

Chautauqua Works
WORKFORCE INVESTMENT/DEVELOPMENT BOARD
MEETING MINUTES

Wednesday, May 14, 2025
11:30 am – 1:00 pm
Moonbrook Country Club
2879 N. Main Street Ext.
Jamestown, NY 14701

PRESENT:

Heather Brown
Marie Carrubba
Richard Dixon
Christine Emmick
Angel Garcia
John Healy
Daniel Heitzenrater
Kent Joesel
Michelle Jones
Frank McAndrew
Dan Smith
William Smock
Paul Stage
Todd Trantum
Vincent Trippi
Heather Turner
Grant Umberger

EXCUSED:

Amber Blashak
Candace Pacitti
Michael Pease
Dave Pihl

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



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

Agenda Item 1 – Roll Call

17 - present 4– excused 0– absent

Agenda Item 2 – Chair’s Report

Paul recognized Rich Dixon as a long time Board member who will be retiring in 2 weeks, at the end of May. Rich will sadly be coming off of the Board. Paul thanked him for his years of service to the WIB.

Agenda Item 3 – Director’s Report – Katie Geise

WIOA Funding - Funding allocation estimates were received from NYSDOL in mid-February. It was these WIOA estimates that were used to develop the PY25 budget that Cher will be presenting today. To date, updated estimates have not been received.

Federal Updates – The information coming out of DC seems to change weekly if not daily. We are listening to everything that is shared, but are not making any changes until legislation is actually passed. Regular engagement with a workforce federal lobbyist through NYATEP is made weekly.

Program specific highlights:

YEP – We are completing our first full school year (9/1/24-6/30/25) funded program. As of yesterday, we have received 220 applications. 170 of those applications are complete and eligible. 126 youth have been placed and currently there are 100 youth working through this program. The YEP staff have done an amazing job implementing this program with Jody leading the effort as the WIB staff lead.

SYEP – We are anticipating a slightly different “look” to the beginning of this year’s SYEP. A lot of our YEP participants will be transitioning into SYEP. The number of new participants will be lower than we

have ever had. We will not need to hire and train new staff either as all of the YEP staff will transition right to SYEP. The SYEP application was released on May 1st and we have received about 25 applications with a final due date of May 30th.

CAP – A record number of CAP intern applicants have been received this year – 21!! All placements and start dates are being finalized. With this many interns, most, if not all, of the funding will be expended, making this our final year offering this program.

Manufacturing and Tech Workforce Ecosystem Development Program – This is our newest program funded through Empire State Development and the Ralph Wilson Jr Foundation. We have had a business roundtable and a training providers roundtable. Our Ecosystem Developers (there are 2 – 1 in Chautauqua and 1 covering Catt-Allegany) have visited more than 100 businesses and have engaged with more than 200 businesses. Combined, they have almost 20 job seekers enrolled with all of them intending to attend training.

Marketing and Outreach – As you can see from the information that was provided in your packet, our marketing workgroup has done an amazing job! Through their social media platform and consistent use, they have substantially increased our Facebook reach, visits, and views. Additionally, a radio marketing campaign and newspaper advertisements will be coming soon!

SWIB – With Todd Trantum’s leadership as Vice Chair of the SWIB, the Strategic Investments and Evaluation Committee, which Katie chairs, will be taking on a project actively engaging with local workforce areas and statewide workforce partners to identify innovative approaches to managing anticipated WIOA funding reductions while ensuring continued high level of service provision. Much more to come on this work as we progress.

Local and Regional Planning – Every four years, local workforce areas are required to complete Local and Regional Plans. NYSDOL released the Technical Advisory late last week. Work is beginning work on this. While the Board is not required to vote on the Local or Regional Plans, the plans will be shared with you prior to posting them for public comment. The Local Plan must be submitted to NYSDOL for review by July 7, 2025. The Regional Plan must be submitted to NYSDOL for review by September 5, 2025.

