

Chautauqua Works
WORKFORCE INVESTMENT/DEVELOPMENT BOARD
MEETING MINUTES

Wednesday, October 25, 2017
11:30 AM – 1:00 PM
Moon Brook Country Club
N. Main Street Ext.
Jamestown, NY 14701

PRESENT:

Ann Anderson
Richard Dixon
Andrew Johnson, Jr.
Nick Keefe
Christine Luly
Janeil Rey
Delana Rupp
Dan Smith
Paul Stage
Doug Stock
Todd Trantum
Dave Wilkinson

EXCUSED:

Marie Carrubba
Dona Cook
Donna Flinchbaugh
Angel Garcia
Michael Pease

ABSENT:

Cesar Cabrera
Nicole Segrue
Ron Sellers
Albert Simmons

ALSO PRESENT:

Katie Geise– Chautauqua Works WDB
Jody Cheney – Chautauqua Works WDB
Cheryl Calhoun – Chautauqua Works WDB
Janelle Horton – Chautauqua Works WDB
Barb Deike-NYSDOL
Clair Swanson-Chautauqua Works
Heather Waygood – NYSDOL
Lydia Edgington – Chautauqua Works
Rob Kocur – Saxton Kocur & Assoc., LLC

Meeting was called to order by Paul Stage, Chair at 11:44 a.m.

Agenda Item 1 – Roll Call

12 - present 5– excused 4– absent

Paul introduced guests: Rob Kocur – Saxton Kocur & Associates, LLC
Heather Waygood – LSR Supervisor – NYSDOL
Lydia Edgington – Disability Resource Coordinator – Chautauqua Works
Barb Deike – Program Monitor – NYSDOL
Nick Keefe – DFT Communications – new Board Member replacing Dave Pihl



Paul announced that Chautauqua Works will be hosting a Business Seminar on Paid Family Leave Act to be held at the Willow Bay Theatre on November 9, 2017. (Attachment #1) He encouraged everyone to attend as this new law affects everyone and will be beneficial to all.

Old Business – Resolutions were not voted on at the May 11, 2017 meeting as there were not enough members present for quorum. Per the By-Laws, “An action of the Board may be approved by a written resolution signed by a majority of duly appointed members without a meeting, provided that the resolution is approved by a quorum of the Board at the next scheduled meeting.” WIB Staff contacted members and obtained written resolutions after the last meeting. The following motion was brought before the board:

“To approve Motions 1 – 7 from the May 11, 2017 meeting”. Motion to approve was made by Dave Wilkenson and seconded by Doug Stock. **Vote approved and motion carried.**

Directors Report – Katie Geise

Katie discussed the following updates:

Local Plan – Every local area is required to complete a Local Plan. NYSDOL released a template and Technical Advisory for the Local Plan in August. Work began on the Local Plan in August and the template was completed by late September. The template was sent to our NYSDOL Program Monitor for review as well as Frank McAndrew (NYSDOL Supervisor) and Clair Swanson (Operator). Labor Market information was requested from and discussed with NYSDOL Labor Market Analyst and regional related questions were reviewed, discussed, and approved with regional WDB Directors and the Labor Market Analyst. If the Local Plan is approved by the Board, it will be posted for public comment for 30 days. It will also be sent to the County Executive and County legal department for review as the County Executive's signature is required. The Local plan is due to NYSDOL by November 30th.

MOU – The MOU that was discussed and approved at the May Board Meeting will be complete and ready to submit to the State as soon as are received from two of the State agencies – State Ed and OCFS/NYSCB. Part 2 – Infrastructure cost sharing MOU will be next. We are waiting for guidance from the State. Once guidance is provided, we will begin this process.

