

Chautauqua Works
WORKFORCE INVESTMENT/DEVELOPMENT BOARD
MEETING MINUTES

Friday, June 14, 2024
11:30 am – 1:00 pm
Moonbrook Country Club
2879 N. Main Street Ext.
Jamestown, NY 14701

PRESENT:

Marie Carrubba
Christine Emmick
Angel Garcia
Kent Joesel
Michelle Jones
Christina Lyon
Frank McAndrew
Michael Pease
Dave Pihl
William Smock
Paul Stage

EXCUSED:

Heather Brown
Richard Dixon
John Healy
Richard Ryan
Dan Smith
Todd Trantum
Vincent Trippi
Heather Turner
Grant Umberger

ABSENT:

Daniel Heitzenrater

ALSO PRESENT:

Katie Geise – Chautauqua Works WIB/WDB
Jody Cheney – Chautauqua Works WIB/WDB
Cheryl Lawson – 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 11:33 am.

Agenda Item 1 – Roll Call

11 - present 9– excused 1– absent

Agenda Item 2 – Director’s Report – Katie Geise

Youth Employment Program (YEP) – This program started on January 1st and has been extremely active since the first day. The two Retention Specialists started on January 9th and youth participants applied, enrolled, attended orientations, and started at worksites by early February. More than 80 youth have participated in this program to date.

Summer Youth Work Experience Program – Preparation for this program continued throughout the year and applications have been accepted since May 1st. This will be a slightly different year than in the past due to the creation of the new YEP program. The two YEP Retention Specialists will seamlessly transition to the SYEP and the Program Coordinator, another retention Specialist, and a Program Assistant have been hired and either started or are scheduled to start this month. We project that we will be able to place 123 youth this summer.

CAP Program –The funding for this program came from the County’s ARPA funds. This funding is available through December 31, 2025. This is the largest “class” of interns ever with 17! Information about all of the interns and their placements are in the report in the packet.

Jamestown and Dunkirk Offices – Both offices are now filled to full capacity. Journey’s End increased their leased space to four cubicles in Jamestown and YEP staff now occupy the last vacant office in Dunkirk.

New Funding – ESD Grant – Manufacturing and Tech Talent Pipeline and Workforce Ecosystem Development Initiative \$750,000 with a pending application submitted to the Ralph C Wilson Foundation for an additional \$250,000 – This grant application was completed and submitted in 2022. This funding will be shared with the Cattaraugus-Allegany WDB. Both areas will be able to hire a staff person to coordinate these efforts to assess, convene, and implement recruitment, training, and retention efforts in the Manufacturing and Tech sectors. This funding and project will be for two years with a November 1, 2024 projected start date. Additional highlights to this funding are budget lines to provide reimbursement to participants in training and in the first few weeks of new employment for transportation and childcare as well as funding for training. We met with the ESD funding administrator, the Community Foundation of Greater Buffalo, on Tuesday and are finalizing the budget and project descriptions with their guidance. Much more to come on this exciting new opportunity!

Incentive Adult and Dislocated Worker Training and Supportive Services Funding – Chautauqua County was one of 12 LWDBs eligible to receive incentive Adult and Dislocated Worker funding for training and supportive services for the upcoming program year (7/1/24 – 6/30/25). We received the full amount available to our area: \$200,000. Eligibility was based on whether we had obligated the required 80% of our PY22 funding.

Advocacy Optimistic Outcomes – In March, Katie traveled to Washington DC for NAWB (National Association of Workforce Boards) conference. While there, she took the opportunity, with some NY, MI, and CA colleagues, to meet with five Senators and Congressmen. The goal was to highlight the areas of concern and offer solutions to those areas contained in the Congress passed WIOA Reauthorization Bill, which is now with the Senate. There was a Senate hearing on Tuesday and many of those testifying used the suggested verbiage verbatim. The main concern was the 50% of allocated funds required to be spent on classroom training only. As written, the proposed 50% training requirement needed to be adjusted. It was requested that rather than a funding related metric, it is adjusted to a percentage of participants trained or to count staff time as part of the 50%. This helps maintain the focus on in-demand training that is connected to employers. One additional concern was an increase in Governors’ set-aside. As written, the Critical Industry Skills Fund allows Governors to increase their set-aside by up to 10%. It was requested that language be updated to eliminate the increase in Governor’s Reserve and make this effort an allowable expense under WIOA Title I. It could also be a requirement using the existing 15% Governor’s Reserve.

