

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

Wednesday, May 10, 2023  
11:30 am – 1:00 pm  
Moonbrook Country Club  
2879 N. Main Street Ext.  
Jamestown, NY 14701

PRESENT:

Marie Carrubba  
Richard Dixon  
Christine Emmick  
Angel Garcia  
Daniel Heitzenrater  
Michelle Jones  
Frank McAndrew  
Dave Pihl  
Nicole Segrue  
Dan Smith  
Paul Stage  
Vincent Trippi  
Grant Umberger

EXCUSED:

Kevin Bourgoine  
Kent Joesel  
Michael Pease  
Richard Ryan  
Doug Stock  
Heather Turner

ABSENT:

Ron Sellers  
Mary Trzcinski

ALSO PRESENT:

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



*Meeting was called to order by Paul Stage, Chair at 11:36 am.*

**Agenda Item 1 – Roll Call**

**13 - present    6– excused    2– absent**

**Agenda Item 2 – Director’s Report – Katie Geise**

**MOU** – The 2020 MOU was finally approved for signature in February. All signatures were obtained and the 2020 MOU is complete. The 2024 MOU process will be starting soon pending guidance from NYSDOL.

**DMHSS Employment Services** - DMHSS released their Employment Services RFP in February, and we submitted a proposal for all five programs. We were awarded all five employment services programs. The new contract year began on April 1, 2023. The contract is currently being reviewed by the County Legal Department. We expect to have the contract soon. Services are being provided without interruption.

**Summer Youth Work Experience Program** - The SYEP is well under way already! The application has been released, we are currently interviewing and hiring staff. Dan McNeil is returning as the Program Coordinator. Jody Cheney is the WIB Team lead. Orientations are being planned for July 5<sup>th</sup> and 6<sup>th</sup>. Participants will start working on July 10<sup>th</sup>. The final day of work is August 18<sup>th</sup>.

**Job Fairs and Business Seminar:**

**2022 Job Fairs**

Double Tree by Hilton in Jamestown - 5/19/22 - 40 businesses & 100 Job seekers  
Chautauqua Works / Dunkirk – 10/21/22 – 20 businesses & 48 Job Seekers  
Chautauqua Works / Jamestown – 9/23/22 – 22 businesses & 57 Job Seekers

**2023 Job Fairs**

Chautauqua Works / Jamestown –1/27/23 - 24 businesses & 83 Job Seekers  
Jamestown Community College / Dunkirk – 3/24/23 – 43 businesses and 39 job seekers  
Chautauqua Works / Jamestown Job Fair schedule - 4/28/23 (25 businesses and 71 job seekers), 7/28/23, 10/27/23  
Dunkirk / Northern Chautauqua Catholic School on 6/28/23  
Chautauqua Works / Dunkirk Job Fair schedule - 9/29/23 & 12/13/23

**Business Seminar** - We worked with Dan Forsyth, Labor Law Attorney presenter, to host an in-person Business Seminar on October 27, 2022. We had 54 business representatives in attendance.

**Staff Update** - Austin Tipping is our New Disability Resource Coordinator. Austin started in November and is doing a fantastic job.

**CAP 2.0** - The application was released. 5 interviews have been completed and the 6<sup>th</sup> is scheduled for Friday. Another 4 applicants are expected in the next week.

**Advocacy** – Katie has had the opportunity to advocate at the state level for flexible workforce funding and income disregard (Income Disregard of 200% poverty cap that allows individuals completing a State or Federally subsidized employment program to retain full public assistance benefits for six months for purposes of mitigating a "benefits cliff."). On the federal level, Katie was able to meet and offer frontline/on the ground insight to the two staffers working on WIOA reauthorization.

**Jamestown Landlord Update** - On May 4, 2023, we received an email from Bill Erickson, Controller at GPatti Development, including a letter from George Patti dated May 1, 2023. Mr. Patti's letter stated that he planned to amend our lease and raise our rent. We are currently on our second 5-year lease with Mr. Patti which began on 9/1/21 and ends on 8/31/26. It is our position that we are in a legally binding lease through that lease end date. I discussed this matter with Paul yesterday and he suggested I draft a letter in response to Mr. Patti's letter. We further agreed that I should consult with our attorney, Dale Robbins. I drafted a response letter and sent all pertinent information to Mr. Robbins this morning. The Executive Committee was also provided with all of this information. As a reminder, in 2016 when we were considering relocating, Mr. Patti guaranteed us the same rent amount for 15 years. It is one of the reasons the Committee and Board decided to move. Additionally, we enter into subleases with all of our tenants aligned with our lease with Mr. Patti. We cannot amend our subleases and it is our position that he cannot amend his.

