

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

Wednesday, November 14, 2018

11:30 AM – 1:00 PM

Moon Brook Country Club

N. Main Street Ext.

Jamestown, NY 14701

PRESENT:

Marie Carrubba  
Dona Cook  
Donna Flinchbaugh  
Angel Garcia  
Andrew Johnson, Jr.  
Frank McAndrew  
Michael Pease  
Dave Pihl  
Delana Rupp  
Dan Smith  
Paul Stage  
Doug Stock  
Dave Wilkinson

EXCUSED:

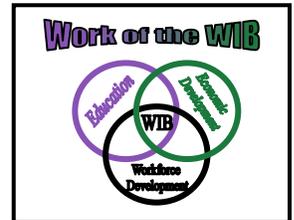
Richard Dixon  
Janeil Rey  
Nicole Segrue  
Ron Sellers  
Todd Trantum  
Mary Trzcinski

ABSENT:

Ann Anderson  
Albert Simmons

ALSO PRESENT:

Katie Geise – Chautauqua Works WDB  
Jody Cheney – Chautauqua Works WDB  
Cheryl Calhoun – Chautauqua Works WDB  
Janelle Horton – Chautauqua Works WDB  
Clair Swanson-Chautauqua Works  
Vincent Trippi – Cassadaga Job Corps



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

**Agenda Item 1 – Roll Call**

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

**Agenda Item 2 – Audited Financial Statements (Attachment #1)**

Rob Kocur from Saxton Kocur and Associates, LLP presented the Audited Financial Statements for years ended June 30, 2018 and 2017.

Financial Statements

Type of auditors' report issues – Unmodified

Deficiencies in internal control considered to be significant deficiencies – None

Deficiencies in internal control considered to be material weaknesses – None

Noncompliance material to the financial statements – None

Auditee qualified as a low-risk auditee – YES

Rob reviewed:

- Statements of Financial Position

Current Assets

Cash and cash equivalents

Grants and other receivables

Prepaid expenses and deposits

Current Liabilities

Accounts payable

Accrued liabilities

Refundable advances and prepaid rental income

Net Assets

Unrestricted

Temporarily restricted

- Statements of Activities
  - Federal financial assistance
  - Expenses
- Statements of Functional Expenses
- Statements of Cash flows
- Notes to Financial Statements
- Supplemental Information – Combining Schedules of Revenues, Expenses and changes in Net Assets
- 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
- Independent Auditors’ Report on Compliance for each Major Program and on Internal Control over Compliance required by the Uniform Guidance
- Exit/Communications Letter – There were no difficulties dealing with management/personnel and no issues during the audit. Rob appreciates the job that the WIB does.

Cheryl Calhoun noted that she was able to pre-pay the rent in both Jamestown and Dunkirk. By doing this, we save approximately \$10,000/year - \$6,000 in Jamestown and \$4,000 in Dunkirk. Cheryl stated that the 990 had been emailed to all Board members. A hard copy of the 990 was distributed at the meeting (Attachment #2). There were no questions.

Motion 5: To approve the Finance Audit Committee recommendation to accept July 1, 2017 – June 30, 2018 single audit prepared by Saxton Kocur and Associates, LLP. Motion to approve was made by Marie Carrubba and seconded by Doug Stock. **Vote approved and motion carried.**

## Agenda Item 1

### Directors Report – Katie Geise

- Katie discussed the following updates:
- Monitoring –we are including all monitoring materials in the packets: Desk Reviews, Monitoring Letters. This is for your information. If you ever have any questions about the information, please email or call. The next Desk Review for Adult, Dislocated Worker, Youth, DEV Monitoring will be conducted on Friday 11/16/18. Desk Reviews are completed quarterly.
- WIOA requires that we have a Youth Follow-Up Services Procedure. The procedure is included for your information. This procedure has been reviewed by our Program Monitor, Barb Deike, and meets WIOA requirements.
- Our DRC, Lori Fabritius, has started a Chautauqua Works quarterly newsletter. The first edition is included in your packet. The newsletter is posted on facebook and our website. Lori has been doing a terrific job updating our facebook page with upcoming hiring events information.
- On October 16th, we held our Fall South County Job Fair. 39 businesses attended and 113 job seekers signed in. However, we believe that there were closer to 150 job seekers due to the many access points to the JCC Student Center space where the event was held. Survey results are included in your packet. The feedback we received was positive.
- On Thursday, November 29th, we are hosting our Fall Business Seminar. Labor Law attorney, Dan Forsyth, will be returning and covering Employment Law Updates. Please register if you can join us on the 29th.
- Commission for the Blind Co-Location has been a success. They will be renewing their lease for another year and are thrilled to be at Chautauqua Works. They also want to spend some time in the Dunkirk office as well.

Operator Report – Clair Swanson - Clair reported that she included new reports in the packet this time. The reports better reflect the services that the career centers provide. Services started during period of July 1, 2018. There were 978 Core Staff Assisted Services; 350 Intensive Services; 19 ITA Training Services; 76 Youth Services; 16 Follow Up Services.

**Agenda Item 2 Finance Report – Cheryl Calhoun**

Cheryl reviewed the Budget to Date. Changes are based on additional funding received. TAA increased \$4,300; Sheldon Grant \$10,000; NCCF Grant for Healthcare \$10,000; Ticket to Work \$1,130. We were also awarded the TET Dislocated Worker Grant \$187,000. We were just informed that we received another Chautauqua County Individualized (Probation) Grant \$11,000 and this will be reflected in the November budget. WIOA is up about \$37,000 more than what was anticipated.

**Agenda Item 3 – Resolutions**

- Motion 1: To approve the minutes from September 26, 2018 meeting. Motion to approve was made by Doug Stock and seconded by Delana Rupp. **Vote approved and motion carried.**
  
- Motion 2: To authorize WIB/WDB Staff to submit grant proposal(s) to any/all of the following entities: Sheldon Foundation, Gebbie Foundation, CRCF, NCCF, and Chautauqua County HHS for PY2019 and PY2020. Motion to approve was made by Dave Wilkinson and seconded by Dave Pihl. **Vote approved and motion carried.**
  
- Motion 3: To approve the Finance Audit Committee Recommendation to accept the 7/1/18 – 6/30/19 revised budget. Motion to approve was made by Marie Carrubba and seconded by Dan Smith. **Vote approved and motion carried.**
  
- Motion 4: To approve the Finance Audit Committee recommendation to accept the 7/1/18-10/31/18 budget to date. Motion to approve was made by Donna Flinchbaugh and seconded by Andy Johnson. **Vote approved and motion carried.**
  
- Motion 6: To approve and accept the modified By-Laws to reflect revised committee names from Youth Committee and Disabilities Committee to Special Populations Committee. Motion to approve was made by Marie Carrubba and seconded by Delana Rupp. **Vote approved and motion carried.**
  
- Motion 7: To approve and accept the revised HR Policy on Sexual Harassment. Motion to approve was made by Marie Carrubba and seconded by Andy Johnson. **Vote approved and motion carried.**
  
- Motion 8: To approve and accept the Personally Identifiable Information (PII) and Personal, Private and Sensitive Information (PPSIO Policy. Motion to approve was made by Dave Pihl and seconded by Mike Pease. **Vote approved and motion carried.**

Meeting was adjourned at 12:30 pm.

**Reminder: The next Workforce Investment Board Meeting will be in March 2019. Date, time, and place to be determined.**

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Jodell Cheney, Administrative Assistant

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Doug Stock, Secretary

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