

Chautauqua Works
WORKFORCE INVESTMENT/DEVELOPMENT BOARD
MEETING MINUTES

Wednesday, May 20, 2020
12:00 PM – 1:00 PM
Zoom Conference

PRESENT:

Marie Carrubba
Angel Garcia
Andrew Johnson, Jr.
Michelle Jones
Frank McAndrew
Michael Pease
Dave Pihl
Janeil Rey
Richard Ryan
Nicole Segrue
Ron Sellers
Dan Smith
Paul Stage
Todd Trantum
Vincent Trippi
Mary Trzcinski
Heather Turner
Grant Umberger
Dave Wilkinson

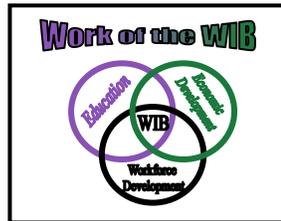
EXCUSED:

Doug Stock
Richard Dixon

ABSENT:

ALSO PRESENT:

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



Meeting was called to order by Paul Stage, Chair at 12:05 pm.

Agenda Item 1 – Roll Call

19 - present 2- excused 0- absent

Directors Report – Katie Geise

Overview of Closing the Offices

- March 17, 2020 – closed to public
- March 20, 2020 COB – All staff working remotely/Laptop Distribution
- IT Equipment/Needs identified, worked with Synergy to coordinate purchase and networking, scheduled safe staff pick up of equipment, scheduled set up in remote locations.
- Effective April 10, 2020 – Local NYSDOL staff were no longer available for any tasks except assisting with processing UI claims. Chautauqua Works staff has been responding to all local customer calls and emails coming into both offices.

Current Staff Tasks:

All services are being offered virtually – assessments, IEP development, career guidance, career research, job searching assistance, job posting, recruitment assistance, job referrals. OJT development and implementation, training opportunities, live workshop development and presentation, set up YouTube channel, posting content to Facebook multiple times/day, answering all calls and emails, etc.

WIOA Year Round Youth program:

Youth Navigators continue to engage with youth participants on at least a weekly basis. They are developing virtual workshops. The Youth Navigators, along with the WIB staff, have been developing

additional work experience components to add to the traditional work experience policy. We continue to request guidance on what we are allowed to have youth complete and pay them for. We have been using the broad federal WIOA guidelines as we are developing the draft programming. We plan to present our Work Experience draft policy to the Special Populations Committee within the next few weeks for recommendation to the full Board at our June meeting.

Summer Youth Employment Program:

We have not received any notification regarding funding levels nor guidelines as to what we are allowed to do this year from OTDA. Chautauqua County DHHS has confirmed that they want us to administer the program again this year. We did release an eligibility packet so that we could begin to collect eligibility information from interested Youth. A database of this information is being managed daily. We have not hired staff for this program to date, as we need to receive some indication that it will occur, we need the funding amount, and the allowed activities. We have had preliminary conversations with staff from last year.

Re-Opening Plans:

We are still unsure as to which Phase we are in. We applied for a PPE Grant Program and were approved. The grant consists of Consultation on re-opening plan and 50% reimbursement for PPE purchases up to \$775. We have had initial assessment with the consultant. We are in fairly good shape, however there are items we had not thought of such as a safe space to put someone who exhibits signs of illness while in our building until they can be safely removed. We are looking at plexiglass for front desk area and movable plexiglass partitions for the cubicles. We will be implementing a phased-in approach to gradually re-open. Our re-opening plan is still in development. The completion of the state required template is currently being worked on. The vision/tentative plan is as follows:

- **Phase 1** – half-staff in office at one time and half-staff remote – alternating weeks. This will continue until CDC, Federal, and State guidelines can be followed with all staff in the building.
- **Phase 2** – Customers by appointment only at appointment slots assigned to staff working in the office each day to ensure control over the number of people in the building. Appointment start times will be staggered to reduce traffic in any given area.
- **Phase 3** – Customers may use our resource room by appointment only. Again – staggered times and minimal number of people.
- **Phase 4** – Increase customer appointment slots with staff available.
- **Phase 5** – Increase customer appointment slots in resource room available.
- **Phase 6** – Open resource room to the public.

