



**Cattaraugus-Allegany Workforce Investment Board  
Operations Oversight Committee**

Monday, November 22, 2010 – 2:00 p.m.

Olean One Stop, Worker's Comp. Conference Room – Olean, NY

*Approved 1-19-2011*

**Board Members Present:**

Linda Spaulding- Chautauqua Co. Office of the Aging  
Hobie Rhinehart – NYS United Teachers  
Theresa Schueckler – Catt.-Allegany BOCES  
Karen Comstock-Friendship Dairies  
Craig Clark – Alfred State College

**Others In Attendance:**

Jerry Garmong-Allegany E&T

**Staff In Attendance:**

Michele Lichy-Executive Director  
Tammy Komidar-Administrative Assistant

**Board Members Absent:**

Cesar Cabrera - NYSDOL  
Christina John - Seneca Nation  
Bob Halady – NYS VESID  
Sherry Grugel – Allegany Co. Chamber  
Jesse Gugino – JCC  
Brad Monroe-Dresser-Rand

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Michele Lichy called the meeting to order at 2:05 p.m.

**Minutes of September 22, 2010 Meeting**

**Motion by Theresa Schueckler; Second by Karen Comstock to approve the September 22<sup>nd</sup>, 2010 meeting minutes as presented**

**All in Favor; Motion Carries.**

**OJT Policy & Procedure Review**

Michele went over and explained all the changes that were made to the OJT Policy and Procedure during the Manager's meeting that was held on Friday, November the 19<sup>th</sup>.

**Motion by Theresa Schueckler; Second by Linda Spaulding to send the OJT Policy and Procedure to the Board for approval on December 3<sup>rd</sup>.**

**All in Favor; Motion Carries.**

**NYSDOL Technical Advisory #10-17 "Disruptive Customer Policy"**

Michele explains that we need to have Center Rules and a Code of Conduct in place. She went over the Technical Advisory and there is a 38 page document that the local area can use as a guide to help. She is hoping to have it ready for review at the December 3<sup>rd</sup> Board Meeting and will e-mail a copy out ahead of time to the Boards Members so they will have time to read it over thoroughly.

### **PY10 Performance Measures**

Michele explains the PY10 Performance Measures negotiation justification is to be submitted by November 23<sup>rd</sup>. She used the same numbers as she has used for the last 3 years for Average Earnings. She also explained that we do not have any data for the National Work Readiness Credential as it has not been a measure before. A conference call will be scheduled after they get our submission. It may be mid-December before we have any performance measures.

### **Training Provider Website & Applications**

The new training provider website won't be up and running until the end of December 2010 or the beginning of January 2011. There was one new applicant requesting approval - Wisdom & Associates. Michele sent the questionnaire and will wait 30 days for the response. They specialize in Lead Safety for renovations and painting and offer an 8hr. course however they are based in Alaska.

### **Service Report**

Nothing out of the ordinary in the Service Report other than Jerry saying that their numbers have dropped so dramatically due to the schools being back in session.

### **Other Business**

The WIB Directors had a Conference Call last Tuesday, November 16<sup>th</sup> and discussed two things that would be of interest to the Committee. The first being that the deadline for the Statewide OJT funds will be extended from November 1<sup>st</sup>, 2010 to December 15<sup>th</sup>, 2010. The second being a Drug Testing issue on whether or not the One Stops should get involved in performing testing at their sites. Their biggest concern is the liability of having a false positive test. Michele said that she feels that it's something we shouldn't get into and all the screening we do should be on knowledge and education not background checks and drug test.

### **Next Meeting TBD due to the Holidays.**

It will probably be a week for two before the next Board Meeting which will be in February. Michele will e-mail out a survey to see the best dates and times for meetings coming up.

**Meeting adjourned by Michele Lichy at 3:00 p.m.**