

Chautauqua Works

WORKFORCE INVESTMENT/DEVELOPMENT BOARD

MEETING MINUTES

Friday, October 23, 2020

11:30 AM – 1:00 PM

Zoom Conference

PRESENT:

Marie Carrubba
Angel Garcia
Michelle Jones
Frank McAndrew
Dave Pihl
Janeil Rey
Richard Ryan
Nicole Segrue
Ron Sellers
Dan Smith
Paul Stage
Doug Stock
Todd Trantum
Vincent Trippi
Mary Trzcinski
Heather Turner
Grant Umberger

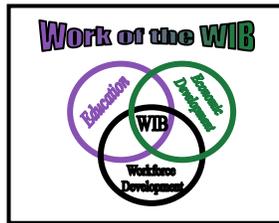
EXCUSED:

Richard Dixon
Andrew Johnson, Jr.
Michael Pease
Dave Wilkinson

ABSENT:

ALSO PRESENT:

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



Meeting was called to order by Paul Stage, Chair at 11:34 am.

Agenda Item 1 – Roll Call

17 - present 4- excused 0- absent

Directors Report – Katie Geise

Overview of Phased Approach to Re-Opening the Offices

- The required NYS Re-opening Plan was completed.
- The Resource Room was reconfigured for social distancing, and Plexiglas installed to maintain a barrier between staff and customers.
- Worked with and will continue to work with our cleaners to ensure that they are following all CDC recommendations.
- Developed and implemented a cleaning plan for throughout the day.
- Each staff person is responsible for cleaning their cubicle or office in the morning after each visitor, and prior to leaving the building.
- Each staff person is required to complete and submit to their direct supervisor a health checklist at least one hour prior to the start of their shift. Any issues or irregularities must be reported to Jody and Katie immediately so that a pre-determined procedure may be followed for the organization.
- Each visitor to our building must complete a health checklist via phone and be wearing a face mask prior to entering the building.

June 22, 2020 (Phase 1) – All staff invited to return to offices. Chautauqua Works, Self-Sufficiency Center, and some partner staff returned. All services are available virtually. All services are being offered virtually – assessments, IEP development, career guidance, career research, job searching assistance, job posting, recruitment assistance, job referrals, OJT development and implementation,

training opportunities, live workshop development and presentation, YouTube channel offerings, posting content to Facebook multiple times/day, answering all calls and emails, etc. NYSDOL staff remained working remotely focused on UI claim services only.

July 13, 2020 (Phase 2) – Customers by appointment only began.

September 28, 2020 (Phase 3) – Resource Room computers available to customers by appointment only.

Monday, October 5, 2020 – Began offering SKF applications by appointment only.

Wednesday, October 14, 2020 – Began administering SKF TABE test for limited number of customers per testing.

The vision remains:

- Phase 1 – half of staff in office at a time/half remote – alternating weeks. This will continue until CDC, Federal, and State guidelines can be followed with all staff in the building.
- Phase 2 – Customers by appointment only at appointment slots assigned to staff working in the office each day to ensure control over the number of people in the building. Appointment start times will be staggered to reduce traffic in any given area.
- Phase 3 – Customers may use our resource room by appointment only. Again – staggered times and minimal number of people.
- Phase 4 – Increase customer appointment slots with staff available.
- Phase 5 – Increase customer appointment slots in resource room available.
- Phase 6 – Open resource room to the public.

Throughout all of this – masks are/will be required by everyone at all times.

New Computers and Conversion to Windows 10 – This has been a huge project that has gone very smoothly! There has been much coordination with Synergy and all staff. Jody has done a phenomenal job as the WIB staff lead on this project.

