

WORKFORCE INVESTMENT BOARD MEETING MINUTES

JCC North Training & Conference Center
10785 Bennett Road
Dunkirk, NY 14048
Tuesday, May 16, 2006

PRESENT:

Ann Anderson
Marie Carrubba
Diane Chodan
William Daly
Bruce Erickson
Carolyn French
Gary Johnson
Pamela Lydic
Susan Piper
William Prieto
Ron Sellers
Richard Star
Sylvia Stenander
Doug Stock
Colleen Taggerty
Todd Trantum

EXCUSED:

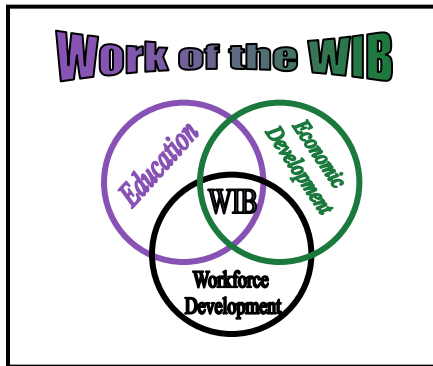
Jeff Aiken
Angel Garcia
Tom Holt
Carla Howie
Richard J. Rodriguez
Dan Smith

ABSENT:

Steve Godfrey
David Pihl

ALSO PRESENT:

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
John Slenker - NYSDOL Div. of Research & Statistics



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

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

16 – present 6 – excused 2– absent

Bill called the meeting to order and noted that there is an acronym handout (attachment #1) that may be helpful during the meeting. Introductions were made. John Slenker from the NYSDOL Division of Research & Statistics is the guest speaker.

Motion 1: *To accept minutes from March 21, 2006 meeting.* Motion to approve was made by Marie Carrubba and seconded by Bruce Erickson. **Vote approved and motion carried.**

Motion 6: *The Executive Committee proposes Ron Sellers as candidate for vice-Chair.* Motion to approve was made by Pam Lydic and seconded by Diane Chodan. **Vote approved and motion carried.**

Agenda Item 2–Director’s Report - Sue McNamara

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

- Economic Development
- Summer Youth Work Experience
- Functional Alignment and other system changes
- Pending Grants
 - High Tech Incubator
 - Partnership with Youth Bureau
 - ARC-Appalachian Regional Commission
 - NSF- Academics for Young Scientists

Motion 2: *To approve the amendment to the Chautauqua County Three Year Local Plan.* Sue spoke about Functional Alignment and gave background. She explained the customer flow chart for the functional alignment plan. This amendment meets the requirements from the state. This amendment has been published in the newspapers as a public notice as well as on the Chautauqua Works website for public comment. Implementation of the functional alignment plan starts July 1, 2006. The Board gave their input and comments for what they feel is critical to make functional alignment successful.

- Flexibility
- Positive relationships
- Customer Service - very important
- Coordination of Services
- Welcome Team is critical to the entire functional alignment plan.

Motion to approve was made by Doug Stock and seconded by Ron Sellers. **Vote approved and motion carried.**

Operator Report - Katie Geise. Katie reviewed the operator report included in the packet and noted that for One-Stop Employer activities, there are currently 3 OJT for Adults in the process, 2 OJT for Dislocated Worker and 6 Youth are in the final steps of approval. Katie noted that 30 new youth have been enrolled. Kris Overfield is now in Jamestown full time and Lori Palisin is in Dunkirk 3 days a week serving youth. An increase has already been noted for both locations due to the changes. Katie discussed the first Work Readiness Credential course and noted that the Job Fair was a great success. It was an excellent example of partners coming together and coordinating an event.

Agenda Item 3 - Committee Reports

Finance Committee Report - Gary Johnson

Motion 3: *To establish a \$50,000 line of credit with Key Bank.* Gary noted that a line of credit is not really needed at this point, but the best time to get it is when you don't need it. We have been offered a very nice line of credit with Key Bank. The line of credit will only be used in an emergency.

Motion to approve was made by Doug Stock and seconded by Sylvia Stenander. **Vote approved and motion carried.**

Motion 4: *To require that the full board approve accessing the line of credit when needed.*

Amended Motion: *To require that the Executive Committee approve accessing the line of credit when needed.* Motion to approve as amended was made by Marie Carrubba and seconded by Pam Lydic. After much discussion regarding when and who can access the line of credit, Pam Lydic withdrew her second to the motion. There was more discussion and a decision was made to approve the motion as amended and propose another motion to clarify the Board's role in the process. Motion to approve as amended was made by Marie Carrubba and seconded by Bruce Erickson. **Vote approved and motion carried.**

Motion 7: *To require that the full board be notified immediately when a need becomes apparent for use of the line of credit.* The process was discussed. The staff of the WIB will identify the issue, the Staff will notify the entire board immediately via email or other means. The Board members will then give input to the Executive Committee if a board member has an opinion about the issue and the Executive Committee will make a decision to approve the accessing of the line of credit. Motion to approve was made by Diane Chodan and seconded by Doug Stock. **Vote approved and motion carried.**

Gary reviewed the proposed budget for PY06 and noted the changes on the Revenue and Expense sides. It was noted that there was more money allocated to training this year. This is a preliminary budget. The board will not vote to approve the budget until the next meeting. This gives the board an opportunity to review and comment.

Training Committee - Ron Sellers

Motion 5: *To add Medical Secretary to demand list.* Motion to approve was made by Bruce Erickson and seconded by Doug Stock. **Vote approved and motion carried.**

Business Committee - Pam Lydic - Pam briefly discussed the survey that the Business Committee has been working on to send out to employers. The survey will be trying to determine the business needs in the county for both short and long term. The survey has been reviewed by the Business Committee and has been sent out to a pilot group of 20 employers. The survey will be sent out to all employers once the results are received from the pilot group.

One Stop Performance & Systems - Carla Howie - In Carla's absence, Sue reported on the activities of this committee. At the last meeting, the committee discussed the walk-thru of the One-Stops, established an action plan for continuous improvement, and discussed functional alignment.

Agenda Item 4 - Labor Market Analysis - John Slenker, NYSDOL Research & Statistics

John presented a power point presentation and discussed the following:

- Unemployment Rates
- Commutation Patterns
- Population Trends
- Labor force by race & sex
- Labor related trends
- Annual average employment by industry
 - Total Non-Agricultural Employment
 - Natural Resources, Mining & Construction
 - Manufacturing Employment
 - Trade, Transportation, & Utilities
 - information Technology Chautauqua County
 - Financial Activities Chautauqua County (insurance, banking)
 - Professional & Business Services (tech boom, Y2K problem)
 - Educational & Health Services
 - Leisure & Hospitality
 - Other Services
 - Government
- Occupational Projections - Top 25 Fastest Growing
- Change in Population by age

John concluded his presentation by saying that the statistics suggest that:

- Workforce is aging
- 20-30 year olds are leaving and not being replaced.
- Challenge is to attract people to the County and build our workforce to replace the impending retirements.

Agenda Item 5 - New Business - No new business.

Motion to adjourn - Bruce Erickson

Meeting was adjourned at 9:05 a.m.

Reminder

The next Workforce Investment Board Meeting will be:

**Tuesday, July 18, 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: _____