



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

Wednesday, September 22, 2010 – 10:00 a.m.

JCC Community Room – Olean, NY

Approved 11-22-2010

Board Members Present:

Jesse Gugino – JCC
Linda Spaulding- Chautauqua Co. Office of the Aging
Brad Monroe-Dresser-Rand
Hobie Rhinehart – NYS United Teachers
Theresa Schueckler – Catt.-Allegany BOCES

Board Members Absent:

Cesar Cabrera - NYSDOL
Christina John - Seneca Nation
Karen Comstock-Friendship Dairies
Bob Halady – NYS VESID
Sherry Grugel – Allegany Co. Chamber

Others In Attendance:

Jerry Garmong-Allegany E&T
Bret Marvin- Cattaraugus One Stop
Wendy Bourgeois-Catt. County DSS

Staff In Attendance:

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

Michele Lichy called the meeting to order at 10:07 a.m.

Minutes of August 4, 2010 Meeting

Motion by Linda Spaulding; Second by Jesse Gugino to approve the August 4th, 2010 meeting minutes as presented

All in Favor; Motion Carries

Kenexa Prove-It Licenses

Licenses for these programs expire September 29th, 2010. The cost is \$1000 to renew. Bret stated that the employers that he has spoken to regarding this software were generally not interested. The committee decided to let the licenses expire. Michele will contact Kenexa to inform them of our intent not to renew.

PY09 Performance Reports

The WIB office just received the PY09 4th Quarter Performance report. The area has passed all of the Common Measures. Michele explained how renegotiating the Average Earnings measures for both Adult and Dislocated Worker was advantageous. The committee then reviewed the Customer Service Indicators and covered a couple of key areas from this report. All Customer Service Indicators were reached as well. The committee thanked Bret and Jerry as the One Stop

Managers for their efforts in passing all performance measures in PY09. Michele also stated that she believes the area should receive approximately \$12,000 in Incentive Funds for attaining the Youth ITA Customer Service Indicator.

Michele also talked about an award the area received for the Olean DOL office's exceptional service to Veterans. There were only 7 awards of this kind handed out in the State.

New Eligible Training Provider Website and Application

There is a new ETP site that will be up and running in October. The new site is supposed to be more user friendly than the current site. Providers that wish to transfer their offerings from the old site to the new must have their Federal ID number entered into the new site by October or offerings will not automatically be transferred.

Michele denied Business Rules as they have not returned the required questionnaire. She approved courses from Empire State College for Healthcare Management and Genesee Community College for Polysomnography Technician (sleep study). Michele also quickly reviewed a list of applications outstanding that have not yet returned their required questionnaires.

OJT Policy & Procedure Review

Michele reviewed the TA #10-15 regarding LWIA's On the Job Training Policy and talked about the draft OJT policy that was distributed at the meeting. The committee discussed the policy and some the changes that come along with it. With the State's new directives for OJT contracts it will now make the timeline to complete the application process longer than the two week turnaround. All businesses applying for OJTs now must go through a Pre-Award Certification. The committee discussed that they would like to see businesses be pre-approved for OJTs so that when the need arises there can be quick action taken. The decision was made to share the draft TA with appropriate front-line staff for a complete and thorough review instead of just recommended to the Board. It will be included on the Board agenda as a review item to also get input from other Board members as well. The committee will provide feedback and will review and take action at the next meeting. This TA is also an item on the agenda for the Regional Business Services Team that meets next week and Michele is part of that team. She will discuss with other areas how this TA is affecting their policies and may affect services.

CNA Training

Allegany E&T refers customers to 3 Nursing Homes in Allegany County that provide in house C.N.A. training. The E&T then provides these participants a stipend for participating in the program and enters this service in OSOS. The stipend is \$150 after the first week of training and \$150 for completion of the course. NYSDOL, in a recent monitoring review, has asked that the Board review and endorse the practice and has provided new guidance on entering this service into OSOS.

***Motion by Hobie Rhinehart; Second by Linda Spaulding to approve providing a stipend to C.N.A participants in training with Highland, Wellsville Manor or Absolut Houghton.**

All in Favor; Motion Carries.

Demand Occupation List

Bret Marvin asked that due to approval of the Polysomnography Technician training if we needed to amend the Demand Occupation List to include this for ITA training. Michele stated yes, that we should. A general discussion was held that there must be a category for all types of healthcare technician occupations. Michele will review the SOC website and include a general category for these types of occupations.

***Motion by Brad Monroe; Second by Theresa Schueckler to add a General Healthcare Technician category to the Demand Occupation List.**

All in Favor; Motion Carries.

Services Report

Jason reviewed the Services Report. There was not anything notable as the year had just begun. Also UI rates for August were not yet available when Jason prepared the report so it will have to be updated.

***Motion by Linda Spaulding; Second by Brad Monroe to adjourn the meeting at 11:19 a.m.**

All in Favor, Motion Carries.

Next Meeting

Wednesday October 27th, 2010 at 10 a.m. Location to be determined.