Section I. Strategies

1. Funding Strategies

Please describe strategies currently underway or being planned by the local board to address continuing reductions to WIA resources. The State appreciates that local areas will find it increasingly more difficult to deliver the same high quality services they have in the past with less WIA resources. Therefore, we are interested in what other funding sources and resources you are seeking to supplement WIA funds, whether through leveraging foundation or grant funds, establishing corporate partnerships, exploring regional strategies, utilizing partner resources, or other creative initiatives. In describing how the local area will support local and regional workforce needs while continuing to provide high quality services to job seeking customers and businesses, address your area’s efforts to:

   a. Further coordinate existing resources;
   b. Leverage additional resources, both public (federal, state, local) and private;
   c. Expand current functional alignment efforts to achieve further integration of workforce services;
   d. Implement consolidation strategies and efficiencies;
   e. Engage with neighboring local areas to regionally plan provision of services;
   f. Reduce current infrastructure costs; and,
   g. Form new partnerships and alliances (i.e. community colleges, faith based entities, etc).

In developing strategies to address the expected reduction in funds, the Chautauqua County WIB formed a team comprised of partner agencies that provide staffing to the one-stop facilities. This team included representatives from the Department of Labor (DOL), E2CC BOCES, Jamestown Community College (JCC), and Career Systems Development (CSD) – the agency contracted to manage the WIA one-stop services. This team has developed the following strategies to deal with the reduction in funds while at the same time meeting the system goal of improving placement and retention rates for customers:

   a. Reduction of Training Funds:
      i. Reduction of ITA Cap: The current ITA cap is $2,500 per program year. The recommendation will be to lower this cap to $2,000.
      ii. Demand Occupation List: The number of occupations listed as demand occupations will be limited and constrained to those that have been identified as meeting local industry demand and assisting customers find and retain employment with family-sustaining wages. These occupations will be aligned with the other WIBs within the 13N regions in which Chautauqua is working.
      iii. Requests for On-the-Job trainings funds will be monitored closely and used on a restricted basis.

   b. Securing Additional Grant Funding: The WIB has and will continue to aggressively seek alternative funding from various public and private sources. The WIB has partnered with other local areas in the Southern Tier as well as the Buffalo-Niagara region in applying and subsequently receiving 13N grants. Monies received from this grant
initiative are expected to defray staff salaries and provide additional funds for sector-specific training. The WIB has also applied for local community foundation grants that if awarded will allow the one-stop system to provide support in preparing the workforce of the future and attempt to stop the brain drain that is occurring in the county. If received, monies will be used to defray staff salaries and provide additional services to the area youth in preparation for entering the workforce. Other potential funding sources could result from partnering with the Pennsylvania one-stops that border Chautauqua County and share a labor force. The WIB is also working with other local agencies such the Workforce Development Center and Department of Social Services to determine needs and potential funding and/or cost sharing arrangements.

c. System Design Changes
i. Intensive Services: Services will be customized based on assessment of customer segment and needs. The one-stop will develop new interactive workshops based on customer segment needs. Customer segments include professionals, mainstream (mostly dislocated workers) and entry-level workers. The interactive nature will be focused on skill building as well as continued assessment information. Cost-savings will be realized as system partners will be asked to deliver some of the workshops. The system will also realize a savings given the economies of scale of delivering workshops to groups of individuals rather than one-on-one interactions with one-stop staff.

ii. Improved Efficiency of Match/Referral Tool: Various assessments tools will be implemented so that staff can easily identify and verify customer skill levels. In addition, the business services representatives will work with businesses to ensure that the key skill needs will be identified and included in the job order process, thereby improving the effectiveness of the match and referral system. Information will also be collected from employers on what credentials, certifications, and/or education required for current open positions. Representatives will also attempt to gather information on anticipated hiring needs so that the system can prepare to be more of demand driven. Anticipated changes in skills required will also be collected to better prepare the area’s workforce. Strong partnerships have been developed with local employers.

iii. Streamline Front-End Operations: The resource room will provide customers with professional assistance and access to equipment/information. By improving the verbal triage that is conducted at the front-end will improve the referrals of customers to the most appropriate service.

iv. UI Orientations: The goal of changes in this area will be to engage more customers in value-added services and connection with the One-Stop. One-on-one assessments will be enhanced to
ensure that an objective inventory of skills be created and entered into OSOS and offer customized services based on assessments and customer segment needs. WIA staff will be used to conduct assessments at this initial stage to accomplish goal.

v. Functional Alignment – the team will continue to examine opportunities to further integrate WIA staff and DOL staff to effectively provide customer services in an environment of reduced funding. Partners will be included in the re-alignment process.

2. Regionally Based Sector Strategies

Local areas have previously been engaged in strategic planning to develop their human capital to address the needs identified by key industry sectors in their region. The USDOL’s WIRED framework and the Department’s own Regional Sectoral Strategy Initiative are also focused on the development of a talent pipeline to fuel the needs of key growth industry sectors and clusters within a regional economy. This framework brings together all the key players in a region to leverage their collective assets, resources and knowledge in order to devise strategies that focus on infrastructure, investment, and talent development that will optimize innovation and successful regional transformation. The workforce system must be fully connected and aligned with state and regional economic development and growth strategies. This requires integration of workforce development, economic development, and education systems in support of economic competitiveness. To this end, discuss your local board’s efforts to engage in the development of a regional sector or cluster based strategy. Include within this discussion:

a. Progress made in advancing the strategic planning efforts outlined and described in the local area’s previous WIA Plan, and how this connects to the development of a regionally based sector strategy;

b. Progress towards aligning the services of the local workforce system, economic development and education systems to support a regional based sector strategy;

c. Policies adopted or planned for aligning training initiatives and ITAs to sector strategies and demand occupations;

d. Partnerships developed in support of this effort and the role of these partners;

e. Planned outcomes related to your strategy; and,

f. Next steps to be taken in this effort during the coming year.

a. Chautauqua is facing a workforce crisis not unlike the crisis faced by most of upstate New York. The crisis is driven a declining population, the lack of available and skilled workforce for entry level jobs and the pending baby boomer retirements in skilled positions. There are also immediate demands for professionals in engineering, health care and maintenance. Thus the WIB has developed strategies to focus on both the

• long-term development of a talent pipeline to increase the number of local youth interested and trained for the high demand careers within the region, and
strategies to meet the immediate workforce needs of local employers.

Since the last local plan, the WIB has actively begun to regionalize its efforts to meet both the long term and short workforce needs. The sectors identified as priority industries in previous plans remain the same:

- manufacturing (trades),
- health care,
- travel/tourism, and
- agriculture.