Agenda Item 4 - Operator Report – Clair Swanson

Reports included in the packet shows comparisons for the past 3 years. There has been an increase in participants and enrollments and have exceeded the training goals. The trend is skills upgrade for employed individuals, which is both an employer and employee service. There has been an increase in OJT’s for both ends of the county. Youth enrollments still need to increase. Meetings are held continuously to brainstorm ideas. Three staff attended the NYATEP Youth Conference in Saratoga Springs and brought back valuable information such as “Employment Success” workshops. Staff is working to assist young adults with resume building, job search strategies, and interview preparation. It will be part of the work experience service but will be used for all young adults. Work continues with the COI homeless population. The young adults are required to secure employment while at the TILP (Transitional Independent Living Plan) house and are referred to us for help with securing employment.

Katie added, as Clair mentioned, the information in the packet shows the comparison of the last 3 years. This past program year, additional incentive money of \$200,000 was received. It was only available through 6/30/25. Clair’s staff administered this and it was a big job! This year, we have been informed that we received 2 incentive awards, a fiscal incentive award for \$100,000 and a program incentive award for \$150,000, totaling \$250,000.. The fiscal award we received for obligating 80% of our PY24 WIOA formula funding. The Program Award was received for meeting our performance measures. Both awards are earmarked for training and supportive services.. Kudos to Clair and her staff working for people going into training.

Agenda Item 5 – Finance Report – Cheryl Lawson

BUDGET TO DATE

- WIB received a net increase of \$230,270 in funding, due to NY SCION which funds our Disability Resource Coordinator, Office of Just Energy Transition - Renewable Energy Training Initiative (OJET-RETI) and Chautauqua County Health and Human Services Self Sufficiency funding.

- The Summer Youth funding had a decrease due to a lower retention rate than previous years. This was the first year that the Youth Employment Program (YEP) youth transitioned into summer youth.

Those are the differences in our budget since the last board meeting.

CHANGES IN BUDGET – Revenue Variances

- In the variance column, you will notice that Dislocated Worker has a higher variance. We have had an increased need for adult training; we have not had any local business closures that resulted in TAA funding this fiscal year. We also received Statewide Fiscal Incentive funds that we strictly used for training. Those funds expire a year prior to our formula WIOA funds. Therefore we expended those funds prior to expending our regular WIOA dislocated worker and adult funds.
- We are over-expended on our Adult Training line item, which is why you will notice the transfer request as an agenda item. We are asking to move \$200,000 from PY24 Dislocated Worker to PY24 Adult so we can continue the momentum of training.
- We are under expended in Youth Employment Program funds, not for lack of trying. The team has done a phenomenal job of placing youth as their applications become complete. As of yesterday, we've received over 200 applications of which 77% of the applications were completed. Of those completed, we have placed nearly 75% in a work experience, of which 30% of those placed were the hardest to serve being 14–15-year-olds. During the summer program the 14–15-year-olds are a little easier to place in seasonal type positions. During the school year, their work schedules are much more limited. The team has developed a lot more worksite contracts than in any prior year, doubling the number of worksite contracts we typically have.
- Empire State Development (ESD) Workforce Development and the Ralph Wilson Jr Foundation grants show high variances. We expect to see those variances decrease, as people begin training. Currently, there are at least 16 clients in the pipeline for upcoming training.
- HHS variance is due to challenges with staff turnover of the subrecipient contract with Career Systems Development.
- The Mobility Manager contract is under-expended; however, we do expect to fully expend that contract.
- The Chautauqua County Workforce Development Initiative is the CAP internship program. That will show a high variance throughout the year, as the interns usually begin their internships around the May-June timeframe. I believe there are 21 interns scheduled for the upcoming program, which may use the remainder of the funding.
- NYESS TTW funds are restricted for DRC, when the NY SCION or Office of Mental Hygiene (OMH) funds expire, we would access those funds for our local Disability Resource Coordinator

Expense variances: The expense variances follow the revenue variances.

- Variance in the Adult ITA's. which is the reason to transfer funds from Dislocated Worker to Adult.
- Variance of the Statewide Activities Fiscal Incentive funds were expended first, as those dollars expire on June 30, 2025. The regular WIOA PY24 formula funds do not expire until June 30, 2026.

Fiscal year budget for July 1, 2025, through June 30, 2026.

