

Chautauqua Works
WORKFORCE INVESTMENT/DEVELOPMENT BOARD
MEETING MINUTES

Tuesday, June 26, 2018
11:30 AM – 1:00 PM
See Zurh House/Shaggy's
14 Main Street
Bemus Point, NY 14712

PRESENT:

Ann Anderson
Donna Flinchbaugh
Andrew Johnson, Jr.
Frank McAndrew
Michael Pease
Dave Pihl
Janeil Rey
Delana Rupp
Nicole Segrue
Ron Sellers
Paul Stage
Doug Stock
Todd Trantum
Dave Wilkinson

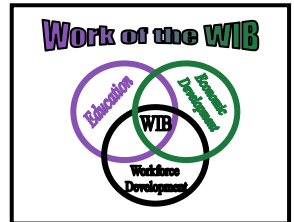
EXCUSED:

Marie Carrubba
Dona Cook
Richard Dixon
Angel Garcia
Christine Luly
Albert Simmons
Dan Smith

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
Mary Trzcinski-AccesVR
Eric Zavinski-The Post Journal



Meeting was called to order by Paul Stage, Chair at 11:35 a.m.

Agenda Item 1 – Roll Call

14 - present 7- excused 0- absent

Revised Agenda was distributed (Attachment #1)

Directors Report – Katie Geise

Katie discussed the following updates:

Advocacy

- Mid-May, Meetings in Washington,DC with Congressman Reed's office, Senator Schumer's office, and Senator Gillibrand's office.
- Congressman Reed visited our Dunkirk office on June 11, 2018. While he was there he met with five customers that have utilized the services at Chautauqua Works. There was incredible discussion from the customers about their experiences utilizing our services.
- County Executive Borrello visited our Jamestown office on June 5, 2018. Doug Stock attended this meeting as well as Rich Dixon and Mark Geise. Katie reviewed our mission, services, success stories, programs, etc., and concluded with a tour.

Manufacturing Employer Meetings – NEG Regional Career Pathways/Sector Partnerships Grant
We have been working jointly with Catt-Allegany County on this grant which concludes June 30th.

- June 6th Manufacturing Employer Meeting – 41 Attendees – This was a very successful, interactive meeting and business representatives asked “when is next meeting”.
- July 11th – 2nd meeting - Reviewed feedback provided by all attendees at June 6th meeting. Will let businesses determine which projects/initiatives to focus on next.

USDOL sponsored Future of AJCs Cohort – Served as Co-lead for a team of 12

- 8 teams from across the country – PA, VA, OK, NJ, OH, MA, IL; 82 participants
- Looked at system design, service delivery models, needs, gaps, preparing for future of workforce, funding needs, flexible/responsive/allows creativity/allows failures.
- Resources and Federal/State/Local Partnerships
- Data issues
- Leveraging technology
- Awareness/Marketing of Services
- Effective Coordination among AJC partners and services
- Keeping up with changes in economy/workforce – gig economy, automation, changing skill needs
- Professional Development
- Presenter/panelist on the final presentation of the project
- Four panelists, including Katie, plan to lead a continuation of the work/discussion

Summer Youth

- April – Application released
- May – Eligibility Sessions
- June – Placements completed for 153 youth – slots for 143 – this allows for retention
- July 9th and 10th – Orientations
- July 12th – Most Youth begin work
- Summer staff – Karen Reynolds, Brenna Culbreth, Danni Hannon (ESPRI), Jennifer Smith, Ben Blood, Danyal Dahl
- Received 230 applications
- Kudos to WIB staff for work on Summer Youth throughout the year. This has been the smoothest program to date!
- A fiscal audit completed on our Summer Youth program earlier this year. The Monitoring Review Letter from OTDA was included in this packet. Our bonus process was also viewed as a best practice.

Quarterly Desk Review was distributed (Attachment #2)

Operator Report – Clair Swanson

NEG – Funding Enhanced Career Services – We were awarded \$83,000. This gives us some breathing room for the 1st quarter. We do not have to limit trainings now. This is retroactive to 7/1/17. Clair and staff did training and then completed a multi-step data entry process. We should be in excellent shape to expend this money.

TAA Update – There are 7 open TAA petitions: – Heidenhain recently certified – affects approx. 200 people in the county. In addition to Heidenhain Company, there is Berry Plastics, Monofrax, TitanX, Bush Industries and MD Electronics. MD Electronics has 12 people with training plans in place and will be attending EIT, JCC, JBC. TAA has a much larger cap. We are reaching closure on the Conagra group. They have been in pipeline since 2015. There are many Success Stories.

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, May 2, 2018 the Board voted on a revised fiscal budget. Since that revision funding has increased by \$58,874, which prompted a need for a budget revision.