Performance Measures Performance Negotiations - Per WIOA, NYSDOL is required to negotiate Performance Measures with local areas. We are currently in the process of the Performance Negotiations. In your packet, I included my initial response to the NYSDOL proposed goals. I felt that they were quite high especially given the unknowns surrounding COVID-19 and its economic impact. Additionally, we have not been able to access the Management Reports which allow us to determine which customers are included in each measure so that we can ensure proper data entry, review a customer's services, etc. in months. Without access to this data, it is not possible to understand any of the performance numbers and develop strategies for improvement. Since the packet was mailed, I received counter goals from NYSDOL and have submitted our counter goals by the due date (October 20th). When I have received the final goals, I will share them with you.

MOU - We will need to complete another WIOA required MOU as the first WIOA MOU expired on June 30, 2020. We are waiting for the final TA. As soon as the final TA is released, we will begin the MOU process. We plan to conduct all MOU related meetings via zoom or conference call.

Summer Youth Employment Program (SYEP) - After a great deal of advocacy statewide for months, we received funding notification the evening of Thursday, July 2nd. Summer Youth Work Experience Program (SYEP) staff were hired and started on Tuesday, July 7, 2020. We had 147 eligible youth from preliminary submitted eligibility paperwork. All were contacted or attempted to contact. 88 youth responded and completed applications one-on-one with SYEP staff – wearing masks, socially distancing, etc. All youth completed orientation which included new COVID-19 related information and requirements. Worksites

were developed as needed. All participating worksites completed orientation which included new COVID-19 related information and requirements. All youth started paid work experiences on Monday, July 20, 2020. A new work readiness education track was developed and implemented for 14-15 year olds (7) who could not be placed in traditional paid work experiences. All participants in traditional paid work experiences completed 6 weeks of work culminating with a COVID-19 safe wrap-up session. We expended all of the funding. Special thanks to the entire SYEP staff and Janelle Horton, the WIB staff lead on SYEP. Janelle did an incredible job preparing for the SYEP, leading efforts throughout the program, ensuring that all COVID-19 requirements were adhered to, and making sure that the SYEP ran smoothly and correctly.

Healthcare Interns - We had funding from Sheldon, CRCF, and NCCF to host 9 interns this year. We were not sure whether we would be able to run a program because many of our traditional worksites were not able to host interns. The Resource Center was able to host all of them! The interns had a tremendous experience as you can tell from their testimonials which I included in your packet. There was an article in both the Post Journal and the Observer about the program and the interns. I will send you the link to the article. I have completed the required final reports and am currently working on applications to hopefully receive funding for another year.

WIOA Cash - At our last meeting I shared that we were experiencing a delay in receiving our cash orders from the state. We continue to experience a lag time in when we receive our cash. Typically, there is a five-day period between ordering cash and receiving it. We are averaging 13 days with the lowest number of days being 7 and the highest 20. We are monitoring this closely as is NYSDOL. A NYSDOL staff person calls or emails to inform me when our cash has been approved and is being processed.

Trade Act - The Trade Adjustment Act was recently reauthorized with a few changes. The most noteworthy is something that I have been advocating for 15 years – to allow non-merit staff to charge their time to Trade Act funding. This was changed in the new law! Now, I have begun the discussion with NYSDOL to advocate to start doing this in NYS and develop a process for charging non-merit staff's time for both program and administrative activities/services. We administer a lot of Trade Act funding in Chautauqua and this would reduce the amount of staff time charged to Dislocated Worker funding increasing the funding we have available for training and staff. Stay tuned on this one as I will continue my advocacy.

On the Job Training (OJT) - Since May 2019, we have processed 24 OJTs (15 TET NDWG, 9 Adult). We ask for feedback from the trainee and the business. Some of the comments we have received are:

“It helped fill a position we needed filled. It went well above my expectations.”

“J has been a great addition to our quality department. Help was always offered, feedback was always given, no issues at all. Thanks for all of your help!”

“It (the OJT Program) was very helpful to me and my employer. It gave both me and my employer an opportunity to grow together. It worked out well for both of us.”

“It helped to defray the cost of training a new employee in a skill that is virtually impossible to find in a new hire. I hope that the program will continue to be a resource we can continue to utilize in the future.”

“The Program gave me a great opportunity!”

