

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

Wednesday, April 27, 2016  
11:30 AM – 1:00 PM  
Moon Brook Country Club  
N. Main Street Ext.  
Jamestown, NY 14701

PRESENT:

Ann Anderson  
Marie Carrubba  
Dona Cook  
Richard Dixon  
Donna Flinchbaugh  
Angel Garcia  
Andrew Johnson, Jr.  
Christine Luly  
Michael Pease  
Delana Rupp  
Nicole Segrue  
Ron Sellers  
Dan Smith  
Paul Stage  
Doug Stock  
Todd Trantum  
Gretchen Varney  
Dave Wilkinson

EXCUSED:

Cesar Cabrera  
Albert Simmons

ABSENT:

David Pihl

ALSO PRESENT:

Katie Geise– Chautauqua Works WDB  
Jody Cheney – Chautauqua Works WDB  
Cheryl Calhoun – Chautauqua Works WDB  
Janelle Horton – Chautauqua Works WDB  
Sue Palys-NYSDOL  
Clair Swanson-Chautauqua Works



*Meeting was called to order by Paul Stage, Chair at 12:09 p.m.*

**Agenda Item 1 – Roll Call**

**18 - present    2 – excused    1– absent**

**Directors Report – Katie Geise**

- Lease was signed 04/05/16, with the Finance Committee’s approval, after a few months of negotiations with Mr. Patti and both of our lawyers. The official move date is 8/25/16. The office will be closed to customers from 8/25/16-8/31/16. Chautauqua Works will be open for business officially as of 9/1/16.
- Business Seminar will take place on 04/28/16 from 12-3 in the Theatre at Willow Bay. The topic will be “Managing Medical Leaves of Absence – How to Navigate Federal and State Laws”. More than 50 attendees have registered
- North County Spring Job Fair is scheduled for Wednesday, May 11th from 9-11 at the Clarion Hotel in Dunkirk.
- Healthcare Career Fair at WCA Hospital is scheduled for Friday, May 6<sup>th</sup> from 9-11. We anticipate there will be 5 schools bringing 185 students. We have 19 healthcare organizations registered to participate.
- Branding/Marketing – SUNY Fredonia PR students have been busy acquiring information from us and have presented their campaigns. We experienced three presentations from three PR groups. All of the presentations were excellent, but there was a clear winner. Currently, we are reviewing the three PR groups’ binders. We plan to convene our Ad hoc Branding/Marketing Committee in the next couple of months to review all of the information and begin planning our next steps. We will be meeting with the professor in June.
- WIOA – USDOL has not released WIOA final regulations to date. We are told that final regulations will be released by the end of June.

- Funding Allocations – NYSDOL released draft funding allocations on 04/13/16. Chautauqua is determined to have a decrease in funding of just under \$60,000. Most of this decrease is due to a decrease in our dislocated worker funding (\$58,319). Two factors are impacting this decrease. First, because the unemployment rate has decreased (Chautauqua – 5.9%), the State’s funding for dislocated workers is decreased. The State is seeing a 9.5% cut in Dislocated Worker funding. However local areas are seeing an average cut of 16.5%. Additionally, New York State’s federal allocation across all three streams of WIOA Title I funding decreased from \$171m to \$168m from PY2015 to PY2016 – a net decrease of \$3 million or 1.7% – yet local areas experienced a net decrease of nearly \$9.5 million and on average lost nearly 7% of their total Title I funding. New York State saw a gain of nearly \$2 million in both Adult and Youth funding from PY2015 to PY2016, yet the local areas collectively saw a net decrease in each category of about \$1 million. WIOA reinstated State’s ability to retain 15% of the total WIOA allocation for “state activities”. The last few year’s, states were able to retain 5%. It is a state’s choice whether they retain the full 15% or allocate the additional 10% allowed to the locals. Currently, NY is exercising their choice to retain the full 15% at the state level. This is what accounts for much of the local cuts. The WDB Directors are submitting a formal response to this including the anticipated impact of these cuts on local areas’ staffing, training, and services. We anticipate a decrease in training funding available of nearly \$60,000. We are not filling the Business services Specialist position that we were planning to fill due to this because their main tasks were to develop OJTs and Customized Trainings spending these training funds. This could impact the number of individuals that we are able to train by 20-100 individuals (ITA’s, OJT’s, and Customized Training).

Paul Stage and Dan Smith both commented on the lease negotiations. It was very difficult and very detailed. Donna Flinchbaugh was also very instrumental in this process. The staff had some hard work to do. The staff and Finance committee looked at what was best for the operation. The new space has much more exposure and is a much better environment. Everyone is very excited about the move.

