

**Chautauqua Works**  
**WORKFORCE INVESTMENT/DEVELOPMENT BOARD**  
**MEETING MINUTES**

Wednesday, May 2, 2018  
11:30 AM – 1:00 PM  
Moon Brook Country Club  
N. Main Street Ext.  
Jamestown, NY 14701

PRESENT:

Marie Carrubba  
Dona Cook  
Donna Flinchbaugh  
Angel Garcia  
Christine Luly  
Frank McAndrew  
Michael Pease  
Dave Pihl  
Delana Rupp  
Nicole Segrue  
Ron Sellers  
Dan Smith  
Paul Stage  
Doug Stock  
Todd Trantum  
Dave Wilkinson

EXCUSED:

Ann Anderson  
Richard Dixon  
Andrew Johnson, Jr.  
Janeil Rey  
Albert Simmons

ABSENT:

ALSO PRESENT:

Katie Geise– Chautauqua Works WDB  
Jody Cheney – Chautauqua Works WDB  
Cheryl Calhoun – Chautauqua Works WDB  
Janelle Horton – Chautauqua Works WDB  
Barb Deike-NYSDOL  
Clair Swanson-Chautauqua Works



*Meeting was called to order by Paul Stage, Chair at 11:34 a.m.*

**Agenda Item 1 – Roll Call**

**16 - present    5– excused    0– absent**

New Board Members, Frank McAndrew and Dave Pihl were introduced. Frank is replacing Cesear Cabrara representing NYSDOL and Dave is replacing Nick Keefe as a Business Representative from DFT Communications.

Guests: John Bryacz, Community Member and Frank Witgen, Community Member

**Directors Report – Katie Geise**

Katie discussed the following updates:

WDB Directors Council – Katie has been named Chair. The focus of this group is to support one another in leadership within the workforce system. The first opportunity that presented itself was to be a co-lead with NYSDOL and have WDB Directors as members on a statewide NY Team participating in a USDOL sponsored initiative exploring service delivery models for the Future of the American Job Centers. The Directors Council has been able to work with teams from across the country sharing and learning about best practices, and hope to begin implementing some pilot initiatives in June following the conclusion of the project.

The strong advocacy of many in workforce system has resulted in \$175 million for workforce being included in the NYS budget. We are working with all of our colleagues to provide feedback and suggestions regarding a process to make this funding as easy as possible to access and be as flexible as possible so that we can truly meet the needs of our businesses when they need the assistance.

#### Events this Week:

- Business Seminar - May 3rd. Dan Forsyth will be presenting Navigating Sexual Harassment in an Evolving Legal and Cultural Landscape. We have 37 business representatives registered to attend.
- Healthcare Career Fair - Friday, May 4th at UPMC Chautauqua WCA. We have 130 students from area high schools attending including Jamestown, Maple Grove, Cassadaga, Falconer, and Cassadaga Job Corps. There are 17 business representatives attending from healthcare related careers.
- North County Job Fair - May 9th at the Clarion in Dunkirk. We have 46 businesses registered to date. Staff have been aggressively promoting the Job Fair to job seekers so we are excited for a great turnout! The Job Fair is two hours in length and the last two we have had around 200 job seekers attend.

Paul Stage and Katie met with County Executive Borrello to provide him with information about all of the services we provide and to discuss ways that we can work together to help him better market our County and have him help us better market our services particularly to businesses. County Executive Borrello will be visiting our Jamestown Chautauqua Works office for a more in depth overview of our services and a tour.

#### WIOA required projects that have been successfully completed during the past year:

- MOU – Part 1 – Service Delivery – approved by Board in October, State approved.
- Local Plan – approved by Board in October, State approved.
- Regional Plan – requires Board approval – completed with regional WDB's and submitted to State prior to due date.
- MOU Part 2 – Infrastructure Funding – requires Board approval - completed with all partners and submitted to State by due date.
- One-Stop Certification - requires Board approval - completed with NYSDOL Supervisor, One-Stop Manager, and Facilities Director, and submitted to State by due date.
- Desk Reviews – Katie is required to review the One Stop Operator. It is required that the Board be made aware of these reviews, and the reports will be included in all of the Board information from now on.

