

Chautauqua Works
WORKFORCE DEVELOPMENT BOARD
MEETING MINUTES

Thursday, May 11, 2017
11:30 AM – 1:00 PM
Moon Brook Country Club
N. Main Street Ext.
Jamestown, NY 14701

PRESENT:

Marie Carrubba
Donna Flinchbaugh
Angel Garcia
Andrew Johnson, Jr.
Michael Pease
Albert Simmons
Dan Smith
Paul Stage
Doug Stock
Todd Tranum

EXCUSED:

Ann Anderson
Dona Cook
Richard Dixon
Nick Keefe
Christine Luly
Janeil Rey
Delana Rupp
Nicole Segrue
Ron Sellers
Dave Wilkinson

ABSENT:

Cesar Cabrera

ALSO PRESENT:

Katie Geise– Chautauqua Works WDB
Jody Cheney – Chautauqua Works WDB
Cheryl Calhoun – Chautauqua Works WDB
Janelle Horton – Chautauqua Works WDB
Barb Deike-NYSDOL
Clair Swanson-Chautauqua Works
BethAnn Guest Bergum – Acces VR
Kim Snyder – E2CCBOCES

Meeting was called to order by Paul Stage, Chair at 11:42 a.m.

Agenda Item 1 – Roll Call

10 - present 10– excused 1– absent



Directors Report – Katie Geise

Katie discussed the following updates:

Leases - We have a fully executed lease for the Jamestown location and have received all rental payments due through May. We are thrilled to have the lease negotiated, fully executed, and payment received in such a short timeframe! Once a lease goes into negotiations with NYSDOL, payment is usually not received, if the location has moved, until the lease is negotiated and fully executed. This can take years to complete which has happened in the past. We firmly believe that this smooth and quick process was completed because we worked so closely with our partners at NYSDOL throughout the potential new Jamestown location research and decision making process. NYSDOL representatives from OGS and Property visited the new potential location prior to the WIB signing a lease. All feedback provided was discussed and responded to as quickly as possible. In fact, NYSDOL property staff has identified Chautauqua as a best practice in how we present the location information including a detailed floor plan and spreadsheets containing all space information. Special thanks to Cheryl Calhoun on her development of this information which was so critical to this successful negotiation. We recently renewed our Dunkirk lease for the next five years with Rob Curry with no increases/changes. We have begun negotiations with NYSDOL on the Dunkirk lease. Since we have not moved locations, we will continue to receive payment and we expect these negotiations to go very smoothly and quickly. We hope to have this lease fully executed by the end of the summer.

Boards – As we discussed at our last meeting, WIB Directors were receiving information from NYSDOL that we had to “separate our Boards” if we were a 501 c 3 like we are. They were telling us that we “needed” to distinguish our WIB and WDB. We have not received any official guidance on this. As the Board requested at our last meeting, additional research has been done and we found that other areas similar to ours are operating with a clause similar to the one that we have in our by-laws, These By-Laws govern the Board of Directors of the WIB Inc. dba Chautauqua Works, which also serves as the mandatory

Chautauqua County Workforce Development Board per section 107 of the Workforce Innovation and Opportunity Act (WIOA) and as outlined in the Chief Elected Official Agreement signed in June, 2015. A copy of the first page of the by-laws with this statement highlighted was provided (Attachment #1). As the Board suggested at our last meeting, the board structure will remain the same and we do not need to change anything at this time until we receive official guidance from NYSDOL.

Budget - A government shutdown was averted in late April. All indications are that we will have an omnibus package with Title I and Title II WIOA funding being flat funded through September 30, 2017. We are watching this closely and continue our advocacy efforts with NYATEP and other workforce organizations at the State and Federal level. NY State submitted more than 100 letters from businesses to Congressmen from NY stating the importance of workforce programs such as ours. Chautauqua submitted a number of letters. Thank you to many of the board members who assisted with this effort and submitted letters. On April 24th, NYSDOL issued the following advisement:

NYSDOL is advising all LWDB Directors on what we know regarding WIOA PY2017 allocations, in response to inquiries from several LWDB Directors.