Throughout all of this – masks will be required by everyone at all times. We are reconfiguring our resource rooms for social distancing, and will be putting up Plexiglass and working with the various businesses and organizations with staff in our buildings to obtain movable Plexiglass shields to maintain a barrier between staff and customers at all work stations. We have been, and will continue to work with our cleaners to ensure that they are following all CDC recommendations. We are also working on a cleaning plan for throughout the day. Each staff person will be responsible for cleaning their cubicle or office in the morning after each visitor, and prior to leaving the building. Each staff person will be required to complete and submit to their direct supervisor a health checklist at least one hour prior to the start of their shift. Any issues or irregularities must be reported to Jody and Katie immediately so that a pre-determined procedure may be followed for the organization.

WIOA Cash

Two weeks ago, LWDA's cash orders were held up by the NYS Budget office. WIB Directors sounded the alarms as many would need to lay off all of their program and WIB staff within 24 hours not being able to meet their payroll. This action is not legal. These funds have been forward funded to each LWDA and an NOA is in place. It appears that this continues to be an issue with the NYS Budget office as they are scrutinizing every dollar they release. We are working with all 33 LWDA Directors, NYATEP, USDOL, NYSDOL, the Comptroller's Office, State Senate and Assembly, and Federal Senators and Congressmen to remedy this illegal and detrimental action. I

will keep the Board informed as the situation progresses. It appears that our funds are simply going to be delayed (typical timeframe – request cash (cash order) and cash is deposited into our account within 5 business days) but we will ultimately receive our funding.

Dave Wilkinson questioned plans for essential/low pay workers, who is protecting them and is there a plan for them. Dave wanted to make sure that these people are represented on all of the different planning committees. Marie Carrubba suggested going to CDC Guidelines and plans. Employers should implement the recommendations in the Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 to help prevent and slow the spread of COVID-19 in the workplace. It is recommended to have a plan and have it available if someone files a complaint. There is also a Reopening Template that must be completed by Employers and submitted. Todd Trantum commented that there are many groups looking at these issues and they are pretty large. It is hard to tell who is on them all. There is a Control Room Group that the County Executive and the Jamestown Mayor sit on. There is also union representation in this group. There is cross sector guidance being provided thru that group. That group is the key organization to keep an eye on how things are progressing as to the region being able to meet safety requirements, hospital capacity, and how things are going with business sectors as they open up. Dave Wilkinson reiterated his plea to protect workers and keep advocating for them, keep the workers in mind and don't forget them. Todd Trantum stated that Dave's point very well taken. He is speaking for a lot of businesses deemed essential. Medium/large manufacturers were proactive in putting safety measures in place for their employees. Before the state began talking about safety plans/processes, organizations such as CCIDA, CCCC, JCC, Visitors Bureau and other businesses were having those discussions. Businesses have been very proactive on this and are very serious about protecting employees. It is in the best interest of everyone to do this. It is a continuing goal, we have to keep people safe, we can't slip back and we have to be diligent in the reopening phases. Supporting businesses and workers are the main focus.

Introductions were made of new Board Members, Michelle Jones who is replacing Donna Flinchbaugh, Heather Turner who is replacing Dona Cook, and Grant Umberger who is replacing Delana Rupp.

Operator Report – Clair Swanson

Clair reported that staff is still providing services to customers; they are remotely conducting workshops, funding trainings, and enrolling individuals. They are still working and coming up with innovative ways to serve the customers.

Agenda Item 2 Finance Report – Cheryl Calhoun

Current budget to date through April 30, 2020 and related changes to the fiscal budget from the last board meeting:
Revenue:

November 12, 2019 received additional WIOA funds ~\$27,431

February 18, 2020 received additional TAA funds ~ \$68,653

Sheldon additional funding for Healthcare Internship Programs \$7,000

CRCF for Healthcare Internship Programs \$10,000

Chautauqua County for individualized job development services for offenders \$5484

DOT Mobility Manger contract came in slightly lower by \$648

Expenses:

The majority of the additional WIOA and TAA funds (\$90,653) we received went towards Work Experience and Training.

There is a large variance in operating expense. That variance is due to our equipment purchases. We have made some purchases and we are in the middle of some others. As you recall at the last Board Meeting we had several projects planned for this year, including a new server, new workstations and migrating to Office 365.

1. We were in the middle of the server project when the Coronavirus pandemic hit. One new server was purchased and everything was successfully moved over from the old server to the new server, with the exception of our back-ups. The back-up portion of the server project will not be completed until we re-open. The total cost for that project and equipment was \$19,590.12.