**Board Members Resigning** - Effective June 30, 2023, the following three Board members will be leaving their Board seats:

Doug Stock  
Ron Sellers  
Nichole Segreue

We are so grateful for their many years of service to this Board. Their dedication and contributions are countless. They will be missed more than they could ever know!

**Operator Report** - Katie reported for Clair on the Operator Report – Clair included in the packet a report of services provided including: Participant/Registration Comparison for Program Years, Training, Performance, WIOA Youth Program, Quality Assurance, Quality Assurance as part of customer service, Management-Staffing and services, Performance Measures, and Programs. Clair and her staff continue to work on the out-of-school Youth WEX.

### **Agenda Item 3 – Finance Report – Cheryl Calhoun**

#### **Auditing Services RFP**

- The WIB issued an RFP for Auditing Services. The WIB distributed the RFP to 10 providers and advertised in the Post Journal and Observer. The WIB received one proposal from Bysiek CPA, WIB's current provider.
- WIB received one letter from Buffamante Whipple Buttafaro stating that they would not be bidding on this RFP but would like to be included on future RFP's.
- The Finance Audit Committee met on 4/26/23 and has been satisfied with Bysiek and would like to continue services through his firm.
- There is a motion in the packet for this to accept the Committee's recommendation to have Bysiek conduct the single audit, management letter, form 990 and Char500 for fiscal year ending June 30, 2023, with the option to renew annually for an additional three years.

#### **Budget To Date and Changes in Budget**

Review and discussion of Budget to Date and Balance Sheet through 3/31/2023 and changes in funding to the Annual Budget for fiscal year 7/1/22-6/30/23 since the last Board Meeting on 9/28/22.

#### **WIOA Revenue:**

- We received \$4,365 of additional revenue for the ER-NDWG. We fully expended that grant and the state asked if we could use additional funding, to which we said yes. Therefore, in April, we received almost

\$19,000 of additional ER-NDWG funding. Those funds are specific to training Dislocated Workers. We could receive additional funding if other areas across the state do not spend down their allocations.

#### **Other Grant Revenue:**

- Received an additional \$14,115 from the Chautauqua County Individualized Job Development Services for probation.
- Received \$48,176 of additional funding from COI to continue working with the homeless population.
- Received an additional \$3,791 from the NYESS funding to support our Disability Resource Coordinator. In May we received an additional \$8,000 that will be reflected in that budget.
- We will be awarded the Summer Youth Program funding again this year, per DMHHS. We are expecting that to be higher than last year's amount of \$365,000.
- We were also awarded an additional \$350,000 for the DMHHS Self Sufficiency Contract which will run from 4/1/23-3/31/24.

Overall, revenue increased \$70,446 through March 31, 2023, for our current fiscal year since our last Board Meeting.

Our budgeted expenses will follow our revenue. Therefore, the changes in budget expenditures directly relate to the revenues for the grants we just discussed.

We are expending Adult training dollars at a faster rate than the Dislocated Worker training dollars. That is partly due to the additional training dollars we received from the ER-NDWG that the WIB applies directly to dislocated worker trainings. However, one of the motions we would like to bring to the Board is to transfer up to \$110,000 from PY22 Dislocated Worker to Adult funds. We are allowed to make this transfer in accordance with Technical Advisory 17-6. This will allow us to continue with the momentum of training adults. We also received additional ER-NDWG funds from the state for Dislocated Worker trainings and may receive more funding from that.

#### **Fiscal Year 2023-2024 Budget and Operator Contract**

Next fiscal year's anticipated budget for 7/1/23-6/30/24 and the Operator Contract amount.

We are anticipating a decrease in revenue of around \$125,856. We're showing a decrease in revenue of approximately \$126,000. However, we just received estimated amounts from the state for our WIOA funds and those are projected to increase to \$60,500. This is not reflected in the budget in the packet, as the Committee met prior to the allocations coming out. We will update this budget for the next Board Meeting.

Youth Gun Violence Prevention Program grant ended, which accounts for approximately \$83,000 of the decrease. We are anticipating carrying in less WIOA Youth funds, as we are seeing an increase in the Youth Work Experience Program and believe this will increase more over the next several months as the Youth Gun Violence Prevention Program ended. We anticipate an extension of the Youth Gun Violence Prevention Program once the state budget is passed. We may receive additional funding under that grant if other areas across the state do not spend their funds.

Under special grants, we are showing a decrease of \$63,875 in Mobility Manager funds, as those funds will run out during our next fiscal year. We do. However, anticipate receiving additional Mobility Manager funds, but we will add those to the budget next year once a contract is in place. We also have additional Chautauqua County Workforce Development Initiative funding available, an increase of \$208,226 to run Internship programs.