- Lack of a full year FFY 2017 federal budget is delaying the release of WIOA Youth funds for PY 2017; which were due on April 1, 2017.
- If a full year budget is not passed by the end of this week, then NYSDOL will advise you on impacts to local WIOA funds, once known.
- The conditions of a federal government shut-down are unknown. Therefore, NYSDOL is unable to assess impacts of such a shut-down at this time.

Operator Report – Clair Swanson

Clair reported on Youth Work Experience Participants and referenced the two Testimonials that were included in the packet. Each of these participants has obtained unsubsidized employment after their work experiences.

Item Agenda #2 Finance Report – Cheryl Calhoun

Budget to date Through April 30, 2017:

- The budget is reflective of the \$50,000 transfer from PY16 Adult to PY16 DW. The additional \$30,000 transfer did not occur until May 2017 and will be reflective on that budget.
- We've received an additional \$54,000 in TAA funds since March.
- PY 2016 Gebbie, CRCF, and Sheldon Internships are complete and the PY 2017 Internships will be starting in June 2017.
- The lease agreement with NYSDOL for the Jamestown Location has been executed and the W.I.B. received payment for the outstanding rent for the location on May 1st. It will be reflective in next month's budget.
- The lease renewal for the Dunkirk location with NYSDOL has begun. We have submitted everything that was requested of us by NYSDOL OGS Unit and are awaiting a draft lease. However, NYSDOL continues to pay at the old lease rate until the new lease is finalized and then the payments will be adjusted based on the lease.
- The W.I.B. has a couple of requirements that we have to meet fiscally in regards to WIOA funds. The first requirement according to NYSDOL Technical Advisory 16-3, the W.I.B. must obligate 80% of the formula funds by the end of the PY. We are on track for meeting this requirement. According to current projections, we will have expended ~ 90% of our PY 2016 funds by June 30, 2017.
- The second requirement is to expend 20% of our PY 2016 Youth funding allocation on Work Experience. We have exceeded that requirement, as of April 30, 2017, the W.I.B. had expended ~26.5% of the PY 2016 Youth Allocation on Work Experience.
- We have recently had NYSDOL FOTA (Financial Oversight and Technical Assistance) office conduct the following reviews;
 - Closeouts
 - Sub-recipient Monitoring
 - Financial Management

We received great reviews on Closeouts and Sub-recipient Monitoring. The Financial Management Review was just conducted and we have not received our final letter yet. In talking to Sokna Heng (our FOTA Rep at the time of the review), one item was brought to our attention. She stated that the state had

received guidance that anytime there is a change in budgeted revenue or expenses, the full Board has to vote. We have always presented the budget to date to the Board but have not voted on it at each meeting. Beginning with this Board Meeting, we will provide you with the budget to date, as we always have, but will also have a motion that will be voted on by the Board approving the budget to date.

With the way we receive funds from the State in regards to NOA's, TAA funding in particular, our budget changes constantly. We receive an NOA from the State for TAA twice each month. In order to accommodate this, we will need to include a vote at each Board Meeting accepting budget changes.

Next Year's Budget:

- The W.I.B. has not received final allocations for the WIOA PY 2017 Funding, only preliminary numbers. This budget was developed based on those preliminary numbers.
- A government shutdown was averted on April 28th with a short term Continuing Resolution (CR). All indications are that we will have an omnibus package in early May. It is expected that Title I and Title II WIOA funding will be flat funded through September 30, 2017 which marks the end of the federal fiscal year.
- The W.I.B. had a decrease of \$934,000 in revenue from the prior fiscal year:
 - Over 51% of that is due to TAA (\$481,000). TAA fluctuates throughout the year and will increase and decrease as petitions are filed and trainings are completed.
 - 19% is related to WIOA funds (\$174,000), this is due to a decrease in the annual allocation for the 2017 fiscal year of \$34,000 and the remaining is due to a lower amount of carry-in expected this year.
 - 30% of the decrease is various grants (\$279,000). The W.I.B. will submit proposals for funding from various sources this year including, HHS, RFMH, Sheldon, CRCF, Gebbie and Probation. The W.I.B. has already applied for another round of Mobility Management funds.

