

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

Friday, September 30, 2022

11:30 am – 1:00 pm

Harbor Hotel

10 Dunham Avenue

Celoron, NY 14720

PRESENT:

Marie Carrubba  
Christine Emmick  
Angel Garcia  
Daniel Heitzenrater  
Michelle Jones  
Frank McAndrew  
Michael Pease  
Dan Smith  
Doug Stock  
Vincent Trippi  
Mary Trzcinski  
Heather Turner  
Grant Umberger

EXCUSED:

Kevin Bourgoine  
Richard Dixon  
Dave Pihl  
Nicole Segrue  
Paul Stage

ABSENT:

Richard Ryan  
Ron Sellers  
Dave Wilkinson

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  
Ed Bysiek – Bysiek CPA, PLLC



*Meeting was called to order by Mike Pease, Vice- Chair at 11:36 am.*

**Agenda Item 1 – Roll Call**

**13 - present    5– excused    3– absent**

**Agenda Item 2 – Audited Financial Statements – Ed Bysiek, Bysiek CPA, PLLC (Attachment #1)**

Ed Bysiek presented a summarized version of the Audited Financial Statement through 6/30/22. The full report was presented to the Finance Audit Committee on 9/28/22.

Independent Auditor’s Report  
Statements of Financial Position  
Statements of Activities  
Statements of Cash Flows  
Note Disclosures  
Schedule of Findings and Questioned Costs

Bysiek CPA, PLLC expresses an unmodified opinion on the financial statements of W.I.B., Inc. There were no material weaknesses in internal controls, no significant deficiencies in internal controls, no instances of noncompliance, no audit findings relative to major federal awards program, and was determined to be a low-risk auditee.

Vice-Chair Mike Pease expressed appreciation for the work of the WIB Staff. He commented that everything seems to be seamless with the committee work.

**Agenda Item 3 – Director’s Report – Katie Geise**

**Chautauqua Works Fully Open** - Both Jamestown and Dunkirk offices are now fully open to walk ins and appointments. Our partners at NYSDOL returned to providing in person services in early July at which point we re-opened the Dunkirk office. The transition back to offering full services in person has been extremely smooth.

**MOU** – Currently, the MOU is under final review with NYSDOL’s Legal Department. We will begin the e-signature process once final approval is received.

**Summer Youth Employment Program**-The SYEP was a huge success again this year. The staff did an amazing job along with Jody as our WIB staff lead, Zulma and all of her work on payroll and time sheets, and Cher and all of her work managing the budget. In your packets, I included a program summary and six testimonials from participants.

**Job Fairs and Business Seminar**-We planned and hosted our first in person Job Fair on Thursday, May 19<sup>th</sup> from 9:30AM-11:30AM at the Double Tree Hotel in Jamestown. We had about 40 businesses and 100 job seekers in attendance.

On October 27, 2022, we are planning and hosting another in person Business Seminar. We have provided you with the flyer/registration form for the upcoming event and we emailed it to you earlier this week.

Mini Job Fairs have started to be offered at both locations. Jamestown hosted one last Friday (September 23, 2022). They had 17 businesses and 61 job seekers. There is one being planned in the Dunkirk office in October.

**Staff Update** -Nathan Gross, our Disability Resource Coordinator, resigned in early September. We posted the position and have been completing interviews. We hope to make an offer to a New Disability Resource Coordinator by the end of next week. Rachel Barto started in January 2022 as our Specialized Employment Coach working with Ex-Offenders and Homeless referrals and has recently added GVP participants to her caseload.

**CAP 2.0 Funding**-We 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 and received 6 applications, however only placed one intern as all of the other applicants obtained unsubsidized employment or graduate program acceptance and had to decline the internship. We are working with the funder to make changes to our approach. We plan to start offering this to current college students beginning this spring.

**Marketing/Outreach**-2 news stories were conducted with Spectrum highlighting GVP and WIOA Services. Links to the stories will be sent to the Board.

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

Clair provided a snapshot of the current services in the packet that was provided to WIB members. She compared two program years, and it consistently shows that staff is providing services and trainings while trying to recover from COVID.

