

Chautauqua Works WORKFORCE INVESTMENT/DEVELOPMENT BOARD MEETING MINUTES

Wednesday, October 30, 2024

11:30 am – 1:00 pm

Moonbrook Country Club

2879 N. Main Street Ext.

Jamestown, NY 14701

PRESENT:

Amber Blashak
Heather Brown
Marie Carrubba
Richard Dixon
Angel Garcia
John Healy
Kent Joesel
Michelle Jones
Frank McAndrew
Michael Pease
Dan Smith
William Smock
Paul Stage
Todd Trantum
Vincent Trippi
Heather Turner

EXCUSED:

Christine Emmick
Daniel Heitzenrater
Dave Pihl
Grant Umberger

ABSENT:

ALSO PRESENT:

Katie Geise– Chautauqua Works WIB/WDB
Jody Cheney – Chautauqua Works WIB/WDB
Cheryl Lawson – Chautauqua Works WIB/WDB
Krista Leone – Chautauqua Works WIB/WDB
Clair Swanson – Chautauqua Works-CSD
Barb Deike - NYSDOL
Ed Bysiek, Bysiek CPA, PLLC



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

Agenda Item 1 – Roll Call

16 - present 4– excused 0– absent

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

Ed Bysiek presented a summarized version of the Audited Financial Statement through 6/30/24. The full report was presented to the Finance Audit Committee on 10/9/24.

Independent Auditor's Report

Statements of Financial Position

Statements of Activities

Statements of Cash Flows

Note Disclosures

Schedule of Findings and Questioned Costs

Bysiek CPA, PLLC expresses an unmodified opinion on the financial statements of W.I.B., Inc. There were no material weaknesses in internal controls, no significant deficiencies in internal controls, no instances of noncompliance, no audit findings relative to major federal awards program, and was determined to be a low-risk auditee.

The organization is doing well, financial statements are as clean as they can be. Ed noted the work Cheryl does to prepare for this audit and also noted that this is a very clean audit, and the books are very well maintained. Ed also stated that the Total net assets, accumulated fund balance, is higher than he typically sees in a non-profit. This fund balance will help in times of cash flow shortage if needed and puts the WIB in a very good position.

Agenda Item 3 – Director’s Report – Katie Geise

NEW Staff Person – Krista Leone. Krista joined our team as our new Finance and Business Services Associate in early September. Krista has quickly become an integral part of our team!

New Board Member – Amber Blashak – Amber represents the private sector in the tourism industry and works at Chautauqua Institution. We welcome Amber as a new Board Member at her first meeting.

Healthcare Career Exploration Fair – In partnership with JCC and UPMC, and modeled after GLOW with your Hands Healthcare, a Healthcare Career Exploration Fair was held at JCC on Friday, October 25, 2024. There were over 30 Healthcare Providers and Education Institutions that participated with many interactive activities for the students. There were 353 students who attended from 18 regional high schools. The students participated in the Healthcare Career Exploration Fair with its many activities, had the opportunity to sign up to tour Acute Care, Nursing, and Occupational Therapy Assistant Programs, and also participated in a panel discussion of Healthcare Careers. This was a very successful event for the many students that participated.

Business Seminar – The next Business Seminar will be held Thursday, November 7, 2024 at St. Luke’s Episcopal Church-Undercroft. Dan Forsyth will again be presenting. His presentation will be on Hot Employment Law Issues for 2024-2025. A registration form was included in the packet.

Youth Employment Program (YEP) – The first round of the YEP program started on January 1, 2024 and ended on June 30, 2024. 156 applications were received, 91 youth participated and were placed at a worksite. Round 2 funding of approximately \$800,000, became available September 1, 2024. Staff have been hired for this program and they will transition into the Summer Program. Former YEP/SYEP Retention Specialist Megan Hall was named as the Program Coordinator. One Retention Specialist has been hired for Jamestown and one Retention Specialist has been hired for Dunkirk. One position in Jamestown is pending.