Specifically, the WIB is formally engaged in two 13N projects and one regional internship project. On-going discussions with Pennsylvania continue to explore the possibilities of formalizing a regional approach encompassing multi-state issues. The Chautauqua WIB is engaged with the six WIBs along the Southern Tier I-86 corridor to focus on advanced manufacturing through a 13N grant. The emphasis will be placed on developing a talent pipeline as well as developing projects to address the immediate needs of finding talent for immediate jobs available in manufacturing. In parallel to the regional efforts in the Southern Tier, Chautauqua is also associated with the 13 N regional efforts connected with Erie and Niagara Counties. This emphasis is also on manufacturing as well as Life Sciences. Both regional efforts are connected by their foundation on STEM skills. Health Care is prioritized to be the next sector to benefit from regional work in the Southern Tier.

In addition to the regional efforts underway through formal grants, the Chautauqua WIB also has continued to support priority sectors through projects and initiatives inviting neighboring workforce areas to participate as appropriate. One example is the annual high school health care career fair. The WIB partners with local health care organizations, Health Network to offer an opportunity for high school students to explore the diverse careers available in health care. Other events include the annual agriculture fair, educational summits (Tough Choices, Tough Times) and job fairs.

b. Every initiative and/or project now involves representatives from education/economic development and workforce partners (see table below). Through standing coalitions and teams as well as through special projects, increasingly representatives from each system understand the objectives and resources of the respective entities which leads to more alignment. For example, the WIB sits on the countywide economic development team which includes representatives from the County IDA, Department of Development, Empire State Development Corporation, Empire Zones, Visitor’s Bureau and Small Business Development Center. This partnership supports ongoing coordination to support business retention, job creation and special projects involving skill development. The WIB sponsored business services team consists of representatives from all local economic development, educational and workforce entities. The business services team meets on a monthly basis to coordinate employer outreach, special projects and educational opportunities for businesses. Increasingly representatives from the Cattauragus/ Allengany region are joining our planning and project teams.

Local Plan Modification
Examples from an educational perspective involved cross membership in the Chautauqua County Educational Coalition as well as the recently developed ENET coalition which oversees internships and school to work activities. A third network focused on education and youth development is the Chautauqua County Outreach Network which includes youth organizations, schools, and government.

Chautauqua County WIB also works with local foundations and government through its involvement in an “investors group” to identify community gaps and opportunities. The need for workforce development and the brain drain’s impact on sustainable communities is the current focus of the investors’ group.

c. As part of the 13N initiatives Chautauqua is working to coordinate policies such as demand lists, ITA and self sufficiency levels across the regions. The demand occupation list for Chautauqua County aligns with the sectors prioritized. The current demand list follows. It is updated to reflect changes in the environment as appropriate.

<table>
<thead>
<tr>
<th>OCCUPATION</th>
<th>HEALTH AND HUMAN SERVICES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Registered Nurses</td>
</tr>
<tr>
<td></td>
<td>LPNs - licensed practical nurses</td>
</tr>
<tr>
<td></td>
<td>Home Health Aides:</td>
</tr>
<tr>
<td></td>
<td>Dental Assistants:</td>
</tr>
<tr>
<td></td>
<td>Nursing Aides, Orderlies, And Attendants (CNAs)</td>
</tr>
<tr>
<td></td>
<td>Medical Secretary</td>
</tr>
<tr>
<td></td>
<td>TOURISM &amp; SERVICE INDUSTRY</td>
</tr>
<tr>
<td></td>
<td>Customer Services Representatives</td>
</tr>
<tr>
<td></td>
<td>MANUFACTURING</td>
</tr>
<tr>
<td></td>
<td>Machinery Maintenance</td>
</tr>
<tr>
<td></td>
<td>Computer controlled Machine Tool Operators - (CNC)</td>
</tr>
<tr>
<td></td>
<td>Machinist</td>
</tr>
<tr>
<td></td>
<td>Forklift Drivers - materials movement</td>
</tr>
<tr>
<td></td>
<td>Welding Machine Setters &amp; Set-up: Advanced Welding Skills (TIG/MIG)</td>
</tr>
<tr>
<td></td>
<td>Packaging And Filling Machine Operators (Food Processing)</td>
</tr>
<tr>
<td></td>
<td>Cutting, Punching &amp; Press Machine Operators &amp; Set-up</td>
</tr>
<tr>
<td></td>
<td>TRUCKING AND AUTO</td>
</tr>
<tr>
<td></td>
<td>Truck Drivers, Heavy Or Tractor-trailer (over the road)</td>
</tr>
<tr>
<td></td>
<td>Automotive Mechanics</td>
</tr>
<tr>
<td></td>
<td>CROSS OCCUPATION SKILLS</td>
</tr>
<tr>
<td></td>
<td>Basic Computer Skills</td>
</tr>
<tr>
<td></td>
<td>Supervisory Skills</td>
</tr>
</tbody>
</table>
d. Multiple partnerships have been developed within county as well as within regions. Formalized partnerships are listed.

<table>
<thead>
<tr>
<th>WIB Board</th>
<th>WIB Chair</th>
<th>WIB Business Members</th>
<th>Executive Director</th>
<th>Business Service Director</th>
<th>ENET Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>13N Southen Tier Leadership</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13 N - Erie Niagara Chair</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUNY - Erie Niagara</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Workforce Development**
- Chautauqua Works (Career Systems Development - Operator)
- Every Woman Opportunity
- Job Corps
- New York Department of Labor
- Ross Learning, Inc.
- Rural Development
- Migrant Farmworkers Program
- Vets Program

**Education**
- Chautauqua County Education Coalition
- Dunkirk City Schools
- ChicoROCKS
- Jamestown Business College
- Jamestown Community College
- Literacy Volunteers
- Panama School
- Randolph School System
- SUNY Fredonia
- Superintendents of Local School Districts (19)
- Workforce Development Center (AFL-CIO)

**Economic Development**
- Chautauqua County IDA - Department of Development
- CODI - Micro Loan Programs
- Dunkirk - Shenley Empire Zone
- Dunkirk Development Department
- Empire State Development Corporation
- Jamestown Development Corporation
- Jamestown Development Department
- Jamestown Empire Zone
- Small Business Development Center
- SUNY Fredonia Technology Incubator
- Westfield Development Corp

**Business Association**
- Chautauqua County Chamber of Commerce
- Chautauqua Visitors Bureau
- Manufacturing Association of Southern Tier

**Government**
- County Executive
- City, Village, and Town of Dunkirk
- City, Village, and Town of Jamestown
- City Law Enforcement
- County Probation
- DSS - Temporary Assistance
- DSS - Homeless and Foster Care Services
- NYS - CDBG grants
- Office of the Aging
- Sheriff's Department - Jail

