

Chautauqua Works WORKFORCE DEVELOPMENT BOARD MEETING MINUTES

Tuesday, February 7, 2017
11:30 AM – 1:00 PM
Gialy's Italian Steakhouse
210 Pine Street
Jamestown, NY 14701

PRESENT:

Marie Carrubba
Dona Cook
Richard Dixon
Donna Flinchbaugh
Angel Garcia
Andrew Johnson, Jr.
Christine Luly
Michael Pease
Janeil Rey
Nicole Segrue
Ron Sellers
Paul Stage
Doug Stock
Todd Trantum
Dave Wilkinson

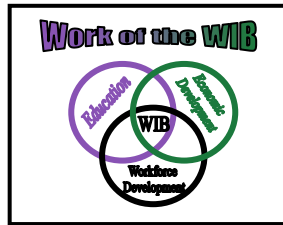
EXCUSED:

Ann Anderson
Cesar Cabrera
Delana Rupp
Dan Smith
Albert Simmons

ABSENT:

ALSO PRESENT:

Katie Geise– Chautauqua Works WDB
Jody Cheney – Chautauqua Works WDB
Cheryl Calhoun – Chautauqua Works WDB
Janelle Horton – Chautauqua Works WDB
Angel Cook-NYSDOL
Clair Swanson-Chautauqua Works
Frank McAndrew – NYSDOL
Barb Deike – NYSDOL
Carolyn Bright – NYSDOL
Lindsey Alday – SUNY Fredonia Intern



Meeting was called to order by Paul Stage, Chair at 11:35 a.m.

Agenda Item 1 – Roll Call

15 - present 5 – excused 0– absent

Introductions were made: Carolyn Bright with NYSDOL who is covering Jill Whitfield's position since Jill retired; Frank McAndrew, Supervising Labor Services Representative with NYSDOL and works in the Jamestown and Olean offices; Barb Deike with NYSDOL who is being trained as a Program Monitor; Angel Cook, NYSDOL Program Monitor, Lindsey Alday, SUNY Fredonia Intern.

Directors Report – Katie Geise

- CAP and Healthcare Talent Pipeline internship applications were released yesterday, 2/6/17.
- Healthcare Career Fair will be held Thursday, May 4th at UPMC ChautauquaWCA in Jamestown. 7th-12th graders will be invited from every school district.
- Spring North County Job Fair is tentatively scheduled at the Clarion in Dunkirk on Wednesday, May 10th. Additional information will be distributed.
- Spring Business Seminar will be scheduled for a date in late April. Topic and date TBD. Additional information will be distributed.
- Summer Youth application will be released in March or April. Planning for this year's Program has already begun.
- Disability Resource Coordinator (DRC) position will be posted this week as we have finally received confirmation of funding and funding amount.
- Service and System Operator description and discussion
 - 3 options:
 1. Continue as we have been – competitively procure for through RFP process for One-Stop Service Operator to include addition of One-Stop System Operator basic functions.

2. Continue with competitively procured Service Operator AND issue second RFP for basic System Operator functions.
3. Explore and choose different option to choose (not RFP, competitive procurement) Service Operator AND issue a System Operator RFP.

The Board asked for Katie's recommendation for which Option she feels would be the best fit. Katie's recommendation was Option #1. There was discussion between the board members and after reviewing all of the options, it was determined that the Board will make the recommendation for Option #1 also.

Clair Swanson asked a question about whether the Youth Council was still mandated. The answer is no, under WIOA, there are no required committees. However, WIOA has recommended that there be 3 committees as follows: Youth Committee, One Stop Delivery & Operations Committee, and Disability Committee. Chris Luly requested that the Disability Committee be renamed the "Special Populations Committee".

- Two Boards Discussion – As a result of WIOA, a NYSDOL staff member has shared that he believes that it has become more apparent that technically this Board is two different Boards with two different purposes. The two Boards are as follows:
 1. Workforce Development Board (WDB) as determined by WIOA. The make-up and responsibilities of the WDB is determined by WIOA. The WDB has the following responsibilities: Policy: Writing/Approving Local Plan, Program oversight/Local Board Policies, Performance Negotiations w/NYSDOL. Operations: Technology improvements, selection of Operators and Providers (RFPs), Budget and administrative oversight, accessibility for individuals with disabilities, programmatic continuous improvement. Strategy: Workforce research & LMI, convening brokering and leveraging, employer engagement, career pathways, promoting promising practices, coordination with education providers.
 2. WIB Inc. dba Chautauqua Works (501c3 non-profit). This Board is the required Non-Profit Board. WIB Inc. is the entity which applies for foundation grants, acts as the WIOA funding fiscal agent, and administers the programs other than WIOA programs.