**Motion 9:** *To approve the Finance Committee’s authorization of Kathleen Geise to sign the lease with George Patti for space at the Signature Center.* Motion to approve was made by Ron Sellers and seconded by Doug Stock. **Vote approved and motion carried.**

**Motion 1:** *To approve minutes from December 8, 2015 meeting.* Motion to approve was made by Todd Trantum and seconded by Doug Stock. **Vote approved and motion carried.**

#### Operator Report – Clair Swanson

Clair reported that active participants remain the same. Youth enrollments are up. There has been a lot of activity since the age increased from 21 to 24. We can now provide services to more youth. There are approximate 150 individuals currently in training having to do with the TAA Program. There are several petitions open. North and South county Youth Navigators attended the Youth Academy in Saratoga Springs in March providing them an opportunity to discuss new WIOA changes and to share ideas, information, and best practices.

#### Agenda Item 2 – Finance Committee – Cheryl Calhoun

The WIB is under-expended in Adult and Dislocated Worker funds. Staff has been working diligently to increase the expenditures in those two categories. Nearly all of our currently enrolled Dislocated Workers qualify for TAA and are using those funds for training hence the variances. We have expended \$784,000 in TAA training this year and approximately \$63,500 in Dislocated Worker and Adult Training funds (\$847,500 total training to date). Last fiscal year, we expended approximately \$302,000 in TAA and \$119,000 in Dislocated Worker and Adult (\$421,000 total). We have doubled the training we did last year and still have 3 months to go in this fiscal year.

The following are items the WIB is working on to increase the Adult and Dislocated Worker expenditures to meet our 80% expenditure requirement:

- The increase in TAA training has placed quite a strain on CSD staff, as well as the Resource Room staff. There are many individuals that are asking for training and many that are just looking to job search. We are seeing an increased need for additional staff to manage the training aspect and additional staff to manage the Resource Room. We have been working closely with

NYS DOL FOTA and are currently looking at options. CSD can use funds from their contracts that are unexpended to hire additional staff or the WIB is allowed to hire staff from a temporary agency as long as the Operator agrees to supervise the staff.

- CSD staff are outreaching to training providers to try to increase enrollments.
- Katie has met with the training committee and has developed a plan to be brought before the Board at the upcoming Board Meeting to increase training caps, supportive service caps and a revised customized training policy which will provide training to businesses for incumbent workers.
- The WIB is hiring a business service representative to work with businesses on customized training and OJT's.
- Advertising in the Post Journal, Observer and Penny Saver
- The WIB is also using this opportunity to replace inventory items that are outdated and purchase items that will be needed for the new building. In future meetings, the Board will see an increase in operating expenses for the WIB due to the equipment purchases.

Per the Finance/Audit Committee's recommendation, the WIB opened a secondary bank account to keep from going over the FDIC insured account limits. The account was opened on March 28, 2016.

### **Agenda Item 3 – Resolutions**

- Motion 2:** *To approve the Training Committee recommendation to accept the Demand Occupation List.. Motion to approve was made by Marie Carrubba and seconded by Christine Luly. **Vote approved and motion carried.***
- Motion 3:** *To approve the Training Committee recommendation to accept the Individual Training Account (ITA) Policy which includes raising the ITA cap from \$2,500 to \$4,000 per fiscal year. Motion to approve was made by Christine Luly and seconded by Todd Tranum. **Vote approved and motion carried.***
- Motion 4:** *To approve the Training Committee recommendation to accept the Supportive Services Policy which includes raising the Supportive Services cap from \$250 to \$1,000 per fiscal year. Motion to approve was made by Doug Stock and seconded by Nichole Segrue. **Vote approved and motion carried.***
- Motion 5:** *To approve the Training Committee recommendation to accept the On the Job Training (OJT) Policy which includes raising the OJT cap from \$2,000 to \$5,000 per individual. Motion to approve was made by Marie Carrubba and seconded by Doug Stock. **Vote approved and motion carried.***
- Motion 6:** *To approve the Training Committee recommendation to accept the Customized Training Policy. Motion to approve was made by Christine Luly and seconded by Marie Carrubba. **Vote approved and motion carried.***
- Motion 8:** *To approve the Finance Committee recommendation to accept changes to the Accounting Policy Manual to comply with the OMB 2 CFR changes as recommended by NYS DOL FOTA. Motion to approve was made by Todd Tranum and seconded by Mike Pease. **Vote approved and motion carried.***
- Motion 7:** *To approve the One Stop Operator Review Ad Hoc Committee recommendation to renew the CSD contract to operate the Chautauqua County One-Stops for the period of 7/1/16-6/30/17. Motion to approve was made by Doug Stock and seconded by Christine Luly. **Vote approved and motion carried.***

**Agenda Item 4 – New Business**

- Applications are now being accepted for the CAP Internship Program and the Healthcare Talent Pipeline Internship. If anyone is interested or has a referral for us, let us know.
- Athenex – A meeting was scheduled and then cancelled to meet with Athenex. It will be rescheduled. There is no additional information at this time.
- Summer Youth – We will be releasing the application this week. We are currently interviewing for an Office Assistant and Retention Specialists.
- CFA process through DOL Department of State. There is a lot of grant money. Informational seminars will be held.

**Meeting was adjourned at 12:36 pm.**

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

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Jodell Cheney, Administrative Assistant

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Doug Stock, Secretary

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