**Community Based Organizations**
- Arts Community Services
- Arts Council
- CASAC - Alcohol and Substance Abuse
- CHDC - Chautauqua Housing - Transportation
- CHDC - Community Action
- Chautauqua Boys & Girls Club
- FBO - Faith Based Initiative - County
- FBO - Faith Based Initiative - County
- First Light Of Hope (Minority Churches)
- Gateway Center
- Jamestown Boys & Girls Club
- Jamestown YMCA
- Jamestown YWCA
- Joint Neighborhood Project
- NYT - Veterans and Academic Enrichment
- TEAM - Parenting and Pregnant Teens
- VSPD - Substance Use Prevention and Treatment

**Disabilities Community**
- Independent Living
- Learning Disabilities Association
- NOD
- The Resource Center
- IBD

**Foundations**
- CHDC - Chautauqua Regional Community Foundation
- Ebbie Foundation
- Family Foundation
- NCLCF - Northern Chautauqua Community Foundation

---

| Local Plan Modification | 6 |
We are currently engaged with neighboring counties on the following projects:

- 13N Southern Tier (Catt/Alleg; CSS; Tompkins; Broome-Tioga; CDO)
- 13 N Western NY (Erie; Niagara)
- Internships (Catt/Alleg)
- Job Fairs, Ag Fair, Food Fair (Pennsylvania; Catt; Erie)

e. Outcomes – the intended outcomes of each these initiatives is to address our priorities –

  ▪ long-term development of a talent pipeline to increase the number of local youth interested and trained for the high demand careers within the region, and
  ▪ available workforce to meet the immediate needs of local employers.

f. Plans for the future include developing regional strategies across state borders with Pennsylvania.

Briefly describe any other regionally focused initiatives currently underway or planned by your local board.

The Chautauqua WIB has prioritized the development of a talent pipeline to feed all of the prioritized sectors. The WIB has formed a coalition, ENET, of business, educational, economic development leaders to spearhead and coordinate efforts to build a talent pipeline. The first regional project has been focused on college internships. The second phase involves incorporating high school internships into the model. Underlying each phase of talent pipeline is the development and maintenance of an employer clearinghouse. The clearinghouse captures information from employers willing to work with youth in a myriad of ways including internships, job shadowing, presentations, summer youth, work experience, etc.. The ENET coalition is also focused on disseminating information about immediate career opportunities in the region as well as information regarding the career paths available in each sector.

1. Youth

Describe the strategies, activities and initiatives currently in place or planned by your local area to improve your ability to meet or exceed the Youth System Indicator and Common Measure goals through improved youth program design and service delivery. Include a description of any joint
regional efforts your local area is also involved with or is planning with regard to youth initiatives. Specifically, address:

a. **Increasing Out-of-School Youth Participation**: Describe the current and planned recruitment strategies to expand and market services to out-of-school youth. Describe current and planned retention strategies to ensure seamless, year-round services to out-of-school youth despite possible gaps caused by expiration of provider contracts.

Currently, we are working closely with the GED centers to meet with the youth who show an interest in attaining a GED but haven’t enrolled at the center yet. By offering our employment and training related services, we can support the youth in his/her efforts to attain the GED, preparing them for future employment with pre-vocational skills workshops, career opportunities and demand occupation data, and work experience as part of a work readiness component. We have partnered with Job Corps to offer a joint orientation which allows us to make every interested youth aware of our workforce services and the Job Corps program. This ensures that every youth interested in Job Corps, whether they choose to enroll at Job Corps or not, is connected to available services and employment in our area. We are working to build a partnership with probation to assist youth who are in the probation system become connected to our services and ultimately employment. We would like to improve our relationships with the area schools to get dropouts referred to us immediately.

b. **Literacy/Numeracy Gains**: Describe service strategies (current and planned) for assuring that out-of-school youth deficient in basic reading/writing and math, attain these basic skills. Describe the assessment strategy and procedures for pre-testing the basic reading/writing and math skills of all out-of-school youth for basic skills, including the assessment test, and the rationale for the timing of the pre-test within the 60-day window (i.e., is the pre-test administered at the beginning or at the end of the 60-day window, and how does this timing align with the service strategy?). Describe the assessment strategy and the procedure for ensuring post-testing occurs within one year of the first youth service or prior to exit.

As part of the Youth’s service strategy, we find it is imperative to determine whether or not we need to address basic skills deficiency early on in the process. We pretest or secure pretest scores at the beginning of the 60-day window, either TABE testing at the One Stop or most frequently utilizing the GED centers to pretest. Post testing will occur 3-6 months after the program enrollment date. We have an incentive program which rewards youth for attending classes and increasing their functional level(s).

c. **Attainment of a Degree or Certificate**: Describe assessment and service strategies (current and planned) for youth to attain a high school diploma, GED, or certificate. Describe the specific certificate training (current and planned) offered by the program, and how each certificate relates to employment opportunities in the local area and/or region.
Our current plan is to target juniors and seniors in high school who are expected to secure a local or Regent’s Diploma. We contract a School-to-Work program who focus on these youth, providing them with tutoring after school to enhance their educational success with supported employment as an incentive as part of the work readiness component. We also work closely with the GED centers, providing work readiness training and work experience to youth who are actively working on attaining their GED. We are currently researching the Customer Service Certificate to see if it would fit into the service strategy of youth interested in entering the workforce in a customer service-oriented field, while allowing us to meet the certificate attainment measure. We have dual enrolled with Job Corp in the past and continue to utilize this strategy to meet this measure. Job Corp offers training in healthcare and the trades, which are demand occupations in Chautauqua County.

d. Placement in Employment or Education:  Describe assessment and service strategies (current and planned) for placing youth into employment or enrolling youth in post-secondary education and/or advanced training/occupational skills (including apprenticeship, apprenticeship preparation, OJT, work readiness skills training, etc.).

As part of the work readiness skills services, we use CHOICES as an assessment tool to allow the youth to determine strengths/weaknesses and interests. We offer mock interviewing, workshops, we provide information on the local labor market, access to job postings, and work experiences. We started an Incentive program where points are earned for completing tasks that support educational/employment related success. Gift cards are given as a reward and encourage participation and support retention. Youth Navigators assist with the college process, including applying for financial aid. Army Recruiters visit the One Stop regularly to offer information to those youth interested in the military. Job Corps also has a presence at the One Stop. The training Job Corps offers allows youth to attain marketable skills that lead to employment. We have a Job Developer on staff that regularly meets with employers. The Job Developer promotes work experiences for youth that will result in permanent hires upon successful completion. Youth Navigators work directly with local businesses to find employment opportunities for youth. The Summer Youth Work Experience program continues to successfully market youth and introduce them to the workforce and supports the year round youth services program as a whole.