The membership of both Boards would be the same. A suggested way of operating by the NYSDOL staff person is to have two sets of By-Laws and run our meetings a little differently – starting and closing one Board's meeting and then starting and closing the second Board's meeting. The Agenda would indicate this. We would make every effort to make this as simple and seamless as possible for the Board members. We are seeking feedback from you and would continue to do if it is determined that we need to implement such a change until we all feel that we have it "right". There was quite a bit of confusion and concern about this concept among the Board members. It was suggested that Katie, with Board support, push back on this as it seems to be unnecessary additional layers. A number of Board members described other Boards on which they serve where similar situations exist. Ultimately, the Board agreed to have Katie and the WIB staff look further into this and whether this is a necessary change/distinction.

Operator Report – Clair Swanson

Clair reviewed One Stop updates

- Trade Act still very active – working with 8 petitions currently open.
- Power Drives did not qualify for Trade Act. Currently working with their former employees as Dislocated Workers.
- Training funds have almost been exhausted. We have been able to fund all requests and have covered all fall and spring trainings. All funding requests are being reviewed and assistance will be provided if funds are available. However, short term training requests will not be funded until after 6/30/17. Staff will continue to develop plans with customers and assist them in completing all required steps so that they will be ready to start a training after 6/30/17.
- Youth Navigators have been very aggressive in placing youth and have placed 25 youth placed in work experiences since 7/1/16.

Presentation of Award – Carolyn Bright

Carolyn Bright of the New York State Department of Labor presented the Workforce Investment Board a plaque from the NYSDOL acknowledging the Jamestown One Stop for exceptional Priority of Service to Veterans.

Agenda Item 2 – Finance Committee – Cheryl Calhoun

- Adult & Dislocated Worker WIOA funds are down \$2,638 due to a rescission enacted by Congress on September 29, 2016 through the FFY 2017 Continuing Resolution budget legislation, we received this NOA at the end of October 2016.
- Additional TAA funds have been received since our October Board Meeting, approximately \$234,000.
- An additional \$7,076 in Ticket to Work Funds have been received, which help support the Disability Resource Coordinator.
- CRCF and Sheldon funds were awarded to continue the Healthcare Internship Program.
- Gebbie funds are being awarded to continue our CAP Internship Program. We will receive that contract prior to our next Board Meeting and will be reflected on our next budget.
- A contract was received on January 10, 2017 with the Research Foundation for Mental Hygiene to continue to fund our DRC position through December 31, 2017, that will be reflected on our next budget as well.
- A contract was received with the Chautauqua County Department of Probation to fund the Offenders OJT Program for another year, ending December 31, 2017 also. That will also be reflected on the next budget.
- Most of the line items that show variances such as TANF Summer Youth, Sheldon, CRCF and Gebbie are only showing variances due to timing, as those programs ended in 2016.
- There is a large variance in the Dislocated Worker line. The Operator’s Dislocated Worker caseload has increased and intensified over the last few years due to recent lay-offs from Con-Agra, Premier, GE, Bush Industries, Titan X, Huntley Power and Berry Plastics. We anticipated a transfer from Adult to Dislocated Worker would be necessary this year.

Agenda Item 3 – Resolutions

- Motion 1:** *To approve the minutes from October 19, 2016 meeting.* Motion to approve was made by Dave Wilkenson and seconded by Doug Stock. **Vote approved and motion carried.**
- Motion 2:** *To approve the Finance Committee recommendation to transfer up to \$80,000 between PY16 Adult and PY16 Dislocated Worker.* Motion to approve was made by Ron Sellers and seconded by Dave Wilkenson. **Vote approved and motion carried.**
- Motion 3:** *To approve the Board’s decision and recommendation on a One-Stop Operator approach.* Operator Approach Option #1 was recommended by the Board. Motion to approve was made by Christine Luly and seconded by Todd Trnum. **Vote approved and motion carried.**

Agenda Item 4 – New Business

No new business

Meeting was adjourned at 12:26 pm.

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

Jodell Cheney, Administrative Assistant

Doug Stock, Secretary

Date Approved: _____