



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

Wednesday, February 18th, 2009 ~ 2pm

Cuba Hospital

Approved 4/29/09

Committee Members In Attendance:

Theresa Schueckler ó Catt.-Allegany BOCES
Jesse Gugino ó JCC
Susan Piper ó VESID
Linda Spaulding- Chautauqua Co. Office of the Aging
Hobie Rhinehart ó NYS United Teachers

Committee Members Absent:

Mary Coss - Wal-Mart
Christina John - Seneca Nation
Brad Monroe-Dresser-Rand
Karen Comstock-Friendship Dairies

Others In Attendance:

Jerry Garmong - Alleg. One Stop
Bret Marvin - Catt. Co. DSS
Michele Lichy - WIB Executive Director
Jason Miller - WIB Fiscal & Program Monitor
Susan Gallagher- NYSDOL
Jill Whitfield ó NYSDOL

Michele called the meeting to order at 2:01 pm.

Minutes of December 24th, 2008 meeting

Motion by Theresa Schueckler; Second by Hobie Rhinehart to approve the minutes of the 12/17/08 meeting as presented.

All In Favor; Motion Carried.

Gas Card Policy and Procedure

Michele explained the background of this initiative. Funding could be either \$16,600 or \$12,500 depending on how the language of the initiative is followed. Payments can be made through check or gas card. It is anticipated that not many gas cards will be used. The mileage sheet and reimbursement by check would be the preferable method of payment. Michele reviewed the written policy and procedure. Michele explained the reasoning behind having the WIB office pay the participants directly. The WIB office will create a list of mileage sheets that have been received and inform the Centers so they can inform customers of their payment status when they make inquiries. Participants would also be free to call the WIB office. The committee then ranked for priority of service the eligibility requirements for receiving a gas card or qualifying to have mileage reimbursed. It was agreed that both centers will use the WIA supportive services form developed by Allegany E&T to notify participants of their supportive services at time of approval of training. The Gas Card policy will go before Executive Committee for approval due to the fact that it is due March 2nd and the full Board does not meet again until March 13th.

Motion by Theresa Schueckler; Second by Linda Spaulding to recommend to the Executive Committee the approval of the Gas Card Policy and Procedures.

All in Favor; Motion Carried.

ITA and OJT Supportive Service Levels

Michele reviewed the current levels. The question posed to the committee was do we want to raise the ITA Caps and prioritize certain occupations. Theresa suggested that the ITA amounts be equal between occupations to prevent people from entering certain training just because they can get more training money. The committee discussed possible training courses that we could get participants into that would require a higher ITA amount. Jerry suggested raising the DW ITA amount to \$4500. Effective March 1st, 2009 pending the receipt of funds the ITA cap for Dislocated Workers will be \$4500, OJTs for both Dislocated Workers and Adults and supportive services will be \$1000/year.

***Motion by Susan Piper; Second by Linda Spaulding to recommend to the Board the approval of new ITA, OJT and Supportive Service amounts.**

All in Favor; Motion Carried.

Review of Performance Improvement Plan

Michele explained the measures that were enacted as part of the Performance Improvement plan. We are currently passing Literacy/Numeracy, though we have not yet seen the fruits of our efforts in the Reduce Number of Exiteders Certifying for UI. The committee agreed to increase the number of days since last service for the Potential Exiteders reports from 45 to 60 days.

Demand Occupation List

Michele discussed the history of this item and then reviewed the Demand Occupation List Guidelines that were originally written by Joan Sinclair. These were never actually approved by the committee and the Board. Michele then reviewed a similar document that she had created in 2004. She handed out a revision which is a combination of Joan's original policy and the one from 2004. Jerry suggested adding CAD, Culinary Arts and Construction.

Motion by Hobie Rhinehart; Second by Susan Piper to approve Demand Occupation Guidelines as presented.

All in Favor; Motion Carried.

Motion by Hobie Rhinehart; Second by Linda Spaulding to add CAD, Heavy Equipment/Construction and Culinary Arts to the Demand Occupation list.

All in Favor; Motion Carried.

Meeting Adjourned at 3:30 pm.

Next Meeting

Wednesday, March 25th, 2009 Time and Place to be determined.