Summary of Budget Changes (Net increase of \$58,874)

The changes to Revenue are as follows:

Increase \$53,446 TAA

Increase \$5,428 WIOA Admin, Adult, DW, and Youth

The changes to Expense are as follows:

- Increase \$53,446 TAA
- Increase \$1,283 WIOA DW ITA
- Increase \$1,390 WIOA Adult ITA
- Increase \$443 WIOA Youth Work Experience
- Increase \$1,774 WIOA Youth Supportive Services
- Increase \$538 WIOA Admin Support

The revised budget was reviewed and discussed by the Finance Audit Committee on June 13, 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. Ms. Calhoun had projected and made a recommendation to the Board at the May 2, 2018 meeting to transfer up to \$45,000 between PY 2017 Adult and PY 2017 Dislocated Worker. However, in the month of May the WIB applied for SP NEG ECSDW funds and was awarded \$83,888 in June. The funds are able to be used for enhanced Dislocated Worker services provided by the One-Stop for the period covering July 1, 2017 – June 30, 2018. Due to the increase in Dislocated Worker funding, the request for the transfer will not be necessary. The increase in funding will be reflected in the June 2018 Budget to Date, as the award came in June.
- Mobility Management is showing a variance, as the DOT Contract was held up waiting for the Governors announcement. The award letters are being done in batches across the state and we are awaiting ours. We do have a letter from the county guaranteeing payment for services provided as well as a letter from NYS DOT stating that our Section 5311 Mobility Manager application had been reviewed and met the criteria for the award authorizing the County to proceed with the Mobility Management program stating we will be reimbursed for all eligible expenses upon contract execution.

The budget to date was reviewed and discussed by the Finance Audit Committee on June 13, 2018.

Review of Fiscal Year 2018-2019 Budget

The WIB is down approximately \$350,000 in funding from the prior year. The majority of that being TAA (\$233,000) which will vary throughout the year. The HHS Self Sufficiency Contract is down from the prior year as well. The contract was reduced by \$156,000 for the period covering 4/1/18-3/31/19. The reduction had the following affects:

- Reduced the Career Systems Contract \$119,371 (77% of the \$156,000 reduction)
- Reduced the HHS Training \$28,000 (18% of the \$156,000 reduction)
- Reduced WIB Staff time and Operating Costs \$8,629 (6% of the \$156,000 reduction)

NYSDOL Financial Oversight and Technical Assistance (FOTA) - FOTA Representative (Duane Matteliano and his Supervisor, Mark Misterka) conducted a Closeout Review of FY 2015 TAA Funds, PY 2015 WIOA Formula Funds and a Sub-recipient Monitoring Review on April 18, 2018 – April 19, 2018. Duane conducted an exit interview with Ms. Calhoun and Ms. Geise on April 23, 2018 and no findings had been noted at that time, the final review letters were issued on May 29, 2018.

The WIB received its FY 2015 TAA Closeout Review letter on May 29, 2018 for the review that was completed on April 18, 2018 and determined that the WIB complied with NYSDOL's closeout reporting requirements regarding FY 2015 TAA Funds. They found the reported amounts to be accurate, allowable and sufficiently supported. There were no findings in this review.

The WIB received its PY 2015 WIOA Formula Funds Closeout Review letter on May 29, 2018 for the review that was completed on April 18, 2018 and determined that the WIB complied with NYSDOL's closeout reporting requirements regarding PY 2015 WIOA Formula Funds. They found the reported amounts to be accurate, allowable and sufficiently supported. There were no findings in this review.

The WIB received its Sub-recipient Monitoring Review letter on May 29, 2018 for the review that was completed on April 19, 2018 and concluded that the WIB maintained and followed its written Sub-recipient Monitoring policy/plan and documented its monitoring activities regarding its sub-recipients.

The FOTA Reviews were reviewed and discussed by the Finance Audit Committee on June 13, 2018.

Agenda Item 3 – Resolutions – Revised Resolutions were distributed (Attachment #3)

- Motion 1: To approve the minutes from May 2, 2018 meeting. Motion to approve was made by Ron Sellers and seconded by Dave Pihl. **Vote approved and motion carried.**
- Motion 2: To approve the Finance Audit Committee recommendation to accept the 7/1/17-6/30/18 budget changes. Motion to approve was made by Doug Stock and seconded by Donna Flinchbaugh. **Vote approved and motion carried.**
- Motion 3: To approve the Finance Audit Committee recommendation to accept the 7/1/17 – 5/31/18 budget to date. Motion to approve was made by Todd Trantum and seconded by Dave Wilkenson. **Vote approved and motion carried.**
- Motion 4: To approve the Finance Audit Committee recommendation to accept the 7/1/18-6/30/19 Budget. Motion to approve was made by Delana Rupp and seconded by Donna Flinchbaugh. **Vote approved and motion carried.**
- Motion 5: To approve Finance Audit Committee and Personnel/Nominating Committee recommendation to enact HR Policy 301 Employee benefits to be reviewed annually, maintaining consistencies with health insurance options offered retroactively to June 1, 2018. Motion to approve was made by Ron Sellers and seconded by Todd Trantum. **Vote approved and motion carried.**
- Motion 6: To approve retroactively the appointment of Local Area Grievance Officer, Clara Swanson and Local Level Hearing Officer, Kathleen Geise to comply with TA #18-4. Motion to approve was made by Dave Wilkinson and seconded by Ron Sellers. **Vote approved and motion carried.**
- Motion 7: To Approve the WIB/WDB Executive Director to appoint/change the Local Area Grievance Officer/Local Level Hearing Officer when/if required and subsequently notifying the Board at the next scheduled meeting. Motion to approve was made by Doug Stock and seconded by Andy Johnson. **Vote approved and motion carried.**

Agenda Item 4 – New Business

No new business.

Meeting was adjourned at 12:17 pm.

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

Jodell Cheney, Administrative Assistant

Doug Stock, Secretary

Date Approved:_____