

Chautauqua Works
WORKFORCE INVESTMENT/DEVELOPMENT BOARD
MEETING MINUTES

Thursday, October 17, 2019
11:30 AM – 1:00 PM
Moon Brook Country Club
N. Main Street Ext.
Jamestown, NY 14701

PRESENT:

Marie Carrubba
Richard Dixon
Andrew Johnson, Jr.
Frank McAndrew
Michael Pease
Dave Pihl
Janeil Rey
Delana Rupp
Richard Ryan
Nicole Segrue
Ron Sellers
Dan Smith
Paul Stage
Todd Trantum
Vincent Trippi
Mary Trzcinski

EXCUSED:

Donna Flinchbaugh
Angel Garcia
Doug Stock
Dave Wilkinson

ABSENT:

Dona Cook

ALSO PRESENT:

Katie Geise– Chautauqua Works WIB/WDB
Jody Cheney – Chautauqua Works WIB/WDB
Cheryl Calhoun – Chautauqua Works WIB/WDB
Janelle Horton – Chautauqua Works WIB/WDB
Clair Swanson – Chauquauqua Works
Ed Bysiek - Bysiek CPA, PLLC



Meeting was called to order by Paul Stage, Chair at 11:32 a.m.

Agenda Item 1 – Roll Call

16 - present 4- excused 1- absent

Introductions were made of new Board Member, Richard Ryan who is the Director of Development for the National Comedy Center and is replacing Albert Simmons. Also here as a presenter is guest Ed Bysiek of Bysiek CPA, PLLC.

Directors Report – Katie Geise

- Summer Youth
 - 133 Youth were in this years program; 37 worksites (16 Non-profit, 10 public, 9 private sector)
 - Staff Information for the Summer Youth Program was included in the packet. Jennifer Smith, Program Coordinator, Juli Highum, Office Assistant, Danni Hammon, Daniel McNeill, and Sandi Askin, Retention Specialists.
 - 15 participants were hired from the Summer Youth Program for permanent unsubsidized positions with various businesses.
 - Katie shared 2 of the success stories from this years' program from Ecklof's Bakery and Dunkirk Boys & Girls Club.
 - Submitted 4 Summer Youth profiles to NYATEP for inclusion on their website.
- Healthcare Interns
 - NCCF – Only one applicant was received from the north county. The recruitment efforts were reviewed and we are requesting NCCF to extend remaining funding for another year. The Grant

Evaluation form, will be completed and submitted in next day or two, NCCF grant contact did not think this would be an issue but needs to put the request before their grants committee.

- CRCF – Due to interns’ conflicting work schedules and worksite scheduling we did not expend all of the funding. We have returned about \$2100.
- Final reports have been completed and submitted to CRCF and Sheldon Foundation.
- Applications are due for next year on November 1st. The applications are currently being worked on and will be submitted before the deadline. The Board has already approved submitting such grant applications.
- South County Fall Job Fair was held on October 9th at St. Luke’s. 26 businesses and 50 job seekers participated. We will be having a planning meeting with our partners to discuss what events we think should be our focus and then ask our businesses for feedback as well. We have Mini Job Fairs every other month in both offices, we can do on-site recruitments, off-site recruitments, etc. We want to ensure that the events we offer are the most effective with positive outcomes. Feedback from most of the businesses in attendance at the Job Fair was actually quite positive and they were not surprised by the low job seeker attendance numbers. Most shared that they spoke to and/or received resumes or applications from at least 2-3 strong candidates so they felt it was time well spent.
- Chautauqua County Partnership for Economic Growth (CCPEG) (Attachment #1)
 - Mission Statement: The CCPEG was formed to collaboratively organize the entities that support all aspects of living in Chautauqua County – residing, working, learning, playing and raising a family. By sharing data and resources and cross promoting one another, this umbrella organization becomes more efficient and effective at helping the residents, visitors and businesses of Chautauqua County.
 - Katie is Co-Chair with JCC President Dan DeMarte of the Workforce Readiness and Development Workgroup – First meeting with all workgroup co-chairs was on October 7th.
 - The focus of the Workgroups is to identify two projects per year to develop, fund, and implement.
 - President DeMarte and Katie have met, developed the draft Purpose Statement: Act as one in preparing the future workforce and developing the current workforce resulting in competitive, successful, thriving businesses, and establish a brand identity as the “Work-belt” region in the U.S.A., identified stakeholders, and have compiled dates to send to stakeholders for our first workgroup meeting in November. Additionally, we identified two potential projects but plan to request and discuss more project ideas at the first workgroup meeting. This workgroup will be all about action!
 - One of the potential workgroup projects: New Project Funding idea and application: Workforce Development Initiative CFA – Employment Resource Network (ERN) Countywide. The County Executive supports this initiative. The initiative will include a Success Coach model like our ESPRI program in the Jamestown schools. Successful programs such as ERNUSA, ERNNY/ ERNs support businesses and their HR staff providing Success Coaches who work directly with employees assisting them as they work through barriers to employment. This truly develops work readiness skills “on the job” and “in action”. Two years to sustainability. After that, the program will be sustained by businesses purchase of Success Coach time. Draft application will be completed by Tuesday with a goal of submittal by end of October.
- ESPRI SUCCESS Program was fully funded through June 30, 2020.
- Policy and Procedures Workgroup – Katie is Co-Lead with NYSDOL – Fantastic opportunity and process to align policies and procedures requirements and guidance with input from the local areas. We hope to have “resource tool kit” ready for unveiling at the January WDB Directors quarterly meeting.

