

Chautauqua Works
WORKFORCE DEVELOPMENT BOARD
MEETING MINUTES

Thursday, June 16, 2016
11:30 AM – 1:00 PM
Chautauqua Works NEW location
4 E. 3rd Street
Jamestown, NY 14701

PRESENT:

Ann Anderson
Cesar Cabrera
Marie Carrubba
Dona Cook
Richard Dixon
Donna Flinchbaugh
Angel Garcia
Andrew Johnson, Jr.
Christine Luly
Michael Pease
David Pihl
Ron Sellers
Dan Smith
Paul Stage
Doug Stock
Dave Wilkinson

EXCUSED:

Albert Simmons
Delana Rupp
Nicole Segrue
Gretchen Varney

ABSENT:

Todd Trantum

ALSO PRESENT:

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



Meeting was called to order by Paul Stage, Chair at 11:39 a.m.

Agenda Item 1 – Roll Call

16 - present 4 – excused 1– absent

Directors Report – Katie Geise

- **Athenex** – Katie attended two presentations earlier this week on Athenex. They do not know when they will be breaking ground and it will be when the groundbreaking occurs that the timeline will start. They plan to begin to hire and train employees 18-24 months after breaking ground. NY State is building the facility and supplying all of the equipment. There will be 450 direct hires and an estimated 450 indirect hires. The indirect hires will be in services, distribution, transportation, etc. The four main job titles that Athenex will be hiring are Production Operators, Production Mechanics, Warehouse Associates, and Lab Technicians. They have not finalized the job descriptions to date. The next step is a meeting with partners including training providers to discuss skill sets needed, current trainings/programs available, and the need for modifications and additions which Vince Horrigan is coordinating.
- **American Apprenticeship Initiative (AAI)** – KatieI attended a meeting with Project Director and Resource Coordinator for the AAI Grant. Grant Info. - \$175 Million were awarded nationally – 46 total, 2 in NYS. 34,000 apprentices are expected to be served in 37 states. In WNY – the purpose to fill the skills gap in Advanced Manufacturing; keep WNY companies strong and competitive, and to keep good jobs for WNY workers.
WNY AAI Grant - \$2.9 Million awarded to United Way of Buffalo and Erie County over 5 years. They can provide tuition assistance for new apprentices and wrap around support to apprentices to assure success in the program. Their goal is to have 300 new apprentices in Western NY by 2020. There is potential for future funding and program expansion.
Goals:

- Enhance and create NYS Registered Apprenticeships in Advanced Manufacturing. Doug and I raised concerns about the arduous process required to create a Registered Apprenticeship Program in NYS. They said that they will help interested companies as best as they can.
 - Strengthen Career Pathways
 - Increase opportunities for under-represented populations
 - Explore public policy for long term sustainability
- **Summer Youth** – We received a little more funding this year (\$260,874/2015-\$251,644) but minimum wage has increased to \$9.00/hour. We have the following staff hired:
 - Karen Reynolds – Program Coordinator
 - Emily Corson – Program Assistant
 - Amanda Hillebert – Senior Retention Specialist
 - Corinne Fredrickson – F/T Retention Specialist Jamestown
 - Kelsey LiPuma – P/T Retention Specialist Dunkirk
 We have received 184 applications. 132 young people attended one of our three Eligibility Sessions. We have funding to place 126 TANF funded youth. We have 54 worksite agreements completed.

Operator Report – Clair Swanson

- **ConAgra Update** – 65 customers are still in Trade Adjustment Assistance training. The first round of EIT graduates were in March; the second round is due to finish June 22nd. We have one reported graduate of the Electrician diploma program who has secured employment with Dunkirk Specialty Steel in Maintenance. His dislocation wage was \$18/hour, his starting wage at the steel plant is \$19.53/hour. Several of those who completed the CDLA course are in driving positions. One customer who was at ECC for HVAC program has secured employment as a HVAC Tech, starting at \$14/hour.
- **NRG Update** – NRG closing impacted 65 workers. Closing date is 9/23/16. NRG individuals have started filing for UI and are attending appointments. The impending layoff dates are between 2/22/16 and 9/23/16. No one from NRG, to date, has been certified for TAA although one individual who was separated on June 6th wants some short term training in Asbestos handling. WE have no information to share at this point regarding the NRG customers and what their training interests are.
- **TitanX Update** – 10 TitanX dislocated workers have been approved for TAA training. They are attending JCC for the AAS Welding program, CNC Certificate program, Industrial Equipment Technology, Machine Tool Technology, Environmental Engineering Technology and the Business Administration program at JCC as well as at JBC,
- **GE Update** – We are working with PA to provide TAA assistance to 5 customers out of the GE layoff. They are attending JCC, JBC, and EIT for the Electrician program.

We had \$400,000 last year for TAA Training and this year it is \$1.2 Million. The amount of TAA Training has tripled from last year. The staff has worked very hard and it has been busy!

