

**Chautauqua Works**  
**WORKFORCE INVESTMENT/DEVELOPMENT BOARD**  
**MEETING MINUTES**

Friday, October 20, 2023

11:30 am – 1:00 pm

Moonbrook Country Club

2879 N. Main Street Ext.

Jamestown, NY 14701

PRESENT:

Heather Brown  
Richard Dixon  
Christine Emmick  
Angel Garcia  
John Healy  
Daniel Heitzenrater  
Kent Joesel  
Christina Lyon  
Frank McAndrew  
Michael Pease  
Dave Pihl  
Dan Smith  
William Smock  
Paul Stage  
Todd Trantum  
Vincent Trippi  
Grant Umberger

EXCUSED:

Marie Carrubba  
Michelle Jones  
Richard Ryan  
Heather Turner

ABSENT:

ALSO PRESENT:

Katie Geise– Chautauqua Works WIB/WDB  
Jody Cheney – Chautauqua Works WIB/WDB  
Cheryl Lawson – Chautauqua Works WIB/WDB  
Zulma Johnson – Chautauqua Works WIB/WDB  
Rachel Barto – Chautauqua Works WIB/WDB  
Clair Swanson – Chautauqua Works-CSD  
Ed Bysiek, Bysiek CPA, PLLC



*Meeting was called to order by Paul Stage, Chair at 11:30 am.*

**Agenda Item 1 – Roll Call**

**17 - present    4- excused    0- absent**

**Agenda Item 2 – Audited Financial Statements – Ed Bysiek, Bysiek CPA, PLLC (Attachment #1)**

Ed Bysiek presented a summarized version of the Audited Financial Statement through 6/30/23. The full report was presented to the Finance Audit Committee on 10/2/23.

Independent Auditor's Report

Statements of Financial Position

Statements of Activities

Statements of Cash Flows

Note Disclosures

Schedule of Findings and Questioned Costs

Bysiek CPA, PLLC expresses an unmodified opinion on the financial statements of W.I.B., Inc. There were no material weaknesses in internal controls, no significant deficiencies in internal controls, no instances of noncompliance, no audit findings relative to major federal awards program, and was determined to be a low-risk auditee.

The organization is doing well, financial statements are as clean as they can be. Katie thanked Ed and his team. She also thanked Cheryl for having everything ready for Ed and for all the work she does on a day-to-day basis to prepare for this audit.

### **Agenda Item 3 – Director’s Report – Katie Geise**

**Summer Youth Work Experience Program** – We had another successful year with an amazing staff. We had a record high retention rate of 84%. We believe that a number of things may have impacted this with the most important/impactful being, the additional visits that the Retention Specialists made in person to every worksite weekly. This year, we made it a priority for Retention Specialists to visit worksites a minimum of two times per week. We spent more in travel, but the results were worth it. These extra visits allowed Retention Specialists to identify issues sooner and address and deescalate them faster resulting in more youth being retained rather than just let go. Another area to highlight is that we had 85% of participants have direct deposit for their paychecks. This greatly improves getting participants’ pay to them safely and timely. It also reduces the number of lost or stolen checks. Additionally, it provides an excellent financial literacy opportunity. Thank you to Jody who served as the WIB team lead on SY and Zulma for her work on completing all of the payroll for the program. We are already planning for next year!

**Youth Employment Program (YEP)** – OTDA announced a new program which is identical to SY but available when SY is not available. Areas who received GVP funding received this funding. We received just over \$413,000 available from January 1, 2024 – June 30, 2024. We plan to hire two staff as Retention Specialists for run this program county wide. We are currently preparing to post the positions with timing being critical so that we don’t make offers too early or too late as new staff cannot start until January 2nd. These paid work experiences will be for up to 16 weeks, up to 29 hours/week.

**Business Seminar** – We are hosting our fall Business Seminar this Thursday, October 26, 2023. There is a flyer in your packet. Today is the last day to register.

**New Tenant in Jamestown** – We have a new tenant in Jamestown – Journey’s End:

**MISSION STATEMENT**

Journey's End Refugee Services, Inc. is a Christian community-based organization with the mission of welcoming refugees without regard to ethnic origin or creed and to assist them to become healthy, independent, contributing members of the community.

**PURPOSE STATEMENT**

To provide refugees with the resources and support they need to become successful, active and contributing members of the Western New York Community.