Summer Youth Employment Program – We had another successful year for the Summer Youth Employment Program! 217 applications were received, 117 youth were placed at worksites with 112 youth successfully participating and working at a worksite.

CAP Program – The funding for this program comes from the County’s ARPA funds. This funding is available through December 31, 2026 (just extended for an additional year). There were 17 participants, which is the largest intern group ever! Intern testimonials were included in your packets. Applications are being accepted on a rolling basis. Currently, there is one intern at a placement site with another one starting in the next week or two.

Jamestown Office – You may have read in the paper that our Jamestown building landlord is facing foreclosure. The bank is working through the process of having a “receiver” assigned. The WIB has not received any notification from any entity regarding this. We are anticipating receipt of notice of an entity designated by the courts to which monthly rent will be paid. We are continuing to pay our monthly rent to our landlord until we are notified to do otherwise.

New Funding – ESD Grant – Manufacturing and Tech Talent Pipeline and Workforce Ecosystem Development Initiative \$750,000 with an AWARDED application submitted to the Ralph C Wilson Foundation for an additional \$250,000 – This grant application was completed and submitted in 2022. This funding will be shared with the Cattaraugus-Allegany WDB. Both areas will be able to hire a staff person to coordinate these efforts to assess, convene, and implement recruitment, training, and retention efforts in the Manufacturing and Tech sectors. This funding and project will be for two years with a November 1, 2024 projected start date. Additional highlights to this funding are budget lines to provide reimbursement to participants in training and in the first few weeks of new employment for transportation and childcare as well as funding for training. We are finalizing the grant agreement with the ESD funding

administrator, the Community Foundation of Greater Buffalo. We have received the first installment payment from Ralph C Wilson Jr Foundation. We will be posting for the Manufacturing and Tech Ecosystem Developer position in the next day or two and plan to start interviewing in the next week. Much more to come on this exciting new opportunity!

Advocacy Updates – Pending next week’s election, WIB Directors and NYATEP, which Katie is a member and works closely with, will begin to develop and implement advocacy strategies at the state and federal level.

SWIB – State Workforce Investment Board – Katie attended all four SWIB meetings in person this calendar year. As the chair of the Strategic Investments & Evaluation Committee (SIEC), Katie also sits on the Executive Committee. The SIEC finalized a survey for business and job seeker customers. NYSDOL administered the release of the survey and created a results report. Katie will share the finalized version of the results when they become available.

Operator Report – Clair Swanson

A one-page report was included in the packet. It shows the current outcomes and enrollments for the 1st quarter of this program year.

There have been many positives:

- 15 graduate practical nurses became licensed and are out in workforce as LPN’s. They are making an average wage \$26/hour.
- We are currently funding PN II (Practical Nursing) classes. Those participants will complete their training in July 2025.
- Other trainings that are being funded are Commercial Drivers Licenses A & B. Last year, 50 people were trained. This year there are already 18 people in the pipeline. BOCES now has locations at both ends of county and we send quite a few customers there for training. Erie County also has schools to which we send customers, if the customer chooses.
- For the new funding year, employers are taking advantage of the On-The-Job Training funds available. Currently, there are 11 employers starting the process in both north and south counties. There are 4 employers participating right now. Katie noted that if anyone knows a business that wants to hire someone new and that person requires training to fulfil the position, they could potentially be able to have 50% of the new hires wages, up to \$5,000 paid. There is some paperwork involved, which Clair will help the employer work through. Businesses love this program.

