

Chautauqua Works
WORKFORCE INVESTMENT/DEVELOPMENT BOARD
MEETING MINUTES

Thursday, May 5, 2022

11:30 am – 1:00 pm

Zoom Conference

Or

Chautauqua Works Offices

4 E. 3rd Street
Jamestown, NY 14701

407 Central Avenue
Dunkirk, NY 14048

PRESENT:

Kevin Bourgoine
Marie Carrubba
Richard Dixon
Angel Garcia
Daniel Heitzenrater
Michelle Jones
Frank McAndrew
Dave Pihl
Nicole Segrue
Dan Smith
Paul Stage
Doug Stock
Vincent Trippi
Mary Trzcinski
Heather Turner
Grant Umberger

EXCUSED:

Christine Emmick
Michael Pease
Richard Ryan
Dave Wilkinson

ABSENT:

Ron Sellers

ALSO PRESENT:

Katie Geise– Chautauqua Works WIB/WDB
Jody Cheney – Chautauqua Works WIB/WDB
Cheryl Calhoun – Chautauqua Works WIB/WDB
Zulma Johnson – Chautauqua Works WIB/WDB
Clair Swanson – Chautauqua Works-CSD



Meeting was called to order by Paul Stage, Chair at 11:34 am.

Agenda Item 1 – Roll Call

16 - present 4– excused 1– absent

Agenda Item 2 - Directors Report – Katie Geise

New Staff Update

- Zulma Johnson started in November as the Finance and Business Services Associate.
- Nathan Gross started in January as the Disability Resource Coordinator.
- Rachel Barto started in January as the Specialized Employment Coach working with Ex-Offenders and Homeless referrals.

CAP 2.0 Funding - We have received American Rescue Plan Act (ARPA) funding from Chautauqua County to run a CAP program for three years. (\$352,000) We released this year’s application approximately two weeks ago. We have had a press release and ads in the paper. This is available to recent graduates or about to graduate individuals completing an Associates, Bachelors, or Certificate program. We have four applications so far. Our target is 10. Interviews will begin in the next 1-2 weeks.

Marketing Grant - We have applied through the SBDC for ARPA funded grant for Marketing for \$10,000. There was an overwhelming response and we did not receive the grant. However, Spectrum is offering a free professionally developed commercial/video to all applicants. A meeting was held with the Spectrum representative on 5/4/22. We are doing two 15-minute videos – one geared toward job seekers and one

geared toward businesses. We meet again next Tuesday and should have videos within a week of that meeting.

City of Jamestown ARPA Funding - A meeting was held with the City of Jamestown last Thursday for the second time. They are hoping to fund an in-school youth program at Jamestown High School similar to the program we ran with ESPRI funding. They are hoping to fund three years of programming. We should know in a month or two whether the City Council approves this.

They are also interested in funding an Employer Resource Network (TRC's SAFER program funded by ESPRI). I have connected them to TRC and am waiting on everyone's availability to set up a meeting to discuss that program.

Job Fair - We are planning and hosting our first in person Job Fair on Thursday, May 19th from 9:30AM-11:30AM. We have room for 35 business tables and have 30 businesses registered. If you are interested in attending, please complete and submit a registration form asap! We have advertised this in the newspapers, on social media, on our website, etc. Letters and emails are being sent to active job seekers.

Summer Youth Work Experience Program - HHS has asked us to run the program again this year. We have hired a program Coordinator, Dan McNeill, two Retention Specialists, Tyler Volk and Kirsten Gorman, and are currently scheduling interviews with two more applicants next week. We hope to have the staffing complete by the end of next week. The application was released about two weeks ago. Eligibility is being completed on all of those as they are turned in and reviewed.

Business Seminar - In November, we planned and hosted our first in person Business Seminar since the pandemic. We had almost 40 business representatives in attendance. The survey results are in your packet. We will be working with Dan Forsyth, Labor Law attorney to plan and schedule our next Business Seminar.

Leases with NYSDOL - We have fully executed AND signed leases with NYSDOL for BOTH locations!!!! Jamestown started 09/01/21 and Dunkirk started 03/01/22.

State Workforce Investment Board (SWIB):

Katie has been asked to be the WIB Director representative on the State Board. This is quite an honor since there has not been a Board Director on the SWIB. I am looking forward to the first SWIB meeting.

Operator Report – Clair Swanson

In addition to the information provided in the packet, Clair shared that Prendergast Library is holding a Community Block Party. Chautauqua Works will have a table at the Block Party. Over 30 non-profits will be attending and this is a great opportunity to talk about Chautauqua Works services and connect with the community.

Katie highlighted, even with pandemic, Clair and her team have been meeting in person since 7/2020. They have done a lot of training. Training numbers for Adult and Dislocated Worker, as a whole, are in line with where we were pre-pandemic.

