

Chautauqua Works
WORKFORCE INVESTMENT/DEVELOPMENT BOARD
MEETING MINUTES

Thursday, June 24, 2021
11:30 AM – 12:30 PM
Zoom Conference

PRESENT:

Marie Carrubba
Richard Dixon
Christine Emmick
Angel Garcia
Michelle Jones
Frank McAndrew
Dave Pihl
Janeil Rey
Richard Ryan
Nicole Segrue
Dan Smith
Paul Stage
Doug Stock
Vincent Trippi
Mary Trzcinski
Heather Turner

EXCUSED:

Michael Pease
Ron Sellers
Todd Trantum
Dave Wilkinson

ABSENT:

Grant Umberger

ALSO PRESENT:

Katie Geise– Chautauqua Works WIB/WDB
Jody Cheney – Chautauqua Works WIB/WDB
Cheryl Calhoun – Chautauqua Works WIB/WDB
Taren Coulter - Chautauqua Works WIB/WDB
Clair Swanson – Chautauqua Works-CSD



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

Agenda Item 1 – Roll Call

16 - present 4- excused 1- absent

Katie introduced Taren Coulter new staff person at the Chautauqua Works WIB/WDB – new Finance and Business Services Associate.

Directors Report – Katie Geise

Summer Youth - All SY staff have been hired: The Program Coordinator and four Retention Specialists. Jody is the WIB/WDB team lead. We have more than 130 applicants completed and eligible. Placements have been completed and orientations are scheduled for week of June 28th. First day of work for the participants is July 6th.

Local and Regional Plans - The WIOA required Local Plan has been completed with the exception of the Board’s consideration and pending approval. It is due on 06/30/21. All requirements for the completion of the Local Plan have been completed including the required public comment period. The Regional Plan is due on 08/31/21. Katie has begun working with the other WNY Region WIB Directors on the Regional Plan and plan to have that ready for the WIB/WDB’s review and public comment by early August.

Lease Negotiations - Currently, we have completed Jamestown subleases with all tenants except NYSDOL and ACCES-VR. All documents have been completed and submitted to both of those tenants. BOCES notified us that they are not renewing their lease. They hope to return to our building in the future as pandemic impacts diminish. We will begin lease negotiations for Dunkirk in September.

Chautauqua Works - We are developing the next phase of our re-opening plan given the new far less restrictive state guidelines and requirements. We are working with frontline staff to ensure their safety and health as well as their comfort levels. We believe that we will be re-opening to the public without appointment required during the month of July. We will have a mask protocol in place prior to reopening. Staff capacity is a concern since NYSDOL local staff have not returned to the offices to provide job search related services. We will need to implement different reopening protocols at the two offices due to staff availability at each location.

Advocacy Work - Katie continues to advocate at the federal level to ensure that workforce funding is included in pandemic related legislation. Katie continues to advocate for workforce training related funding that is flexible so that we may be responsive the needs of our local businesses. A new advocacy initiative is to implement a return to work incentive utilizing UI funding.

Hiring challenges - On Tuesday, June 22nd, Katie was a panelist on the Chamber's Tuesday Talks. Tangible things that businesses can do to increase their recruitment success were provided. The session was recorded and archived if anyone is interested. Katie would also be happy to provide a list of initiatives that businesses can consider as they look at their recruitment needs and efforts. Please email or call Katie and she will send you the information.

Operator Report – Clair Swanson

Katie covered key items. Clair reviewed report in packet which compares 2019 to 2020. Even though the pandemic has impacted our ability to see customers in person, staff have continued to provide the services and do the work by any means possible. Performance measures have been a concern but USDOL released that there will not be any sanctions resulting from poor performance due the unprecedented circumstances created by the pandemic.

Agenda Item 2 Finance Report – Cheryl Calhoun

Review of **Budget to Date through 5/31/2021** and changes in funding to the Annual Budget for fiscal year 7/1/20-6/30/21 since the last Board Meeting on 4/29/21.

WIOA Revenue:

- TAA has increased \$21,012 since our last Board Meeting

Other Grant Revenue:

- The RFMH increased \$16,370. Normally they do their budgets for 6 months to a year at a time. This year they are doing it in 3-month increments.
- We received funding for our Healthcare Internship Program, \$15,000 from Sheldon Foundation, \$5,000 from CRCF and \$10,000 from NCCF for a total of \$30,000 to run the Healthcare Internship Program this summer.

