

Chautauqua Works
WORKFORCE INVESTMENT/DEVELOPMENT BOARD
MEETING MINUTES

Thursday, May 2, 2019
11:30 AM – 1:00 PM
Moon Brook Country Club
N. Main Street Ext.
Jamestown, NY 14701

PRESENT:

Marie Carrubba
Richard Dixon
Frank McAndrew
Dave Pihl
Delana Rupp
Nicole Segrue
Ron Sellers
Paul Stage
Doug Stock
Vincent Trippi
Mary Trzcinski
Dave Wilkinson

EXCUSED:

Dona Cook
Donna Flinchbaugh
Angel Garcia
Michael Pease
Janeil Rey
Dan Smith

ABSENT:

Andrew Johnson, Jr.
Todd Tranum

ALSO PRESENT:

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



Meeting was called to order by Paul Stage, Chair at 11:45 a.m.

Agenda Item 1 – Roll Call

12 - present 6– excused 2– absent

New Board members, Mary Trzcinski and Vincent Trippi were introduced. Mary is replacing Christine Luly from Acces VR who retired, and Vincent is replacing Ann Anderson from Cassadaga Job Corps, who also retired.

Directors Report – Katie Geise

- Allocations - DRAFT PY19 Allocations have been released.
 - Adult Funding 24.74% increase
 - DW Funding 6.4% decrease
 - Youth Funding 24.9% increase
 - Total Funding: 16.2% increaseFull distribution of the Youth Allocation should be released before July. This is part of FY19 budget and should not be impacted by any politics. A portion of the full allocation of Adult and Dislocated Worker Allocations should be released in July. The small distribution is part of FY19 budget and should not be impacted by politics. However, the large distribution which includes the remainder of the allocation will be part of the FY20 budget, which has not been passed yet (September/October) and could be impacted by politics.
- On Thursday, November 29, 2018, we hosted our Fall Business Seminar. Labor Law attorney, Dan Forsyth, covered Employment Law Updates. 88 Business representatives attended. Survey results were included in the packet. The feedback we received was positive. Thanks to Jody who was our lead on this.
- On Thursday, May 30, 2019, we are hosting our Spring Business Seminar. Dan Forsyth, will be returning and covering Hot Employment Law Issues for 2019. Registration forms are included in the packet. Please register if you can join us on the 30th. Again Thanks to Jody who is our lead on this.

- On May 8, 2019, we are hosting our Spring North County Job Fair. 28 businesses are currently registered to attend. Registration forms are included in the packet. There is still time to register (by Friday) if you can join us on the 8th. Thanks to Janelle who is our lead on this.
- Mini Job Fairs have been offered every other month at both offices. Our partners at NYSDOL have been leading these events. Thanks to all of the local NYSDOL staff and staff from the regional Business Services office for their work on these mini job fairs. Information about all of these events held since our last Board meeting is included in the packet.
- Trade and Economic Transition – National Dislocated Worker Grant – Funding has been obtained for a staff person focused on career services to Dislocated Workers and developing OJTs. A staff person was hired, Celina Kryk. She started the last week in March and has two potential OJTs that she's working on. She has met with a number of businesses, has completed on-line information blast, and will be working on a press release.
- SKF – To date, we have completed 584 TABE tests and have provided the company with 653 applications. SKF recently confirmed hiring 95 individuals. Thanks to Janelle and all career center staff for their work on this! We are hoping to highlight these hires in a newspaper article.
- Tomorrow, May 3rd, we will host our Healthcare Career Fair at UPMC Chautauqua WCA. We anticipate 125 students will attend. We have 13 healthcare related businesses attending. Thanks to Jody who is our lead on this.
- Infrastructure MOU – This is the second part of the WIOA required MOU (Service Delivery MOU was Part 1). We believe that we have finally re-submitted our IF MOU documents for final approval. We submitted our IF MOU documents on April 4, 2018. Katie received the first feedback from NYSDOL on February 26, 2019. We have been going back and forth with Albany since then, but we think our IF MOU will finally be approved. Thanks to Cher for her assistance and work on this.
- Summer Youth – We released the applications on April 12, 2019 and the applications are steadily coming in! We are working on completing the Summer Youth staff. We will have a new coordinator this year, Jennifer Smith. Karen Reynolds has some personal items that will require her attention this summer and will only be available to assist as needed. We have an Office Assistant starting on Monday and are currently working on the Retention Specialist staffing.

Operator Report – Clair Swanson - Clair reviewed the Operator Report that was provided in the packet. She reported 3 new staff members: Edwin Ramirez, Youth Navigator, replacing Lisa Crosby; Kristy Madison, replacing Christopher White, and Celina Kryk, the new Business Services Coordinator. She also reported that there is a local employer that is very happy with the TRA experience and will provide a testimonial for the next meeting.

Agenda Item 2 Finance Report – Cheryl Calhoun

Revenue has increased \$425,000 since the last Board approved budget:

WIOA funding accounted for the majority of the increase -\$377,000

- \$3,800, increase in WIOA Admin
- \$48,000 increase in WIOA Adult
- \$14,000 decrease in WIOA DW
- \$187,000 WIOA TET-NDWG
- \$152,000 increase in TAA Training funds

Other grants accounted for the remaining \$48,000 increase

- \$33,500 from RFMH that supports our Disability Resource Coordinator
- \$18,700 increase from ESPRI – JPS

- \$5,200 between Gebbie and CCHN to support the Healthcare Internships
- \$5,500 from Chautauqua County Probation to support individualized job development services for offenders
- \$15,000 decrease as The Resource Center decided to keep their ESPRI funding in house

Due to the increase in Revenue, we have shown an increase in Expense on the budget.