4. Other Service Strategies

Describe your service delivery strategies and initiatives currently in place or planned by your local area to address the workforce related needs of special populations. Include a description of any joint regional efforts your local area is involved with or is planning. Specifically, describe strategies to address the needs of:
a. **Unemployment Insurance Customers**: UI claimants comprise over 60 percent of the one-stop system’s current customer base. Describe current and planned strategies to improve services to UI customers, particularly in light of the goals established in the Incentive/Sanction Technical Advisory 07-11 and 07-11.1 and in alignment with the Reemployment Services Plan in your local area.

   Chautauqua Leadership Team (DOL, Operator & WIB) has focused on the Initial Assessments done immediately after the REOS orientations. According to the current REOS plan, each orientation participant receives an one-on-one intake/assessment interview after the group session. Plans have been developed to cross train staff (WIA & DOL) so that the assessment is inclusive of developing an employment plan and registering customers immediately into intensive services as appropriate. The goal is to decrease the time between orientation and the services needed to obtain employment. Monthly “all staff” training occurs to increase the awareness of partner and community services available to UI customers. Additionally intensive services and workshops are being customized to meet the various needs of the UI customer. For example, resume workshops geared for professionals will be offered in addition to those offered to the high needs customers.

b. **Individuals with Limited English Proficiency**: Describe the need for employment, training and supportive services to individuals with limited English proficiency in your area. Describe current and planned strategies for increasing access to ESL training; providing services and materials in multiple languages; increasing cultural awareness among staff serving customers; and current and planned partnerships to improve the local area’s ability to serve individuals with limited English proficiency.

   Serving customers with limited English Proficiency has long been a priority for the WIB. Currently bi-lingual support is offered in each One-Stop by DOL, WIA and partner staff. Materials are offered in Spanish as appropriate. Our most active partners in serving the limited English population include Literacy Volunteers, BOCES, Rural Opportunities, Joint Neighborhood Project, and the Faith based group, Light of Hope.

   We formally partner with COPC (HUD grant for Community Outreach Partnerships) in Dunkirk. COPC’s mission is to improve the employment and quality of life for those residents within a targeted area. As a partner of COPC, we introduce employment, education and ESL services into every event offered. Recent events include health fair, community night, and a City dialog session. Another outreach effort is accomplished through a formalized 21st Century partnership with Dunkirk City Schools. The One-Stop is involved with providing GED, ESL and employment assistance to parents of middle school students. These outreach efforts have been targeted in Dunkirk due to the high rate of LEP (12:1) within the community. In Jamestown, the second highest LEP community, partnering with the Joint Neighborhood Project and Gateway Center has provided an opportunity to reach the community in non-traditional methods. The Operator is currently serving on a task force sponsored by the United Way to develop strategies to better integrate the Hispanic residents into the workplace.
c. **Low-Income, Low-Skilled Workers:** Describe current and planned strategies for increasing the ability of low-income workers to earn sustainable wages and access good jobs with benefits and/or career ladders that will help sustain themselves and their families. Describe current and planned strategies for assessing and increasing the skills of workers, including the TANF population, to enable them to qualify for higher wage positions. Describe strategies to partner with other agencies to provide these workers with supportive services including transportation, child care, mentoring, etc.

With a individual poverty rate of 16% within the county and an increasing demand for entry level workers, significant effort is spent on strategies to develop the skills of the low-income customer. The operator participates on a local team lead by DSS to coordinate the case management for DSS customers. Additionally the WIB Business Services Director is working directly with DSS to develop strategies to better connect employer needs and opportunities to DSS staff. Some strategies under consideration include employer breakfasts, mini job fairs, integration of DSS onto the Business Services Team. Yet another strategy is the customization of workshops and intensive services for the unique needs of the low income/low skilled customer. Training based on the Ruby Payne model of breaking the cycle of poverty is being offered to all staff (DOL, WIA and partner) in the summer of 2008 to assist with the development of more effective delivery service models.

d. **Individuals with Disabilities:** Describe current and planned strategies for providing services to individuals with disabilities through the one-stop center, including the role of the Disability Program Navigator and how that role will be sustained in light of diminishing funds. Discuss how functional alignment has improved service delivery, partner relationships and referral processes as it relates to this population.

The Disability Navigator has played a significant role in coordinating services, educating staff and being a central point of contact for issues relating to customers with disabilities. Chautauqua is fortunate to have a plethora of services available for the disabled so coordination is essential. Agencies that coordinate services through the One-Stop include VESID, learning disabilities, STEL (mental illness), Independent Living, and The Resource Center. Dialog with VESID continues in terms of long term sustainability of the DPN function.

e. **Veterans:** Describe new or planned local/regional initiatives for providing services to veterans in, or returning to, your local area.

The Vets Representative in Jamestown has continued a massive outreach effort in partnership with State Vets, County Vets and One-stop staff to host a job fair/community event focused on the needs of vets and employers. Both One-Stops provide vet services.
f. Other individuals with barriers to employment: Discuss any other strategies in place to address services to individuals with barriers to employment.

The One-Stop operator has joined the county team focused on released prisoner employment projects. The team is lead by the adult education (BOCES) agency. GED services are offered in jail along with counseling services. Work readiness skills are developed with transition to employment supported by the relevant workforce agency.

Chautauqua also focuses energy and resources on addressing the barriers faced by drop-outs and disengaged youth. As founding members on the Chautauqua County Outreach Network, the WIB and One-Stop actively invest in capacity building efforts which support youth employment and retention. The TANF Summer Youth Work Experience program is designed to promote work readiness and career exploration. CDBG funded youth employment programs have also been utilized to provide services.

5. Critical Local Issues

Please describe any critical issues or major initiatives unique to your local area that you are currently addressing or developing strategies to address. Specifically, describe:

a. The issue and its impact on the area and/or region;

b. Other parties involved (e.g., industry sectors, state, local or community partners, etc.); and,

c. The proposed resolution or actions being taken, timeframe and outcomes expected.

As mentioned previously the greatest issue facing Chautauqua is the workforce crisis driven by declining and aging population. Specific elements of the crisis are being prioritized which include the brain drain, and recruitment of professionals that include engineers, health care professionals and maintenance professionals.

