

WORKFORCE INVESTMENT BOARD MEETING MINUTES

JCC North Training & Conference Center
10785 Bennett Road
Dunkirk, NY 14048
Tuesday, September 19, 2006

PRESENT:

Marie Carrubba
Bruce Erickson
Carolyn French
Angel Garcia
Gary Johnson
Pamela Lydic
David Pihl
Ron Sellers
Sylvia Stenander
Doug Stock
Colleen Taggerty

EXCUSED:

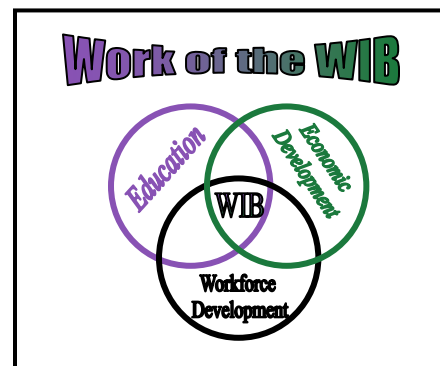
Ann Anderson
Jeff Aiken
William Daly
Tom Holt
Carla Howie
Susan Piper
William Prieto
Richard J. Rodriguez
Dan Smith
Richard Star

ABSENT:

Steve Godfrey
Todd Trantum

ALSO PRESENT:

Katie Geise - Project Director, CSD
Clara Swanson-Chautauqua Works
Sue McNamara – Executive Director
Cheryl Calhoun - Finance Director
Lori Jafarjian - Business Services Director
Jody Cheney - Administrative Assistant
Scott McDonald-Youth Program Coordinator
Sam Drago-NYS DOL
Jill Whitfield-NYS DOL



Meeting was called to order by Ron Sellers – Vice Chair, at 7:35 a.m.

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

11 - present 10 – excused 2– absent

Ron Sellers called the meeting to order and introduced guests: Sam Drago, Regional Administrator for New York State Department of Labor, Jill Whitfield, Dunkirk office Supervisor New York State Department of Labor, and Scott McDonald, Youth Program Coordinator.

Motion 1: *To accept minutes from May 16, 2006 meeting.* Motion tabled. There were not enough WIB members to meet quorum. Will vote on at 11/21/06 meeting.

Agenda Item 2–Director’s Report - Sue McNamara

- Recap of Summer activities – Sue thanked Gary Johnson, Cheryl Calhoun, and the Finance Committee for their work in developing the budget for this year during our transition with the new CFO position. The transition came at the year end closing and there were many reports to submit, etc.
- New Activities – Chautauqua Works has been recommended by New York State to be one of 7 soft launch areas for the National Work Readiness Credential. We were a field sight and the only One-Stop WIB system in New York State that was designated. We will participate in the fall in the soft launch. The advantage is the state will be paying for many of the launch expenses. Employers will be invited, at the state’s cost, to have some of their employees tested.
- NYATEP – Sue has been elected to the NYATEP board. She will be able to help the system in the transition to a new governor and will have the opportunity for input. She has also been assigned to the state task force to look at Labor Market statistics.
- Functional Alignment – Much progress has been made this summer to functionally align the One-Stops. Meetings have been held with partners and many ideas implemented.

Operator Report - Katie Geise. Katie reported that the Common Measures numbers from the state had been received for the 4th quarter and all the common measures were met. She reviewed the items under What's Happening in her board report:

- Functional Alignment
- SYWEP
- Veterans Job Opportunity Expo
- Job Developer position

Business Services Report – Lori Jafarjian – Lori thanked the Business Services team that has worked so hard on Market Penetration. For the year end, we are up 30%. As of the 4th quarter, our Customer Satisfaction is at 71%, which is 98% of the goal. Chautauqua County is in the top 5 for Customer satisfaction in the state. Lori also reviewed Upcoming Events, Previous Event Summary, and Business Services Team Integration.

Agenda Item 3–Finance Report – Gary Johnson

Gary introduced Cheryl Calhoun as the new CFO for the WIB. The WIB is currently undergoing an audit for last years Program Year. Gary presented the proposed budget (attachment #1). He reviewed revenue and expenses. There was nothing extraordinary in this budget. At the next meeting, the financials for last year will be available and will be reviewed. Gary noted that Cheryl is doing a nice job. She has a tremendous amount of oversight from New York State with the auditors. Sue noted that the numbers in this year's budget are much larger for Dislocated Worker and Adult. This is deceiving because the federal government is looking at reducing. We are very fortunate for this year as we put some cost savings in place over the last year and a half. As we move to Functional Alignment and serve Department of Labor clients, Wagner–Peyser will open up different opportunities. We will be able to serve some UI participants and may be in a position this year to tackle some special projects (such as the Press Brake Operator project that we did last year). We still hear from employers that they are having a hard time finding a trained, reliable workforce. Gary noted that training dollars have increased and this is important for employers to know since they need the training for their workforce. Gary also mentioned that they are working on a new Insurance policy. This policy will be for protection for assets, fidelity bonds for employees, and additional protection for WIB members. Once the new policies are final, they will share with the entire WIB.

Agenda Item 4 – Youth Programs – Scott McDonald

Scott introduced himself as the new Youth Program Coordinator. He reviewed the Summer Youth Work Experience Program with a power point presentation. The Summer Youth Work Experience Program report was distributed (attachment #2). Scott reviewed the following topics:

- Summer Youth Program Comparison
- Characteristics Summary
- Education: Work Readiness
- Education: Safety Awareness
- Business Participation
- Future Employer Changes

Agenda Item 5 – Dunkirk One-Stop Facility

Currently, Chautauqua Works co-locates with the Department of Labor in Dunkirk on Lake Shore Drive. Sue McNamara and Sam Drago participated in a conference call with Russ Oliver with the Department of Labor in Albany. He made it clear that the Department of Labor is not interested in renewing the lease at that location. The WIB needs to decide what our plan will be. The Department of Labor is also looking for some rent from us in the interim. Previously DOL's contribution to the system was the space in Dunkirk. This program year DOL has lost 42 Million in Wagner Peyser funding. They have closed 32 offices since 1/1/06 and are trying to get out of infrastructure where they can. The decision that needs to be made is whether we still want to have 2 functional One-Stops in Chautauqua County. Do we still maintain a One-Stop in the north, if yes, where, how, and who would we partner with. The DOL is committed to being a partner with us. If we would move somewhere else, they would go with us. If we stay, DOL would stay there also. The lease

is currently \$22-\$25 thousand. This would be a budget implication this year. A short-term issue is that DOL is asking us to pay rent which is a direct hit that we have not budgeted for. Sam Drago indicated that the DOL may continue to hold the lease if there was some direct benefit of doing so, but that would have to be a decision made in Albany. It was suggested a committee be formed to collect and review data to see what the implications will be and then present to the entire board. The new committee will consist of the following members: Doug Stock, Pam Lydic, Dave Pihl, Ron Sellers, Gary Johnson, Angel Garcia, Jill Whitfield, Katie Geise, Sam Drago, and Sue McNamara.

Agenda Item 6 - New Business - No new business.

Motion to adjourn - Bruce Erickson

Meeting was adjourned at 8:50 a.m.

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

**Tuesday, November 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: _____