



Cattaraugus-Allegany Workforce Investment Board, Inc.

Executive Committee

Friday, February 20th, 2009 ~ 12:00 pm

JCC Library and Liberal Arts Room 308, Olean, NY

Approved 3/20/09

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
Linda Kolodziejski - Alstom Power

Committee Members Absent:

John Margeson - Allegany County
Jack Searles - Cattaraugus County
Charlie Kalthoff ó Accord
Brad Walters ó Southern Tier Buildersø Assoc.

Others In Attendance:

Michele Lichy - Executive Director
Jason Miller - Fiscal and Program Monitor
Missy Saar- Administrative Assistant
Jerry Garmong- Allegany E&T
Mike Avillio-SBU Marketing Intern
Nick David-SBU Marketing Intern

Steve Foster called the meeting to order at 12:15 pm.

Minutes of January 6th Meeting

There were no suggestions or questions.

***Motion by Mike Hendrix; Second by Linda Kolodziejski to approve the minutes of the January 6th, 2009 meeting as presented.**

All in Favor; Motion Carried.

Update-Conflict of Interest

Michele gave an update of the contacts that she was directed to do by the Executive Committee as the last meeting. She explained her conversation with Jack Searles and his responsibilities/oath of office that prevent him from signing the WIB Conflict of Interest form. He basically said that he could never sign the form because his first allegiance is to the county. Michele stated that she offered to research into what other WIBs do given that we couldn't be the only one that runs into this problem but Jack declined and stated that they would not have to follow what other WIBs do. Jack also stated that he suspected that Mr. Margeson's reasons for signing would most likely be the same. Michele also reported that she contacted John Margeson

twice and left two messages with no return contact. Michele commented that she had researched into many other WIBs policies across the state and nation and that the language contained in ours was not much different.

*** Motion by Steve Crowley; Second by Kathy Premo to recommend to the Board the suspension of the voting rights of both County Administrators until such time that they can comply with Conflict of Interest policy.**

All in Favor; Motion Carried.

Approval of Amendment to the By-Laws

Michele reviewed the new language in section 13 of the by-laws concerning the Conflict of Interest Policy and Procedures.

***Motion by John Stevens; Second by Steve Crowley to recommend to the Board the approval of amendments to Section 13 of the By-Laws regarding Conflict of Interest.**

All in Favor; Motion Carried.

Follow-Up: PY09 Contingency Plan

Steve explained the history of the Contingency Plan. With the absence of the County Administrators, the Contingency Plan fell by the wayside because they did not make themselves available to discuss the plan. Some members questioned how we can proceed if we have no contact from the County Administrators. John Stevens brought up the point that the WIB is responsible for setting the policy that the counties have to follow. Mike Hendrix asked what kind of risk we are in without having signed contracts at this point. Michele explained the risks and options. Mike also asked should we be evaluating the efficiency of service delivery and fiscal responsibility. Michele explained that that is the major responsibility of the Board. Chris Napoleon stated that in order to evaluate the efficiency of the current process we need something similar to compare it to. It was agreed by the committee that we currently have nothing to measure our current system against.

***Motion by Chris Napoleon; Second by Steve Foster to authorize an RFP for Operator services in order to gather information and be able to evaluate the efficiency of the current system.**

9 Yeas; 0 Nays; 1 Abstention (Don Giardini); Motion Carried.

Update-Marketing Plan

Mike Avillio and Nick David, interns from St. Bonaventure, gave a PowerPoint presentation on the previous marketing plan and the updates they have done to expand the plan. They have some questions for the committee in regards to what kind of outcomes they expect from instituting the plan. These questions will be addressed at a later date.

Approval of Transportation Assistance Program

Michele explained the program and reviewed with the committee the policies/procedures she drafted regarding the initiative from NYSDOL.

***Motion by Mike Hendrix; Second by Steve Foster to approve the Transportation Assistance Procedures as presented.**

All in Favor; Motion Carried.

Approval of WIB Internet Service

Michele explained the current system of working off Cattaraugus County's T1 line. We have had problems with email and internet being down for several days. She explained to the committee the WIB will be switching to Verizon as the ISP instead of going through the county. The funds are available for this switch as the budget modification was approved at the previous committee meeting. Michele went on to explain that Databranch will be providing the services as they are the most knowledgeable about the current WIB set up having installed it in the beginning. They have submitted a proposal in the amount of \$2,054.

***Motion by Linda Kolodziejski; Second by Mike Hendrix to deem Databranch as a sole source provider for the ISP services switch-over and approve the proposal as presented.**

All in Favor; Motion Carried.

Approval of New Board Member

Sherry Grugel of the Allegany County Chamber of Commerce has agreed to be a Board member. Sherry was previously a member of the GLOW Board.

*** Motion by Don Giardini; Second by Steve Foster to endorse Sherry Grugel of the Allegany County Chamber of Commerce as a Board member and recommend her to the Legislature for Approval.**

All in Favor; Motion Carried.

Michele also reported that Tony Foti had submitted his resignation as directed by the Labor Council. She then stated that Hobie Rhinehart had contacted her and submitted Jeff Aiken's name as Tony's replacement. The committee discussed the current membership and the requirement to have 51% business representation. With the resignation of Tony, there are still 2 labor/union representatives on the Board. Michele reported that we need to add at least 3 business members to be in compliance without Tony on the Board. If we add Mr. Aiken at this time, we would need to recruit 4. The committee consensus was to not endorse Mr. Aiken at this time for membership as it would exacerbate the problem of the compliance issue with the 51% business majority.

Board Resolutions from January 9th, 2009

The following motions were all items to be covered at the January 9th, 2009 Board meeting. The meeting lacked quorum so the Executive Committee covered these motions in lieu of the full Board.

***Motion by Linda Kolodziejcki; Second by Jodi Fuller to approve PY08 One Stop Budgets**

All in Favor; Motion Carried.

***Motion by Mike Hendrix; Second by Kathy Premo to approve Databranch TSR Contract**

All in Favor; Motion Carried.

***Motion by Mike Hendrix; Second by Jodi Fuller to Renew Staffing Contracts with Cornell Cooperative Extension**

All in Favor; Motion Carried.

***Motion by John Stevens; Second by Phil Ghent to approve committee appointments for 2009**

All in Favor; Motion Carried.

*** Motion by Don Giardini; Second by Phil Ghent to approve the endorsement from Youth Council of New Members and recommend approval to the Legislatures.**

All in Favor; Motion Carried.

Adjourned- 1:50pm

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