We anticipate awarding the Operator Contract the same amount as we did last fiscal year, which was \$525,000. When the budget is updated for WIOA funds, the WIB may award more to the Operator at the Fall Board Meeting.

#### **Agenda Item 4 – Resolutions**

**Motion 1:** To approve the minutes from September 30, 2022 meeting. **Motion to approve was made by Christine Emmick and seconded by Rich Dixon. Vote approved and motion carried.**

**Motion 2:** To approve the Finance Audit Committee recommendation to accept Bysiek CPA, PLLC accounting firm to conduct the auditing services consisting of the Single Audit, Management Letter, Form 990 and CHAR500 for fiscal year ending June 30, 2023, with the option to renew annually for an additional 3 years. **Motion to approve was made by Frank McAndrew and seconded by Dave Pihl. Vote approved and motion carried.**

- Motion 3:** To approve the Finance Audit Committee Recommendation to accept the 7/1/22 – 6/30/23 revised budget. **Motion to approve was made by Marie Carrubba and seconded by Michelle Jones. Vote approved and motion carried.**
- Motion 4:** To approve the Finance Audit Committee Recommendation to accept the 7/1/22 – 3/31/23 budget to date. **Motion to approve was made by Rich Dixon and seconded by Christine Emmick. Vote approved and motion carried.**
- Motion 5:** To approve Finance Audit Committee recommendation to transfer up to \$110,000.00 between PY22 Dislocated Worker and PY22 Adult allocations. **Motion to approve was made by Marie Carrubba and seconded by Grant Umberger. Vote approved and motion carried.**
- Motion 6:** To approve the Finance Audit Committee Recommendation to accept the 7/1/23 – 6/30/24 fiscal year budget. **Motion to approve was made by Christine Emmica and seconded by Dave Pihl. Vote approved and motion carried.**
- Motion 7:** To approve the Finance Audit Committee Recommendation to set the Operator Contract funding for fiscal year 7/1/23-6/30/24 to \$525,000. **Motion to approve was made by Frank McAndrew and seconded by Dan Heitzenrater. Vote approved and motion carried.**
- Motion 8:** To approve the One Stop Operator Services Review Committee recommendation to accept the revised Priority of Service Policy. **Motion to approve was made by Marie Carrubba and seconded by Christine Emmick. Vote approved and motion carried.**
- Motion 9:** To approve the One-Stop Operator Services Review Committee and the One-Stop System Operator Review Committee recommendation to accept the Career System Development contract renewal to operate the One-Stop Career Centers for the period of 7/1/23-6/30/24. **Motion to approve was made by Marie Carrubba and seconded by Frank McAndrew. Vote approved and motion carried.**
- Motion 10:** To approve the Personnel/Nominating Committee recommendation to accept the revised Vacations Benefits Policy. **Motion to approve was made by Dan Heitzenrater and seconded by Rich Dixon. Vote approved and motion carried.**
- Motion 11:** To approve the Personnel/Nominating Committee recommendation to accept the revised Personal Relationships/Hiring of Relatives Policy. **Motion to approve was made by Rich Dixon and seconded by Dave Pihl. Vote approved and motion carried.**
- Motion 12:** To approve the Personnel/Nominating Committee recommendation to accept the revised Holidays Policy. **Motion to approve was made by Marie Carrubba and seconded by Dan Heitzenrater. Vote approved and motion carried.**
- Motion 13:** To approve the Personnel/Nominating Committee recommendation to accept the revised Sexual Harassment Policy. **Motion to approve was made by Marie Carrubba and seconded by Christine Emmick. Vote approved and motion carried.**
- Motion 14:** To approve the Personnel/Nominating Committee recommendation for Slate of Officers. **Motion to approve was made by Dan Heitzenrater and seconded by Rich Dixon. Vote approved and motion carried.**
- Motion 15:** To approve the RFP Review Committee for Hosted VoIP/Fiber Link/Internet Services recommendation to enter into a contract with DFT Communications as their Hosted VoIP/Fiber Link/Internet Services provider for the period of May 1, 2023 through April 30, 2024 with an option to renew the contract for three (3) one-year contract extensions depending on satisfactory performance of contract conditions, available funding, and at the discretion of the WIB. **Motion to approve was made by Dan Smith and seconded by Dan Heitzenrater. 12 – Yes, 0 – No, 1 Abstention by Dave Pihl. Vote approved and motion carried.**

**Agenda Item 6 – New Business**

No new business.

Discussion regarding cyber security issues and insurance/protection.

**Meeting was adjourned at 12:40 pm.**

**Reminder: The next Workforce Investment Board Meeting will be in the Fall 2023. Date, time, and place to be determined.**

\_\_\_\_\_  
Jodell Cheney, Administrative Assistant

\_\_\_\_\_  
Christine Emmick, Secretary

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

DRAFT