Agenda Item 2 - Finance Report – Cheryl Calhoun

Rob Kocur from Kocur & Saxton attended our last Finance Audit Committee Meeting to begin his audit. Rob will begin his fieldwork during the first two weeks of August and plans to have the audited financial statements available for the Boards review at our October Board Meeting.

- **Budget**

Received TANF Summer Youth funding for the period covering May 1, 2016 – September 30, 2016 of \$260,874, only May-June's portion of that in the current year's budget.

The Summer Youth funds have increased from last year to accommodate the increase in minimum wage.

We have received awards from CRCF, Sheldon and Gebbie to run Internship Programs. The internships are gearing up to begin early next month. CRCF and Sheldon concentrate on the Healthcare fields, while Gebbie is more broad.

As of May 31, 2016, we have spent over \$1,000,219 (one million two hundred nineteen dollars)
\$ 19,654 Dislocated Worker

\$ 66,519 Adult
\$914,046 TAA

93% of our expended training dollars were spent on Dislocated Workers, nearly \$934,000 (\$933,700). Last year at this time, May 31, 2015, we had expended approximately \$357,500 on training. We have nearly tripled that this year.

As of today, June 16, 2016, we have expended \$1,071,552.74
\$977,381.06 TAA
\$ 69,714.48 Adult
\$ 24,456.20 DW

Still, 93% of our expended training dollars were spent on Dislocated Workers, nearly \$1,001,837.26

You will notice one of the motions is to transfer between Adult and Dislocated Worker Funds. According to NYSDOL Technical Advisory 13-9.3, on June 11, 2015, we are allowed to transfer up to 100% between PY15 Adult and PY15 DW funds. We are requesting to transfer up to 50% of our funds. At this point we will transfer around \$45,000 (16% of Adult Allocation) between the two but are asking for flexibility by requesting up to 50%.

- **Next Year's Budget**

The major change in WIOA funding is the TAA funds. We had a lot of people in training this year due to the closing of ConAgra. We're expecting many of those to complete their training and are expecting a lower amount of TAA training funds due to this.

Another change in regards to WIOA Youth, we must expend 20% of our WIOA Youth allocation on Work Experience.

Our rent and operating expenses are a little higher due to the move. The layout of the space is different than what we currently have which accounts for some of the change. We also will not be able to pre-pay at a discounted rate for the first year. We were informed by NYSDOL that when we move locations, the payments will discontinue until a new lease is in place. We have been working hard to try to get the lease in place.

Operating expenses are higher due to the costs associated with the move. We will do our best to minimize these costs as well.

Agenda Item 3 – Resolutions

- Motion 1:** *To approve minutes from April 27, 2016 meeting.* Motion to approve was made by Dave Pihl and seconded by Cesar Cabrera. **Vote approved and motion carried.**
- Motion 2:** *To approve the Finance Audit Committee recommendation to accept 7/1/16-6/30/17 budget.* Motion to approve was made by Doug Stock and seconded by Marie Carrubba. **Vote approved and motion carried.**
- Motion 3:** *To approve the Finance Audit Committee Recommendation to transfer up to 50% between PY15 Dislocated Worker and PY15 Adult allocations.* Motion to approve was made by Andy Johnson and seconded by Rich Dixon. **Vote approved and motion carried.**
- Motion 4:** *To approve the Youth Review Committee recommendation to extend a no-cost time extension of the BOCES STEP UP Program Youth Contract until the contract funds are fully expended.*

Katie met with the Youth Committee Proposal Review Committee. Currently, BOCES has invoiced for \$14,146 and been paid \$10,486 of the \$40,000 contract (\$32,000 program costs, \$8,000 Work Experience costs). This amount has fallen under the Program costs portion only. They have more than half of their program cost budget remaining. The WIB and Operator staff has been working closely with the BOCES staff working on this contract and the various reporting and billing requirements. This was a shortened, start-up year for the Step-Up Program. The Review Committee is recommending that the Board approve a no cost time extension for the contract. We believe that this will give BOCES staff additional time to continue working on this start-up Program, learning all of the components and requirements. Upon fully expending the current contract budget, the Review Committee will review the performance of the program and discuss potential renewal.

Christine Luly moved to amend Motion #4 to add verbage *“through December 31, 2016 or until the contract funds are fully expended, whichever comes first.”* Motion to approve was made by Paul Stage and seconded by Doug Stock. **Vote approved and motion carried.**

Amended Motion 4: *To approve the Youth Review Committee recommendation to extend a no-cost time extension of the BOCES STEP UP Program Youth Contract through December 31, 2016 or until the contract funds are fully expended, whichever comes first.* Motion to approve was made by Doug Stock and seconded by Ron Sellers. **Vote approved and motion carried.**

Agenda Item 4 – New Business

No new business.

Meeting was adjourned at 12:18 pm.

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

Jodell Cheney, Administrative Assistant

Doug Stock, Secretary

Date Approved: _____