



**Cattaraugus-Allegany Workforce Investment Board
Executive Committee**

Friday, June 27th, 2008 ~ 12:00 pm
JCC Training and Conference Center, Olean, NY
Approved 9-5-08

Committee Members In Attendance:

Steve Foster- Five Star Bank
Linda Kolodziejcki - Alstom Power
Charlie Kalthoff - Accord
Tony Foti - Carpenterø Union
Kathy Premo - St. Bonaventure
Jodi Fuller - Cattaraugus Community Action

Others In Attendance:

Michele Lichy- Executive Director
Jason Miller - Fiscal and Program Monitor
Jerry Garmong- Allegany E&T

Committee Members Absent:

John Margeson - Allegany County
Jack Searles - Cattaraugus County
Chris Napoleon - Napoleon Engineering
Don Giardini - Laborerø Local #621
John Stevens - JB Stevens Organizational
Solutions
Donna Kahm - Southern Tier Healthcare

Steve Foster called the meeting to order at 12:11 pm.

Review of 5/23/08 Minutes

The committee reviewed the minutes from the previous meeting. No changes or suggestions were made.

*** Motion by Tony Foti; Second by Jodi Fuller to approve the minutes of the 5/23/08 meeting as presented.**

All in Favor; Motion Carried

Approval of Revisions to Conflict of Interest Policy and Procedures and Code of Conduct

The Executive Committee has reviewed the Conflict of Interest Policy and Procedures and Code of Conduct to clarify some provisions. The document was reviewed by NYSDOL and compared to other WIBs across the state. The applicability and intent were found to be in accordance with the other local areaø policies.

*** Motion by Charlie Kalthoff; Second by Kathy Premo to approve the Revisions to WIB Conflict of Interest Policy and Procedures and Code of Conduct.**

All in Favor; Motion Carried.

Approval of PY08 Budget

Michele discussed the change in the budgets due to increase in RFP funding because of overall amount requested by RFP was greater than the original \$154,500 allocated.

*** Motion by Charlie Kalthoff; Second by Linda Kolodziejski to approve the PY08 budgets as presented for the WIB office and the One Stop Operators.**

All in Favor; Motion Carried.

Approval of PY08 Youth Services Contract Awards

Michele discussed the RFP Review process. She explained that the original Catt. Co. Proposal did not pass first review. The RFP was re-released for a week long period and 2 proposals were received however, only 1 proposal passed the technical review. Four agencies were funded and the amounts breakout in the following: Cattaraugus County DSS \$100,000, Allegany County Employment and Training \$39,267, Literacy Volunteers of Allegany County \$13,470, Southern Tier Traveling Teacher \$9,577. The total funding for the 4 contracts is \$162,314. This is an \$8,000 increase from the original amount allocated for Youth Contracts. Steve praised the Allegany Employment and Training for a well put together proposal.

*** Motion by Tony Foti; Second by Linda Kolodziejski to approve the PY08 Youth Services Contract Awards.**

All in Favor; Motion Carried.

Approval of Board Membership

Committee reviewed and discussed the prospective board members and the placement of Cesar Cabrera the new NYSDOL Regional Coordinator. With the new board members, the Board now has a business majority but still needs more representation from Allegany County. Kathy Premo mentioned that she knows the acting HR Director at Cuba Memorial and that she would approach her about possible Board Membership.

*** Motion by Kathy Premo; Second by Charlie Kalthoff to endorse the recommendations of Phil Ghent, Karen Comstock, Brad Walters and Cesar Cabrera to the full Board for approval as new Board Members.**

All in Favor; Motion Carried.

Approval of Fee for Service-Software for Nurses

Michele discussed the recommendation that came from Operations Oversight and also the fact that she will be approaching other local hospitals to participate in buying training slots. The committee discussed the \$25 fee/slot.

*** Motion by Jodi Fuller; Second by Charlie Kalthoff to approve a fee for service of \$25 per slot for the Software for Nurses Training Program.**

All in Favor; Motion Carried.

Approval of Business Services Policies and Procedures

Michele reviewed the particulars of the Policies and Procedures. This resolution is basically to get Board approval of how the system is currently operating thus far due to no historical approval of these policies and procedures and how we arrived at the current amount set for OJT contracts. This resolution has been reviewed by the Operations Oversight Committee and recommended to Executive Committee.

*** Motion by Tony Foti; Second by Charlie Kalthoff to approve the Business Services Policies and Procedures as recommended by Operations Oversight.**

All in Favor; Motion Carried.

Approval of Certificates of Employability

Michele discussed the Certificate of Employability program and the history of the program. She also provided a list of students who were applying for the Certificate.

*** Motion by Kathy Premo; Second by Jodi Fuller to approve the candidates from Allegany-Limestone and Cattaraugus-Little Valley as presented for the Certificate of Employability.**

All in Favor; Motion Carried.

Approval of Youth Council Membership

The Youth Council is continuously searching for new members. The Youth Council recommends the following candidates for membership: Ms. Vicky Vecchiarella of Catt-Allegany BOCES, Ms. Linda Edstrom of Olean Community Schools and Ms. Becky Brown of Literacy Volunteers of Allegany County.

*** Motion by Charlie Kalthoff; Second by Tony Foti to approve and recommend to the County Legislatures for approval the above listed candidates for Membership on the WIB Youth Council.**

All in Favor; Motion Carried.

GAO Report “Community Colleges and One Stop Centers Collaborate to Meet 21st Century Workforce Needs”

Michele gave brief overview of the report. Steve pointed out a couple of key points that he found interesting in the report.

PY08 Local Plan Review Letter

Our Local Plan modification was approved by NYSDOL. Steve reviewed with the committee the letter that was received from NYSDOL.

PY07 Expense Review

Michele provided handouts and gave an overview of the expenses year to date for The WIB office and all of our contractors. Contractors have assured the WIB office that they will spend all of their remaining PY07 allocation by the end of the program year.

PY08 Election of Officers

The committee reviewed previous discussion on who was willing to serve as officers of the WIB. The following positions were decided:

Chairman- Steve Foster- with the stipulation of finding a Vice-Chair to at could move up to Chairperson next year

Secretary- Don Giardini

Treasurer- Charlie Kalthoff

Approval of Process for ITAs and OJTs

This item was tabled until next meeting.

Other Business

Michele discussed the recent federal increase in mileage rate from \$.505 to \$.585.

Adjourned 9:45am

Next Meeting: August 22nd, 2008 at 12pm at JCC Training Depot