“This has been working out well for us – good quality people.”

“The staff person was very positive which kept me positive. I was very excited when I got my job and she was too. She really helped me, staying in contact with me and telling me about jobs.”

“The Program has been very helpful. The new staff person has been eager to learn and do the job well. We would appreciate the opportunity to participate in the OJT Program again.”

Operator Report – Clair Swanson

The Operator Report is in the packet. It compares last year and this Program Year so far. There is also a sheet on the Career Center updates. A few additional things to add.

- Chautauqua Works has been working with local companies like Truck-Lite who was recently certified for Trade Act Benefits. There is currently a list of 130 individuals that have already been

separated from Truck-Lite. They had reported that this was going to affect 220 people but, actually the number is much higher at 365.

- Staff had recently attended a Job Fair. 8 local companies were there at the Job Fair recruiting.
- have also been working with Rem-tronics in Dunkirk. They are not TAA eligible, but Clair and staff member participated and there were 3 companies locally and talked about Chautauqua Works services and met with 7 employees who needed help. When they are separated will set up appointments to meet with Chautauqua Works staff.
- Castelli Cheese in Ashville just approved for Trade Act that effects 70 people.
- JMP filed Warn notice in February of this year and they are expecting to layoff 37 people as of May or June. In September they said it would affect 80 workers.

The Staff will be twice as busy with Trade Act and Dislocated Workers. The legislation at the Federal level will benefit us. If we are going to be seeing companies with mass layoffs and closings, we will need more staff. We are hopeful that it will reach the state level and then the county level soon.

We did interview for a new program assistant for the Front Desk in Jamestown. We have chosen a candidate and she has accepted the position. This person had worked the front desk several years ago and loved Chautauqua Works and what we do. She seems to be very enthusiastic about coming back to work for us. We are seeing customers, but not as many. Career specialists still talk to people every day who are interested in some type of training program. We are starting to set up training programs for Truck-Lite individuals. Because Truck-Lite just got certified, we needed to start some trainees in programs as Dislocated Workers and then will transition them to TAA now that they are approved.

Agenda Item 2 Finance Report – Cheryl Calhoun

Cheryl introduced Ed Bysiek from Bysiek CPA PLLC,. Mr. Bysiek will be presenting our Audited Financial Statements, Management Letter, Form 990 and CHAR500.

Current budget to date through September 30, 2020 and related changes to the fiscal budget from the last board meeting.

At the last Board Meeting the budget was presented for the current fiscal year. The budget has since changed based on the actual carry-in at July 1, 2020.

- We carried in more WIOA dollars than expected \$49,362, that carry-in directly relates to the equipment purchases.
- We carried in more TET-NDWG funding \$6,059. This funding was originally set to end on 9/30/2020. It has been extended through 9/30/2021.
- We received additional TAA funding \$15,876.
- We carried in a little more in OTDA Summer Youth than originally anticipated \$22,608, that was primarily due to the late notification of the funds.
- We also carried in around \$10,000 more than anticipated in HHS Self Sufficiency and RFMH
- We carried in a little less \$3,592 in DOT Mobility Management and right around \$500 for both Sheldon and CRCF

The current budget has been adjusted to reflect those changes.