The Finance Audit Committee accepted the Budget to Date for this program year and accepted the budget for the next fiscal year and recommended the two motions be brought forth to the full Board.

Agenda Item 3 – Resolutions

Resolutions were not voted on as there were not enough members present for quorum. Per the By-Laws, "An action of the Board may be approved by a written resolution signed by a majority of duly appointed members without a meeting, provided that the resolution is approved by a quorum of the Board at the next scheduled meeting." WIB Staff will contact members and obtain written resolutions which will then be voted on again at the next scheduled WIB Meeting.

- Motion 1:** *To approve the minutes from February 7, 2017 meeting.*
- Motion 2:** *To approve the Finance Audit Committee Recommendation to accept the 7/1/16 – 4/30/17 budget to date.*
- Motion 3:** *To approve the Finance Audit Committee Recommendation to accept 7/1/17 – 6/30/18 fiscal year budget.*
- Motion 4:** *To approve the RFP Operator Review Ad-Hoc Committee recommendation to enter into a contract with Career Systems Development Corp. as the WIOA Title IB System and Services Operator of the Chautauqua County One-Stop System for the period of July 1, 2017 through June 30, 2018 with an option to renew the contract for three years depending on satisfactory annual performance of contract conditions at the discretion of the WDB.*

Katie gave a brief summary on the RFP process. The Operator RFP was released on February 24th. A Bidders Conference was held on March 6th. Two proposals were received by the due date of March 30th. The two proposals received were from Career Systems Development Corps. and Chautauqua Opportunities Inc. Copies of both proposals and proposal review sheets were provided the Operator RFP Review Committee on March 31st. An Operator RFP Review Committee meeting was scheduled on April 18th. The Committee members met, reviewed their proposal review sheets, and had a lengthy discussion regarding both proposals. The Committee

members unanimously rated the Career Systems proposal higher and unanimously recommend that the WDB approve Career Systems as the Operator.

Motion 5: *To approve the Chautauqua Workforce Development Area's Services Memorandum of Understanding (MOU), an agreement developed and implemented between the Local Workforce Development Board (LWDB) and System partners, providing access to their programs in the local area, with the agreement of the Chief elected official (CEO) for the period of 7/1/17- 6/30/20.*

The initial, MOU partner meeting was held on February 24th. This meeting included a NYSDOL sponsored MOU Webinar reviewing and providing guidance for the MOU Template. The webinar was followed with a review of the MOU template agreeing on a timeline for completion and tasks to be completed by an agreed upon date. The second meeting was held on April 13th. The MOU template was reviewed with all information that had been provided by that date and local System Access language was developed and agreed upon. Required information was received by May 1st. A final draft of the MOU was provided to partners in preparation for the last MOU meeting on May 3rd. All partners reviewed the MOU. WIOA requires that the Local Workforce Development Board review and approve the MOU.

Motion 6: *To approve the Nominating Committee's recommendation to appoint Mike Pease as Vice-Chair of the Workforce Development Board.*

Dave Pihl resigned from our Board last winter. Dave was our Vice Chair. The Nominating Committee discussed potential candidates for Vice Chair. Mike Pease was approved by the Committee as an excellent choice for this position. I spoke with Mike and he agreed to take on this role if the Board approves.

Motion 7: *To authorize WIB/WDB Staff to submit grant proposal(s) to any/all of the following entities: Sheldon Foundation, Gebbie Foundation, CRCF, Chautauqua County HHS for PY2016 and PY2017.*

Each year apply for a number of grants. Many of them require Board approval. We expect to apply/submit proposals for the following funding opportunities in PY16 and PY17:

Gebbie Foundation – Chautauqua Advancement Project

Sheldon Foundation – Healthcare Talent Pipeline

CRCF - Healthcare Talent Pipeline

Chautauqua County HHS – Employment Services Programs – We anticipate that HHS will be releasing an RFP for these services as we entered our final available renewal year on April 1, 2017.

Agenda Item 4 – New Business

No new business

Meeting was adjourned at 12:35 pm.

Reminder: The next Workforce Investment Board Meeting will be in October, 2017. Date, time, and place to be determined.

Jodell Cheney, Administrative Assistant

Doug Stock, Secretary

Date Approved: _____