



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

Wednesday, August 4, 2010 – 10:00 a.m.

WIB Office – Olean, NY

*Approved-9/22/2010*

**Board Members Present:**

Jesse Gugino – JCC  
Linda Spaulding- Chautauqua Co. Office of the Aging  
Cesar Cabrera - NYSDOL  
Brad Monroe-Dresser-Rand  
Christina John - Seneca Nation  
Karen Comstock-Friendship Dairies  
Bob Halady – NYS VESID  
Hobie Rhinehart – NYS United Teachers

**Others In Attendance:**

Jerry Garmong-Allegany E&T  
Jill Whitfield- NYSDOL  
Jack Hoffman-NYSDOL

**Staff In Attendance:**

Michele Lichy-Executive Director  
Jason Miller-Fiscal and Program Monitor  
Tammy Komidar-Administrative Assistant

**Board Members Excused:**

Theresa Schueckler – Catt.-Allegany BOCES

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Michele Lichy called the meeting to order at 10:10 a.m.

**Minutes of May 26, 2010 Meeting**

**Motion by Linda Spaulding; Second by Karen Comstock to approve the May 26th, 2010 meeting minutes as presented**

**All in Favor; Motion Carries**

**Youth ITA Cap**

In February, when the ITA cap for Adults and Dislocated Workers was lowered to \$2,000, the change did not affect Youth and it was left at \$4,500. The One Stops have requested that the Youth ITA cap also be lowered to \$2,000 over two years due to a decrease in Youth funding this year. They also requested that the amount of Supportive Services be \$500 over two years as well. This will require amendments to both the ITA and Supportive Service policies. Michele also explained that as a result of a recent Monitoring Review, we need to include “Eligible Spouses of Veterans” to each policy’s Priority of Service as well.

**\* Motion by Jesse Gugino; Second by Hobie Rhinehart to lower the Youth ITA cap from \$4,500 to \$2,000 over two years as well as the Supportive Services cap for Youth from \$1,000 to \$500 over two years and also to include “Eligible Spouses of Veterans” under each policy’s Priority of Service.**

**All in Favor; Motion Carries.**

### **PY10 Performance Measures**

Michele reviewed a hand out she created comparing our PY09 performance goals to our actual performance as of 3<sup>rd</sup> Quarter of PY09 and then the proposed goals for PY10 and what we intend to request for negotiation. She explained the difference and pointed out where goals for PY10 may have gone down or up in correlation to PY09 goals. We are requesting to renegotiate 2 Common Measures (Adult & DW average earnings) and 2 System Indicators (SMART2010 and the National Work Readiness Credential). We are requesting to keep the same goals as PY09 for the Average Earnings measures (\$12,300 for Adult and \$13,625 for DW). The two System Indicators are new measures implemented this year. The Smart 2010 requires that 95% of are participants that are deemed to have Job Search Readiness Skills will have resumes uploaded to SMART2010. The National Work Readiness Credential (NWRC) requires that we have 29 Older Youth take the exam and that 14 pass. The problem with this is that there are no NWRC test centers in Cattaraugus County and two in Allegany County. Jesse Gugino mentioned that JCC could look into becoming a test center for Cattaraugus County. We are hoping to renegotiate this measure based on the projected number of Out of School Youth our One Stops have targeted to serve this year. Jack Hoffman suggested checking with other areas to see what they are thinking about negotiating for the two system indicators as well.

### **OJT Policy & Procedure Review**

The WIB office and the One Stop Managers will review the OJT Policy and Procedures to make sure that they align with WIA law. Michele explained that there will be a lot of focus on OJTs from US and NYS DOL.

### **National Emergency Grant (NEG) OJT Application**

Michele submitted our intent to bid for the NEG OJT program on July 27<sup>th</sup>. This is only available to the 33 WIBs in NYS and NYSDOL expects all to apply. The Statement of Qualifications is due on August 11<sup>th</sup>. Funds for these OJTs will be released via NOA for the individual contracts not as one lump sum. Each area must have a local OJT Coordinator to work with DOL. Michele will serve in this capacity. This initiative is meant to serve Dislocated Workers who have been on Long Term Unemployment Insurance. Businesses can qualify for different rates for reimbursement based on the number of employees. A business with 1-50 employees can be reimbursed for and OJT up to 90%, 51-100 employees is 75% and 101 or more is 50%. The participants in this grant will count toward the number of participants we have in training.

### **WNY Regional Business Services Team**

Michele discussed who is on the team. There are 2 reps from DOL, 1 from Niagara County, 1 from Erie County, 1 from Cattaraugus/Allegany and 2 from Chautauqua. She discussed how the

team developed their Operating Guidelines and the areas that they will focus on. Those areas are Advanced Manufacturing, Healthcare/ Life Sciences, Green Renewable Energy and Leisure/Hospitality/Tourism (including agri-tourism). Each member of the team was assigned homework that Michele is tackling. They must identify their local intermediaries in each one of the sectors mentioned above as well as solicit ideas from front line staff how the team can help them with increasing the number of job referrals and entered employment rates.

### **Eligible Training Providers**

Alfred State applied to add Court and Real Time reporting. This request is denied due that fact that it does not match our Demand Occupation List. Empire State College has a couple of listings that will be denied due to not meeting the Demand Occupation List. Webucator, who was previously denied by the committee, has reapplied to provide PTCB Certified Pharmacy Technician. Michele asked the committee if they would like to amend the policy to include a time limit for when a Provider can reapply after being denied. The committee, after some discussion, decided that this not necessary and will handle these on a case by case basis. Michele will follow current procedure and send Webucator the information questionnaire for this latest request. She also reported that Business Rules, Inc. has applied to offer 5 courses specific to Mac computers. She has sent the information questionnaire to them as well.

### **Services Report**

Jason reviewed the Services Report and pointed out an inconsistency in the data regarding the new enrollments for the month in Cattaraugus County versus the break-outs. He will review and provide an updated report. He noted the renewable energy trainings in Allegany County and that the other top 5 trainings are in Healthcare.

**\*Motion by Cesar Cabrera; Second by Linda Spaulding to adjourn the meeting at 11:38 a.m.**

**All in Favor, Motion Carries.**

### **Next Meeting**

Wednesday September 22<sup>nd</sup>, 2010 at 10 a.m. Location to be determined.