- In the current budget, you will notice a \$5,755 variance in the Operator Contract for TET-NDWG. We expect that variance to continue to be high, as we anticipate CSD using all of that funding up prior to December 31, 2020. Even though the grant had been extended, no additional funding was added. The good news is that we will have ~\$86,000 to expend on DW OJT's throughout this year.
- There is another large variance under Youth Work Experience, this year has been challenging due to the COVID pandemic, guidelines and restrictions. Due to those challenges, Committees have met and recommended some changes to policies that will be voted on today for Work Experiences, Incentives, and Supportive Services. Those policies adapt to the changes and challenges we have been faced with. We anticipate these variances declining over the next several months.
- WIB Program Support and WIB Administrative Support are down but that is due to timing, as we have many grants that run during the summer months, and a lot of WIB staff time is dedicated to those grants. We anticipate those variances declining over the next several months.
- Operating Expense is high and that is due to the equipment purchase that was mentioned earlier. At the last several Board Meetings we have discussed 3 or 4 major equipment and technology purchases that we had needed to make and had budgeted for. Due to the COVID-19 pandemic, many of those purchases did not get completed until this fiscal year. The purchases included a new server, new workstations, migrating to Office 365 and fob security in our two locations.
 - The server project has been completed and has been paid. The total cost for that project and equipment was \$19,590.12.
 - The new workstations have been purchased and installed. This project is completed and has been paid. The total cost of that project was approximately \$67,000. Which included replacing 90 workstations in our two locations (including staff workstations, 5 computer labs and resource room computers). All of which will be purchased using state contract pricing.
 - The third project is migration to Microsoft Office 365 and going to cloud based solutions. The cost of this project is approximately \$8,900. This project began on Monday, October 5, 2020 and has not been completed yet or paid for. Therefore, the budget will continue to show a higher variance until we get closer to fiscal year-end.
 - The fob security will begin once we complete the migration project.
 - We will be adding new monitors with cameras, as more is being done remotely in terms of meetings and interviews.

Our current lease for Jamestown ends on August 31, 2021. When we originally negotiated this lease, we asked for pricing for 2 additional 5-year terms to be included in the original lease agreement. That was inserted and we have the option to renew for the next five years at the same rate. We need the Board's permission to renew the Jamestown Lease at the same rate, same terms for the next five years (9/1/21-8/31/26). We are asking now, as we need the signed lease in place in order to begin negotiations with NYSDOL for their share of the space.

The Dunkirk Lease will be coming due in 2022, as the current lease is 3/1/17-2/28/22. We would also ask for approval to begin lease negotiations, so we have time to get a lease in place and begin negotiations with NYSDOL on this location as well.

Cash Requests Follow Up - We order cash from NYSDOL for WIOA, TAA and TET-NDWG each week. Normally the turn-around is 7 days. Since early June 2020, we have seen delays in our cash requests ranging from 9-20 days. Currently, since September 21, 2020 they are coming closer to schedule at 7-9 days. We just want the Board to be aware of the delays. We are fortunate to have the healthy unrestricted balance to carry us through delays in WIOA cash, delays in summer youth payments, and rent pre-payments. Ed Bysiek presented the Audited Financial Statements.

Ed has reviewed audit report and financials with Finance Committee. Ed will give summarized version of that report and talk about financial results through 6/30/20.

- Independent Auditors Report. Important part of this is whether or not you are getting a clean opinion and Ed is happy to report that once again based on the results of our audit, the evidence that we've gathered the test that we performed they have issued a Clean Unmodified Opinion. Meaning that anyone who needs to rely on this information can effectively do so because of this independent 3rd party stamp of approval that they are putting on it. Good news!
- Statements of Financial Position – page 3
- Statements of Activities – page 4
- Statements of Functional Expenses – page 5
- Statements of Cash Flows – page 6
- Notes to the Financial Statements – page 7
- Supplemental Information-Combining schedule of Revenues, Expenses and Changes in Net Assets – page 11
- 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
 - Summary of Audit Results
 - No material weaknesses in internal controls related to the audit of the financial statements
 - No instances of noncompliance material to the financial statements or W.I.B., Inc. were disclosed during the audit.
 - No deficiencies in internal control relating to the audit of the major federal awards programs are reported in the Report on Compliance with Requirements Applicable to each Major Program.
 - The auditor's report on compliance for the major federal award programs for W.I.B., Inc. expresses an unmodified opinion.
 - No audit findings relative to major federal awards program, which we are required to report, were disclosed in our audit of the financial statements.
 - The programs tested as major programs
 - The threshold for determining Type A and Type B programs was \$750,000.
 - W.I.B., Inc. was determined to be a low-risk auditee.
 - Section II – Findings: Audit of Financial Statements
 - Internal Control Over Financing Reporting
 - No Findings reported related to internal control over financial reporting for the year ending June 30, 2020.
 - Compliance and Other Matters
 - No compliance findings noted for the year ending June 30, 2020.
 - Section III – Findings and Questioned costs – audit of Major Federal Award programs
 - Findings/Questioned Costs – NONE
 - Section IV – Summary Schedule of Prior Audit Findings
 - Internal Control Over Financing Reporting N
 - No findings reported related to internal control over financial reporting for the year ending June 30, 2019.
 - Compliance and Other Matters
 - No compliance findings noted for the year ending June 30, 2019

