

# Chautauqua Works WORKFORCE INVESTMENT/DEVELOPMENT BOARD MEETING MINUTES

Thursday, April 29, 2021  
11:30 AM – 1:00 PM  
Zoom Conference

PRESENT:

Marie Carrubba  
Richard Dixon  
Christine Emmick  
Angel Garcia  
Michelle Jones  
Frank McAndrew  
Michael Pease  
Dave Pihl  
Janeil Rey  
Richard Ryan  
Nicole Segrue  
Ron Sellers  
Dan Smith  
Paul Stage  
Doug Stock  
Todd Trantum  
Vincent Trippi  
Mary Trzcinski  
Grant Umberger  
Dave Wilkinson

EXCUSED:

Heather Turner

ABSENT:

ALSO PRESENT:

Katie Geise– Chautauqua Works WIB/WDB  
Jody Cheney – Chautauqua Works WIB/WDB  
Cheryl Calhoun – Chautauqua Works WIB/WDB  
Clair Swanson – Chautauqua Works-CSD  
Dan Heitzenrater – Chaut. Co. Executive Office



*Meeting was called to order by Paul Stage, Chair at 11:30 am.*

**Agenda Item 1 – Roll Call**

**20 - present    1– excused    0– absent**

Katie introduced Dan Heitzenrater from the Chautauqua County Executive’s office. PJ Wendell could not join us today and Dan is sitting in the meeting in his place.

**Directors Report – Katie Geise**

**Training Committee - Demand Occupation List:** The Training Committee worked with Labor Market Analyst, Tim Glass, to develop the Draft List. A number of additions are recommended and there are a few deletions. The DRAFT will be voted on today at the recommendation of the Training Committee. **OJT Policy and Procedures:** Neither the intent nor the substantive content of the Policy has been changed. We simply edited the Reimbursement Claims language to consistently reference the documents used and we took language that is procedural in nature out of the policy and put it into procedures. We may need to edit procedures slightly as issues arise or something changes. This will not change the intent nor the substantive content.

Operator RFP - Issued RFP 03/01/21, Mandatory Bidder’s Conference was conducted on 03/11/21. Two potential bidders attended. The Proposal Due Date was 03/29/21. One proposal was received. The One-Stop Operator Review Committee reviewed and rated the proposal and found the bidder (Career Systems Development Corp.; our current Operator) to be qualified and their proposal to be more than satisfactory.

The Committee is recommending that the Board approve Career Systems as our One-Stop Services and System Operator.

MOU - The MOU was completed and submitted to NYSDOL by the due date of 02/26/21. NYSDOL had some minor edits that they required me to complete. Those edits were completed and the MOU submitted again. The MOU is currently being reviewed at the State level. As soon as that review is completed, signatures can be obtained. I plan to utilize Electronic Signatures for this.

Local and Regional Plans - NYSDOL recently released TA's on both the Local and Regional Plans. The Local Plan is due on 06/30/21 and the Regional Plan is due on 08/31/21. Work has begun on the Local Plan and it will be ready for your review and public comment by the second week in June. Working has begun with the other WNY Region WIB Directors on the Regional Plan and the Regional Plan will be ready for your review and public comment by early August.

HR Policy - Paid Sick Leave Policy was updated to be in compliance with NYS regulations.

Electronic Signature Use Procedure - On Tuesday, you received a DRAFT Electronic Signature Use Procedure by email. The pandemic has made it very clear that we need to be prepared to utilize any virtual resources available and appropriate for our work so that services can continue uninterrupted. Utilizing Electronic Signature platforms is important to accomplishing the goal of uninterrupted services. We developed the DRAFT Electronic Signature Use Procedure to ensure that we are able to use electronic signature platforms and use them appropriately. We are exploring various Electronic Signature platforms and believe that we will be using DocuSign. There were no objections noted.

Lease Negotiations - Lease negotiations have been completed with both landlords, Jamestown and Dunkirk, and we have signed leases with both. Jamestown: GPatti Development 09/01/21-08/31/26. Dunkirk: Rob Curry 03/01/22-02/28/27. Currently, we are working on subleases with all of the organizations who sublease with us in Jamestown. Outstanding subleases for Jamestown are with ACCES-VR, BOCES, and NYSDOL. We will be begin lease negotiations for Dunkirk in September.

Staff Changes - Janelle Horton who was employed at the WIB for 14 years resigned her position in April. Janelle was our Finance and Business Services Assistant. We are conducting interviews for her position and hope to have her position filled by the end of next week.