Another critical local issue includes the need to develop an economic environment that supports entrepreneurial growth and the subsequent job growth. A key strategy is the partnership with SUNY Fredonia Technology Incubator and Small Business Development Center.
**Section II  WIA Compliance**

The Local Plan Modification will extend the existing Local Plan and Functional Alignment Addendum to June 30, 2009 and will become the basis for local area policy and monitoring.

It is anticipated that many of the local board’s policies and procedures have remained constant since implementing the approved 2005-2008 Plan and Functional Alignment Addendum. Therefore, the purpose of this Compliance Section is to capture and publish local information about policies that may have changed or been updated. The local board is asked to certify as to whether a policy change has occurred and, where that has happened, provide the new policy.

Please complete the following chart (which follows the same order as the Compliance Section of the 2005-2008 Plan) indicating the status of your governing policies and attach new policy where appropriate.

<table>
<thead>
<tr>
<th>Required Policy</th>
<th>Is current policy, definition, design or provision of services different from that in the approved 2005-2008 Plan or the Functional Alignment Addendum?</th>
<th>Is changed or new policy, definition, design or provision of services description attached?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Selecting and Certifying One Stop Operators</td>
<td>☐ Yes  x No</td>
<td>☐ Yes  ☐ No</td>
</tr>
<tr>
<td>2. Contracting for Service Providers</td>
<td>☐ Yes  x No</td>
<td>☐ Yes  ☐ No</td>
</tr>
<tr>
<td>3. Priority of Service</td>
<td>☐ Yes  x No</td>
<td>☐ Yes  ☐ No</td>
</tr>
<tr>
<td>Has the Board declared a priority of service to be in effect?</td>
<td>☐ Yes  x No</td>
<td>☐ Yes  ☐ No</td>
</tr>
<tr>
<td>4. Self-Sufficiency</td>
<td>☐ Yes  x No</td>
<td>☐ Yes  ☐ No</td>
</tr>
<tr>
<td>5. Supportive Services and Needs-Related Payments</td>
<td>☑ Yes  ☐ No</td>
<td>X Yes  p.29  ☐ No</td>
</tr>
<tr>
<td>Does the Board make needs-related payments?</td>
<td>☐ Yes  x No</td>
<td>☐ Yes  ☐ No</td>
</tr>
<tr>
<td>6. Grievances and Complaints</td>
<td>☐ Yes  x No</td>
<td>☐ Yes  ☐ No</td>
</tr>
<tr>
<td>Provide the name, title, and contact information of the EO Officer.</td>
<td></td>
<td>Jody Cheney, Administrative Assistant (716) 661-9324</td>
</tr>
<tr>
<td>7. Youth Services</td>
<td>☑ Yes  ☐ No</td>
<td>☐ Yes  ☐ No</td>
</tr>
</tbody>
</table>

**Local Plan Modification** 13
### Performance
Provide the name and contact information of the local area’s performance expert.

**Katie Geise, Operator (Clara Swanson, QA Coordinator)**

<table>
<thead>
<tr>
<th>Design Framework</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Youth Council</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Selecting youth providers</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Youth eligibility definitions</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

### 8. Adult, Dislocated Worker and Wagner-Peyser Services

In designing this plan and the services to be provided, the LWIA consulted with their regional Labor Market Analyst to assure a comprehensive understanding of the demographic characteristics of the population.

<table>
<thead>
<tr>
<th>Performance</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

### 9. WIA IB & Title III PY05 Performance and System Indicators

**Katie Geise, Operator (Clara Swanson, QA Coordinator)**

<table>
<thead>
<tr>
<th>Eligibility Definitions</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rapid Response</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Business Services</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Integration of Services</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Services to Special Populations</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Eligible Training Providers (ETP)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Individual Training Accounts (ITA)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Customized Training/OJT</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Trade Act Strategies</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

### 10. Local Monitoring

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

### 11. Open Meetings

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

### 12. Public Comment on Local Plan

NA
Required Signatures

<table>
<thead>
<tr>
<th>Attachment</th>
<th>Required Signatures</th>
<th>Attached?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachment A</td>
<td>Signature of Local Board Chair</td>
<td>Yes</td>
</tr>
<tr>
<td>Attachment B</td>
<td>Signature of Chief Elected Official(s)</td>
<td>No</td>
</tr>
<tr>
<td>Attachment C</td>
<td>Signatures of WIB Director and Regional Labor Market Analyst</td>
<td>Yes</td>
</tr>
<tr>
<td>Attachment D</td>
<td>Units of Local Government</td>
<td>No</td>
</tr>
<tr>
<td>Attachment E</td>
<td>Fiscal Agent/Grant Subrecipient</td>
<td>Yes</td>
</tr>
<tr>
<td>Attachment F</td>
<td>One Stop Operator Information</td>
<td>No</td>
</tr>
<tr>
<td>Attachment G</td>
<td>Federal and State Certifications</td>
<td>Yes</td>
</tr>
</tbody>
</table>

If any of the following documents have changed in whole or in part, please attach.

<table>
<thead>
<tr>
<th>Changed?</th>
<th>Attached?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
ATTACHMENT A: SIGNATURE OF LOCAL BOARD CHAIR

Workforce Investment Act Local Plan Modification for Program Year 2008-2009, for Workforce Investment Act Title 1-B and Wagner Peyser Programs

In compliance with the provisions of the Workforce Investment Act of 1998, the Interim Final Rule, and Planning guidelines and instructions developed by the Governor, this Plan Modification is being submitted jointly by the Local Board and the respective Chief Elected Official(s).

By virtue of my signature, I:

- agree to comply with all statutory and regulatory requirements of the Act as well as other applicable state and federal laws, regulations and policies
- affirm that the composition of the Local Board is in compliance with the law, rules and regulations and is approved by the State
- affirm that this Plan Modification was developed in collaboration with the Local Board and is jointly submitted with the Chief Elected official(s) on behalf of the Local Board
- agree to comply with § 661.310 by ensuring a firewall exists between the board and the provision of core services, intensive services, training services and the One Stop Operator

Date: [ ]
Signature of Local Board Chair: [ ]

Mr. [ ] Ms. [ ] Other [ ]
Typed Name of Local Board Chair: William F. Prieto

Name of Board: Chautauqua Workforce Investment Board
Address 1: 21 E. 3rd Street
Address 2: [ ]
City: Jamestown
State: NY Zip: 14701
Phone: 716-664-7707 E-mail: wfprieto@advertisingadvantage.com

Submittal directions: Complete this form as part of the Plan Modification development process and submit the entire Plan Modification electronically as described earlier in this guidance. Submit this form with original signatures as directed on page 2 of the Instructions.
ATTACHMENT B: SIGNATURE OF CHIEF ELECTED OFFICIAL

Workforce Investment Act Local Plan Modification for Program Year 2008-2009, for Workforce Investment Act Title 1-B and Wagner Peyser Programs

In compliance with the provisions of the Workforce Investment Act of 1998, the Interim Final Rule, and Planning guidelines and instructions developed by the Governor, this Plan Modification is being submitted jointly by the Local Board and the respective Chief Elected Official(s).

