

Chautauqua Works WORKFORCE DEVELOPMENT BOARD MEETING MINUTES

Wednesday, October 19, 2016

11:30 AM – 1:00 PM

Moon Brook Country Club

N. Main Street Ext.

Jamestown, NY 14701

PRESENT:

Cesar Cabrera
Marie Carrubba
Dona Cook
Angel Garcia
Andrew Johnson, Jr.
Michael Pease
David Pihl
Janeil Rey
Delana Rupp
Nicole Segre
Ron Sellers
Dan Smith
Paul Stage
Doug Stock

EXCUSED:

Ann Anderson
Richard Dixon
Donna Flinchbaugh
Christine Luly
Albert Simmons
Todd Tranum
Dave Wilkinson

ABSENT:

ALSO PRESENT:

Katie Geise– Chautauqua Works WDB
Jody Cheney – Chautauqua Works WDB
Cheryl Calhoun – Chautauqua Works WDB
Janelle Horton – Chautauqua Works WDB
Angel Cook-NYSDOL
Clair Swanson-Chautauqua Works
Mary Trzcinski – Acces VR
Rob Kocur – Saxton Kocur and Associates, LLP



Meeting was called to order by Paul Stage, Chair at 11:30 a.m.

Agenda Item 1 – Roll Call

14 - present 7 – excused 0– absent

Introductions were made: New board member, Janeil Rey with E2CCBoces is replacing Gretchen Varney, who retired. Angel Cook is replacing Sue Palys, who retired, as our Program Monitor. Mary Trzcinski is here today in place of Christine Luly, who could not attend.

Chair's Report – Paul Stage

Paul reported that Dave Pihl has resigned from the Workforce Development Board and will be joining the Chautauqua County Planning Board. Dave has served on the board for 16 years! Paul thanked him for his many years of service on the Workforce Development Board.

Directors Report – Katie Geise

- WIOA – Final Regulations were released on June 30, 2016. NYSDOL is currently working on Guidance particularly in the areas of Operator Procurement and MOUs. As soon as Guidance has been issued, we will be working on our Operator RFP with plans to release the Operator RFP in February or March. We expect to be working closely with Angel Cook, our new Program Monitor and Sokna Heng our NYSDOL Fiscal Monitor as guidance is released by NYSDOL.
- CAP – Gebbie Foundation
 - 10 Interns successfully completed the Program
 - 4 were offered employment at their CAP worksite; 3 accepted those positions
 - 4 accepted employment at locations other than their CAP worksite
 - 2 starting/started grad school

The grant application for next year has been submitted to the Gebbie Foundation

- Sheldon/CRCF – Healthcare Talent Pipeline Internships
8 interns successfully completed internships this summer. We are working closely with CCHN to ensure that all interns are on both of our lists and tracked and engaged in future events.
- Summer Youth – We had a wonderful SYWEP staff this year. Karen Reynolds returned as Program Coordinator, one Senior F/T Retention Specialist, one F/T Retention Specialist, one P/T Retention Specialist, and one F/T Program Assistant.
 - 138 youth placed in jobs.
 - 127 participated.
 - 15 obtained unsubsidized employment following the Program.
 - 25 quit or were terminated.
 - 52 had perfect attendance.
- Job Fair - We held our 2016 Fall Job Fair on October 12th at JCC.
26 Employers and 148 Job Seekers attended. Feedback has been very positive to date.
- Employment Readiness Summit – An Employment Readiness Summit presented by the WIB, CCIDA, Chautauqua County Chamber, and JCC was held following the Job Fair at JCC. 40 business and training providers had an open discussion regarding the shortages and needs (current and future) of the workforce and businesses in Chautauqua. I co-facilitated the discussion with Todd Trantum. A compilation of the information shared and action items is being completed and will be shared upon completion along with identified entities to take ownership of agreed upon action items.
- Business Seminar – The 2016 Fall Business Seminar “The New FLSA (Fair Labor Standards Act) White Collar Exemptions and Overtime Rules – Are you ready for Dec. 1st?” has been scheduled for November 10th at the Willow Bay Theatre. Registration form have been sent out. If you are interested in attending, please fill out the registration form provided (Attachment #1). We already have 23 business representatives registered.
- Move update
 - The move from 23 E. 3rd Street to 4 E. 3rd Street was completed. Chautauqua Works opened for business in the new space on 9/1/16.
 - Thank you’s to all staff, DOL Albany, Movers, IT, New Landlord for early entry, and WIB Staff. Without everyone’s cooperation, the move would not have gone as smoothly.
 - DOL Lease – We received a draft lease from DOL on 09/9/16; we reviewed, made some changes/additions, and sent back to DOL on 09/21/16. We have e-mailed DOL to determine the status.

Staff seem to be settling in well. We have not received any staff complaints about the new space. The biggest adjustments seem to be around security and the requirement that all customers be accompanied by a staff person when in the staff occupied part of the building. These minor adjustments are being made. We have received minimal complaints from customers regarding parking. There have been 6 customer complaints about no longer validating for parking. We have between 80 and 100 customers enter the office daily. Therefore, out of 2,560 people (80 customers x 32 days) we have had 6 complaints.