Healthcare Interns – Through our grants with Sheldon and CRCF, we placed 9 healthcare interns and had 11 on a waiting list. All 11 are interested in applying for the program next year if we are awarded. We also have had 2 additional inquiries about next year's program. Final reports have been completed and submitted. Applications were completed and submitted to CRCF and Sheldon Foundations. We have been awarded \$10,000 by CRCF. Sheldon sent letters to all applying agencies that their funding is limited and that they have received a large number of requests. Sheldon is cautioning agencies not to count on their funding for sustainability. Intern testimonials are in your packets.

CAP – We had another fantastic year! We have completed and submitted an application to Gebbie Foundation for next year. The Final Report will be completed and submitted by early November. Intern testimonials were in the packet.

Summer Youth – 113 youth were placed at 46 worksites across the county. We have already begun planning for next year. All Final Reports have been completed and submitted. Kudos to all of the staffs' hard work on this program!

Job Fair – We held our Fall Job Fair at JCC South on Wednesday, October 11th. We have more than 140 job seekers attend the 2 hour event. We had 35 businesses attend. All of the feedback has been very positive. Survey results are provided (Attachment #2). We will be following up with all of the businesses in attendance to try to gather hiring data resulting from their participation at the Job Fair.

Cummins – Cummins is currently recruiting for employees. Applications and the SHL Assessment can be performed on line. We worked with Cummins prior to advertizing of the open positions and reserved a Computer Lab at Chautauqua Works for applicants to use if they needed to. . There have been several people that have utilized our computers to complete the application and the assessment.

MD Electronics – The Company filed a WARN notice on September 25th. Rapid response efforts are being coordinated with the Regional Rapid Response Team. A TAA petition was filed on behalf of the company and employees by Clair Swanson on October 10th. Clair provided additional information in her Board report.

Fraud – We had incident of fraud utilizing the internet on our bank account. On August 31st during the completion of our bank reconciliation, we discovered that a number of counterfeit checks were written on and cashed on our account. The checks were out of order with our check numbers and they were clearly counterfeit due to the name of the company on the checks and bank listed on the checks. There were 53 checks totaling \$8836.41. We immediately went to our bank (Key Bank) and met with the bank manager. We completed all necessary paperwork to file a fraud claim which expedited the case to the fraud unit. The bank manager and we began monitoring the account daily until all checks written on the account had cleared. Immediately following our meeting with the bank manager, a police report was completed at the Police station. On September 6th, the Finance Audit Committee was notified of the fraud and the steps we had completed. Because we were in the middle of the summer youth program, there were many checks outstanding on that account. We opened a new account and moved all funding except the amount needed to cover the checks written on the old account. We began using the new account immediately. The bank refunded all of the money lost to the fraud on September 12th and paid for all of our new checks, deposit slips, and endorsement stamp for the new account. The police followed up with us on September 11th and explained that because the fraud appeared to have occurred via the internet that we should complete and submit an Internet Crime Complaint to the FBI. The Internet Crime Complaint was completed and submitted on September 12th. The old account was officially close on October 17th.

Operator Report – Clair Swanson

Clair reviewed the information in the packet consisting of:

- MD Electronics
- New Hire-Youth Navigator
- NYATEP Conference
- ConAgra Employment Outcomes

Item Agenda #2 Finance Report – Cheryl Calhoun

Since our last Board Meeting in May 2017, we were able to develop a more accurate budget based on actual carry-in and grants received, which netted a decrease of \$40,118 in budget.

Summary of Budget Changes

Due to carry-in, additional funding and decreased funding the following changes have been made to the budget in regards to revenue:

\$2,807 Increase in WIOA Administration
\$364 Increase in WIOA Adult
\$465 Decrease in WIOA Dislocated Worker
\$6,635 Increase in WIOA Youth
\$90,926 Decrease in TAA
\$36,898 Increase in TANF Summer Youth
\$22,061 Decrease in HHS Self Sufficiency
\$147 Increase in Research Foundation for Mental Hygiene
\$1,450 Decrease in Sheldon Foundation
\$10,150 Increase in Chaut Region Community Foundation
\$110 Increase in Gebbie Foundation
\$76 Increase in Chautauqua County Probation
\$2,824 Decrease in Mobility Management
\$238 Increase in NYS Dept of Ed AccesVR
\$20,182 Increase in Ticket to Work

Expenses have been changed to reflect the changes in revenue. The change in revenue caused a direct change in expense, as it relates to TAA, TANF Summer Youth, HHS Self Sufficiency, Research Foundation for Mental Hygiene, Sheldon Foundation, CRCF, Gebbie Foundation, Chautauqua County Probation, Mobility Management, NYS Dept of Ed AccesVR, and Ticket to Work.