2. We have submitted the paperwork to the state for prior approval for the Work Station upgrades. We submitted that on April 6, 2020 and are awaiting state approval before we sign and submit the Statement of Work to Synergy. The total cost of that project is approximately \$67,000. This includes replacing 90 workstations in our two locations (including staff workstations, 5 computer labs and resource room computers). All of which will be purchased using state contract pricing.
3. The third project is migration to Microsoft Office 365 and going to cloud based solutions. The cost of this project is approximately \$8,900. We submitted the Statement of Work for this to Synergy but are holding off on the project until we receive the new workstations. Synergy will implement both of those at the same time.
4. We also had one unexpected cost due to the Coronavirus pandemic. We had to purchase 14 Meraki Z1's to allow staff to work remotely and be able to access all network programs and files at this time. The total cost of this was \$8,755, of which 47% of that cost was charged to other grants and only 53% was charged to WIOA.

Current budget-to-date:

It will be necessary for us to transfer funds from PY2019 Adult to PY2019 Dislocated Worker. According to NYS Technical Advisory 17-6 dated June 15, 2017, we are allowed to transfer up to 100% of funds between these two funding streams with Board approval. At this time we anticipate moving \$100,000 from PY2019 Adult to PY2019 Dislocated Worker. This request is necessary due to our local area's economic and business environment. There is no way to know from year to year which clients you will see more of and which clients will take more staff time. The operator staff completes time distribution reports and costs are allocated based on those reports. During this fiscal year, Dislocated Worker is running higher than Adult, necessitating the transfer request.

On May 7, 2020 the Finance Audit Committee met and reviewed services performed by Bysiek CPA, PLLC. As a result of issuing an RFP, a contract was issued for one year with the option to renew for up to three years. The Finance Audit Committee was satisfied with the audit and services performed for fiscal year ending June 30, 2019 and recommended continuation with the Bysiek CPA firm.

NYSDOL FOTA department conducted a Property Management Review. This review resulted in a need for an update to our Accounting Policy in regards to property management to comply with OMB. We were asked to place a dollar amount threshold to items we would place in inventory. Placing the \$500 aggregate cost threshold to our policy actually benefits us because we will no longer have to inventory items such as mops, mop buckets, brooms, coffee makers, adding machines, paper cutters, etc. We could write WIB in black permanent marker on the mops, brooms, buckets, vacuums, etc. so that we know we own them but we will not be required to check them in inventory each time. It saves us a lot of time spent on frivolous items. It also makes disposal of the items an easier process as well.

In order to comply with OMB 2 CFR 200.313 Equipment (d)(1), "percentage of federal participation" needed to be added to the policy. We already include the dollar amount of federal participation but we have to add the percentage to be in compliance. We were also asked to designate someone, or a title of someone, to conduct inventory but could write "or designee" next to it to allow for any of us to conduct the inventory, to be in compliance with OMB 2 CFR 200.303 Internal Controls. Initially we were asked to designate one person to conduct the inventory, I explained that we are a small organization and currently any one of the four of us may conduct that inventory. I really did not want to designate a person because I felt it would limit us and we would be held to that. FOTA agreed to allow us to add "or designee" which would allow us the flexibility we need while complying with the regulations. The Executive Director was added to the end of the policy as approver for internal control purposes. If I conduct the inventory then all adjustments resulting from the reconciliation should be approved by someone other than me.

The final item for Finance is next year's fiscal year budget and the Operator Contract award amount. The fiscal year budget is based on draft planning estimates received from the state, as well as grants received and anticipated. Based on the drafted numbers we will be down approximately \$237,636 in WIOA funds, of which \$76,500 is the TET-NDWG that ends on September 30, 2020. That grant is not part of our regular formula funds. It was a grant we obtained in addition to our regular formula funds for On the Job Trainings. There is a decrease of \$168,133 in

TAA funds, which we expect to increase throughout the year. Those decreases in revenue have decreases in expenses as the Operator Contract would be decreased to \$425,000 (from ~\$476,000)/ITA's/Work Experience/OJT's/ Supportive Services and operating costs.

The decrease in grant revenue will have corresponding decreases in the grant expenses.