By virtue of my signature, I:

➢ agree to comply with all statutory and regulatory requirements of the Act as well as other applicable state and federal laws, regulations and policies
➢ affirm that the Grant recipient possesses the capacity to fulfill all responsibilities and assume liability for funds received, as stipulated in §667.705 of the rules and regulations
➢ affirm that the composition of the Local Board is in compliance with the law, rules and regulations and is approved by the State
➢ affirm that the Chair of the Local Board was duly elected by that Board
➢ agree to comply with §661.310 by ensuring a firewall exists between the board and the provision of core services, intensive services, training services and the One Stop Operator

Note: A separate signature sheet is required for each local Chief Elected Official.

<table>
<thead>
<tr>
<th>Date:</th>
<th>Signature of Local Chief Elected Official (CEO):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Mr.  x
Ms.  ___
Other ___

Typed Name of Local CEO: Gregory Edwards

<table>
<thead>
<tr>
<th>Title of Local CEO:</th>
<th>Chautauqua County Executive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address 1:</td>
<td>3 N. Erie St.</td>
</tr>
<tr>
<td>Address 2:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>Mayville</td>
</tr>
<tr>
<td>State:</td>
<td>NY</td>
</tr>
<tr>
<td>Zip: 14757</td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td>716-753-4211</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:edwardsg@co.chautauqua.ny.us">edwardsg@co.chautauqua.ny.us</a></td>
<td></td>
</tr>
</tbody>
</table>

Submittal directions: Complete this form as part of the Plan Modification development process and submit the entire Plan Modification electronically as described earlier in this guidance. Submit this form with original signatures as described on page 2 of the Instructions.
ATTACHMENT C: SIGNATURES OF WIB DIRECTOR and REGIONAL LABOR MARKET ANALYST

Workforce Investment Act Local Plan Modification for Program Year 2008-2009, for Workforce Investment Act Title 1-B and Wagner Peyser Programs

In compliance with the Planning guidelines and instructions developed by the Governor, this Plan Modification was developed through consultation and dialogue between the local area’s representative(s) and the New York State Department of Labor’s Regional Labor Market Analyst.

By virtue of my signature, I:

- attest that face-to-face dialogues were conducted between the WIB’s representatives and the LMA which provided the WIB with data and the demographic characteristics of the LWIA’s resident population
- assure that service delivery and design, resource allocation, and other planning decisions were made by the WIB as a result of a careful consideration of the implications of the data and demographics as provided

<table>
<thead>
<tr>
<th>Date:</th>
<th>Signature of Local WIB Director:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr.  ____</td>
<td>Typed Name of Local WIB Director:</td>
</tr>
<tr>
<td>Ms.  x</td>
<td>Susan McNamara</td>
</tr>
<tr>
<td>Other  ____</td>
<td></td>
</tr>
<tr>
<td>Name of Board:</td>
<td>Chautauqua Workforce Investment Board</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date:</th>
<th>Signature of Labor Market Analyst:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr.  ____</td>
<td>Typed Name of Labor Market Analyst:</td>
</tr>
<tr>
<td>Ms.  ____</td>
<td></td>
</tr>
<tr>
<td>Other  ____</td>
<td></td>
</tr>
<tr>
<td>Region:</td>
<td></td>
</tr>
</tbody>
</table>

**Submittal directions:** Complete this form as part of the Plan Modification development process and submit the entire Plan Modification electronically as described earlier in this guidance. Submit this form with original signatures as directed on page 2 of the Instructions.
Where a local area is comprised of multiple counties or jurisdictional areas, provide the names of the individual governmental units and identify the grant recipient.

<table>
<thead>
<tr>
<th>Unit of Local Government</th>
<th>Grant Recipient</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>na</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ATTACHMENT E: FISCAL AGENT/GRANT SUBRECIPIENT

Identify the Fiscal Agent or a Grant Recipient to assist in the administration of grant funds. Provide the names of the agent and/or subrecipient.

<table>
<thead>
<tr>
<th>Entity</th>
<th>Fiscal Agent</th>
<th>Grant Subrecipient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chautauqua Workforce Investment Board (WIB, Inc.) Dr. Susan McNamara, Executive Director</td>
<td>Yes</td>
<td>x</td>
</tr>
</tbody>
</table>
ATTACHMENT F: ONE STOP OPERATOR INFORMATION

Complete the following information for each locally certified One Stop Operator in your Workforce Investment Area.

<table>
<thead>
<tr>
<th>OPERATOR: Career Systems Development</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Method of Selection</strong></td>
</tr>
<tr>
<td>Consortium</td>
</tr>
<tr>
<td>Operator Address: 75 Thruway Park Drive</td>
</tr>
<tr>
<td>Suite 100</td>
</tr>
<tr>
<td>West Henrietta, NY 14586</td>
</tr>
<tr>
<td>Operator Phone: 585-334-8080</td>
</tr>
<tr>
<td>E-Mail: <a href="http://www.careersystems.com">www.careersystems.com</a></td>
</tr>
</tbody>
</table>

Attach a list of all One Stop centers overseen by this Operator and include for each center:

- Name/Address/Phone of Center(s)
- Identify Full-Service or Certified Affiliate Site
- Identify Partners On-Site and Frequency On-Site (e.g., half day/week; two days/week)
- Identify Center Hours of Operation

OPERATOR CERTIFICATION STATUS

Indicate status of Local Level Operator Recertification:

- x Granted
- □ Application Submitted/Pending LWIB Review
- □ Application Not Yet Due
- □ Other (explain)
Chautauqua Works One-Stop
23 E. 3rd Street
Jamestown, NY 14701
(716) 661-9553

Full Service site

Partners On-Site
- Jamestown Community College - 1 day/week
- Erie2ccBOCES - 2 days/week
- CHRIC - 2 days/week
- Ross Learning, Inc. - 5 days/week
- Learning Disabilities Association - 5 days/week
- Office for the Aging - 2 days/week
- VESID - 3 days/week
- Department of Labor - 5 days/week
- EWOC – 1 day/month
- Cassadaga Job Corps – 1 day/week

Hours
Monday through Friday
8:30 AM - 4:30 PM
Thursday 8:30 AM - 6:00 PM
One Stop Centers overseen by Career Systems Development Center