Chautauqua Works - We are beginning to open up more. If a customer shows up at the office without an appointment, staff will determine whether available staff can provide the service they need at that time, conduct the health survey, and then admit them to the building for services. We are monitoring all of the new CDC, Federal, and State guidance as it is released and will make Re-Opening Plan changes as appropriate and in compliance.

Summer Youth Program - Preparations for this Program are being made. Jody Cheney is the WIB staff lead on the Program. We have hired a Program Coordinator and one Retention Specialist. We are conducting interviews for the Office Assistant next week and hope to fill that position next week. We are posting for the open positions of two Retention Specialists. We released the SYEP application on April 5<sup>th</sup> with a submittal due date of May 21<sup>st</sup>. To date, 42 applications have been submitted. If you are interested in hosting some participants, please let me know and we will get you a worksite agreement to complete. Also, if you know any young people between the ages of 14 and 20 who you believe would meet the income eligibility, please encourage them to call our office to obtain an application.

Advocacy Work - I have completed a great deal of advocacy as the NY State budget was being worked on. Additionally, I continue to advocate at the federal level to ensure that workforce funding is included in pandemic related legislation.

Hiring challenges - Virtual Job Fairs – NYSDOL Regional Virtual Job Fair is being conducted Thursday, May 6<sup>th</sup>. In person Job Fairs are being considered. Some other areas are beginning to plan for in person job fairs. I am working with those colleagues and may try to hold such an event outdoors this spring/early summer. I continuously meet with many businesses and all are struggling to find employees. We are trying to assist through job orders, mass emails to job seeker customers, posting on our FaceBook page and website, and providing access to our offices for CDC compliant recruitment events.

### **Operator Report – Clair Swanson**

Katie covered key items. Staff is working with customers every day and seeing more and more coming and calling to set up appointments. We are all looking forward to the day when we can sign lots of training vouchers and to help people with OJT's. We are looking forward to being busier!

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

#### **WIOA Revenue:**

- We received our estimated funds for PY 21. Youth was down about 5.81% which has an impact on a portion of our budget from 4/1/21-6/30/21, youth and admin. The 5.81% decrease equates to approximately \$6,000 between youth and admin funds.
- NYSDOL did a retraction across the state. They retracted \$34,610 in our TET-NDWG funding
- We received \$20,242 in Employment Recovery-NDWG funding
- TAA has increased \$33,800 since our last Board Meeting
- We have an overall increase of \$13,600 in WIOA related funding for the current fiscal year. When we get to the expenditures, you will notice an increase of expenditures for the same amount.

#### **Other Grant Revenue:**

- We received a grant from COI for a Homeless Career & Employment specialist, which increased our revenue ~\$54,000 for the current fiscal year.
- The RFMH shows a decrease in \$16,370, however this is just a timing issue, you will see an increase next month for that same amount. Normally they contract for 6 months to a year at a time. This year they are contracting in 3 month increments. We just received the contract for the 4/1/21-6/30/21, so you will see that change reflected on next month's budget
- Overall, we are up \$54,000 in other grant revenue for our current fiscal year. When we get to the expenditures, you will notice an increase of expenditures for the same amount.

#### **Expenditures:**

- We are showing larger variances in DW ITA/OJT/etc. and Youth Work Experience. We have received other funding for training this year for DW, which includes TET-NDWG, ER-NDWG and of course TAA. We use the other funding prior to using the regular WIOA DW funding, therefore our regular WIOA funding is showing a variance. Our numbers of Youth in Work Experiences have decreased during this pandemic. We have made some policy changes to align incentives with youth performance measures and we hope to see an increase in interest in the Work Experience Program.
- We are required to meet an 80% obligation of our PY20 WIOA funds by June 30, 2021. We will have our Operator Contract executed prior to June 30, 2021 and will meet that 80% obligation requirement.
- We are showing a small variance in rent and that is due to two tenants leaving, STEL and Addeco.
- We are also showing a variance in Operating Expenses as we had a couple projects that are not complete yet. We are working on the job security system for the Dunkirk location and the remaining portion of Jamestown. We have been purchasing monitors with cameras to allow for Videoconferencing capabilities for staff members as well as jobseekers. We need to purchase a new printer/copier/scanner for the WIB as our current one is on its last leg. We are also looking into intercom systems.

