

WORKFORCE INVESTMENT BOARD MEETING MINUTES

JCC North Training & Conference Center
10785 Bennett Road
Dunkirk, NY 14048
Tuesday, January 17, 2006

PRESENT:

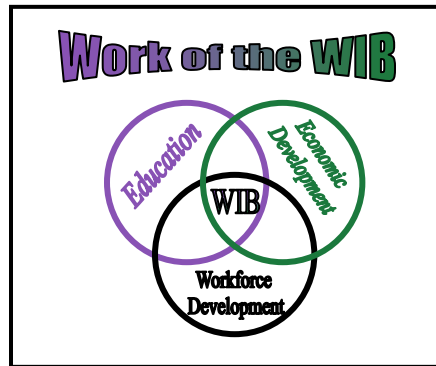
Ann Anderson
Marie Carrubba
Diane Chodan
Bruce Erickson
Carolyn French
Angel Garcia
Tom Holt
Carla Howie
Gary Johnson
David Pihl
Susan Piper
William Prieto
Richard J. Rodriguez
Ron Sellers
Richard Star
Doug Stock
Colleen Taggerty

EXCUSED:

Pamela Lydic
Dan Smith
Sylvia Stenander
Todd Tranum

ABSENT:

Jeff Aiken
Steve Godfrey



ALSO PRESENT:

Paul Shibley – Regional DOL
Katie Geise - Project Director, CSD
Clara Swanson-Chautauqua Works
Sue McNamara – Executive Director
Rich Dixon - Finance Director
Lori Jafarjian - Business Services Director
Jody Cheney - Administrative Assistant
Cheryl Calhoun – Finance/Business Services

Meeting was called to order by William Prieto -Chair, at 7:35 a.m.

Agenda Item 1 – Roll Call, Review, Chair’s Report

17 - present 4 – excused 2– absent

Bill called the meeting to order and noted that there was an updated agenda (attachment #1). The Executive Committee has been interviewing attorneys for the WIB. Initially 6 attorneys were interviewed. The list was narrowed down to three, and a recommendation will be made to hire Dale Robbins.

Agenda Item 2–Director’s Report - Sue McNamara

Sue reviewed the Director’s Report (attachment #2)

- YES Grant
- Operations Jobs
- MOU
- CCON
- COPC Grant
- Retention Analysis

Finance Report - Gary Johnson - Gary reviewed the Revenues for WIA Revenue and Special and Unrestricted Revenues. He noted that we will be receiving an additional \$42,000 for Dislocated Worker Supplemental money due to the fact that we met all of the trigger points. Gary reviewed the expenses for the One Stop Operator Program, Non-Operator Program, System Expense, Grant Expense and Unrestricted expenses. He stated that the Finance committee will continue to work to simplify the expense reports so they are more

easily understood. Gary also noted that the Finance committee feels that the budget is on target for the first 6 months of the year.

Business Services Report - Lori Jafarjian - Lori reviewed the Business Services Report for quarter ending 12/31/05. She noted the drop in Market Penetration for total businesses served and businesses receiving services other than listing jobs. She feels that the number of businesses served is the same or exceeds last year's numbers, but the Business Services Team is using a new reporting mechanism, which is OSOS. Many of the team members do not yet have access to the OSOS system and, therefore, cannot enter the information, or it is simply not been entered yet. The Business Services team will all be using the OSOS system to record and track market penetration. Chautauqua County was 3rd in the state for market penetration last year with just the Department of Labor and Chautauqua Works personnel entering information into OSOS. The goal for this year is to reach 55% with the additional information entered by the partners. The Business Services Team will be working to make sure all the information gets into the OSOS system to reflect the true Market Penetration. Lori also reviewed the Training Grants and the Integration of Business Services Team.

Operator Report - Katie Geise - Katie reviewed the Operator Report. She reviewed One-Stop Customers Carry-in, Carry-In Active, New Enrollments, Carry-In Exits, New Enrollment Exits, Current Active Enrollments, Entered Employment, and Average Wage. Katie reviewed One-Stop activities/Swipe card utilization, job search, computer usage, workshops, and referrals, as well as reviewed program numbers for PY01, PY02, PY03, PY04, PY05 and One-Stop employer activities, Swipe Card Customer Satisfaction Survey results, Trainings, and What's happening.

Youth Council - Dick Rodriguez - Dick reported on the activities/projects of the Youth Council:

- Update on Youth Programs
- Operation Jobs
- Youth Agency Fair - March 22, 2006 at Bellinger Hall from 9am to 3pm
- Manufacturing/Trades Career Campaign
- Mentoring program with dropouts
- Entrepreneurship
- ESL
- Teaching technical reading & writing.

Agenda Item 3 - Resolutions

Motion 1: *To accept minutes from November 15, 2005, and December 12, 2005 meetings.* Motion to approve was made by Bruce Erickson and seconded by Dick Rodriguez. **Vote approved and motion carried.**

Motion 2: *To appoint Dale Robbins as the WIB Attorney.* Resume is attached (attachment #3). Motion to approve was made by Marie Carrubba and seconded by Ron Sellers. **Vote approved and motion carried.**

Agenda Item 4 - Formation of committees for 2006

Susan Piper requested the formation of a One-Stop System Development Committee to bring the One-Stop Partners together and review progress of the One-Stop System; work to improve and integrate One-Stop services; and create a tighter network of services. It was suggested that this committee be an Ad-Hoc committee and see what the interest is from our partners. If there is a lot of interest and the decision is made to continue with this committee, the by-laws could then be amended to make this a standing committee.