Project Director for CSD program were overseen for many years by Steve Liosa. Steve retired last month and now Molly Shay has taken over that position.

Agenda Item 3 Finance Report – Cheryl Calhoun

BUDGET TO DATE AND CHANGES IN BUDGET

Review and discussion of Budget to Date through 3/31/2022 and changes in funding to the Annual Budget for fiscal year 7/1/21-6/30/22 since the last Board Meeting on 10/27/21

WIOA Revenue section:

- WIB received NY SCION funding to support our Disability Resource Coordinator as the RFMH funds ended on December 31, 2021
- WIB received an additional \$34,960 Of Employment Recovery National Dislocated Worker Grant funds for training
- WIB received an additional \$6,494 in TAA funds for training

Other Grant Revenue:

- WIB is anticipating a renewal with HHS for the Self Sufficiency Contract which would increase those funds by \$87,500 for this fiscal year
- WIB received a contract with the County of Chautauqua for a Workforce development Initiative similar to our CAP Internship Program. The contract is over the next several years for a total of \$352,000
- WIB received an additional amount of NYESS/TTW funds \$1,252

Overall, revenue increased \$270,461 for WIB's current fiscal year.

WIB's budgeted expenses follow revenue sources. Therefore, the changes in budget expenditures directly relate to the revenues for the grants we discussed above.

Looking at the variances:

- The Operators March invoice will be processed in April, which is usually around \$30,000, hence the variance of the Operator Contract
- DW ITA/OJT/SS is showing a high variance, as WIB received other funding sources to pay for training with shorter expiration dates. WIB utilized those funding sources first for training, like the TET-NDWG and ER-NDWG funding.
- The TET grant ended September 30th and WIB fully expended that grant.
- WIB has almost fully expended the ER-NDWG.
- The Adult ITA/WE/OJT is moving along
- WIB is showing a high variance with the Disaster Recovery NDWG funding. WIB just received notice that this grant will be extended through 3/31/23. The WIB is currently trying to understand and develop a program that will fit with the state's requirements.
- The Gun Violence Project is progressing. These funds are restricted to the Jamestown area youth. There is talk about the state possibly doing a time extension on this grant, but the WIB has not seen anything officially yet
- The WIB's youth work experience/SS/Incentives are under-expended. The WIB recently met with the Operator in an effort to increase the number of youth in work experiences.
- TAA is progressing.
- WIB is under-expended in WIB Program and Admin Support, that relates to the timing of grants. Much of WIB staff time is dedicated to various grants in the summer months, such as the Summer Youth Program, The TANF Extension and Healthcare Internships.
- WIB's operating expenses are low. The WIB has not purchased any equipment for this fiscal year yet.
- The WIB has fully expended TANF Supplemental funds.
- HHS shows a variance, and that is due to timing as well. CSD's March invoice will be paid in April and those invoices are approximately \$25,000 a month.
- The WIB recently received a contract with the county for the Workforce Development Initiative. That variance will decrease, as the WIB just released the applications for the internships.
- All other grants seem to be moving forward.

NEXT FISCAL YEAR'S BUDGET

Review and discussion of next year's Annual Budget for fiscal year 7/1/22-6/30/23

WIOA Revenue section:

- The WIB will see a decrease of \$140,412 in WIOA funding, which is mainly due to various grants ending, such as TET, ER-NDWG and GVP

Other Grant Revenue:

- The WIB will see a decrease in other grant revenue of \$121,342, which is mainly due to various grants ending, such as TANF Supplemental, RFMH, Sheldon Foundation, COI Homeless Career and Employment, and ESPRI

Overall, the WIB is anticipating a revenue decrease of \$261,754 for the upcoming fiscal year.

The WIB's budgeted expenses will follow revenue sources. Therefore, the changes in budget expenditures directly relate to the changes in revenue for the grants discussed above.

OPERATOR CONTRACT

Due to the recent pandemic, Chautauqua Works has experienced many changes in service delivery processes, job seeker customer needs and access, business customer needs, as well as access to partner service providers. One example is that our Dunkirk location remains by appointment only due to staffing limitations impacted heavily by the Department of Labor not seeing customers in person. Currently, it is necessary for Chautauqua Works to add staff to meet the workforce needs of the North County location and the system as a whole. According to the Operator RFP issued, the estimated amount of available funds for the Operator Contract is between \$370,000 and \$750,000. The local workforce will need the flexibility to increase the current Operator Contract by \$23,626 for the period covering 7/1/21-6/30/22, revising that contract amount to \$448,626. To continue the momentum, The WIB will set the Operator Contract at \$525,000 for the upcoming fiscal year, 7/1/22-6/30/23.

