

# WORKFORCE INVESTMENT BOARD MEETING MINUTES

Chautauqua Works One-Stop  
23 E. 3<sup>rd</sup> Street  
Jamestown, NY 14701  
Tuesday, March 21, 2006

## PRESENT:

Marie Carrubba  
Bruce Erickson  
Angel Garcia  
Tom Holt  
Carla Howie  
Gary Johnson  
David Pihl  
Susan Piper  
William Prieto  
Ron Sellers  
Dan Smith  
Sylvia Stenander  
Colleen Taggerty

## EXCUSED:

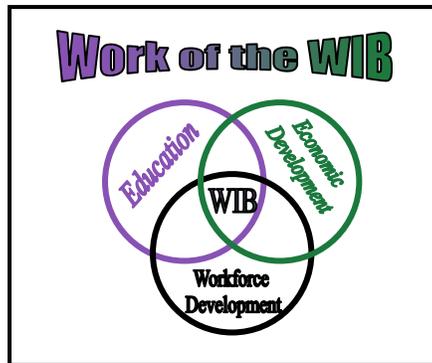
Ann Anderson  
Diane Chodan  
Carolyn French  
James Hurtgen  
Pamela Lydic  
Richard J. Rodriguez  
Richard Star  
Doug Stock

## ABSENT:

Jeff Aiken  
Rich Alexander  
Steve Godfrey  
Todd Trantum

## ALSO PRESENT:

Paul Shibley- Regional DOL  
Sue McNamara - Executive Director  
Jody Cheney - Administrative Assistant  
Katie Geise-Project Manager  
Jill Whitfield - Department of Labor



*Meeting was called to order by Bill Prieto, Chair, at 7:34 a.m.*

## Agenda Item 1 – Roll Call, Guests, Chair’s Report

13 - present    8 – excused    4– absent

**Motion 1:** *To accept minutes from January 17, 2006 meeting.* Motion to approve was made by Marie Carrubba and seconded by Bruce Erickson. **Vote approved and motion carried.**

## Agenda Item 2 - Chair’s Report - Bill Prieto - No report

Sue McNamara introduced guests:

- Jill Whitfield - NYS Department of Labor

**Agenda Item 3 - Directors Report - Sue McNamara** - Sue reviewed the Director’s Report (Attach #1) and discussed the following:

- MOU
- Youth Services Fair
- Summer Youth work Experience
- Grants
  - YES Grant
  - 21<sup>st</sup> Century Grant
  - COPC Grant
  - Brooks Health Care

- Pending Grants
  - High Tech Incubator
  - OSHA Grant
  - Partnership with Youth Bureau
  - BUSINYS - 37L
  
- Washington - Albany - Functional Alignment
  - Washington
  - Albany
  - Functional Alignment and other System changes - An exercise was performed to demonstrate Functional Alignment. All committees will have a part in making the decisions to deal with the 26% reduction in funding.

Finance Report - Gary Johnson - Gary reviewed Statement of Revenue and Expenses. The WIB has drawn down less money than we budgeted for by \$58,000. As we proceed throughout the year, we should catch up. A lot of this is timing issues. Special & Unrestricted revenue is under budget for the year to date. The Expense variance is very similar to what we have on the revenue side. Since we only draw down money when we pay, the revenue and expense should be very similar. Total budget for the PY05 is 1,860,419, PY04 was 2 million.

WIA funds will be down 26% for PY06. This is about half of what we had in PY03. This is a significant loss. The state as a whole was cut 14%. There will be further challenges on how we provide services and how we manage revenue and expenses.

Gary read a portion of a letter from a monitoring letter we received from NYS. "Except for a few minor findings, the areas are in compliance. WIB has effective internal controls." This letter gives us all some confidence that the WIB staff and committees are doing what they are supposed to do.

Business Services - Lori Jafarjian - No report. Lori unable to attend meeting due to death in the family. Sue announced the 2006 Job Fair to be held at the Clarion Hotel and Conference Center in Dunkirk on April 6, 2006 from 1pm - 4pm.

Operator Report - Katie Geise - Katie reviewed the Operator Report. This month she added definitions to the terms, which helped to explain the report. She reported on 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.