Ed's final comments – Cheryl has done a really great job internally of taking care of accounting records. This is his favorite engagement because of how clean the accounting records are.

Form 990 – Briefly discussed. Summary page of tax filing. This is same information that is on the Audited Financial Statements.

Agenda Item 3 – Resolutions

- Motion 1: To approve the minutes from May 20, 2020 meeting. Motion to approve was made by Marie Carrubba and seconded by Doug Stock. **Vote approved and motion carried.**
- Motion 2: To approve the Finance Audit Committee recommendation to accept the Single Audit, Management Letter, Form 990 and CHAR500 prepared by the auditing firm of Bysiek CPA, PLLC for fiscal year ending June 30, 2020. Motion to approve was made by Marie Carrubba and seconded by Dave Pihl. **Vote approved and motion carried.**
- Motion 3: To approve the Finance Audit Committee Recommendation to accept the 7/1/20 – 6/30/21 revised budget. Motion to approve was made by Doug Stock and seconded by Michelle Jones. **Vote approved and motion carried.**
- Motion 4: To approve the Finance Audit Committee Recommendation to accept the 7/1/20 – 9/30/20 budget to date. Motion to approve was made by Dave Pihl and seconded by Dan Smith. **Vote approved and motion carried.**
- Motion 5: To approve Finance Audit Committee recommendation to renew the Jamestown and Dunkirk leases for additional five-year terms, at the same rate and terms currently contracted.

Discussion: Jamestown Lease – this lease is up for renewal. The original lease agreement with George Patti was for a 5-year term. In the contract we that we would get two additional 5-year contracts with no cost increase. We need permission from the Board to go ahead with the negotiation. The Jamestown lease will be up as of 8/31/2021. The reason we have to start this now is that once we get the new lease negotiated with George Patti, that allows us to begin lease negotiations with our lease holders, eg. NYSDOL The sooner we can start negotiations with NYSDOL the better. Dunkirk is the same. It is giving us permission to negotiate the new leases. Dunkirk’s lease is up 2/28/2022.

Motion to approve was made by Doug Stock and seconded by Vincent Trippi. **Vote approved and motion carried.**

- Motion 6: To approve the Special Populations Committee recommendation to approve the Work Experience/Stipend Policy. Motion to approve was made by Marie Carrubba and seconded by Doug Stock. **Vote approved and motion carried.**
- Motion 7: To approve the Special Populations Committee recommendation to approve the Incentives Policy. Motion to approve was made by Dan Smith and seconded by Dave Pihl. **Vote approved and motion carried.**
- Motion 8: To approve the Special Populations Committee recommendation to approve the Supportive Services Policy.

Discussion: Content in the policy was changed based on feedback from the program monitor regarding chrome books, Ipads, Ipods, etc. They could not be

included in the policy. They were removed and the updated policy was sent out to the Board on 10/22/20. Everything else remained the same.

Motion to approve was made by Marie Carrubba and seconded by Vincent Trippi.
Vote approved and motion carried.

Agenda Item 4 – New Business

No new business.

Meeting was adjourned at 12:42 pm.

Reminder: The next Workforce Investment Board Meeting will be in the Spring 2021. Date, time, and place to be determined.

Jodell Cheney, Administrative Assistant

Doug Stock, Secretary

Date Approved: _____