

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

Tuesday, June 25, 2019  
11:30 AM – 1:00 PM  
Moon Brook Country Club  
N. Main Street Ext.  
Jamestown, NY 14701

PRESENT:

Donna Flinchbaugh  
Angel Garcia  
Andrew Johnson, Jr.  
Frank McAndrew  
Dave Pihl  
Delana Rupp  
Ron Sellers  
Dan Smith  
Paul Stage  
Doug Stock  
Todd Trantum  
Vincent Trippi  
Mary Trzcinski  
Dave Wilkinson

EXCUSED:

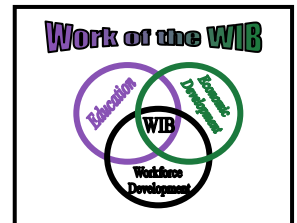
Marie Carrubba  
Dona Cook  
Richard Dixon  
Michael Pease  
Nicole Segrue

ABSENT:

Janeil Rey

ALSO PRESENT:

Katie Geise– Chautauqua Works WDB  
Jody Cheney – Chautauqua Works WDB  
Cheryl Calhoun – Chautauqua Works WDB  
Janelle Horton – Chautauqua Works WDB  
Kathy Krebs - Niagara's WorkSourceOne



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

**Agenda Item 1 – Roll Call**

**14 - present    5– excused    1– absent**

Introductions were made of guest Kathryn Krebs, Business & One Stop Services Manager from Niagara's WorkSourceOne.

**Directors Report – Katie Geise**

- Allocations – No new information to date. We did receive a small amount of additional PY18 funding (Total \$22,519.09) – Cher will give details in her report.
- Healthcare Career Fair - May 3<sup>rd</sup>, we hosted our Healthcare Career Fair at UPMC Chautauqua WCA. 103 students attended from 4 schools: Jamestown, Cassadaga, Maple Grove, and Falconer. 15 healthcare related businesses attended. . Thanks to Jody who is our lead on this. Survey results from the students and businesses are in the packet. County Executive Borello attended and live streamed through his Facebook page from the event.
- Spring Job Fair - On May 8<sup>th</sup>, we are hosted our Spring North County Job Fair at the Clarion in Dunkirk. 36 businesses attended and more than 125 job seekers. Thanks to Janelle who is our lead on this. Survey results from the job seekers and businesses are in the packet.
- Business Seminar - On Thursday, May 30<sup>th</sup>, we hosted our Spring Business Seminar. Dan Forsyth presented a seminar titled Hot Employment Law Issues for 2019. 84 business representatives attended this event. Survey results are included in the packet. Again Thanks to Jody who is our lead on this.

- Mini Job Fairs continue to be offered every other month at both offices. Our partners at NYSDOL have been leading these events. (Thanks to all of the local NYSDOL staff and staff from the regional Business Services office for their work on these) Jamestown is planning a Mini Job Fair on July 9<sup>th</sup>. Dunkirk just hosted a Mini Job Fair in the Chautauqua Works office on Friday June 21<sup>st</sup>

Frank McAndrew commented on the Mini Job Fair in Dunkirk. 126 Job Seekers attended and 13 Businesses. The businesses included Combined Insurance, The Resource Center, Special Metals Corporation, C&M Painting and Remodeling, Gernatt Asphalt Products Inc., Dunkirk Specialty Steel, US Census Bureau, Kelly Services, Tops Markets, Aspire of WNY, Cedar Bus, NYS Department of Transportation, Stericycle, Venture For the, Refresco Group, Erie 2 CC BOCES, Univera Healthcare, Cassadaga Job Corps, Chautauqua Institution, Chautauqua Opportunities, Parallel Employment Group, Adecco Employment Services, Nestle Purina Petcare, NYS Office for People with Developmental disabilities.

- Trade and Economic Transition – National Dislocated Worker Grant – Funding for a staff person focused on career services to Dislocated Workers and developing OJTs. Staff person hired – Celina Kryk (487-5126). Celine has three OJTs that have started and is working on at least two more potential OJTs.
- Infrastructure MOU – this is the second part of the WIOA required MOU (Service Delivery MOU was Part 1) – We believe that we have finally re-submitted our IF MOU documents for final approval. We submitted our IF MOU documents on April 4, 2018. I received the first feedback from NYSDOL on February 26, 2019. We went back and forth with Albany since then, but have finally had our IF MOU approved. I am beginning the process of obtaining all of the required signatures. Thanks to Cher for her assistance and work on this.
- Summer Youth – We completed Eligibility sessions on May 28<sup>th</sup> and 29<sup>th</sup>. Placements are being finalized. All Summer Youth staff has been hired – a list of the Summer Youth staff is included in the packet. Orientations will be completed July 8<sup>th</sup> and 9<sup>th</sup>. All participants will start by July 11<sup>th</sup>.
- Policy and Procedure Workgroup – Katie participating on this workgroup along with 5 other WDB Directors and 5 NYSDOL Monitoring and Policy staff. The goal is to create a resource tool including all required policies, recommended policies, required procedures, recommended procedures and definitions of all. This is an amazing opportunity to have the local areas work closely with state level staff to discuss and develop this resource to hopefully limit inconsistencies and improve overall knowledge of the requirements.
- All required Monitoring for PY18 has been completed to date.
- Operator Contract - The Operator contract was completed and signed and will be fully executed on July 1, 2019.