Agenda Item 4 – Finance Report – Cheryl Lawson

BUDGET TO DATE AND CHANGES IN BUDGET

Cheryl Lawson discussed the budget through September 30, 2024 and changes in the fiscal year budget. WIB received an increase of \$673,100 in funding, mainly due to three contracts:

1. OTDA Youth Employment Program, which is an extension of the Summer Youth Program that the WIB runs each summer. This grant operates throughout the school year.
2. Empire State Development (ESD) Workforce Development Grant
3. Ralph C Wilson Jr Foundation Grant (RCWJRF)

The ESD and RCWJRF are grants that the WIB partnered with Cattaraugus and Allegany Counties. Chautauqua will be the fiscal lead.

WIOA funds - the WIB is under-expended on Trainings and Supportive Services for Adults and Dislocated Workers. This is mainly due to being awarded a Fiscal Incentive grant from New York State for reaching our expenditure levels in the prior year. The Fiscal Incentive funding is being utilized for training and

supportive services of Adult and Dislocated Workers. The WIB plans to use the incentive funds first as they have an earlier expiration date, expiring on June 30, 2024, and the regular WIOA formula funds will not expire until June 30, 2025.

Youth Work Experience is under-expended. The WIB meets with the Operator at the end of every month. We have discussed the need to increase Work Experiences to meet the 20% expenditure requirement by June 30th. New work experiences began recently. You will notice the variance decreasing on next month's budget.

WIB Program Support and Administrative Support is currently under-expended due to timing. Programs, such as the CAP Internship and Summer Youth Work Experience Program, demand a lot of WIB staff time during the first quarter of the fiscal year. Therefore, much of the WIB staff time is allocated to those grants.

TANF Summer Youth Program just wrapped up this month and 90% of that funding was expended. There is a variance for the Youth Employment Program. Staff was recently hired to run the Youth Employment Program. They started the second week of October and began placing youth by the fourth week of October. They conducted two orientations this week and placed 16 youth. We should see this variance decrease over the next couple months.

Empire State Development (ESD) Workforce Development Grant and the Ralph C Wilson Jr Foundation Grant (RCWJRF) that was mentioned earlier, were both received and are scheduled to begin November 1, 2024. The Chautauqua County Workforce Development Initiative is an internship program for college students and most of our expenses for that grant occur in the May – September timeframe and so you will notice an increase in expenditures on the May through September budgets. There are some internships during the school semesters. That contract was recently extended an additional year, going through December 31, 2026.

COI Homeless grant was completed. COI did not receive additional funding, therefore our subcontract with them ended on September 30, 2024.

Agenda Item 5 – Resolutions

Motion 1: To approve the minutes from June 14, 2024 meeting. **Motion to approve was made by Mike Pease and seconded by Todd Trantum. 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, 2024. **Motion to approve was made by Dan Smith and seconded by Michelle Jones. Vote approved and motion carried.**

Motion 3: To approve the Finance Audit Committee Recommendation to accept the 7/1/24 – 6/30/25 revised budget. **Motion to approve was made by Marie Carrubba and seconded by Heather Brown. Vote approved and motion carried.**

Motion 4: To approve the Finance Audit Committee Recommendation to accept the 7/1/24 – 9/30/24 budget to date. **Motion to approve was made by Mike Pease and seconded by Dan Smith. Vote approved and motion carried.**

Agenda Item 6 – New Business

No new business.

Todd Trantum, who is also on the SWIB talked about WIOA Re-authorization. He is interested in hearing the perspective from this board. He would like to know the challenges/barriers to overcome and advocate around. Eg., lack of flexibility, requirements around funding, is funding over restrictive? What needs to be done to make direct impacts? Katie and Todd will create and send out a survey to Board members with open ended questions to help facilitate thoughts and conversations around these questions. Heather Turner, as business owner and someone who hires quite a bit, mentioned that she utilizes Indeed. It is very costly. She would rather pay into a better local system and get local resumes. There may be some work that can be done around that.

Meeting was adjourned at 12:31 pm.

Reminder: The next Workforce Investment Board Meeting will be in the Spring 2025. Date, time, and place to be determined.

Jodell Cheney, Administrative Assistant

Christine Emmick, Secretary

Date Approved:_____