SWIB – Katie has attended two SWIB meetings this calendar year, and has been named the chair of the Strategic Investments & Evaluation Committee. There have been three Committee meetings to date. Both have resulted in an opportunity to highlight and describe the impacts of decisions regarding performance measures, customer surveys, and data system deficiencies on the local areas. All of the Committee members have received the local perspective very positively and appreciatively.

Operator Report – Clair Swanson

Clair referred to Participant/Registration Comparison in packet. Participant numbers continue to grow post pandemic. Adult, Dislocated Worker, and Youth enrollments are increasing. Adult and Dislocated Worker Performance Measures for Program year 2023 were met, with the exception of measurable skills gain for Dislocate Workers. There are 2 quarters of data not yet reported. The requirement for youth Measurable skills gain was not met. There are 2 quarters of data not yet reported. The training goal of 50 Adult & Dislocated worker was met, and the Youth Work Experience goal of 35 was met and 100 % of the allocation was spent. Clair reviewed and highlighted success stories.

Agenda Item 3 – Finance Report – Cheryl Lawson

Cheryl discussed the budget through April 30, 2024 and changes in the fiscal year budget.

- WIB received a Marketing Grant from the Small Business Development Center for \$10,000.
- The WIB also received the Youth Employment Program funding of \$413,822 for the period covering January 1-June 30, 2024.
- The WIB has seen an increase in the amount of Adults requiring training funds. There is a motion at this Board Meeting to move \$110,000 from PY23 DW to PY23 Adult funds. The WIB met their requirement to expend 20% of the WIOA Youth funding on Youth Work Experience for PY22 and PY23.
- The Gun Violence Program (GVP) ended on March 31st, the WIB fully expended that contract. We do not anticipate additional GVP funds, as the Youth Employment Program (YEP) has essentially replaced that funding stream.
- YEP funding - the staff was hired to begin January 9, 2024. The staff was trained and youth began working as early as February 2024, with the majority of youth beginning their work experiences in April. The WIB expects the expenditures to be much higher in May and June. The WIB does not expect to fully expend those dollars. The team has worked diligently and have faced some challenges with the in-school youth. The hours the youth are available and allowed to work is more limited, there were limited worksites for the evening hours, limited worksites for the 14-15 year olds, and it has been a challenge to get the youth to complete all the required paperwork in a timely fashion. We have noticed a trend since COVID that more 14-15 year olds have been applying for the work experience programs, 46% of the applications received were from this age range. The worksites available and employers willing to take on 14-15 year olds has been minimal. We have focused a lot of time on outreach to new worksites and we are seeing additional contracts for new worksites coming through. Traditionally we have approximately 45 worksites, to date we have around 82 worksite contracts. The WIB anticipates receiving another contract for the YEP for the period covering September 1, 2024 through June 30, 2025.
- The WIB's operating expenses show a large variance as we are currently fulfilling our equipment purchases which include SOPHOS, KnowBe4, Cloud Back-Up Migration, Large Monitors, Privacy Screens and additional security. SOPHOS has been completed and you will see that expense on the June budget to date.
- We did receive the TANF Summer Youth funds for 2024, these were not included in the April Budget, as we received the contract at the end of May. The contract is for \$435,988.
- The Mobility Manager Contract has been signed by the County. We are currently awaiting signature from the Department of Transportation.
- The Chautauqua County Workforce Development Initiative is an internship program for college students and most of our expenses for that grant occur in the May – September timeframe and so you will notice an increase in expenditures on the May through September budgets.
- Sublease rentals have increased as Journey's End joined our Jamestown location. We are currently fully occupied in Jamestown and Dunkirk.

