

Chautauqua Works
WORKFORCE INVESTMENT/DEVELOPMENT BOARD
MEETING MINUTES

Thursday, October 27, 2021

11:30 AM – 12:30 PM

Zoom Conference

PRESENT:

Marie Carrubba
Richard Dixon
Christine Emmick
Angel Garcia
Michelle Jones
Frank McAndrew
Dave Pihl
Nicole Segrue
Dan Smith
Paul Stage
Doug Stock
Vincent Trippi
Mary Trzcinski
Heather Turner
Dave Wilkinson

EXCUSED:

Michael Pease
Richard Ryan
Ron Sellers
Grant Umberger

ABSENT:

Janeil Rey
Todd Tranum

ALSO PRESENT:

Katie Geise– Chautauqua Works WIB/WDB
Jody Cheney – Chautauqua Works WIB/WDB
Cheryl Calhoun – Chautauqua Works WIB/WDB
Clair Swanson – Chautauqua Works-CSD
Ed Bysiek- Bysiek CPA, PLLC



Meeting was called to order by Paul Stage, Chair at 11:30 am.

Agenda Item 1 – Roll Call

15 - present 4- excused 2- absent

Agenda Item 2 – Audited Financial Statements – Ed Bysiek, Bysiek CPA, PLLC

Ed Bysiek introduced himself to the Board. He stated he has reviewed everything in detail with the Finance Committee and will give a summary and answer any questions. His job is to report where we stand financially through 6/30/21, report how the audit went and issue their professional opinion. The goal is to receive a clean unmodified opinion. The good news is that we have a clean unmodified audit report. There were no audit findings, no deficiencies, questionable costs, etc. Ed summarized Statements of Financial Position, Statements of Cash Flows, and Summary of Audit Results. W.I.B., Inc. was determined to be a low-risk auditee.

Rich Dixon commented on the nice job Ed had done on the Audit. Ed gave credit to Cheryl Calhoun as everything was ready for him, everything was well-organized and clean. Dan Smith wondered if Ed was able to conduct the audit virtually or on site? Ed responded that it was a hybrid arrangement, similar to what has been done previously. He asked for a lot of information up front and was able to do a lot of the work off-site. He then came on-site for a day and then finished up remotely.

Agenda Item 3 - Directors Report – Katie Geise

- Services in Centers – Jamestown has been open to the public since July 26th. Staff have done a great job adjusting. All services are available to walk-ins, by appointment, and virtually in Jamestown. Due to staffing, all services are available by appointment or virtually in the Dunkirk office. NYSDOL staff are working in the offices but continue to only provide services virtually. They are not serving any customers in person. On bi-weekly calls, my colleagues and I continue to ask NYSDOL in Albany when they will return to in person services. No dates have been provided to date.
- We have maintained a mask requirement for all visitors to our buildings as well as staff when they are not at their desks or within six feet of another person.
- We have received four additional program funding:
 - TANF SY Supplemental: \$99,094, funding is available through 12/31/21 – This funding was provided in mid-August right as we were wrapping up our SYEP. We identified current SYEP participants who wanted to extend their work experiences and any youth who had applied for the program and did not receive a placement. Participants must be 14-24 with a focus on the zip code 14701 (Jamestown). We enrolled 29 participants. Some have completed their work experience while many are on a work experience now. We are projected to spend this funding by the end of November.
 - NYS GVP: \$225,000, funding available through 7/31/22 - This funding is for 16-24 out of school youth; 75% must reside in the City of Jamestown (14701). The goal is employment for at least 45 youth. We have identified youth in the Supplemental program who are eligible for this and are starting recruitment efforts. We hired one of our SYEP Retention Specialists, Taylor Volk, as a Youth Employment Coach to work on both of these programs. Jody continues to be the WIB staff lead on these programs.
 - DR-NDWG: \$400,000, funds back date to 4/15/2020 and must be spent by 03/31/2022 – The WIB is administering these funds to local partners including TCC, HHS, and potentially United Ways to reimburse wages and fringe for eligible (DWs) individuals who were hired for COVID-19 related needs. We recently received the NOA from NYSDOL and will begin follow-up with our partners to obtain wage records for eligible participants to begin the reimbursement process.
 - NY SCION (Services Change and Inclusion Opportunities Network) DRC Pilot Program: up to \$100,000/year for 3 years, funding available 07/01/2021 – 06/30/2024 – This provides funding to maintain our DRC position including enhancement of services currently being provided. It also will result in additional time to generate revenue through the Ticket to Work program to better establish our sustainability position. Our current DRC, Lori Fabritius, has notified me that she will be retiring at the end of this calendar year. We will be posting this position in the next week or two including the additional requirements as established with this funding.
 - American Rescue Plan Act (ARPA) County Funding: The County's ARPA funding plan is going before the full Legislature this evening. If approved, we will receive \$350,000 to run a Chautauqua Advancement Project (CAP) for the next three years. We are excited to bring this program back! I presented on this program at a Legislators work session as well as at the Planning and Economic Development Committee meeting. It was met with extremely positive feedback from Legislators.
- MOU Update: The MOU is in final review at NYSDOL. I received feedback with some minor editing requiring attention. Those edits were made and re-submitted to NYSDOL. I hope to receive approval back any day and will then begin obtaining signatures using Docu-Sign.
- Local and Regional Plans: Both were submitted prior to the due dates. Both have been reviewed and approved by NYSDOL – Local 08/16/21, Regional 10/12/21.