Decrease \$90,926 TAA
Increase \$36,898 TANF Summer Youth
Decrease \$22,061 HHS Self Sufficiency
Increase \$147 Research Foundation for Mental Hygiene
Decrease \$1,450 Sheldon Foundation
Increase \$10,150 CRCF
Increase \$110 Gebbie Foundation
Increase \$76 Chautauqua County Probation
Decrease \$2,824 Mobility Management
Increase \$238 NYS Dept of Ed AccesVR
Increase \$20,182 Ticket to Work

In regards to the changes in WIOA Revenue, the following changes have been made to expense:

Increase \$12,244 Youth Work Experience
Decrease \$2,903 Operating Expense

The revised budget was reviewed and discussed by the Finance Audit Committee on October 10, 2017. The Finance/Audit Committee Meeting members suggested changing the budget to show more exact variances (in

regards to Special and Unrestricted Revenue, which are grant based and end at various times throughout the fiscal year) rather than a simple percentage of year basis.

The budget in the packet reflects those two budget changes.

In looking at the budget to date:

- Dislocated worker is showing a slight variance. Many of the ConAgra dislocated workers have either finished training or are wrapping up their training, which will reduce the variance. However; another company has recently filed for a petition which could increase TAA training and in turn increase the Operator's dislocated worker staff time. If the variance increases, we may need to look at a transfer of funds at some point during the fiscal year between PY 2017 adult and dislocated worker funds.
- You'll also notice a larger variance in TAA. This is a timing issue, as the JCC Fall 2017 tuition invoices were paid in September.
- WIB Program and Administrative Support are showing variances due to timing of grants. During the summer months, much of the WIB staff time is dedicated to various summer programs, such as TANF Summer Youth, Chautauqua Advancement Project and the Healthcare Talent Pipeline Initiative.
- The WIB was awarded another round of CRCF funds (\$10,000.00) to continue the Healthcare Talent Pipeline initiative.
- Mobility Manager is showing a variance. The WIB has applied for another round of Mobility Management funds. We've been told that the 5311 Grant will be out by the end of the year so we are expecting to have additional funding for the Mobility Manager Position prior to calendar year end.
- Sublease rentals and reimbursements has a variance, as we received a reimbursement from NYSDOL.
- The WIB has applied for another round of Sheldon funds to continue the Healthcare Talent Pipeline initiative.
- The WIB will also apply for another round of Gebbie Foundation, Chaut Co Probation and the Research Foundation for Mental Hygiene funds, as these grants will all end at calendar year end.

An email was received from NYS yesterday estimating that our WIOA allocation for PY2017 will be decreased, due to the rescission, by a total of \$3,461. Of that amount, \$1,830 of the decrease is in Adult and \$1,631 of the decrease will be in Dislocated Worker. Our final PY2017 NOA has not been awarded yet, as NYS is awaiting their NOO before they will release the funds to us. We are hoping it will be soon as the TEGL 27-16 (on the Rescission) was released on October 20, 2017. Usually the NOO follows soon after the TEGL.