They provide services in the areas of resettlement, employment and entrepreneurship, education, and legal services.

Katie met with one of Journey’s End’s program coordinator as they had recently expanded from Buffalo to Jamestown. The Program Coordinator mentioned that they were looking for office space in Jamestown. Katie mentioned that we had some cubicles open in our Jamestown office. Some Journey’s End staff toured our building and saw the cubicles. They leased one cubicle starting in August. They reached out to us in September stating that they were expanding and believe they will need three additional cubicles starting in November. We are currently waiting to hear back from them with confirmed dates and to finalize a sublease agreement. We have three cubicles all ready for them. With this sublease, the Jamestown office will be full.

This is a great new tenant and partnership for Chautauqua Works. As the refugees that Journey’s End is working with become work ready, they will already be familiar with our office, services, and staff making transition to an active job search and ultimately employment seamless.

**Government Shutdown** – Everyone is probably aware of the dysfunction happening in Washington DC right now which is literally putting all action/work at a stand-still. On a bi-weekly call including the WDB Directors and NYSDOL yesterday, Katie asked about the impact of the current state of things federally on the release of already appropriated FY23 funding which is the remainder of our Adult and Dislocated

Worker PY23 funding. The following was NYSDOL's response: Since the FY23 funding was already appropriated and the government is operating under a Continuing Resolution through November 17, 2023, NOOs are expected from USDOL any day and to not be impacted by the current state of things in DC and the lack of a passed FY24 budget. What could impact the WIOA funding is if Congress decides to rescind any of the WIOA funding. What has happened during similar tenuous political environments is Congress has passed a 1% or 2% rescission of already appropriated funds. This would result in a follow up NOA from NYSDOL to locals with a reduced funding amount in the amount of the rescission percentage applied by Congress. As a NYATEP member, NYATEP's federal lobbyist has been watching this closely and keeping NYATEP informed of any information regarding delays in completing the NOOs. Nothing has been reported to date.

FY24 Draft Budget Proposed - Additionally, prior to the ousting of the speaker of the house and the threat of a government shutdown, a preliminary FY24 budget was proposed that cut WIOA funding by 60%. Most notably, the majority of that 60% was a complete ELIMINATION of ALL WIOA Youth funding, Job Corps funding, and AmeriCorps funding. We have been actively advocating and educating representatives on the catastrophic negative impact this will have on a workforce environment already in crisis. At a time when we need every individual who could be working, working. We need resources to reach populations disconnected to the workforce with multiple barriers to employment more than ever.

**Holiday Get Together** and Thank You to Retiring/Resigning Long Time Board Members Doug Stock, Dave Wilkinson, Nichole Segrue – Stockton Hotel or Shorewood – Thursday, November 30th, Tuesday, December 5th, Wednesday, December 6th – 4:00pm-6:00pm.

Rachel Barto, Specialized Employment Coach presented on the programs that she works on: GVP, Probation, and Homeless. She reviewed each program and shared success stories.

#### **Operator Report – Clair Swanson**

Clair reported that Staff is doing great work but have not quite bounced back from COVID yet. She shared that we do have customers participating in trainings, and are providing work experiences to youth. Some success stories were included in the Operator Report in the packet. CSD is in a good place with staffing at this time. A new youth Navigator, Erika Retzer, has been hired in the Dunkirk office.

#### **Agenda Item 4 – Finance Report – Cheryl Lawson**

##### **BUDGET TO DATE AND CHANGES IN BUDGET**

Review and discussion of Budget to Date through 9/30/23 and changes in funding to the Annual Budget for fiscal year 7/1/23-6/30/24 since the last Board Meeting on 5/10/23

##### WIOA Revenue section:

- We carried in and received more WIOA funds than anticipated, Increasing WIOA revenue by \$198,913
- Currently all TAA petitions for Chautauqua County have completed their trainings, therefore we won't see this line-item change unless a company files a petition.

##### Other Grant Revenue section:

- We received an increase in funding of \$257,454 in Other Grant Revenue, as we received the OTDA YEP program funding and an additional grant with COI for the homeless.

Overall, revenue increased \$456,367 for our current fiscal year.

Our budgeted expenses will follow our revenue. Therefore, the changes in budget expenditures directly relate to the revenues for the grants we discussed above.