Agenda Item 3 – Resolutions

- Motion 1: To approve the minutes from October 17, 2019 meeting. Motion to approve was made by Dan Smith and seconded by Janeil Rey. **Vote approved and motion carried.**
- Motion 2: To approve the Finance Audit Committee Recommendation to accept the 7/1/19 – 6/30/20 revised budget. Motion to approve was made by Marie Carrubba and seconded by Mike Pease. **Vote approved and motion carried.**
- Motion 3: To approve the Finance Audit Committee Recommendation to accept the 7/1/19 – 4/30/20 budget to date. Motion to approve was made by Mike Pease and seconded by Dave Pihl. **Vote approved and motion carried.**
- Motion 4: To approve Finance Audit Committee recommendation to transfer up to \$100,000.00 between PY19 Adult and PY19 Dislocated Worker allocations. Motion to approve was made by Marie Carrubba and seconded by Michelle Jones. **Vote approved and motion carried.**
- Motion 5: To approve the Finance Audit Committee recommendation of continuation of services from the auditing firm of Bysiek CPA, PLLC for fiscal year ending June 30, 2020. Motion to approve was made by Dan Smith and seconded by Dave Wilkinson. **Vote approved and motion carried.**
- Motion 6: To approve the Finance Audit Committee recommendation of a change in the accounting policy. Motion to approve was made by Mike Pease and seconded by Ron Sellers. **Vote approved and motion carried.**
- Motion 7: To approve the Finance Audit Committee recommendation to accept the 7/1/20-6/30/21 fiscal year budget. Motion to approve was made by Ron Sellers and seconded by Dave Pihl. **Vote approved and motion carried.**
- Motion 8: To approve the Finance Audit Committee Recommendation to award the Operator Contract \$425,000 for fiscal year 7/1/20 – 6/30/21. Motion to approve was made by Marie Carrubba and seconded by Ron Sellers. **Vote approved and motion carried.**
- Motion 9: To approve the One-Stop Operator Services Review Committee recommendation to accept the Career System Development contract renewal to operate the One-Stop Career Centers for the period of 7/1/20-6/30/21. Motion to approve was made by Marie Carrubba and seconded by Ron Sellers.

Katie gave an update of the One-Stop Operator Review Committee meeting. CSD has been a very fine partner for us. There has been significant improvement from previous Operator, CSD has met all measures, they are very responsive to requests and changes, and the Committee is very pleased with operator performance.

15 – Yes, 0 – No, 1 Abstention. **Vote approved and motion carried.**

Motion 10: To approve the Personnel Committee recommendation to accept the new Cancer Screening Leave Policy. Motion to approve was made by Marie Carrubba and seconded by Ron Sellers.

Background from the Personnel Committee was provided by Marie Carrubba. Preventative health screening was discussed for both men and women; they wanted this policy to be gender neutral. It is a good measure to allow people to have 8 hours to travel to and from appointments for any type of cancer screening and a good idea for preventative health.

Vote approved and motion carried.

Motion 11: To approve the IT Services RFP Ad-Hoc Review Committee recommendation to accept the Synergy contract renewal to provide IT Services for the periods of 10/1/19 – 9/30/20 and 10/1/20 – 9/30/21. Motion to approve was made by Dan Smith and seconded by Ron Sellers.

Katie provided background from the IT Services RFP Ad-Hoc Review Committee. An RFP was issued following the competitive bid process for a 1 year contract with the option to renew, based upon performance, up to 3 times for total of 4 years before we have to issue an RFP again. The yearly renewal on the IT contracts was new to us and we have never had to do this before. We neglected to bring this before the Board at the last meeting to do the renewal process. The Committee reviewed and voted to renew for the current contract year and next contract year.

Vote approved and motion carried.

Motion 12: To approve the Hosted VOIP/Internet Services RFP Ad Hoc Review Committee recommendation to accept the DFT contract renewal to provide Hosted VOIP/Internet Services for the period of 5/1/20 – 4/30/21. Motion to approve was made by Ron Sellers and seconded by Marie Carrubba.

14 – Yes, 0 – No, 1 Abstention. **Vote approved and motion carried.**

Agenda Item 4 – New Business

No new business.

Meeting was adjourned at 1:17 pm.

Reminder: The next Workforce Investment Board Meeting will be in the June 2020. Date, time, and place to be determined.

Jodell Cheney, Administrative Assistant

Doug Stock, Secretary

Date Approved: _____