TRANSFER REQUEST

During the current fiscal year, adult training has been higher, which impacts the Operator contract as well. The local workforce will need the flexibility to transfer up to \$100,000 between PY 21 Dislocated Worker and Adult funds. NYS Technical Advisory 17-6, dated June 15, 2017, allows the WIB the flexibility to transfer up to 100% between Dislocated Worker and Adult funding streams.

AUDITOR RENEWAL

The Finance Audit Committee met on April 21, 2022 and were satisfied with the audit and services performed by Bysiek CPA, PLLC. The Finance Audit Committee recommends continuing services with the firm.

CREDIT CARD USE POLICY

The WIB does not currently have a credit card use policy. Therefore, the WIB is proposing a credit card use policy to clarify terms, conditions, repercussions and documentation.

Agenda Item 5 – Resolutions

- Motion 1:** To approve the minutes from October 27, 2021 meeting. Motion to approve was made by Dave Pihl and seconded by Marie Carrubba. **Vote approved and motion carried.**
- Motion 2:** To approve the Finance Audit Committee Recommendation to accept the 7/1/21 – 6/30/22 revised budget. Motion to approve was made by Marie Carrubba and seconded by Frank McAndrew. **Vote approved and motion carried.**

- Motion 3:** To approve the Finance Audit Committee Recommendation to accept the 7/1/21 – 3/31/22 budget to date. Motion to approve was made by Dave Pihl and seconded by Mary Trzcinski. **Vote approved and motion carried.**
- Motion 4:** To approve the Finance Audit Committee Recommendation to accept the 7/1/22 – 6/30/23 fiscal year budget. Motion to approve was made by Kevin Bourgoine and seconded by Rich Dixon. **Vote approved and motion carried.**
- Motion 5:** 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, 2022. Motion to approve was made by Frank McAndrew and seconded by Dan Smith. **Vote approved and motion carried.**
- Motion 6:** To approve Finance Audit Committee recommendation to transfer up to \$100,000.00 between PY21 Adult and PY21 Dislocated Worker allocations. Motion to approve was made by Vincent Trippi and seconded by Rich Dixon. **Vote approved and motion carried.**
- Motion 7:** To approve an increase in the Operator Contract funding through June 30, 2022 to \$448,626. Motion to approve was made by Marie Carrubba and seconded by Frank McAndrew. **Vote approved and motion carried.**
- Motion 8:** To approve the Operator Contract funding for fiscal year 7/1/22-6/30/23 to \$525,000. Motion to approve was made by Frank McAndrew and seconded by Kevin Bourgoine. **Vote approved and motion carried.**
- Motion 9:** To approve the Finance Audit Committee Recommendation to accept the Credit Card Use Policy. Motion to approve was made by Dave Pihl and seconded by Vincent Trippi. **Vote approved and motion carried.**
- Motion 10:** To approve the One-Stop Operator Services Review Committee and the One-Stop System Operator Review Committee recommendation to accept the Career System Development contract renewal to operate the One-Stop Career Centers for the period of 7/1/22-6/30/23. Motion to approve was made by Frank McAndrew and seconded by Dan Heitzenrater. 14 – Yes, 0 – No, 1 Abstention (Vincent Trippi due to employment at Career Systems Development). **Vote approved and motion carried.**
- Motion 11:** To approve the Special Populations Committee recommendation to approve the Youth Incentives Policy. Motion to approve was made by Marie Carrubba and seconded by Vincent Trippi. **Vote approved and motion carried.**
- Motion 12:** To approve the Special Populations Committee recommendation to approve the Youth Supportive Services Policy. Motion to approve was made by Marie Carrubba and seconded by Kevin Bourgoine. **Vote approved and motion carried.**
- Motion 13:** To approve the Special Populations Committee recommendation to approve the Gun Violence Prevention (GVP) Program Incentives Policy. **Motion to approve was made by Frank McAndrew and seconded by Marie Carrubba. Vote approved and motion carried.**
- Motion 14:** To approve the DFT contract renewal to provide Hosted VOIP/INTERNET Services for the period of 5/1/22-4/30/23. Motion to approve was made by Vincent

Trippi and seconded by Dan Heitzenrater. 14 – Yes, 0 – No, 1 Abstention (Dave Pihl due to employment at DFT). **Vote approved and motion carried.**

Agenda Item 6 – New Business

Katie introduced new Board Members Dan Heitzenrater, President/CEO of Chautauqua County Chamber of Commerce and Kevin Bourgoine, Director of Career & Technical Education & Workforce Development, ERIE2CCBoces.

Meeting was adjourned at 12:31 pm.

Reminder: The next Workforce Investment Board Meeting will be in the Summer 2022. Date, time, and place to be determined.

Jodell Cheney, Administrative Assistant

Doug Stock, Secretary

Date Approved: _____