



**Cattaraugus-Allegany Workforce Investment Board
Operations Oversight Committee**
Wednesday, July 15, 2009 ~ 10 a.m.
Community Room ó College Center Building ó JCC, Olean, NY
Approved 9/16/2009

Committee Members In Attendance:

Theresa Schueckler ó Catt.-Allegany BOCES
Jesse Gugino ó JCC
Linda Spaulding- Chautauqua Co. Office of the Aging
Christina John - Seneca Nation
Bob Halady ó NYS VESID

Committee Members Excused:

Cesar Cabrera - NYSDOL
Karen Comstock-Friendship Dairies
Brad Monroe-Dresser-Rand
Hobie Rhinehart ó NYS United Teachers
Mary Coss - Wal-Mart

Others In Attendance:

Jerry Garmong - Alleg. One Stop
Bret Marvin - Catt. Co. DSS
Susan Gallagher- NYSDOL
Jill Whitfield - NYSDOL
Jen Hollamby ó DPN Olean
Cheyrl Tucker ó DPN Allegany
Craig Clark ó Alfred State College
Wendy Bourgeois ó Olean One Stop
Jason Miller ó Fiscal and Program Monitor
Missy Saar ó Administrative Assistant

Jason called the meeting to order at 10:12 a.m.

Minutes of April 29, 2009 Meeting

Motion by Linda Spaulding; Second by Theresa Schueckler to approve the April 29, 2009 meeting minutes as presented.

All in Favor; Motion Carries.

Minutes of June 19, 2009 Meeting

Motion by Theresa Schueckler; Second by Linda Spaulding to approve the June 19, 2009 meeting minutes as presented.

All in Favor; Motion Carries.

Disability Program Navigator Services

Jason introduced Jen Hollamby from the Cattaraugus Rehab Center and Cheyrl Tucker from Allegany County ARC. Jen briefly explained what the DPN does and the services provided. She stated that she is looking to become more active in the program.

WIB Monitoring Plan Amendments

Jason reviewed the amendments to show the actual monitoring activities performed by the WIB office. Jerry had a question about the One Stop Center Quality Standards on page 4, wondering if they would be receiving guidance. Jason responded yes that they would receive notification and guidance prior to the monitoring visit.

Motion by Jesse Gugino; Second by Linda Spaulding to approve the amendments to the monitoring plan as presented.

All in Favor; Motion Carries.

Supportive Services Policy Amendments

Jason reviewed the amendments to the Supportive Services Policy. Jerry questioned the testing fees, stating that they currently go under the training expenses. Clarification is needed as to whether they are part of supportive services or part of the training expenses. Jason stated that this will be reviewed and any necessary changes will be made before taking it to vote.

Customer Flow – Individual Training Accounts

Jason stated that the Board of Directors want to know the process an individual goes through to access ITA's in a flow chart format at the next Board meeting. Both Jerry and Bret commented that they do have something like that prepared however neither one of them would be in attendance at the August 7th Board meeting. Theresa Schueckler suggested having the board members go to the One Stops to see what the process involved is first-hand. It was agreed by all committee members that the Board should set up a date and time to tour the One Stop offices.

End of Year Reporting

It was decided that the WIB needs to provide guidelines to the One Stops as to what information they would like presented.

Demand Occupation List – Addition of Mechanical Engineer

Bret Marvin stated a TAA participant would like to pursue mechanical engineering and that the occupation should be added as it involves STEM skills. John Slenker has also concurred on the addition of the occupation to the list.

Motion by Theresa Schueckler; second by Christina John to approve the addition of Mechanical Engineer to the Demand Occupation List effective July 1, 2009.

Ayes – 4; Nays – 0; Abstentions – 1 (Jesse Gugino); Motion Carries.

Training Provider Course Approvals

Several training providers had requested additions of courses to their listings. Some of these were master's and/or bachelor's level. There was a brief discussion about that we do not fund any training higher than a bachelor's level. There was too much confusion and since Michele was not in attendance the committee declined to take any action of these pending courses.

Next Meeting Date

The next meeting date is TBD.