Rob Kocur - Saxton Kocur & Associates presented the audited financial statements and Form 990 for fiscal year ending June 30, 2017. (Attachment #3)

Rob reviewed the following:

- Independent Auditors' Report
- Statements of Financial Position
- Statements of Activities
- Statements of Functional Expenses
- Statements of Cash Flows
- Notes to Financial Statements
 - Summary of Significant Accounting Policies
 - Major Program Descriptions
 - Restrictions on Net Assets
 - Leases and Rent Expense
 - Advertising
 - Employee Benefit Plan
 - Refundable Advances and Prepaid Rental Income
 - Concentration of Credit Risk
- Supplemental Information-Combining Schedules of Revenues, Expenses and Changes in Net Assets
- Supplemental Information-Schedule of Expenditures of Federal Awards
- Supplemental Information-Notes to Schedule of Expenditures of Federal Awards
 - Basis of Presentation

- Summary of Significant Accounting Policies
- Indirect Cost Rate
- Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and other matters based on an audit of Financial Statement Performed
 - Internal Control Over Financial Reporting
 - Compliance and other matters
- Independent Auditors' Report on Compliance for each Major Program and on Internal Control over Compliance required by the Uniform Guidance.
 - Report on Compliance for Each Major Federal Program
 - Management's Responsibility
 - Auditors' Responsibility
 - Opinion of Each Major Federal Program
 - Report on Internal Control over Compliance
- Schedule of Findings and Questioned Costs
 - Financial Statements
 - Type of auditors' report issued – Unmodified
 - Deficiencies in internal control considered to be significant deficiencies – None Reported
 - Deficiencies in internal control considered to be material weaknesses – None Reported
 - Noncompliance material to the financial statements – None Reported
 - Federal Awards
 - Type of auditors' report issued on compliance for major programs – Unmodified
 - Deficiencies in internal control considered to be significant deficiencies – None Reported
 - Deficiencies in internal control considered to be material weaknesses – None Reported
 - Audit findings that are required to reported in accordance with 2 CFR Section 200 516(a) – Non reported
- Auditee qualified as a low risk auditee – YES

Rob noted that this is one of the cleanest audits that he does and thanked the finance staff. He also complimented the finance staff on their financial management.

Agenda Item 3 – Resolutions

- Motion 1: To approve the minutes from May 11, 2017 meeting. Motion to approve was made by Rich Dixon and seconded by Ann Anderson. **Vote approved and motion carried.**
- Motion 2: To approve the Finance Audit Committee Recommendation to accept the 7/1/17 – 6/30/18 revised budget. Motion to approve was made by Dan Smith and seconded by Todd Tranum. **Vote approved and motion carried.**
- Motion 3: To approve the Finance Audit Committee Recommendation to accept the 7/1/17 – 9/30/17 budget to date. Motion to approve was made by Dave Wilkenson and seconded by Andy Johnson. **Vote approved and motion carried.**
- Motion 4: To approve the Finance Audit Committee recommendation to accept July 1, 2016 - June 30, 2017 single audit prepared by Saxton Kocur and Associates, LLP. Motion to approve was made by Rich Dixon and seconded by Dan Smith. **Vote approved and motion carried.**
- Motion 5: To approve the Local Plan for Chautauqua July 1, 2017 – June 30, 2021. Motion to approve was made by Christine Luly and seconded by Nick Keefe. **Vote approved and motion carried.**
- Motion 6: To approve the Training Committee recommendation to accept the revised Demand Occupation List. Motion to approve was made by Janeil Rey and seconded by Todd Tranum. **Vote approved and motion carried.**

Motion 7: To approve the Training Committee recommendation to accept the revised Individual Training Account (ITA) Policy. Motion to approve was made by Rich Dixon and seconded by Delanna Rupp. **Vote approved and motion carried.**

Motion 8: To approve the Training Committee recommendation to accept the revised Priority of Service Policy. Motion to approve was made by Ann Anderson and seconded by Janeil Rey. **Vote approved and motion carried.**

Agenda Item 4 – New Business

No new business

Meeting was adjourned at 12:45 pm.

Reminder: The next Workforce Investment Board Meeting will be in February, 2018. Date, time, and place to be determined.

Jodell Cheney, Administrative Assistant

Doug Stock, Secretary

Date Approved: _____