Operator Report – Katie reviewed Clair’s Operator Report. Katie has met with Clair and reviewed the recent monitoring. Everything is running very smoothly with the Operator. They received a very nice testimonial from a TRA Client, which was included in the packet.

## **Agenda Item 2 Finance Report – Cheryl Calhoun**

### **CURRENT BUDGET**

Revenue has increased \$133,965 since the last Board approved budget:

- WIOA funding accounted for a portion of the increase -\$46,465
  - \$3,350 increase in WIOA Dislocated Worker
  - \$43,000 increase in TAA Training funds
  - \$87,500 increase in Chautauqua County HHS Self Sufficiency contract.

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Due to the increase in Revenue, we have shown a coinciding increase of expense on the budget as well.

- \$3,350 was added to WIOA Dislocated Worker Operator Expenses
- \$43,000 was added to TAA for Training Expenses
  - \$87,500 was added to our CCHHS Self Sufficiency Contract Expenses

The increase in WIOA revenues have increased our overall ITA/OJT/SS/WE budget to \$838,500. As of May 31, 2019, we have expended 48% (\$403,419) of those training dollars. We anticipate expending an additional \$107,000 (60%) through June 30<sup>th</sup> and carrying in the remaining training dollars to our next fiscal year beginning July 1, 2019.

We anticipate an additional allocation of \$22,500 in PY 2018 WIOA funds.

- \$800 Adult
- \$1,100 Youth
- \$18,300 DW
- \$2,300 Admin

Those funds have not been added to our budget to date, as we have not received our NOA for those additional funds. However, they were included in the proposed budget for the next fiscal year, as we anticipate receiving those funds.

Also please note under System Expense - Operating Expenditures are under-expended by approximately \$60,000. The majority of that variance is due to our Equipment line. We knew last year we had many items that either expired or were near expiration of their useful life. Jody has spent a lot of time this past year really evaluating and analyzing what we needed to replace, which items were no longer needed, and what software was needed for our systems to continue to operate and be in compliance. She has made several recommendations, and continues to make recommendations, on equipment, software and security purchases to ensure that our system runs most efficiently and cost effectively as possible. We expect most of those expenditures to hit in the first half of our next fiscal year.

### **NEXT FISCAL YEARS PROPOSED BUDGET**

A comparison budget was completed in order to see the changes in revenue and expenses from our current year's budget to our next fiscal year's budget beginning July 1, 2019. We have a decrease in revenue of \$169,500 with approximately \$25,000 resulting from a decrease in WIOA funds and \$144,500 resulting from a decrease in grants. We expect to see the grants increase over the next fiscal year, as we apply for various funding to continue to support employment and training in Chautauqua County. This budget also supports an increase of \$55,000 in the Operator contract to increase staffing.

### **TRANSFER REQUEST**

The Finance Audit Committee has recommended a transfer request of \$41,000 from WIOA PY 2018 Adult funds to WIOA PY 2018 DW funds, in accordance with New York State Department of Labor Technical Advisory 17-6, dated June 15, 2017. According to the technical advisory, the WIB is able to transfer up to 100% of funds between the PY 2018 Adult and PY 2019 DW funding streams, but must have concurrence and approval of the Board to do so. The request is necessary to continue to support Dislocated Worker trainings.

### **AUDITOR SELECTION**

The WIB is required by state and federal regulations to obtain an independent financial audit on an annual basis. Per WIB policy the Independent Auditor has to be reviewed for selection this year to ensure a high quality of service and competitive pricing. It is not a requirement to change auditors, just simply to re-evaluate the selection.

It is the primary responsibility of the Finance/Audit Committee to propose to the Board their recommendation of an auditor who has the expertise and knowledge to perform an audit in accordance with the Uniform Guidance (formerly known as OMB Circular A-133) for The WIB, a tax-exempt nonprofit. The Finance/Audit Committee has extensively evaluated the proposals submitted and references provided and is making a recommendation to

accept Bysiek CPA, PLLC, as the firm to conduct the WIB's year-end accounting and audit service for the period covering July 1, 2018 through June 30, 2019, with the option to renew for an additional three years.