- WDB Directors Council – Katie is Chair and is working directly with Madhuri Kommareddi, Director of the Office of Workforce Development, to develop a WDB Directors survey of PY18 data that provides information that tells our statewide story and can support the initiatives that she has identified to focus on.
- Upcoming NYATEP Conference – Joint conference with NYSEDC – Katie is Presenting twice – The first time is at the Breakfast Session providing general information about WDB’s and what we do, who we are, etc. This is geared to an Economic Development audience. (Attachment #2). Best Practices and examples of Workforce Development and Economic Development working together. Please see the one page WDB information sheet which will be shared at the conference (Attachment #3). The data on this information sheet was gathered through our WDB Directors PY17 survey.
- Chautauqua County Recruitment Brochure – This is an Initiative resulting from County Executive’s “Visit 100 Businesses in 100 Days”. Businesses shared that they didn’t have a good recruitment tool to use when meeting with potential candidates from outside of the area. The County and IDA took the lead on the initiative. A group of organizations worked with the County and IDA on the development of the Recruitment Brochure. (Attachment #4) Katie was one of the workgroup members along with Todd Trantum and others. Fantastic feedback has been received on the finished product and have started to be contacted by other areas who want to replicate our efforts.
- Childcare – Katie attended all three of the Childcare Roundtables held around the County. Katie has supported Beth Starks and her team on their WDI CFA application. Currently the application is under review. Assistance to potential childcare workers with available training opportunities is being investigated. A schedule is being worked on for Beth and/or one of her staff to attend an all staff meeting to discuss the state of childcare in the county, the process and resources available to become a licensed childcare provider, and trends Chautauqua Works staff are hearing about from job seekers and businesses.

Operator Report – Clair Swanson

- 33 Adults and Dislocated Workers have enrolled in individualized career services since July 1, 2019. 10 youth have enrolled in the Youth Program since July 1, 2019.
- The number in training is actually up from last year at this time. In October 2018, we had 46 ITA’s (Individual Training Accounts) and 8 youth in paid work experience. As of October 7, 2019, there were 69 in training, 6 in the OJT (On-The-Job) training program, with 30 of those in classroom or online training being in the Trade Act program. We currently have 3 youth utilizing the paid work experience program.
- Since July 1, 2019 we have spent \$112,000. We still have approximately \$194,000 left to spend.
- Celina Kryk, Business Services Specialist, and Clair Swanson will be attending the NYATEP Conference in Rochester at the end of October.

Agenda Item 2 Finance Report – Cheryl Calhoun

Cheryl introduced Ed Bysiek from Bysiek CPA, PLLC. Mr. Bysiek distributed the Financial Statements to the Board Members. (Attachment #5) He stated that this was an “Excellent Audit”.

Mr, Bysiek reviewed:

- Independent Auditor’s Report
- Statements of Financial Position
- Statements of Activities
- Statement of Functional Expenses
- Statements of Cash Flows
- Notes to the Financial Statements
- Supplemental Information – Combining schedule of revenues, expenses and changes in net assets years ended June 30, 2019 and 2018

- Schedule of Expenditures of Federal Awards
- Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and other matters based on an Audit of Financial Statements performed in accordance with Government Auditing Standards
- Independent Auditor's Report on Compliance for each major program and on internal control over compliance required by the uniform guidance.
- Schedule of Findings and Questioned costs
 - **The auditor's report expresses an unmodified opinion on the financial statement of W.I.B., Inc.**

Dan Smith commented On Bysiek CPA, PLLC and the Finance/Audit Committee selection of this company. Bysiek CPA, PLLC primarily audits Not for Profits and feels this company was very well qualified to conduct our audit. Mr. Bysiek worked well with Cheryl and staff and Dan feels the Finance/Audit committee made a great selection!