Trade Act has not been re-authorized yet. That puts us in a tough spot because we were doing a lot of trade act work. Currently new trade act applications are not being accepted. It is unlikely that Trade Act would not be reauthorized, but it has not yet been voted on at the federal level.

A bi-lingual staff person has been hired in Dunkirk which will help immensely with the Wells layoffs and rapid response.

### **Agenda Item 4 Finance Report – Cheryl Calhoun**

Budget to date and changes in Budget:

Review and discussion of Budget to Date and Balance Sheet through 8/31/2022 and changes in funding to the Annual Budget for fiscal year 7/1/22-6/30/23 since the last Board Meeting on 5/5/22.

WIOA Revenue section:

- We carried in more WIOA funds than anticipated, as CSD's May and June invoices were received after June 2022
- We received a no cost time extension on the GVP funds and will have those funds available through March 31, 2023
- Currently all TAA petitions for Chautauqua County have completed their trainings, therefore we won't see this line item change unless a company files a petition.

Other Grant Revenue:

- There is not a lot of changes in the Other Grant Revenue, however you will notice a large variance under the OTDA TANF Summer Youth and that is because most of the expenses occur in July and August for this program.

Overall, revenue increased \$257,461 for our current fiscal year.

Our budgeted expenses will follow our revenue. Therefore, the changes in budget expenditures directly relate to the revenues for the grants we discussed above.

Expenditures:

- Training invoices have been coming in, we expect most of them to come by October for the Fall 2022 session. Currently we are showing a higher number of Adult trainings than DW or ERNDWG.
- Youth Work Experience is under-expended and we continue to work with the Operator on this one.
- We are showing a high variance the Disaster Recovery NDWG, as we continue to try to make people eligible for this funding stream.
- The Gun Violence Project has been moving along quite well. We anticipate fully expending that funding.
- We are under-expended in WIB Program and Admin Support and that relates to the timing of our grants, as much of WIB staff time is dedicated to other various grants in the summer months, such as the Summer Youth Program and Healthcare Internships.
- Our operating expenses are low, as we have not purchased any equipment for this fiscal year yet.
- We are working on the Chautauqua County WDI, as we only had one intern apply this year. We are looking at more innovative ways to increase participation in that grant.
- The Healthcare interns were finishing up in August and we fully expended the Sheldon and Gebbie funds. The NCCF funds remain, and we will ask for an extension on those funds.
- The COI Homeless grant was scheduled to conclude at the end of September, but Katie recently met with COI and they would like to contract with us again to continue these efforts. We should see an additional contract soon.
- We will notice a change in the rent variances this fiscal year, as we did not pre-pay for Jamestown's rent.

**Agenda Item 5 – Resolutions**

**Motion 1:** To approve the minutes from May 5, 2022 meeting. Motion to approve was made by Doug Stock and seconded by Marie Carrubba. **Vote approved and motion carried.**

**Motion 2:** To approve the Finance Audit Committee recommendation to accept the Single Audit, Management Letter, Form 990 and CHAR500 prepared by the auditing firm of Bysiek CPA, PLLC for fiscal year ending June 30, 2022. Motion to

approve was made by Michelle Jones and seconded by Heather Turner. **Vote approved and motion carried.**

**Motion 3:** To approve the Finance Audit Committee Recommendation to accept the 7/1/22 – 6/30/23 revised budget. Motion to approve was made by Grant Umberger and seconded by Christine Emmick. **Vote approved and motion carried.**

**Motion 4:** To approve the Finance Audit Committee Recommendation to accept the 7/1/22 – 8/31/22 budget to date. Motion to approve was made by Marie Carrubba and seconded by Dan Smith. **Vote approved and motion carried.**

**Motion 5:** To approve the RFP IT Services Review Committee recommendation to enter into a contract for IT Services with **Synergy IT Services** for the period of October 1, 2022 through September 30, 2023 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 Doug Stock and seconded by Dan Smith. **Vote approved and motion carried.**

#### **Agenda Item 6 – New Business**

No new business.

Discussion regarding hiring trends.

**Meeting was adjourned at 12:34 pm.**

**Reminder: The next Workforce Investment Board Meeting will be in the Winter 2023. Date, time, and place to be determined.**

---

Jodell Cheney, Administrative Assistant

---

Christine Emmick, Secretary

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