Chautauqua Works One-Stop
323 Central Avenue
Dunkirk, NY  14048
(716) 366-9015

Full Service site

Partners On-Site
- Jamestown Community College - 3 days/week
- Department of Labor - 5 days/week
- CHRIC - 2-3 days/month
- Ross Learning, Inc. - 5 days/week
- Learning Disabilities Association - 1 day/week
- Office for the Aging - 2 days/month
- VESID - 1 day/week
- Chautauqua Opportunities -1 day/month
- Rural Opportunities - 5 days/week
- Literacy Volunteers of America - 2 days/month
- Cassadaga Job Corps – 1 day/week
- Erie2ccBOCES – 3 days/week

Hours
Monday through Friday
8:30 AM - 4:30 PM
Thursday 8:30 AM - 6:00 PM
ATTACHMENT G: FEDERAL AND STATE CERTIFICATIONS

The funding for the awards granted under this contract is provided by either the United States Department of Labor or the United States Department of Health and Human Services which requires the following certifications:

A. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION-LOWER TIER COVERED TRANSACTIONS

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statement in this certification, such prospective participant shall attach an explanation to this proposal.

B. CERTIFICATION REGARDING LOBBYING - Certification for Contracts, Grants, Loans, and Cooperative Agreements

By accepting this grant, the signee hereby certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The signer shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of facts upon which reliance was placed when this
transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

C. DRUG FREE WORKPLACE. By signing this application, the grantee certifies that it will provide a Drug Free Workplace by implementing the provisions at 29 CFR 98.630, Appendix C, pertaining to the Drug Free Workplace. In accordance with these provisions, a list of places where performance of work is done in connection with this specific grant will take place must be maintained at your office and available for Federal inspection.

D. NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE:

For contracts funded by the U.S. Department of Labor

As a condition to the award of financial assistance from the Department of Labor under Title I of WIA, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

(1) Section 188 of the Workforce Investment Act of 1998 (WIA) which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I - financially assisted program or activity;

(2) Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the basis of race, color, and national origin;

(3) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

(4) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and

(5) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The grant applicant also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIA Title I - financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance. For grants serving participants in work
activities funded through the Welfare-to-Work block grant programs under Section 407(a) of the Social Security Act, the grant applicant shall comply with 20 CFR 645.255.

For contracts funded by the U.S. Department of Health and Human Services

As a condition to the award of financial assistance from the Department of Labor under Title IV-A of the Social Security Act, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws including but not limited to:

(1) Title VI of the Civil rights Act of 1964(P.L. 88-352) and Executive Order Number 11246 as amended by E.O. 11375 relating to Equal Employment Opportunity which prohibits discrimination on the basis of race, color or national origin;

(2) Section 504 of the Rehabilitation Act of 1973, as amended, and the regulations issued pursuant thereto contained in 45 CFR Part 84 entitled “Nondiscrimination on the Basis of Handicap in Programs and Activities Reviewing or Benefiting from Federal Financial Assistance” which prohibit discrimination against qualified individuals with disabilities;


(4) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs; and


The grant applicant also assures that it will comply with 45 CFR Part 80 and all other regulations implementing the laws listed above. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

STATE CERTIFICATIONS

E. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND OUTSTANDING DEBTS

The undersigned, as a duly sworn representative of the contractor/vendor, hereby attests and certifies that:

1) No principle or executive officer of the contractor’s/vendor’s company, its subcontractor(s) and/or successor(s) is presently suspended or debarred; and
2) The contractor/vendor, its subcontractor(s) and/or its successor(s) is not ineligible to submit a bid on, or be awarded, any public work contract or sub-contract with the State, any municipal corporation or public body for reason of debarment for failure to pay the prevailing rate of wages, or to provide supplements, in accordance with Article 8 of the New York State Labor Law.

3) The contractor/vendor, its subcontractor(s) and/or its successor do not have any outstanding debts owed to the Department, including but not limited to, contractual obligations, fines related to Safety and Health violations, payments owed to workers for public works projects or the general provisions of the Labor Law, unemployment insurance contributions or other related assessments, penalties or charges.

F. CERTIFICATION REGARDING "Nondiscrimination in Employment in Northern Ireland: MacBRIDE Fair Employment Principles"

In accordance with Chapter 807 of the Laws of 1992 the bidder, by submission of this bid, certifies that it or any individual or legal entity in which the bidder holds a 10% or greater ownership interest, or any individual or legal entity that holds a 10% or greater ownership interest in the bidder, either:

(answer Yes or No to one or both of the following, as applicable.)

1. Has business operations in Northern Ireland:
   
   _____ Yes   __x___ No

   If Yes:

   2. Shall take lawful steps in good faith to conduct any business operations they have in Northern Ireland in accordance with the MacBride Fair Employment Principles relating to nondiscrimination in employment and freedom of workplace opportunity regarding such operations in Northern Ireland, and shall permit independent monitoring of its compliance with such Principles.

   _____ Yes   _____ No

G. NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his or her knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting
competition, as to any matter relating to such prices with any other bidder or
with any competitor;

2. Unless otherwise required by law, the prices which have been quoted in this
bid have not been knowingly disclosed by the bidder and will not knowingly
be disclosed by the bidder prior to opening, directly or indirectly, to any
other bidder or to any competitor; and

3. No attempt has been made or will be made by the bidder to induce any other
person, partnership or corporation to submit or not to submit to bid for the
purpose of restricting competition.

I, the undersigned, attest under penalty of perjury that I am an authorized representative
of the Bidder/Contractor and that the foregoing statements are true and accurate.

<table>
<thead>
<tr>
<th>Signature of Authorized Representative:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title: Executive Director</td>
</tr>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>
Supportive Services Procedures
(revised 02-07-2008, effective 03-01-2008)

Note: Supportive services commitments already made will be honored to July 1, 2008 and continuing commitments will be reviewed on a case by case basis after that.

In order to potentially receive the following services clients must meet the following guidelines and criteria:

1. Customer must be registered with WIA and participating in an activity necessary to reach employment goals.
2. Customer must be enrolled at the Intensive level.
3. Must verify the need (Case Manager would need to determine if request is required to obtain or maintain employment, and that the employer or training provider does not provide it.)
4. Customer must be maintaining appointments.
5. Customer must be meeting performance and compliance measures (e.g. contacting employers, doing work searches, attending scheduled workshops, etc.)
6. Customer must meet family income guidelines (based on current federal guidelines for 200% of poverty).

