



## **Cattaraugus-Allegany Workforce Investment Board**

### **Executive Committee**

Friday, September 26th, 2008 ~ 12:00 pm

JCC Community Room, Olean, NY

*Approved 10-16-08*

#### ***Committee Members In Attendance:***

Steve Foster- Five Star Bank  
Linda Kolodziejski - Alstom Power  
Chris Napoleon - Napoleon Engineering  
Tony Foti - Carpenterø Union  
Kathy Premo - St. Bonaventure  
Jodi Fuller - Cattaraugus Community Action  
Don Giardini - Laborerø Local #621  
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  
Charlie Kalthoff - Accord

#### ***Others In Attendance:***

Michele Lichy- Executive Director  
Jason Miller - Fiscal and Program Monitor  
Jerry Garmong- Allegany E&T  
Kelly Dawson- BWB (via phone)

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

#### **PY07 Audit- Kelly Dawson, BWB**

Kelly Dawson of Buffamante, Whipple, Buttafaro participated via conference call from Jamestown. Kelly reviewed the report issued by BWB for the PY07 single audit performed during September 2008. Kelly noted that the key deficiencies were that there is not enough WIB office staff to provide adequate separation of duties when handling financial matters and secondly that no member of the Board can prepare the financial statements and present them. Due to these deficiencies the WIB will never qualify as a Low-Risk Auditee.

**\* Motion by Don Giardini; Second by John Stevens to approve the PY07 single audit report as presented by Kelly Dawson of Buffamante, Whipple, Buttafaro.**

**All in Favor; Motion Carried.**

#### **Ed Barlow Presents the Future**

Steve and Michele gave a brief overview of the presentation yesterday at the Premier Banquet Center sponsored by the Cattaraugus County Youth Bureau. The day featured leading Futurist Ed Barlow who spent the morning showing some alarming trends that are happening in the World and the effect that they can have on Cattaraugus County. The afternoon was spent working in groups to use what was learned in the morning to tackle some of the current issues

affecting Cattaraugus County. There were approximately 250 Cattaraugus County leaders that attended. Jodi Fuller and Phil Ghent were also in attendance.

### **PY09-PY11 Funding Scenarios**

Michele reviewed the two documents that she had prepared showing funding projections based on level funding from NYSDOL each year projected out to PY11 including carry-in. These documents were also based on the assumption of level budgets for each year. When you carry the exercise out to PY11, we will end up spending 110% of our allocation as compared to the 78% being spent in PY08. This scenario would create deficits in both Adult and Youth funds. If you do the same exercise but include a 30% transfer from Dislocated Worker to Adult by PY10 there will be large funding problems looming as well. If we do a 30% transfer from Dislocated Worker to Adult it will solve the problem in PY09, but that assumes again level funding from the State and level budgets from the Centers. Phil asked if doing the 30% would hurt the Dislocated Worker program. Jodi asked what the options were for the Board to combat the funding downturns. Michele explained that the Executive Committee at one time looked at consolidating job functions between centers and that there many other options that can be explored. Steve ended the conversation by stating that he and Michele would work on presenting some data related to each Center's job functions so the committee can begin to look at options.

### **One Stop/WIB Lease/ Space Issues**

Michele explained the parameters of the WIB lease for the Olean One Stop and WIB office space downstairs at Park Center and DOL's lease for the upstairs space. The WIB lease is \$55,200 per year and DOL's is \$82,719 for a combined total of \$137,919 for 11,848 sq. feet of space. Although the DOL lease doesn't end until February 2010 and the WIB's ends August 2010, we need to look at ideas to either find new space for the One Stop (including DOL) and the WIB, or at least combine leases to try and save money. Steve solicited ideas from the committee for ideas for properties that we could possibly look at. If there are any ideas please contact Michele.

### **Approval Process of ITAs and OJTs**

Steve gave a background of this issue that came up while touring other WIBs about a year ago. Other areas have a committee process when approving ITAs and OJTs that include WIB and/or Board member representation instead of solely One Stop Operators. Jerry interjected that he believed this was adding a level of bureaucracy to a process that sometimes has to happen at a very rapid pace and be flexible to meet customer and business demand. Chris asked why this was being questioned and agreed with Jerry. Also distributed were reports from the Olean Chamber regarding their OJT program. John suggested that we should look at how we are spending our money. It seemed to him that a lot of the OJTs were focused on a lot of \$8.00/hour jobs. The approval process for OJTs and ITAs will be moved to Ops Oversight to discuss. Steve asked that a report be created for the One Stops to report quarterly on OJT and ITA activity.

### **Incentive Funds and Plan**

Steve reviewed the handout outlining the \$8,262.21 in Incentive Funds the area is eligible for in recognition of exceeding the NYSDOL System Improvement Indicator for "Training and Skills Development." The handout detailed ideas on how the funds could be expended. Steve reminded the committee that the letter accompanying the notice of funds explained that the funds

should not be spent on regular activity, but new and innovative ideas. Michele requested that some of the funds be allocated to implementing the system wide marketing plan focusing on the radio and television spots. Other ideas were purchasing new monitors for the computers in the Training Room at the Cattaraugus One Stop and capacity building training for each centersø staff. Jerry asked that funds also be targeted toward support of graduating RNs and the Allegany County Career Fair. A Board training session was also suggested and Steve requested that amount be reduced. Chris stated that he would do research on lower cost computer monitors. Steve asked Michele to balance the dollar amounts for everything and to resend out to everyone for review.

### **Slate of Officers**

The Board is still looking for someone to serve in the Vice-Chair capacity this year, who will ultimately replace Steve as Chair next July 2009. With no volunteers, Steve and Michele will continue to search for a candidate.

### **Economic Development Linkages**

Michele discussed how the Board needs input from the Chamber and County Economic Development to keep us apprised of new business entering the area and new opportunities. John Sayegh has agreed to present at the next Board meeting. Steve and Michele will also try to meet with Joe Williams, interim-Director of Cattaraugus County Economic Development.

### **Marketing Plan Update**

Michele gave an update of Darcyø plans to revamp the marketing plan based on suggestions given by the Board after their presentation last year.

### **FOIL Request-Update**

Steve and Michele reviewed the history of this issue stemming from NYSDOL and county attorney opinions that the WIB is not allowed to use ballot voting because it was in violation of the NYS Open Meetings Law. Based upon the consensus at the April Board meeting, Michele wrote to the NYS Committee on Open Government to request an opinion. The letter provided by Robert Freeman first deals with the issue of whether or not the WIB is subject to the NYS Open Meetings Law. Mr. Freeman informs us that because the WIB was created by Federal law and the Boardø duties and responsibilities come from that law, that his opinion is that we are not subject to NYS Open Meetings Law but rather only the federal Sunshine Provision, which basically says that we must inform the public about what we do. He further states that he cannot guarantee that if there were legal action the same opinion would be issued by a judge. Therefore, it is up to the Boardø pleasure if we want to move forward with utilizing ballot voting in certain instances. Jodi asked if the By-Laws need to be updated to reflect the ability to use Ballot voting when necessary. Michele was going to check into this issue for the next meeting.

**Adjourned: 1:55pm**

**Next Meeting: October 16<sup>th</sup>, 2008 at 12pm at the JCC College Center Community Room**