Auditing Services Renewal

We are in a renewal year for the contract with Bysiek CPA, PLLC for the single audit, management letter and Form 990 for fiscal year ending June 30, 2024, per the RFP, the contract can be renewed through June 30, 2026. There is a motion at this Board Meeting to renew the contract for this fiscal year.

FY 2024-2025 Budget

Overall the WIB anticipates the budget to increase by \$522,000.

- We anticipate an increase in WIOA related funds of \$145,722. Chautauqua County was the only county in New York State that received an increase in WIOA funds.
- We also received a \$200,000 Statewide Activities Fiscal Incentive for Adult and Dislocated Worker training and supportive services for meeting our PY22 allocation expenditures.
- The SCION contract ends in December and the WIB anticipates receiving another contract in January 2025. The budget reflects the anticipated contract renewal.
- GVP ended in March 2024 and the OTDA Youth Employment Program has essentially replaced that funding stream.
- We received the TANF Summer Youth Contract for 2024 of \$435,988.
- We anticipate receiving the Youth Employment Program (YEP) funding for the period covering 9/1/24-6/30/25. The WIB used last fiscal year's allocation amount as a placeholder until the contract is received and the amount known. The WIB anticipates the allocation being larger than last year, as the period covers more time, 10 months versus 6 months. The WIB will update that figure at the October Board meeting.
- The HHS Self Sufficiency contract ends in March of 2025 and the WIB anticipates another contract at that time. The budget reflects the anticipated contract renewal.
- The Chautauqua County Workforce Development Initiative goes through December of 2025.
- The Chautauqua County Probation contract ends in December of 2024 and the WIB anticipates another contract at that time. The budget reflects the anticipated contract renewal.
- The COI Homeless contract ends September 30, 2024. The funding is uncertain currently. If a new contract is awarded, the WIB will add that funding at the October 2024 Board Meeting.
- The Jamestown Small Business Development Center funding was a one-time grant that the WIB was awarded for marketing purposes.
- Sublease rentals are higher due to Journey's End joining our Jamestown location. We are fully occupied at both of our locations now.
- Also, not reflected in this budget, the WIB had a meeting this week with ESD and was awarded a workforce development challenge grant for \$750,000. Chautauqua County partnered with Cattaraugus/Allegany County on this initiative. The WIB has also applied for a \$250,000 grant in conjunction with this grant from the Ralph Wilson Jr Foundation. Once contracts are signed, those amounts will be added to the budget. Chautauqua County is the fiscal lead on those grants.

Operator Contract

According to the Operator RFP, the **estimated** amount of available funds for the Operator Contract was between \$370,000 and \$750,000, the budget may increase or decrease at any point due to the WIB/WDB applying for various grants and funding opportunities, as well as NYSDOL awarding additional funding or decreases in funding. The Operator contract amount is determined based on available funds and workforce needs.

This budget includes a \$75,000 increase to the Operator Contract, making the contract \$600,000 for the period covering 7/1/24-6/30/25. There is a motion at this Board Meeting for the award amount.

Fiscal Policy Change involving Procurement

Current fiscal policy only includes state contract pricing, the WIB would like to be able to use other methods of procured pricing to obtain quotations. An example is the National Coop Purchasing Alliance (NCPA/OMNIA) pricing. The NCPA, ensures all public agencies are

receiving products and services at the highest quality and lowest prices. There is a motion at this Board Meeting for this fiscal policy change.