We are anticipating the need to transfer approximately \$60,000 from PY20 DW to PY20 Adult funds. The Technical Advisory that allows us to make this transfer is included in your packet, TA17-6. We are allowed to transfer up to 100% between Adult and DW funds with concurrence of the Board. This has been a strange year for us. We had anticipated the need for more DW funding and less Adult during this fiscal year but that was not the case.

Included in your packet were the estimated allocations for PY21 WIOA funds. Overall, we are up 1.51% which equates to about \$15,299. By program we are down 5.23% (\$19,163) in Adult funding, up 23.58% (\$57,932) in DW funding and down 5.81% (\$23,470) in Youth funding.

I would also like to mention the Finance Audit Committee has reviewed the contract renewal of our Independent Auditor - Bysiek CPA, PLLC for Audited Financial Statements for Fiscal Year Ending 6/30/2021. An RFP for this service was sent out in 2019, with the option to renew for up to three additional years, if we were satisfied with the services we were receiving. The Finance Audit Comm were satisfied and would like to renew for fiscal year ending June 30, 2021.

### **Agenda Item 3 – Resolutions**

- Motion 1: To approve the minutes from October 23, 2020 meeting. Motion to approve was made by Ron Sellers and seconded by Mike Pease. **Vote approved and motion carried.**
- Motion 2: To approve the Finance Audit Committee Recommendation to accept the 7/1/20 – 6/30/21 revised budget. 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 7/1/20 – 2/28/21 budget to date. Motion to approve was made by Ron Sellers and seconded by Rich Dixon. **Vote approved and motion carried.**
- Motion 4: To approve the Finance Audit Committee recommendation of continuation of services from the auditing firm of Bysiek CPA, PLLC for fiscal year ending June 30, 2021. Motion to approve was made by Dan Smith and seconded by Dave Wilkinson. **Vote approved and motion carried.**
- Motion 5: To approve Finance Audit Committee recommendation to transfer up to \$60,000.00 between PY20 Adult and PY20 Dislocated Worker allocations. Motion to approve was made by Dan Smith and seconded by Rich Dixon. **Vote approved and motion carried.**
- Motion 6: To approve the RFP Operator Review Ad-Hoc Committee recommendation to enter into a contract with Career Systems Development Corp. as the WIOA Title 1B System and Services Operator of the Chautauqua County One-Stop System for the period of July 1, 2021 through June 30, 2022, with an option to renew the contract for three years depending on satisfactory annual performance of contract conditions at the discretion of the WDB. The contract amount for July 1, 2021 through June 30, 2022 is \$425,000, with the option to increase the amount per the RFP monetary guidelines, if the need exists throughout the fiscal year. 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 Training Committee recommendation to accept the revised Chautauqua Demand Occupation List. Motion to approve was made by Frank McAndrew and seconded by Dave Pihl. **Vote approved and motion carried.**
- Motion 8: To approve the Training Committee recommendation to accept the revised On-the-Job Training Policy. Motion to approve was made by Ron Sellers and seconded by Vincent Trippi. **Vote approved and motion carried.**
- Motion 9: To authorize WIB/WDB Staff to submit grant proposal(s) to any entity in support of Workforce Development and Training Services for PY 2021 and PY 2022. Motion to approve was made by Marie Carrubba and seconded by Dan Smith. **Vote approved and motion carried.**
- Motion 10: To approve the Synergy contract renewal to provide IT Services for the period of 10/1/21-9/30/22. Motion to approve was made by Dan Smith and seconded by Ron Sellers. **Vote approved and motion carried.**
- Motion 11: To approve the DFT contract renewal to provide Hosted VOIP/INTERNET Services for the period of 5/1/21-4/30/22. Motion to approve was made by Ron Sellers and seconded by Dave Wilkinson.  
17 – Yes, 0 – No, 1 Abstention. **Vote approved and motion carried.**

**Agenda Item 4 – New Business**

No new business.

Ron Sellers noted and requested this to be added to Minutes. WIB Staff is doing an absolutely FABULOUS job. Dan Smith added he is impressed with the work and professionalism of the staff which makes being on the WIB Board easy! Marie Carrubba added that she 2<sup>ND</sup>'s AND 3<sup>RD</sup>'s the comments. This has been a difficult situation for everyone to try and work through this COVID and commends everybody that has continued to reach out and help in these difficult circumstances. Thank you for everything that you are doing. It has not been an easy time for staff and for the people we are working with.

**Meeting was adjourned at 12:45 pm.**

**Reminder: The next Workforce Investment Board Meeting will be in the Summer 2021. Date, time, and place to be determined.**

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

\_\_\_\_\_  
Doug Stock, Secretary

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