#### **Agenda Item 4 - Committee Reports**

Training Committee - Ron Sellers - The Training Committee is proposing 3 resolutions:

**Motion 2:** *To commit \$20,000 of supplemental funds or amount needed (whichever is lower) to develop the workforce pool of press brake operators based on employer input.* Gary Johnson explained what a press brake is and how it works and why the need is there. Motion to approve was made by Carla Howie and seconded by Bruce Erickson. **Vote approved and motion carried.**

**Motion 3:** *To amend the self sufficiency definition in the WIB Training Policy to read as follows: All individuals who meet on of the following criteria:*

- *Current wage level is below \$25.00 per hour and do not have TANF funds available (temporary assistance for needy families) for training*
- *Qualify as a dislocated worker*

*Priority is given to Chautauqua county residents or employees of Chautauqua County when funds are scarce.*

The WIB discussed and amended the resolution for the last line to read: ***Priority is given to Chautauqua County residents or employees of Chautauqua County when funds are scarce as declared by the Training Committee.*** Motion to approve the resolution as amended by Bruce Erickson and seconded by Tom Holt. **Vote approved and motion carried.**

**Motion 4:** *To amend On-the-Job (OJT) in the WIB Training Policy to read as follows:*  
*An OJT contract is limited to 50% of training wages, excluding overtime and commissions, only starting time.* Motion to approve was made by Marie Carrubba and seconded by Sylvia Stenander. **Vote approved and motion carried.**

Business Committee - Bill Prieto - Bill commented that the Business Committee had set new goals for the Business Services Team. The motion is focused on small business. Extra effort will be dedicated to small businesses.

**Motion 5:** *To provide the following guidance to the One-Stop Business Services Team:*

- *Outreach goal will be 500 of the 1389 (36%) of the small businesses with between 5 and 100 employees over a year.*
- *Outreach is defined as a visit or call to a business we are not currently working with.*
- *29 calls (99% acceptable quality level - AQL) will be sampled through telephone follow-up to evaluate the “quality of outreach”.*
- *Business Services Team Members will be encouraged to develop their “sales” skills through training and coaching.*

The WIB discussed and amended the resolution for the last bullet point to read: ***Business Services Team Members will develop their “sales” skills through training and coaching.*** Motion to approve resolution as amended was made by Ron Sellers and seconded by Marie Carrubba. **Vote approved and motion carried.**

One-Stop Performance & Systems - Carla Howie - Carla reported on the One-Stop Performance & Systems Committee’s walk through and evaluations of the One-Stops. The committee did find some areas for improvements. Those areas of improvements will be discussed at their next meeting. The committee learned more about the common measures. They are ready to do the walk through in Dunkirk. The committee has met twice so far.

Youth Council - Colleen Taggerty - Colleen reported that the Youth Council is taking a hard look at developing a concept for Manufacturing and Trades careers. Friday, members of the council will be going to Erie Manufacturing Association and the Erie WIB to see what they are doing for manufacturing. We constantly hear from manufacturing that people’s skill or work ethics are not what is needed. The Youth Council is looking at developing a career ladder with the Training Committee. The big question is how to move kids’ interests to manufacturing as there are jobs in manufacturing. Discussed at Youth Council that tours needed to be conducted to show them. The Youth Council has come up with two strategies: #1 - get the kids to tour manufacturing facilities; #2 - get school personnel to tour some of the manufacturing facilities.

**Agenda Item 5 - New Business** - Bruce Erickson brought up the concern that there is going to be an employee shortage in the next 10 years. Where are the employers going to find people? There should be a needs assessment that you can get information back right away. Needs to know what jobs are open and available right now. Need a county wide block of data that says this is this week’s openings. Sue stated that a survey will go out to all manufactures that will ask the questions regarding hiring needs from now through 6 months, estimated skill levels, and will be industry specific. She will look into how do we capture what DOL already produces into something that is meaningful to everyone and is easy to get good, timely data.

Motion to adjourn - Bruce Erickson

**Meeting was adjourned at 9:15 a.m.**

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

**Tuesday, May 16, 2006 7:30 am  
JCC North Training & Conference Center  
10785 Bennett Road  
Dunkirk, NY 14048**

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Jodell Cheney, Administrative Assistant

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Doug Stock, Secretary

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