### **Agenda Item 3 – Resolutions**

- Motion 1: To approve the minutes from May 2, 2019 meeting. Motion to approve was made by Todd Trantum and seconded by Ron Sellers. **Vote approved and motion carried.**
- Motion 2: To authorize WIB/WDB Staff to submit grant proposal(s) to any entity in support of Workforce Development and Training Services for PY 2019 and PY 2020. Motion to approve was made by Angel Garcia and seconded by Doug Stock. **Vote approved and motion carried.**
- Motion 3: To approve the Finance Audit Committee recommendation to accept the 7/1/18-5/31/19 budget to date. Motion to approve was made by Ron Sellers and seconded by Andy Johnson. **Vote approved and motion carried.**
- Motion 4: To approve the Finance Audit Committee recommendation to accept the 7/1/18-6/30/19 revised budget. Motion to approve was made by Doug Stock and seconded by Delana Rupp. **Vote approved and motion carried.**
- Motion 5: To approve the Finance Audit Committee recommendation to accept the 7/1/19-6/30/20 fiscal year budget. Motion to approve was made by Todd Trantum and seconded by Ron Sellers. **Vote approved and motion carried.**
- Motion 6: To approve the Finance Audit Committee recommendation to transfer \$41,000.00 from WIOA PY 2018 Adult Funds to WIOA PY 2018 Dislocated Worker Funds per NYSDOL Technical Advisory #17-6 dated June 15, 2017. Motion to approve was made by Ron Sellers and seconded by Dave Pihl. **Vote approved and motion carried.**
- Motion 7: To approve the Finance Audit Committee recommendation to accept Bysiek CPA, PLLC as the firm that will conduct WIB/WDB's year-end accounting and audit services (audit of financial statements and tax related services) for the period covering July 1, 2018 through June 30, 2019, with the option to renew for an additional three years. Motion to approve was made by Doug Stock and seconded by Dave Wilkinson. **Vote approved and motion carried.**

### **Agenda Item 4 – New Business**

Childcare - Dave Wilkinson brought up and discussed Child Care in Chautauqua County. Businesses are struggling to get people into the workforce and young parents are struggling to be a part of the workforce due to Childcare Issues mainly because of cost, location and availability of childcare providers. Katie and Doug Stock have worked with and met with WDI on a couple of occasions on this subject. Advocating to potentially fund childcare for people that are above low income gap. Katie indicated that COI received a Federal Grant for Childcare. Beth Starks is an Assistant Professor and the Early Childhood Education Coordinator on the faculty in the Teacher Education program at Jamestown Community College, Founder and Executive Director of Chautauqua Lake Child Care Center. Katie will contact Beth and offer our support of any initiative that supports childcare.

Performance Reports – Katie indicated that she is still working on highlighting Chautauqua's performance in comparison to similar areas. It was brought up in the last meeting that we should be making everyone aware of the good work that we do here in Chautauqua County and that it is pretty impressive.

PTech Program – Todd Trantum recognized the 30 students that graduated at the Advancement Ceremony from PTech. The majority of the students were going into the workforce, some were going to JCC. He stated that we need to continue to support this program. It is not at its capacity, which is a maximum of 40 students.

Electrical Apprenticeship – Dave Wilkinson mentioned that they held a “trade fair” of sorts for the Chautauqua Schools Superintendents at the IBEW. Dave stated they had instructors doing demonstrations and focused on computations that it takes to understand the theory of electricity. Dave stated that out of 698 applicants, 400 would test and 48% would fail. Students couldn’t read at 9<sup>th</sup> grade level or do math at 9<sup>th</sup> grade level. This seemed to bring attention to this issue and maybe to focus on putting more math and reading in the curriculum.

Farm Bill – Dave Pihl asked what the anticipated impact on farmers in the area this is having. Agriculture business entities are advocating for changes to portions of this bill particularly around the overtime requirements. Ag business representatives and farm workers are have expressed concerns as these requirements are having a negative impact on both.

Dave Pihl also mentioned that they learned of a new tax that will be potentially devastating to the Telcom industry at the New York State Telecommunications Association Annual Meeting. The state has Broadband Grants to bring high speed Broadband services to unserved and underserved areas of the state and the state is now looking to charge the companies a tax on all the fiberoptics that it was requested to install.

**Meeting was adjourned at 12:39 pm.**

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

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Jodell Cheney, Administrative Assistant

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Doug Stock, Secretary

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