Agenda Item 4 – Resolutions

- Motion 1:** To approve the minutes from October 20, 2023 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 7/1/23 – 6/30/24 revised budget. **Motion to approve was made by Marie Carrubba and seconded by Michelle Jones. Vote approved and motion carried.**
- Motion 3:** To approve the Finance Audit Committee Recommendation to accept the 7/1/23 – 4/30/24 budget to date. **Motion to approve was made by Christine Emmick and seconded by Michelle Jones. Vote approved and motion carried.**
- Motion 4:** To approve the Finance Audit Committee’s recommendation to accept Bysiek CPA, PLLC accounting firm to conduct the auditing services consisting of the Single Audit, Management Letter, Form 990 and CHAR500 for fiscal year ending June 30, 2024. **Motion to approve was made by Dave Pihl and seconded by Marie Carrubba. Vote approved and motion carried.**
- Motion 5:** To approve Finance Audit Committee recommendation to transfer up to \$110,000.00 between PY23 Dislocated Worker and PY23 Adult allocations. **Motion to approve was made by Christine Emmick and seconded by Marie Carrubba. Vote approved and motion carried.**
- Motion 6:** To approve the Finance Audit Committee Recommendation to accept the 7/1/24 – 6/30/25 fiscal year budget. **Motion to approve was made by Marie Carrubba and seconded by Michelle Jones. Vote approved and motion carried.**
- Motion 7:** To approve the revised “Required Solicitation of Quotations from Vendors” section of the Financial Policies Manual. **Motion to approve was made by Mike Pease seconded by Michelle Jones. Vote approved and motion carried.**
- Motion 8:** 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 7/1/24-6/30/25. **Motion to approve was made by Marie Carrubba and seconded by Christine Emmick. Vote approved and motion carried.**
- Motion 9:** To approve the Operator Contract funding for fiscal year 7/1/24-6/30/25 up to \$600,000. **Motion to approve was made by Marie Carrubba and seconded by Mike Pease. Vote approved and motion carried.**
- Motion 10:** To approve the Training Committee recommendation to accept the Individual Training Account (ITA) Policy which includes raising the ITA cap from \$4,000 to \$5,000 per fiscal year. **Motion to approve was made by Kent Joesel and seconded by Marie Carrubba. Vote approved and motion carried.**
- Motion 11:** To approve the Training Committee recommendation to accept the Individual Training Account (ITA) Policy which includes increasing the number of credit hours required to complete a Baccalaureate degree from 30 credit hours to 60 credit hours. **Motion to approve**

was made by Michelle Jones and seconded by Marie Carrubba. Vote approved and motion carried.

Motion 12: To approve the Personnel/Nominating Committee recommendation for Slate of Officers. **Motion to approve was made by Marie Carrubba and seconded by Dave Pihl. Vote approved and motion carried.**

Motion 13: To authorize WIB/WDB Staff to submit grant proposal(s) to any entity in support of Workforce Development and Training Services for PY 2024 and PY 2025. **Motion to approve was made by Christine Emmick and seconded by Michelle Jones. Vote approved and motion carried.**

Motion 14: To approve the Synergy contract renewal to provide IT Services for the period of 10/1/23-9/30/24 and 10/1/24-9/30/25. **Motion to approve was made by Christine Emmick and seconded by Bill Smock. Vote approved and motion carried.**

Motion 15: To approve the DFT contract renewal to provide Hosted VoIP/Fiber Link/Internet Services for the period of 5/1/24-4/30/25. **Motion to approve was made by Marie Carrubba and seconded by Christine Emmick. 10 – Yes, 0 – No, 1 Abstention by Dave Pihl. Vote approved and motion carried.**

Agenda Item 6 – New Business

Frank McAndrew wanted to let everyone know of the Teacher Ambassador Program which is sponsored by NYSDOL. NYSDOL hires local teachers and gives them a crash course in workforce development. They discuss the needs in the community and take the information back to their classrooms and do lesson plans around what jobs are available and talk to the kids about different careers.

Dave Pihl asked if employers are still struggling to find employees. Michelle Jones indicated that employers are finding candidates, but less qualified. Paul Stage stated that with no more government subsidies people are having to work. Katie Geise stated that employers are still looking for people to show up on time, show up every day, be honest, be ready to work, be willing to learn, and maintain a good attitude. She has not heard quite the same urgency.

Meeting was adjourned at 1:00 pm.

Reminder: The next Workforce Investment Board Meeting will be in the Fall 2024. Date, time, and place to be determined.

Jodell Cheney, Administrative Assistant

Christine Emmick, Secretary

Date Approved: _____