Sue reviewed each committee and asked each board member to choose the committees they would like to serve on. The following committees were established:

Officers

Bill Prieto, Chair
Carolyn French, Vice Chair
Gary Johnson, Treasurer
Doug Stock, Secretary

STANDING COMMITTEES

FINANCE COMMITTEE

- Responsible for the oversight and monitoring of the fiscal integrity of all funds under the control of the Board.
- Responsible to seek and develop funds necessary to achieve the goals of the Workforce Development plan adopted by the full Board.

2006 GOALS:

- To simplify the budget so that board members can better understand the complex funding.
- To better differentiate mandated expenses/revenue from discretionary and/or grant expenses/revenue.

MEMBERS: Gary Johnson, Chair
Diane Chodan
Tom Holt
Sylvia Stenander
Dan Smith
Steve Godfrey

MEETS:

8:30 AM - 2nd Tuesday of the month (possibly change to 1st week)
Every other meeting will be a Teleconference
Physical meetings together will be at the Jamestown One-Stop

ONE STOP SYSTEM /PERFORMANCE COMMITTEE

- Responsible for the development and oversight of all one-stop operations. Includes operations and facilities when necessary.
- Responsible for the oversight of performance standards, One-Stop certification, and system integration.

GOALS:

- Review and provide guidance on business services team integration and MOU system integration.
- Develop and recommend “fee for service” initiatives as appropriate.

MEMBERS: Carla Howie, Chair
Jeff Aiken
One-Stop Operator – Katie Geise
One-Stop Reports Administrator - Clara Dolce
NYS DOL Technical Assistance - Paul Shibley

MEETS:

3pm - - 2nd Thursday of every month
Business Services Conf. Room-Jamestown One-Stop

BUSINESS COMMITTEE

- Responsible to recommend policies and programs to support the business customers including but not limited to customized training, and business customer performance measures including satisfaction and market penetration.

GOALS:

- Develop and implement an on-going employer survey to assess hiring and skills needs.
- Consider opportunities to better support the small businesses and entrepreneurs in the **county**.

MEMBERS: Pam Lydic, Chair
Richard Star
Carolyn French

MEETS: 7:30 AM 1st Tuesday of every month
Sinclairville for first meeting. Telephone conference as necessary.

TRAINING COMMITTEE

- Responsible for recommending priorities and policies on training to WIB, including but not limited to self-sufficiency definition, ITA guidelines, and demand list.

GOALS:

- Develop and implement career ladders in the prioritized industries (manufacturing, health care and travel/tourism).
- Develop and implement plan with partners to improve basic skills of current workforce (math, reading, writing, computer, and customer service) – as measured by EFF Work Readiness Credential.
- Develop and implement “immediate” target training initiatives as appropriate.

MEMBERS: Ron Sellers, Chair
Doug Stock
Angel Garcia
Dave Pihl
One-Stop Operator - Katie Geise

MEETS: 3:00 p.m. 3rd Wednesday of every month
Dunkirk One-Stop - Subsequent meeting places TBD.

YOUTH COUNCIL

Establish policy to guide youth programs, allocate resources available through the WIB to youth programs and initiatives, and monitor performance standards set by Youth Council.

GOALS: (these come from existing PY05 Youth Council Strategic Plan)

- Improve access to existing youth resources by youth. (Youth Agency Fair & CCON)
- Work with schools and others to develop a holistic approach to develop decision-making, work ethic, creativity, entrepreneurship, and hope. (Operations Jobs)
- Create a greater awareness of career opportunities in Chautauqua County for youth GED grads and drop-outs.

MEMBERS: Dick Rodriguez, Chair
Ann Anderson

Bruce Erickson
Colleen Taggerty
Marie Carrubba
Todd Trantum

MEETS: 3:00 p.m. -February 28, 2006 and May 2, 2006
Cassadaga Job Corps

ADHOC COMMITTEES – MEMBERSHIP APPOINTED BY THE CHAIR

PERSONNEL/NOMINATING COMMITTEE

Responsible for the preparation of recommended candidates to fill the vacancies of the Board and propose a slate of candidates for officers.

- The Personnel/Nominating Committee will monitor and address Board member attendance and other Board related activities.
- Oversight of Personnel Policies for WIB employees.

MEMBERS: Marie Carrubba, Chair
Doug Stock
Diane Chodan
Susan Piper
Carla Howie

PUBLIC AWARENESS, chair TBD

MEMBERS: Bill Prieto, Chair
Katie Geise

- o Develop and implement a plan to improve the public awareness of what the WIB is and the services provided by Chautauqua Works.

Agenda Item #5 - New Business - No new business.

Motion to adjourn - Bruce Erickson

Meeting was adjourned at 8:57 a.m.

Reminder **The next Workforce Investment Board Meeting will be:**

Tuesday, March 21, 2006 7:30 am
Chautauqua Works-Jamestown One-Stop
Second Floor Conference Room
23 E. 3rd Street
Jamestown, NY 14701

Jodell Cheney, Administrative Assistant

Doug Stock, Secretary

Date Approved: _____