## Expenditures:

- Currently there are variances in the Operator Contract, as we will receive September's invoice in October.
- There are variances in WIOA Training. There are invoices outstanding, as we expect most of them to come in October for the Fall 2023 session.
- Youth Work Experience is under-expended and we continue to work with the Operator to spend this money down.
- The Gun Violence Project has been moving along quite well. We anticipate fully expending that funding. The funding goes through March 31, 2024. but we anticipate expending it prior to that date.
- We are under-expended in WIB Program and Admin Support and that relates to the timing of our grants. Much of WIB staff time is dedicated to other various grants in the summer months, such as the Summer Youth Work Experience Program and Healthcare Internships.
- There is a variance with Operating expenses. This variance will become lower as we have planned expenditures for technology, such as Upgrading End Point Protection, Implementing Cloud Backup, and KnowBe4 End User Security Training.
- The TANF Summer Youth funds we fully expended.
- We received OTDA YEP funding that will begin on January 1, 2024, that is why you do not see a variance there.
- HHS Self Sufficiency variance is a timing issue, as we will receive their September invoice in October.
- The Chautauqua County WDI variance is due to most of the funding being applied during the first quarter of the fiscal year, while college students are on summer break.
- The NCCF is showing a variance as we did not have any interns apply for healthcare interns in the North County this year.
- The COI Homeless grant was scheduled to conclude at the end of September. COI recently contacted us and they would like to contract with us again to continue these efforts. We received an additional \$40,000 for the Homeless program.

## Agenda Item 5 – Resolutions

**Motion 1:** To approve the minutes from May 10, 2023 meeting. **Motion to approve was made by Rich Dixon and seconded by Todd Trantum. Vote approved and motion carried.**

**Motion 2:** To approve the Finance Audit Committee Recommendation to accept the Single Audit, Management Letter, Form 990 and CHAR500 prepared by the auditing firm of Bysiek CPA, PLLC for fiscal year ending June 30, 2023. **Motion to approve was made by Dan Smith and seconded by Todd Trantum. Vote approved and motion carried.**

**Motion 3:** To approve the Finance Audit Committee Recommendation to accept the 7/1/23 – 6/30/24 revised budget. **Motion to approve was made by Mike Pease and seconded by Dan Heitzenrater. Vote approved and motion carried.**

**Discussion:** Questions was asked by Paul Stage if there are any financial issues that we could foresee that might be an issue in the next year? Cheryl responded that there are no foreseeable financial issues even with the potential government shut-down. We have done several scenario's and we are still in a good position.

**Motion 4:** To approve the Finance Audit Committee Recommendation to accept the 7/1/23 – 9/30/23 budget to date. **Motion to approve was made by Christine Emmick and seconded by Todd Trantum. Vote approved and motion carried.**

**Motion 5:** To approve the Training Committee Recommendation to accept the revised Chautauqua Demand Occupation List. **Motion to approve was made by Dan Heitzenrater and seconded by Grant Umberger. Vote approved and motion carried.**

**Discussion:** Katie explained the review of the Chautauqua Demand Occupation List. The occupations listed are the occupations that are forecasted to grow and have jobs available for job seekers. We will spend training funds/money on those occupations. We obtain this information from the NYS Labor Market Analyst and also obtain information from front line staff to determine final occupational demand list. We try to make the list very inclusive.

**Agenda Item 6 – New Business**

No new business.

Dan Heitzenrater relayed information provided by the Sheriff's Department about a new program called IGNITE, which will be offered to inmates in the jail. The program is designed to give inmates education, vocational training and skills to help them once they're released from a county jail. It offers basic literacy and numeracy courses as well as GED preparation and vocational training at the county jail by partnering Jamestown Community College and Erie 2-Chautauqua-Cattaraugus BOCES.

Dave Pihl reminded everyone of the Affordable Connectivity Program. This is a federal program that offers up to \$30/\$75 off per month to broadband services for people that meet the criteria, which is at or below 200% of federal guidelines. People need to apply for that and be eligible. All carriers in the county participate. This is good information to give to our customers.

**Meeting was adjourned at 12:58 pm.**

**Reminder: The next Workforce Investment Board Meeting will be in the Spring 2024. Date, time, and place to be determined.**

\_\_\_\_\_  
Jodell Cheney, Administrative Assistant

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Christine Emmick, Secretary

Date Approved: \_\_\_\_\_