If all of the above has been met, then a client may potentially receive the following supportive services:

- **Books** - Approved training-related text books only
- **Clothing** – Interview clothing, uniforms, or clothing required for employment or training
- **Tools & Equipment (Job Related & Training Related)** - Examples: work tools, work boots, gloves, safety glasses, hard hat, graphing calculator, stethoscope, watch w/ a secondhand, etc.
- **Licenses & Work Related Fees** – Examples: nursing boards, license fees (drivers or professional), or testing fees. License fees are reimbursement only. The client has to pay the fees and then can bring in their receipts to be reimbursed directly.

The total supportive services received per client **cannot exceed $750.00 per enrollment**, as defined by WIA. A WIA enrollee is “an individual who had been certified as meeting all eligibility criteria for the WIA Adult, Dislocated Worker and/or Youth programs, who is receiving Intensive level Training services supported by WIA.” The enrollee is eligible for supportive services while actively participating in the WIA program, with services terminating at enrollment “exit.”
**TRAINING POLICY – EFFECTIVE 4-1-06**

**Self Sufficiency Definition:** Individuals meeting the criteria listed below are eligible to receive services provided by WIA Title IB funding. The Executive Director to the WIB has the authority to grant exceptions. A summary of exceptions and use of WIA Title IIB funding will be reviewed on a quarterly basis by the Training Committee, authorized to recommend any adjustments to the policy for full WIB approval.

All individuals who meet one 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 as declared by the Training Committee.

**Priority of Services:** WIA services are offered to all eligible individuals who meet the self-sufficiency definition and who have gone through core services at a comprehensive One-Stop Center. All efforts will be made to provide services through available public and private agencies or grants (Department of Social Services, Welfare to Work, VESID, etc.) if customer is eligible before expending WIA funds.

When funds are limited or at risk of being exhausted before the next annual allocation, a priority of service will be given to:
- TANF (Temporary Assistance for Needy Families) recipients
- Unemployed
- Incumbent workers making less than $12.24 per hour
- Dislocated Workers

**NOTE:** Currently the priority of services policy is not in place due to sufficient funds.
**TRAINING POLICY – EFFECTIVE 4-1-06**

**Individual Training Account:** Individuals meeting the self-sufficiency criteria are eligible for training assistance. For individuals receiving training before they are employed, it must be demonstrated how their experience and ability qualifies them for the demand occupation for which they are being trained. WIA enrolled individuals may use training funds when it can be documented that they cannot find a job in their field with their current skill level. Dislocated workers may qualify for training funds if they establish through core and intensive services that they are unable to obtain a job in their field with wages at least 90% or greater than the wage received at the time of dislocation. Enrolled dislocated workers who also are approved for Trade Readjustment Act (TRA/TAA) are eligible for WIA training funds with a WIA approved training plan. The local WIB training policies apply to TRA/TAA enrolled dislocated workers receiving WIA funding.

The individual training account level is set at a $2,500 per person cap for each fiscal year as defined as July 1- June 30. For exceptions to this policy, approval by the Director will be made based on proposed skills to be trained, degree of shortage, targeted industry and available funds. For ITA requests exceeding $5,000, approval by the Training Committee of the WIB will be made as warranted.

The cap applies to training services governed by ITAs and provided by eligible training providers chosen by individual customers. Supportive services are governed by a separate policy and not included in ITA’s. Individual Training Accounts are available through the ChautauquaWorks One-Stops. Funding for post-employment (customized) training is not capped per individual, but determined by agreement between the business and the WIB. Post-employment funding is obtained by contacting the Executive Director of the WIB.

**Incumbent Workers** are defined as individuals employed by a business. If an enrolled customer is considered underemployed and is registered as an Adult or Dislocated Worker and receives an ITA, the training is governed by ITA policy and is considered pre-employment for budget tracking purposes. Incumbent workers receiving training under a signed customized training contract is excluded from ITA policy considerations.
On-The-Job Training:

On-the-Job Training may be used for enrolled customers unable to secure employment through Core and, thereafter, Intensives Services. This program is a one-time offering, whereby an employer may be reimbursed a percentage of an eligible customer’s wage for a prescribed period of time while they are training at a new job. The program is available for jobs paying a minimum of $8.00 per hour and a maximum of the self-sufficiency wage defined above. An OJT contract is limited to 50% of training wages, excluding overtime and commissions, only starting time.

- up to three months or
- up to $2500 for new hires that have no experience in the occupation or
- Up to $1000 for new hires that have experience in the occupation.

Work Experience:

Work experience may be used for enrolled customers unable to secure employment through Core Services and, thereafter, Intensive Services. The program’s purpose is to support enrolled customers gain basic work skills which include but are not limited to work ethics, dress, time management, dealing with others and authority. A work experience assignment may be two months with an optional third month at the same employer. A work-week is defined as 37 hours with the wage equal to the prevailing minimum wage. Work experience participants are required to maintain their job search activities. The WIB Executive Director has the authority to approve exceptions to the wage requirement and capped amount when appropriate.
WIB Inc. Monitoring Plan
09/22/06

9. Listed below are the direct sub-recipients of WIB Inc. as of 09/16/05 that are subject to monitoring.
   a. Eastside YMCA - Youth
   b. Dunkirk City Schools- Youth
   c. YWCA TEAM- Youth
   d. CSD - One Stop Operator

10. The monitoring of all the sub recipients will be scheduled by the WIB’s Accounting Assistant (Janelle Horton). The program monitoring will be conducted by the Executive Director (Dr. Sue McNamara) and the Fiscal monitoring will be conducted by the Chief Finance Officer (Cheryl Calhoun)

11. Actions regarding any findings as a result of monitoring will follow the WIB policies and procedures.

12. All contracts will be monitored not less than quarterly; this will include desk reviews of all reports submitted as required by contract as well as reviews of all invoices. One site visits will be conducted at a minimum of once per year.

13. Fiscal Topics to be considered in each sub recipient monitoring are:
   a. Internal Controls
   b. Procurement
   c. Cost allocation
   d. Cost limitations
   e. Cash management
   f. Cost allowability
   g. Expenditure rates
   h. A-133 Audit requirements
   i. Financial Reporting

14. Program Topics to be considered in each sub recipient monitoring are:
   a. Eligibility of record review
   b. Delivery of Service
   c. Quality of Service
   d. Customer Satisfaction
   e. EEO Requirements/Grievance Procedures
f. MIS reporting and tracking

g. Data validation

h. Performance Requirements

15. All sub recipients will be required to submit a standard voucher that is provided to each sub recipient at the beginning of each contract. They will be submitted as indicated in their contract. All reports should be sent to the attention of Dr. Susan McNamara.

Technical Assistance will be provided to all sub recipients who are in need of help. The WIB will provide this TA with the help of NYSDOL if needed.