#### Operator Report – Clair Swanson

Clair reported that there will be no more short term trainings due to limited funding. They are working to get additional dislocated worker funds for short term trainings. ITA funds are still available to individuals. The Trade Act program includes 4 active petitions and 3 that we are still working on.

Active: TitanX, MD Electronics, Bush Industries/Career Concepts, and Berry Plastics

Expired but still have customers in training: ConAgra, Dunkirk Power/NRG, GE out of PA.

Clair assisted the HR person from Heindenhein company file a petition last week. We will most likely hear if they are certified in 3-4 weeks.

Clair is currently accepting applications for the Youth Navigator position in Dunkirk. Yanilisse Burgos resigned as she moved out of state. A resignation was also received from Daphne Crawford, a Career Specialist in Jamestown. Luckily for the system, Daphne will still be working at the One Stop under Department of Labor.

## **Item Agenda #2 Finance Report – Cheryl Calhoun**

### **Review of Revised FY 2018 Budget**

Ms. Calhoun reviewed the proposed budget revision. At the last Board Meeting, October 25, 2017, the Board voted on a revised fiscal budget. Since that revision funding has increased by \$288,382, which prompted a need for a budget revision.

### **Summary of Budget Changes (Net increase of \$288,382)**

The changes to Revenue, are as follows:

- Increase \$97,136 TAA
- Increase \$87,500 HHS Self Sufficiency
- Increase \$33,460 Research Foundation for Mental Hygeine
- Increase \$24,474 ESPRI Jamestown Public Schools
- Increase \$15,000 Sheldon Foundation
- Increase \$5,000 NCCF
- Increase \$5,484 Chautauqua County Probation
- Increase \$12,320 SSAEN/NYESS/TTW
- Increase \$3,600 Sublease Rentals and Reimbursements
- Increase \$4,409 Business Services

The changes to Expense are as follows:

- Increase \$97,136 TAA
- Increase \$87,500 HHS Self Sufficiency
- Increase \$33,460 Research Foundation for Mental Hygeine
- Increase \$24,474 ESPRI Jamestown Public Schools
- Increase \$15,000 Sheldon Foundation
- Increase \$5,000 NCCF
- Increase \$5,484 Chautauqua County Probation
- Increase \$12,320 SSAEN/NYESS/TTW
- Increase \$4,409 WIB Unrestricted Support
- Increase \$3,600 Unrestricted Operating Expense

The revised budget was reviewed and discussed by the Finance Audit Committee on May 1, 2018.

### **Review of FY 2018 Budget to Date**

Based on the proposed budget changes listed above, the budget to date summary is as follows:

- Dislocated worker variance continues to be elevated. It was originally anticipated that the dislocated variance would decrease, as many of the ConAgra dislocated workers finished up their training. However, we have experienced additional closings that have affected Operator staff working with dislocated workers. The elevated variance has created a need to transfer from adult funds to dislocated worker funds during this fiscal year. A recommendation to transfer up to \$45,000 between PY 2017 Adult and PY 2017 Dislocated Worker was made. This transfer complies with NYSDOL Technical Advisory #17-6 dated June 15, 2017. An application is being made for Dislocated Worker NEG grant. If granted it could be used for Operator staff that performed enhanced Dislocated Worker enhanced services. If this was awarded, the transfer request would not be necessary.
- Mobility Management is showing a variance, as DOT held the contract up until after the Governors announcement. The contract is 90% complete and DOT will be sending out for signature shortly.
- Sublease Rentals and Reimbursements are showing a variance, as NYSDOL paid for the other charges for the Jamestown office, some of which was associated with the move.
- The WIB will also apply for two additional grants Gebbie Foundation to fund the CAP Internship Program (this funding was denied) and the ESPRI - The Resource Center for approximately \$15,000.

The budget to date was reviewed and discussed by the Finance Audit Committee on May 1, 2018.

NYS DOL Financial Oversight and Technical Assistance (FOTA):

The WIB received their Procurement Review letter on November 1, 2017 for the review that was completed on July 17-July 19, 2017 and determined that our procurement actions followed our policies and procedures. The procurement activities were properly supported and documented. There were no findings in this review.

The WIB received their Property Review letter on November 1, 2017 for the review that was completed on July 17-July 19, 2017. The review found that the WIB has complied with the review criteria in regard to maintaining property records that provide detailed information on each piece of equipment, conducting a physical inventory and having adequate maintenance procedures to keep the property safe and in good condition. There were no findings in this review.

