

WORKFORCE INVESTMENT BOARD MEETING MINUTES

Chautauqua Works One-Stop
23 E. 3rd Street
Jamestown, NY 14701
Tuesday, November 21, 2006

PRESENT:

Marie Carrubba
Bill Daly
Bruce Erickson
Carolyn French
Angel Garcia
Tom Holt
Gary Johnson
Pamela Lydic
Susan Piper
William Prieto
Richard J. Rodriguez
Dan Smith
Sylvia Stenander
Colleen Taggerty

EXCUSED:

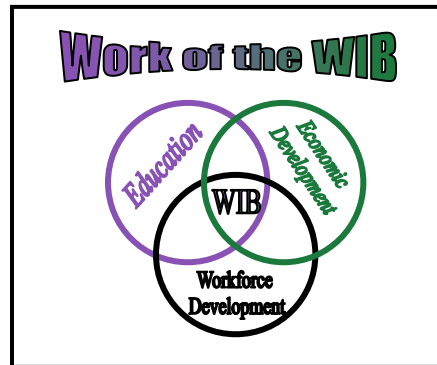
Jeff Aiken
Carla Howie
David Pihl
Ron Sellers
Richard Star
Doug Stock
Todd Tranum

ABSENT:

Ann Anderson
Steve Godfrey

ALSO PRESENT:

Kevin Wystup – Johnson Mackowiak
Sue McNamara - Executive Director
Cheryl Calhoun – Director of Finance
Jody Cheney - Administrative Assistant
Katie Geise-Project Manager
Scott McDonald – Youth Coordinator
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

14 - present 7 – excused 2– absent

Motion 1: *To accept minutes from May 16, 2006 and September 19, 2006 meeting.* Motion to approve was made by Carolyn French and seconded by Marie Carrubba. **Vote approved and motion carried.**

Agenda Item 3 – Finance Committee Report – Gary Johnson - Gary introduced Kevin Wystup from Johnson Mackowiak, and Associates. Kevin presented and reviewed the Single Audit Report for July 1, 2005 – June 30, 2006 (Attachment #1). He noted no problems. Everything is in compliance with professional standards. A management letter was not issued as there were no findings. Gary commented that Cheryl Calhoun and Rich Dixon did a very good job. Internal controls are excellent. It is highly unusual to have an audit with no findings.

Motion 2: *To accept the July 1, 2005 – June 30, 2006 single audit prepared by JMMM.* Motion to approve was made by Carolyn French and seconded by Marie Carrubba. **Vote approved and motion carried.**

Agenda Item 2 - Chair’s Report - Bill Prieto – Bill thanked staff for all the hard work. He stated they are doing a phenomenal job, especially in working so hard to meet the performance measures and obtaining the incentive monies.

Directors Report - Sue McNamara - Sue reviewed the Director's Report (Attachment #2) and discussed the following:

- Functional Alignment
- WRC-Work Readiness Credential
- North County Health Care Career Campaign
- SUNY Fredonia – High Tech Incubator
- 21st Century Grant – Dunkirk Schools
- Youth Grants
- Spitzer Transition – Washington - NYATEP

Operator Report - Katie Geise - Katie reviewed the Operator Report. A new report was added this month to include Functional Alignment statistics (Attachment #3). This report will be included in the packet from now on. The numbers listed on this new report are inclusive of all customers entering the One-Stop. The numbers that are on the regular Operator report reflect Intensive Staff Assisted services. With Functional Alignment, Chautauqua Works and the Department of Labor are responsible for the performance on all of the customers. The challenge is how to follow-up on such a large number of customers. Jill Whitfield and Katie are still working to figure this out. Katie spoke about OSOS soft exits and how to manage them as well. Katie presented reports for Walk-in's for DOL and CW for the Dunkirk Office (attachment #4) and the Jamestown Office (attachment #5).

Agenda Item 4 – Dunkirk One-Stop Facility – Update – Sue McNamara – Sue acknowledged Jill Whitfield. Bart Bella and Diane Chodan have both retired and Sam Drago will be retiring soon. Jill has taken on the additional workload. Sue reviewed the criteria (attachment #6) established for selection of a site: Accessibility, Image, Flexibility, Technology, Cost, and Size. She also reviewed the work that has been done so far in selecting a site for Dunkirk:

- Architect RFP has been sent is due back 11/21/06
- Data Collection Analysis has begun and Partners approached concerning their interest in co-location
- Possible sites visited or considered

Agenda Item 6 – Incentive Grant Projects

An updated project list was distributed (attachment #7). Each of the following were discussed and ranked. Sue asked that everyone evaluate the projects looking for 1) greatest impact on the workforce and, 2) positive impact on achieving the performance measures:

- WRC – Remedial Training
- Work Readiness Training for Non-English speaking job seekers
- Supportive Services
- Computer Training
- Retention Specialist
- Customized Training projects for employers
- Career Campaign for Manufacturing, Health Care and Travel/Tourism
- Drop-out Program
- School to Work Experience for 14-16 year olds
- PR and Advertising
- Support for Follow-up Services
- Grant Writing

A vote was taken and Retention Specialist and Career Campaign for Manufacturing, Health Care and Travel/Tourism were the selections for the Incentive money to be spent on.

Agenda Item 5 – New Website – Jody Cheney – Jody introduced the new website. It is currently being tested. As of December 1, 2006, a soft launch of the website will be initiated. This will give staff and customers a chance to

give feedback. At the beginning of January 2007, a press party will be held with staff, partners, and newspapers for the official web site launch.

Motion to adjourn - Bruce Erickson

Meeting was adjourned at 8:57 a.m.

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

Tuesday, January 16, 2007 7:30 am
JCC North Training & Conference Center
10785 Bennett Road
Dunkirk, NY 14048

Jodell Cheney, Administrative Assistant

Doug Stock, Secretary

Date Approved: _____