Overall, we are up \$67,742 in revenue for our current fiscal year.

In looking at the expense side, you will notice the changes in expenses of the budget directly relate to the revenues for the grants we discussed above.

Expenditures:

- Training was low this fiscal year. We're showing larger variances in DW ITA/OJT/etc. and Youth Work Experience. We have received other funding for training this year for DW including TET-NDWG, ER-NDWG and of course TAA. We anticipate a high need for DW funds once the UI extensions end, but at this point we are not seeing a lot of DW OJT's and ITA's. We will continue to monitor that throughout the next fiscal year and make budget adjustments as necessary.
- We will meet the 80% obligation requirement for PY20, as the Operator Contract was executed prior to 6/30/21.
- We are under-expended in WIB Program and Admin Support

- We are under in Operating Expenses and a little over in rent, as we had two tenants vacate and were recently notified that another tenant would be leaving due to low enrollments in their program.

Upcoming budget for 7/1/21 – 6/30/22:

A side-by-side comparison was conducted of the upcoming budget vs our current budget. The first column is the upcoming fiscal year. The middle column is our current year's budget and the final column is the difference.

Even though we are up by 1.51% in PY21 WIOA Revenue from PY20 WIOA Revenue, which is approximately \$15,299, our budget reflects WIOA Revenue decreasing by \$144,000, and as you can see that is due to TAA \$104,000, ER-NDWG \$14,405, and TET-NDWG \$42,499 which are all grants or granted based on participants and petitions.

Our Special and Unrestricted Revenue is down \$182,669. Summer Youth funding came in slightly lower this year than we had expected. The HHS contract did not come in lower, we just had less carry-in this year than we did in the prior fiscal year. The RFMH makes up about \$48,000 of that and again, that is the one that is issuing the grants every three months and so we anticipate receiving the additional \$48,000 but we also know they are issuing the grants every three months due to budget constraints. The Healthcare Internships had less carry-in this year and were down ~\$23,000. The ESPRI makes up about \$38,000 of the decrease. Our subleases and business services are both down.

Respectively we decreased the expenses to match our revenues.

We did receive estimated amounts for our PY21 WIOA funds. Overall we are up 1.51% which equates to about \$15,299. By program we are down 5.23% (\$19,163) in Adult funding, up 23.58% (\$57,932) in DW funding and down 5.81% (\$23,470) in Youth funding.

Per the Board's prior approval, a transfer will be requested to move \$60,000 between PY 2020 DW and PY 2020 Adult.

Equipment Purchase Update

- Purchased Monitors with Camera's for staff and a couple for public areas to do virtual meetings and interviews, will buy more as budget allows
- Looking into intercom and a buzz in security system to better serve clients
- Fob Security System for Jamestown & Dunkirk Locations

Agenda Item 3 – Resolutions

- Motion 1: To approve the minutes from April 29, 2021 meeting. Motion to approve was made by Dave Pihl and seconded by Rich Dixon. **Vote approved and motion carried.**
- Motion 2: To approve the Finance Audit Committee Recommendation to accept the 7/1/20 – 6/30/21 revised budget. Motion to approve was made by Dan Smith and seconded by Marie Carrubba. **Vote approved and motion carried.**
- Motion 3: To approve the Finance Audit Committee Recommendation to accept the 7/1/20 – 5/31/21 budget to date. Motion to approve was made by Doug Stock and seconded by Dan Smith. **Vote approved and motion carried.**
- Motion 4: To approve the Finance Audit Committee Recommendation to accept the 7/1/21 – 6/30/22 fiscal year budget. Motion to approve was made by Doug Stock and seconded by Dan Smith. **Vote approved and motion carried.**

- Motion 5: To approve the Local Plan for Chautauqua. Motion to approve was made by Marie Carrubba and seconded by Doug Stock. **Vote approved and motion carried.**
- Motion 6: To approve the Work Experience Policy to place a cap of 29 hours per week and extend the participation timeframe to 16 weeks on Work Experience participants. Motion to approve was made by Dave Pihl and seconded by Rich Dixon. **Vote approved and motion carried.**

Agenda Item 4 – New Business

No new business.

Meeting was adjourned at 12:17 pm.

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

Jodell Cheney, Administrative Assistant

Doug Stock, Secretary

Date Approved: _____