- SYEP: The program was a huge success! SYEP Staff did a tremendous job under Coordinator Sandi Askins. Huge shout out and thank you to Jody who took the lead on this program and was just stellar. We received 189 applications, originally placed 144, with 132 youth participating.
- Healthcare interns: Utilizing our funding from Sheldon, CRCF, and NCCF, we placed 7 healthcare interns. 6 were at TRC and 1 was at Schweiger Dermatology Group. There are some testimonials in your packet.
- New Hire: Our new Finance and Business Services Associate, Zulma Johnson, will be starting Monday, November 1st.
- Additional Staffing Need: We will be posting for a Specialized Employment Coach to provide job search and placement services to homeless and probation referred individuals.

Operator Report – Clair Swanson

TETNDWG Grant expired 9/30/21. CSD Staff continues to work with employers and use Dislocated Worker or Adult WIOA funds.

Trade Act Program has been very slow with no new participants. There is one new certified petition for Serta Simmons. At this time, CSD has been unable to get a list of lay-offs; therefore, staff has not reached out yet.

CSD Staff continue to fund several training programs. There has been a recent focus on the healthcare profession as determined by the customers seeking services.

Youth Navigator position is still unfilled at this time, but are still searching for a candidate.

Agenda Item 4 Finance Report – Cheryl Calhoun

BUDGET TO DATE AND CHANGES IN BUDGET

Changes in funding to the Annual Budget for fiscal year 7/1/21-6/30/22 since the last Board Meeting on 6/24/21.

WIOA Revenue:

- Transferred \$60,000 of PY20 DW funds to PY20 Adult funds.
- Received \$400,000 in Disaster Recovery National Dislocated Worker Grant funds.
- Received \$225,000 in Gun Violence Project funds.
- TAA funds increased approximately \$12,000

Other Grant Revenue:

- Received \$99,000 of TANF Supplemental funds which is an extension of our TANF Summer Youth Program

Overall, revenue increased \$753,000 for our current fiscal year.

Our budgeted expenses match our revenue, for the grants listed above.

Most of the variances are due to timing.

- The Operators September invoice will be processed in October, which is usually around \$30,000.
- The TET grant ended September 30th and we fully expended that grant.
- We have almost fully expended the ER-NDWG.
- We are showing a high variance the Disaster Recovery NDWG and the Gun Violence Project. Those are both newly awarded grants that we will be working on over the next several months.
- We are also experiencing a smaller demand for training, which you will notice by the variance in Adult and DW ITA/OJT/SS. We hope to see the number of individuals in training increase for the

Winter and Spring terms. We also have received other grants such as the TET and ER-NDWG funding that we expended prior to expending our WIOA DW funds.

- Our Youth work experiences and incentives are also low. We hope to be able to transition some of the youth from our TANF Supplemental funds to the WIOA Work Experiences.

Agenda Item 5 – Resolutions

- Motion 1: To approve the minutes from June 24, 2021 meeting. Motion to approve was made by Marie Carrubba and seconded by Doug Stock. **Vote approved and motion carried.**
- Motion 2: To approve the Finance Audit Committee recommendation to accept the Single Audit, Management Letter, Form 990 and CHAR500 prepared by the auditing firm of Bysiek CPA, PLLC for fiscal year ending June 30, 2021. Motion to approve was made by Christine Emmick and seconded by Dan Smith. **Vote approved and motion carried.**
- Motion 3: To approve the Finance Audit Committee Recommendation to accept the 7/1/21 – 6/30/22 revised budget. Motion to approve was made by Dan Smith and seconded by Marie Carrubba. **Vote approved and motion carried.**
- Motion 4: To approve the Finance Audit Committee Recommendation to accept the 7/1/21 – 9/30/21 budget to date. Motion to approve was made by Dave Pihl and seconded by Rich Dixon. **Vote approved and motion carried.**

Agenda Item 6 – New Business

Business Seminar on 11/18/21 – Hot Employment Law Issues for 2021 with Dan Forsythe at St. Luke’s Church.

Job Fair with Building Trades on 11/19/21 – There will be 220 high school students coming from local schools to learn about jobs in the Building Trades.

NYSDOL – Frank McAndrew reported that he still has two staff people working on UI Claims. They are mostly caught up now. There are no big backlogs. Staff is still working on UI and are doing back payments. Everyone else is back and fully engaged. They are averaging over 100 virtual appointments/week to help get people back to work. They are engaging with the local community, they are just not face to face yet.

Meeting was adjourned at 12:33 pm.

Reminder: The next Workforce Investment Board Meeting will be in the Winter 2022. Date, time, and place to be determined.

Jodell Cheney, Administrative Assistant

Doug Stock, Secretary

Date Approved: _____