WIOA - \$377,000 increase is budgeted as follows:

- \$3,800 was added to WIOA Admin Support
- \$34,000 was added to Adult ITA/OJT/SS
- \$4,200 was moved between Adult and DW on the Operator Contract

TET-NDWG funding

- The Operator contract increases \$65,000 to fund the Business Service position
- \$100,000 was added to DW OJT
- \$5,000 was added to DW Supportive Services
- And \$17,000 was added to Administrative costs

The increase in TAA funding increases the TAA training by \$152,000

The increase in WIOA revenues have increased our overall ITA/OJT/SS/WE budget to \$795,359. Currently we have expended 45% (\$362,121) of those training dollars through March. We anticipate some of this funding carrying in to our next fiscal year.

The remaining grants expenses increased in direct relationship to the grant revenue.

Audit Policy Manual Change:

The WIB is required by state and federal regulations to obtain an independent financial audit on an annual basis. Per WIB policy the Independent Auditor has to be reviewed for selection this year to ensure a high quality of service and competitive pricing. It is not a requirement to change auditors, just simply to re-evaluate the selection.

The independent audit is important for inspiring and maintaining trust because it demonstrates The WIB's commitment to financial transparency and accountability. The audited financial statements help the Board of Directors have confidence in the WIB's finances because they are based on an analysis by an objective third-party. The WIB also depends on the certified financial statements and Form 990 to be eligible to obtain funding.

It is the primary responsibility of the Finance/Audit Committee to propose to the Board their recommendation of an auditor who has the expertise and knowledge to perform an audit in accordance with the OMB Circular A-133 for The WIB, a tax-exempt nonprofit. The Finance/Audit Committee relies on The WIB's Accounting Policy Manual for their review and recommendation process. The Accounting Policy defines various criteria, goals, and objectives to help the Committee narrow the search to only those CPAs and/or audit firms that have the skills and experience to provide the services the WIB needs.

We reviewed our Accounting Policy on the Annual Audit and noted some changes that needed to be made. The revised Annual Audit portion of the Accounting Policy Manual proposed is based on the following information:

1. To accurately reflect the name of the review and recommendation committee
2. To ensure competitive pricing and a high quality of service
3. To include a more comprehensive list of criteria that may be considered when evaluating the auditors
4. To align the minimum proposal requirements more closely to the language in the request for proposals

Agenda Item 3 – Resolutions

- Motion 1: To approve the minutes from November 14, 2018 meeting. Motion to approve was made by Dave Wilkinson and seconded by Delana Rupp. **Vote approved and motion carried.**
- Motion 2: To approve the Finance Audit Committee recommendation to accept the 7/1/18-3/31/19 budget to date. Motion to approve was made by Marie Carrubba and seconded by Ron Sellers. **Vote approved and motion carried.**
- Motion 3: To approve the Finance Audit Committee recommendation to accept the 7/1/18-6/30/19 revised budget. Motion to approve was made by Ron Sellers and seconded by Marie Carrubba. **Vote approved and motion carried.**
- Motion 4: To approve the Finance Audit Committee recommendation to accept the revised Annual Audit portion of the Accounting Policy Manual. Motion to approve was made by Rich Dixon and seconded by Doug Stock. **Vote approved and motion carried.**
- Motion 5: To approve the RFP Ad-Hoc Review Committee for Hosted VoIP/Internet Services recommendation to enter into a contract with DFT Communications as their Hosted VoIP/Internet Services provider for the period of May 3, 2019 through April 30, 2020 with an option to renew the contract for three (3) one-year contract extensions depending on satisfactory performance of contract conditions, available funding, and at the discretion of the WIB. Motion to approve was made by Ron Sellers and seconded by Rich Dixon. 11 Yes, 0 No, 1 Abstention. **Vote approved and motion carried.**
- Motion 6: To approve the Training Committee recommendation to accept the revised Chautauqua Demand Occupation List. Motion to approve was made by Marie Carrubba and seconded by Dave Pihl. **Vote approved and motion carried.**
- Motion 7: To approve the Training Committee recommendation to accept the revised On-the-Job Training Policy. Motion to approve was made by Dave Pihl and seconded by Doug Stock. **Vote approved and motion carried.**
- Motion 8: To approve the One-Stop Operator Services Review Committee recommendation to accept the Career System Development contract renewal to operate the One-Stop Career Centers for the period of 7/1/19-6/30/20. Motion to approve was made by Dave Pihl and seconded by Mike Pease. 11 – Yes, 0 – No, 1 Abstention **Vote approved and motion carried.**

Agenda Item 4 – New Business

Mary Trzcinski noted that Bethann Guest-Bergham has become the new District Office Manager for Acces VR. Dave Pihl thanked the WIB for the work that went into the RFP and for the continued working relationship.

Meeting was adjourned at 12:49 pm.

Reminder: The next WIB/WDB Meeting will be in the September. Date, time, and place TBD

Jodell Cheney, Administrative Assistant

Doug Stock, Secretary

Date Approved: _____