



Cattaraugus-Allegany Workforce Investment Board

Executive Committee

Thursday, October 16th, 2008 ~ 12:00 pm

JCC Community Room, Olean, NY

Approved 1-6-09

Committee Members In Attendance:

Steve Foster- Five Star Bank
Charlie Kalthoff ó Accord
Chris Napoleon - Napoleon Engineering
Tony Foti - Carpenterø Union
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

Committee Members Absent:

John Margeson - Allegany County
Jack Searles - Cattaraugus County
Donna Kahm - Southern Tier Healthcare
Linda Kolodziejski - Alstom Power
Don Giardini - Laborerø Local #621

Others In Attendance:

Brad Monroe- Dresser-Rand
Michele Lichy- Executive Director
Jason Miller - Fiscal and Program Monitor
Jerry Garmong- Allegany E&T
Bret Marvin-Cattaraugus County One Stop

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

Minutes of September 26th Meeting

Committee reviewed the minutes of the 9/26/08 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.

Committee Member Appointment

Brad Walters of the Southern Tier Builders Association would like to join the Executive Committee. The committee discussed Mr. Walters and his background as he is a new member of the WIB Board.

*** Motion by Tony Foti; Second by Charlie Kalthoff to recommend to the Board the approval of Brad Walters as an Executive Committee member.**

All in Favor; Motion Carried.

Outstanding Conflict of Interest Forms

There are currently 3 outstanding Conflict of Interest forms. They are Jack Searles, John Margeson and Christina John. John Stevens asked Jerry Garmong if he could contact John Margeson on behalf of the WIB to get his turned in. Michele stated that Joelle had followed up requesting the forms with additional e-mails and phone calls.

Renewal of Board Membership Terms

The WIB currently has 7 members whose terms expire on December 31st, 2008. Those members are Chris Napoleon, Phil Ghent, John Stevens, Kathy Premo, Donna Kahm, Joe Sabol and Cesar Cabrera. Mr. Napoleon, Mr. Ghent, Mr. Stevens, Mrs. Premo and Mr. Cabrera have all expressed interest in continuing for another 3 year term to end December 31st, 2011. Mrs. Kahm has verbally given her resignation to Board Chair Steve Foster and Mr. Sabol will also not be renewing his term either. The committee also discussed ways to recruit new Board members. There is a specific need for Allegany County Business members. Chris Napoleon was thinking about a business in the Cuba Incubator building, he will find out the names and notify Michele. Michele will contact the Allegany County Chamber of Commerce to solicit members. There is also the possibility of contacting Alfred University for membership. Brad Monroe also suggested RMT in Wellsville.

*** Motion by Charlie Kalthoff; Second by Jodi Fuller to recommend to the Board the approval of Mr. Napoleon, Mr. Ghent, Mr. Stevens, Mrs. Premo, and Mr. Cabrera for new 3 year terms ending December 31st, 2011.**

All in Favor; Motion Carried.

Marketing Support of Oleaninfo.com Web Portal

Michele gave a brief history of how this came about. This effort originated through a conversation with John Sayegh, which would be a way to support the Chamber in order to reciprocate all of the support that they have given the WIB. Sponsorship is \$500 which includes posting our logo with a link to our website on the portal. Our logo has been on the website for the past 3 years but Michele would like to change it from the WIB logo to the system one ó the WorkforceNY logo. We currently have \$1700 in the marketing budget to be spent by June 30th, 2009. Committee members are hesitant because the logo already on the site for free. The committee would like to see the website and see how many hits the site gets and other data. Members will visit the site. This item is tabled until the next meeting in order to allow committee members time to review the site.

PY09-PY11 Funding/Budget Scenarios

This is based on the last meeting. There are handouts that are the detail behind the spreadsheets presented last meeting. Handouts show the money spent on staffing by Category of Duties. Shows duplication of duties and the cost associated with that duplication. The numbers presented are based on accepted PY08 budgets. NYSDOL response to the areaø PY08 3-Year plan extension pointed out the duplication of Administrative Duties. Steve explained that the reasoning behind this exercise is because there is tight turn around time when PY09 funding is actually released. Charlie asked if there was a function that the WIB office could assume

cheaply for the centers. Michele talked about the proposal of the WIB office paying the bills of the centers out of the WIB office. This would reduce accounting functions incorporated in each center's budget. Chris suggested 3 contingency plans that we need to sit down and focus on. The first is "What if we get more money in PY09", the second is "What if we get Flat Funding" and the last being "Continued reduction in funding". John Stevens suggested a sub-committee that should include people from both counties who come in not so much looking to protect what they already have, but be willing to look at efficiencies. Kathy and Charlie volunteered to be on the sub-committee. This initiative should try to be concluded by the next Executive Committee meeting in December.

*** Motion by Chris Napoleon; Second by John Stevens to appoint a sub-committee consisting of Michele, Steve Foster, Charlie Kalthoff, Kathy Premo, John Margeson and Jack Searles to meet and develop a contingency plan for the following 3 scenarios for PY09: increase in funding, flat funding, and a decrease in funding in PY09 and that this plan shall be presented back to the committee by December 19, 2008.**

All in Favor; Motion Carried.

Economic Development Linkages-Update

Michele discussed the meeting with Joe Williams Interim Cattaraugus County Economic Development and John Sayegh from Greater Olean Chamber of Commerce.

Expenditure Reviews

There was no 70% sheet due to the early date of the meeting and the invoices just coming into the WIB office. There were some questions concerning the One Stop Operator invoices these issues were addressed by the WIB staff. It was noted that 3 of the 4 Youth RFP contractors are under spent at the end of the 1st Quarter. Finally the WIB office is 20% expensed and we should be at 25% expensed. Michele reviewed each line item.

FOIL Request-Update

Steve mentioned that we do not need to amend the by-laws, that the matter of ballot voting can be handled on the floor of a Board meeting if necessary.

Adjourned: 1:30pm

Next Meeting: December 19th, 2008 at 12pm at the JCC Library and Liberal Arts Center Room 308