-time when she is knowledgeable of the fiscal responsibilities and then can also assume some program duties as well.

***Motion by Kathy Premo; Second by Chris Napoleon to approve the WIB Budget Modification as presented.**

All in Favor; Motion Carried.

Michele explained that the WIB recently solicited proposals for IT service from at least 6 various providers. Only two proposals were received - one from Mellon Technologies and the other from Databranch. Michele stated that both proposals were comparable and that each offered blocks of time for reduced rates, which also guarantee service response time, etc. The WIB has a current Technical Service Retainer (TSR) with Databranch with a balance of approximately \$128; the original balance was \$2,500, which has lasted since March 2007. The decision was to remain with Databranch as our IT Service Provider as they had installed the WIB network and have extensive knowledge of the hardware and software already in place.

***Motion by Steve Foster; Second by Kathy Premo to approve the proposal submitted by Databranch for IT services and authorize the Executive Director to enter into a Technical Service Retainer with Databranch for \$2,500.**

All in Favor; Motion Carried.

The conversation then turned to the WIB obtaining its own Internet Service Provider instead of continuing to piggy-back on the County's T1-line. Michele explained that there have been a few times throughout the past few years where we've had difficulty with e-mail and other internet problems. As the WIB is not a County entity, it is not a priority of the County IT department and it was also suggested by the County IT that it was time for the WIB to get its own ISP as well. Michele had received two quotes to provide Internet service from Time Warner, which would like to bundle in telephone service as well, and Verizon. Steve requested that this item be moved to the next meeting agenda as the meeting was running over-time.

2009 COLA

At this point the committee moved into Executive Session and all guests were asked to leave the room.

***Motion by Steve Foster; Second by Chris Napoleon to move into Executive Session at 2:15 p.m. to discuss COLA increases and other personnel matters.**

All in Favor; Motion Carried.

***Motion by Chris Napoleon; Second by Steve Foster to designate an ad-hoc committee to address the COLA increase for WIB staff and reconvene at 2:37 p.m.**

All in Favor; Motion Carried.

Adjourned: 2:37pm

Next Meeting: Friday, February 20th, 2009 at 12 pm at a location to be determined.