- Open House/Ribbon Cutting – We have set a tentative date for 11/03/16 – 2:00/3:00-4:00 with Ribbon Cutting at 3:30 PM. Katie asked for input on duration, date, and time of day. It was decided to stay with the date of 11/3/16 and have the open house between the hours of 3-5 with the ribbon cutting at 4:00 pm.
- Retirements – Katie recognized that both Sue Palys, our NYSDOL Program Manager, and Jill Whitfield , NYS DOL Representative have both retired and wanted to thank them for their years of work in our local area.

Operator Report – Clair Swanson

Clair thanked the WIB Staff and Operator Staff for making the move and the transition to a new building an easy move. Everything went smoothly and staff are settling in nicely. Clair discussed:

- TAA – The One Stop continues to serve many Trade Act Clients

- ConAgra
- Premier Lakewood
- Keywell
- Bush Industries
- TitanX
- NRG
- GE – Erie, PA
- Berry Plastics
- New Staffing for Youth Navigators in Dunkirk and Jamestown
- New Staffing for Career Specialists in Dunkirk and Jamestown
- Common Measures – all Common Measures under WIA rules and regulations for Adult, Dislocated Worker, and Youth programs for PY15 have been passed.

Agenda Item 2 – Finance Committee – Cheryl Calhoun

Budget Summary

- Revenue:
 - We received additional TAA funds
 - We were awarded another round of CRCF funds to continue our Healthcare Talent Pipeline internship program
 - We were awarded another round of Sheldon funds to continue our Healthcare Talent Pipeline internship program
 - We have been told that we will receive additional funding from the Research Foundation for Mental Hygiene to continue our DRC. We have not received a contract yet but once we have a signed contract, we will include those funds on our budget.
 - We have been told that we will receive additional funding from the Chautauqua Co. Probation to continue our OJT's for offenders. We have not received a contract yet but once we have a signed contract, we will include those funds on our budget.
- Expenses:
 - Dislocated Worker is showing a variance on the Operator Contract, as the Operator's caseload has increased over the last few years with Dislocated Workers due to the recent layoffs from Con-Agra, Premier and GE. We anticipated that this year and know that we will need to do a transfer from Adult to Dislocated Worker at some point next year.
 - We just paid our fall tuition invoices and so the TAA and Dislocated Worker training funds have a high variance.
 - Youth Work Experiences are under-expended. Katie is working with the Operator to increase work experiences.
 - We have not received an invoice from BOCES since the middle of May. I have asked several times for invoices and have not received any since May 2016.
 - WIB Program support is under-expended due to timing of grants, several programs run during the summer months which take WIB staff time. The variance is expected to decrease over the next several months.
 - Operating expenses are showing a variance due to the costs associated with our move.
 - The TANF Summer Youth grant ended on September 30, 2016, indicating the variance. It is only a 5 month program, with most of the costs in a 3 month period.
 - The Sheldon Foundation, CRCF and Gebbie Foundation grants just wrapped up, indicating the variance.
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Presentation of the 2016 Single Audit prepared by Saxton Kocur and Associates, LLP – Rob Kocur (Attachment #2 and Attachment #3)

- Audit Summary
 - Reviewed draft of statements with WIB Staff and Finance/Audit Committee
 - Unmodified opinion-financial statements are presented fairly in all material respects in accordance with U.S. GAAP.
 - Unmodified opinion on internal control over financial reporting
 - Unmodified opinion on compliance for each major program selected tested: Trade Adjustment Assistance

- No matters identified relating to internal control over financial reporting that were considered to be significant deficiencies or material weaknesses.
- Unadjusted increase in net assets of \$99,579
- Statements of Financial Position
 - Assets
 - Liabilities
 - Current ratio: 2.9:1
 - Quick ratio: 2.6:1
- Statements of Financial Position
 - Total Net Assets 2016: \$349,886
 - Total Net Assets 2015: \$333,593
- Statements of Activities Revenues
 - 2016 total revenues, \$2,936,000 (unrestricted and temporarily restricted combined)
 - 2016 total revenues, \$2,300,000
- Statements of Activities Expenses
 - Total Expenses
 - Management and General
 - Functional Expenses
- Total Revenues 2012-2015
- Total Expenses 2012-2015
- Change in Net Assets 2012-2015
- Federal Awards
- Required Letter
 - Exit Communications

Agenda Item 3 – Resolutions

Motion 1: *To approve the minutes from June 16, 2016 meeting.* Motion to approve was made by Ron Sellers and seconded by Dave Pihl. **Vote approved and motion carried.**

Motion 2: *To approve the Finance Committee recommendation to accept July 1, 2015-June 30, 2016 single audit prepared by Saxton Kocur and Associates, LLP.* Motion to approve was made by Marie Carrubba and seconded by Doug Stock. **Vote approved and motion carried.**

Agenda Item 4 – New Business

No new business

Meeting was adjourned at 12:19 pm.

Reminder: The next Workforce Investment Board Meeting will be in January, 2017. Date, time, and place to be determined.

Jodell Cheney, Administrative Assistant

Doug Stock, Secretary

Date Approved: _____