Cheryl Calhoun reported the following:

Revenue has increased ~\$123,000 since the last Board approved budget. The increase is due to additional funding received and an adjustment to the budget for actual carry-in at fiscal year beginning 7/1/19:

- WIOA funding accounted for a portion of the increase ~\$76,000
 - TAA Training funds were the majority of that increase at ~\$62,500
 - ~\$6,500 increase, in WIOA Adult
 - ~\$6,000 increase, in WIOA DW
 - A slight increase, ~\$1,000, in WIOA Youth
- The remaining increase of \$47,000 relates to increases in ESPRI and TTW funding and decreases in TANF Summer Youth, RFMH and the Chautauqua County Mobility Management funding.

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

- ~ \$4,000 increase in WIOA DW trainings
- ~\$6,500 increase in WIOA Adult trainings
- ~\$62,500 increase in WIOA TAA trainings
- ~\$3,000 increase in WIOA Admin Support
- The remaining \$47,000 relates directly to the coinciding grant expenses, increases in ESPRI and TTW expenses and decreases in TANF Summer Youth, RFMH and the Chautauqua County Mobility Management expenses.

Our overall ITA/OJT/SS/WE budget is ~\$792,000. As of August 31, 2019, we have expended ~ 7% (\$57,706) of those training dollars. I reviewed this number in October, which would not be reflective in the August budget, and we have expended ~ 23% of those training dollars which equates to ~\$183,260.

As discussed at the last Board Meeting, you will notice a jump in expenses at the next Board Meeting. Please note under System Expense - Operating Expenditures, we are under-expended by approximately \$15,000. That variance is due to our Equipment line. We budgeted approximately \$60,000 during this fiscal year for Equipment and have not made a purchase to date. 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 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 on equipment, software and security purchases to ensure that our system runs most efficiently, securely and cost effectively as possible. We expect most of those expenditures to occur over the next 3-6 months.

Some examples of purchases include:

- New Server, Server Refresh and Virtualization
- Migration of our exchange server 2010 to Microsoft Exchange 365

- Replacement of a combination of approximately 67-90 Workstations, including desktops and laptops, that have exceeded their useful lives and will no longer be supported
- Microsoft Office Licenses
- Fobs to increase security in our locations

In your Board packet you will also notice review letters from the NYSDOL Financial Oversight and Technical Assistance (FOTA). FOTA completed a Financial Management Review, PY 2016 TAA Closeout Review, PY 2015 Sector Partnership National Emergency Grant Review, and the PY 2016 WIOA Closeout Review. All resulted in clean reviews, in which all reported amounts were accurate, allowable, and supported. In the Financial Management Review, if you recall we had a finding back in 2017, on a prior FMR for budget modifications not being in compliance with WIOA Section 107. If our budget changes by \$25,000, we need Board approval, which is often the case due to TAA funding. This finding was resolved, as all of you are aware that we now have the Board approve the revised budget at every Board Meeting.

Agenda Item 3 – Resolutions

- Motion 1: To approve the minutes from June 25, 2019 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 Audit Committee recommendation to accept July 1, 2018 - June 30, 2019 Single Audit, Management Letter, Form 990, and CHAR500 prepared by Bysiek CPA, PLLC. Motion to approve was made by Marie Carrubba and seconded by Todd Tranum. **Vote approved and motion carried.**
- Motion 3: To approve the Finance Audit Committee recommendation to accept the 7/1/2019 – 8/31/2019 budget to date. Motion to approve was made by Dan Smith and seconded by Ron Sellers. **Vote approved and motion carried.**
- Motion 4: To approve the Finance Audit Committee recommendation to accept the 7/1/2019 – 6/30/2020 revised budget. Motion to approve was made by Nichole Segrue and seconded by Marie Carrubba. **Vote approved and motion carried.**

Agenda Item 4 – New Business

A WIB Holiday party is being planned for the first week in December at the Harbor Hotel in Celoron. Committee information will be available.

Meeting was adjourned at 12:44 pm.

Reminder: The next Workforce Investment Board Meeting will be in the January 2020. Date, time, and place to be determined.

Jodell Cheney, Administrative Assistant

Doug Stock, Secretary

Date Approved: _____