FOTA Representative (Duane Matteliano and his Supervisor, Mark Misterka) came to the WIB offices on April 18, 2018 – April 19, 2018 to conduct a Closeout Review and Sub-recipient Monitoring Review. Duane conducted an exit interview on April 23, 2018 and no findings had been noted at that time. The final review letter has not been received to date.

The FOTA Reviews were reviewed and discussed by the Finance Audit Committee on May 1, 2018.

Agenda Item 3 – Resolutions

- Motion 1: To approve the minutes from October 25, 2017 meeting. Motion to approve was made by Doug Stock and seconded by Ron Sellers. **Vote approved and motion carried.**
- Motion 2: To approve the Finance Audit Committee Recommendation to accept the 7/1/17 – 6/30/18 revised budget. Motion to approve was made by Ron Sellers and seconded by Todd Trnum. **Vote approved and motion carried.**
- Motion 3: To approve the Finance Audit Committee Recommendation to accept the 7/1/17 – 3/31/18 budget to date. Motion to approve was made by Marie Carrubba and seconded by Donna Flinchbaugh. **Vote approved and motion carried.**
- Motion 4: To approve the Finance Audit Committee recommendation to transfer up to \$45,000 between PY17 Adult and PY17 Dislocated Worker allocations. Motion to approve was made by Christine Luly and seconded by Todd Trnum. **Vote approved and motion carried.**
- Motion 5: To approve the Finance Audit Committee recommendation to accept the MOU Part II. Motion to approve was made by Christine Luly and seconded by Doug Stock. **Vote approved and motion carried.**
- Motion 6: To approve the One-Stop Operator Services Review Committee recommendation to accept Career System Development contract renewal to operate the One-Stop Career Centers for the period of 7/1/18-6/30/19. Motion to approve was made by Marie Carrubba and seconded by Ron Sellers. 16 Yes, 0 No, 1 Abstention. **Vote approved and motion carried.**
- Motion 7: To approve the One-Stop Operator Services Review Committee recommendation to accept the One-Stop Career Center Certification. Motion to approve was made by Marie Carrubba and seconded by Delanna Rupp. **Vote approved and motion carried.**

- Motion 8: To approve the Personnel/Nominating Committee recommendation to approve NYS Paid Family Leave Policy. Motion to approve was made by Marie Carrubba and seconded by Doug Stock. **Vote approved and motion carried.**
- Motion 9: To approve the Personnel/Nominating Committee recommendation to accept the updated Employment Categories in the Employment Categories Policy. Motion to approve was made by Marie Carrubba and seconded by Donna Flinchbaugh. **Vote approved and motion carried.**
- Motion 10: To approve the Regional Plan. Motion to approve was made by Dan Smith and seconded by Christine Luly. **Vote approved and motion carried.**

**Agenda Item 4 – New Business**

Todd Trantum spoke on two initiatives:

- Apprenticeship Intermediary Program (Attachment #1)– More employers in the manufacturing sector are embracing apprenticeships. They have aging talent and need to leverage that talent. This program was launched based off of best practices from upstate New York and Hudson Valley. Tim Piazza is helping to drive this initiative.
- Talent Pipeline Management (TPM) (Attachment #2) – uses supply chain principles to call on business and public policy leaders to transform education and workforce systems to be employer-led and demand-driven. The TPM Academy trains state and local leaders, business associations, employers, and economic development agencies to drive partnerships with their education and training providers based on need. We need to import talent into this community and need to embrace the kids in schools and embrace the educators. The number one issue is the need to develop the workforce.

Comments from our guests:

- We need financial enticements for workers to come in to Chautauqua County. This is a widespread technique used in other areas. Paying off student loans is another enticement. With artificial intelligence, there becomes new opportunity zones. We need federal money coming in to help redevelop areas.
- We need to market our area. Here we have more: more winter, more spring, more summer!

**Meeting was adjourned at 12:38 pm.**

**Reminder: The next Workforce Investment Board Meeting will be in June, 2018. Date, time, and place to be determined.**

\_\_\_\_\_  
Jodell Cheney, Administrative Assistant

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Doug Stock, Secretary

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