- Anticipated net increase in funding of approximately \$114,000, mainly in the WIOA funding.
- Anticipate approximately \$141,700 increase in funding, mainly due to being awarded an additional \$250,000 in fiscal incentive funds. These funds are not awarded to every area across the state. They are earned by the local areas for meeting funding obligation and performance measures. This is a testament to the work that is being done by the Operator staff in meeting the measures and the management of those funds by the WIB. One hundred percent of the fiscal incentive funds are used to train our local workforce.
- There are also increases in Adult, Youth and NY SCION funding.
- Our contracted revenue is down by approximately \$28,000, due to Chautauqua County Mobility Manager, Chautauqua County Workforce Development Initiative, Chautauqua Opportunities Homeless and Jamestown Small Business Development Center grants. The Mobility Manager

contract ends on December 31, 2026. The county has applied for additional funding. If that is approved, you will see this line-item increase part way through the fiscal year. The Chautauqua County Workforce Development Initiative is winding down. This was a five-year contract ending December 31, 2026. You can expect to see this one continue to decrease into the next fiscal year. The Chautauqua Opportunities Homeless and the Jamestown Small Business Development Center grants both ended and there will not be future funding for those grants.

- The expenditures correlate to the revenue. We anticipate funding the Operator contract for the same amount as we did in this current fiscal year, \$600,000. There is a decrease in dislocated worker funding and an increase in Adult and Youth funding for the operator contract. This closely aligns with the customers they are serving. We are down a little on the Dislocated Worker training line item, but we have \$250,000 of fiscal incentive training that can be used on Dislocated Workers or Adults. We are down in OJET RETI. It does sound like the state is going to issue additional funds around November 2025, which we may be eligible for.
- The WIB support and administrative support lines are down but that is due to staff dedicating time to other various grants.

The Board was asked if there were any questions. There were no questions about next fiscal year's budget?

- Renewal of the auditing services. The RFP had been issued on January 23, 2023, for one year with the option to renew for the next three years. Bysiek CPA, PLLC was awarded the contract. The contract was awarded:
 - Year 1 at \$9,500 for the period covering July 1, 2022 through June 30, 2023
 - Year 2 at \$9,750 for the period covering July 1, 2023 through June 30, 2024
 - Year 3 at \$10,000 for the period covering July 1, 2024 through June 30, 2025
 - Year 4 at \$10,000 for the period covering July 1, 2025 through June 30, 2026

This is a renewal year. We are in year three, therefore the cost will be \$10,000. The Finance Audit Committee recommended a motion to renew the contract with Bysiek for year three covering the period of July 1, 2024 through June 30, 2025, at an amount of \$10,000.

The Board was asked if there were any questions. There were no questions regarding the renewal.

Recently, a monitoring review was conducted by the New York State Department of Labor Financial Oversight and Technical Assistance Department which resulted in recommendations to amend our accounting policy manual. We did not include the manual in the board packet, as it was an 88-page document. The entire manual was sent out electronically to the full board and included a summary sheet of the changes. The items highlighted in yellow in the manual would be the items proposed to revise. The bulk of the recommendations are mainly to further explain cost comparisons, adding our grievance/protest/dispute policy to the manual, further defining the timesheet calculation for consistency, adding additional verbiage to the requests for proposals for the Board, and revising the contract boiler plate and certifications to comply with federal and state requirements.

The table of contents and their corresponding pages do not align at this time. We will make those adjustments after the meeting in case there are any further changes.

The Board was asked if there were any questions. There were no questions on the Accounting Policy Manual revisions.

Paul Stage asked a question on increase in revenue. A few short years ago, the revenue was in the 3 million dollar range. Now, with so much more revenue, does staff feel pressure with work load? Are there admin funds allocated for each grant? Katie answered. There is a lot more work, but we are able to hire staff for the additional programs. The majority of the increase can be attributed to YEP of over \$800,000. ESD and the Ralph Wilson grant is 1 million for a 2 year period. As Federal funds go down, the more diversified we are, the better. Staff time is allocated to the different programs.

Agenda Item 6 – Resolutions

- Motion 1:** To approve the minutes from October 30, 2024 meeting. **Motion to approve was made by Marie Carrubba and seconded by Grant Umberger.** Prior to voting, the question was asked if anyone needed to abstain from voting. There were no abstentions. **Vote approved and motion carried.**
- Motion 2:** To approve the Finance Audit Committee recommendation to accept the 7/1/24 – 6/30/25 revised budget. **Motion to approve was made by Christine Emmick and seconded by Todd Trantum.** Prior to voting, the question was asked if anyone needed to abstain from voting. There were no abstentions. **Vote approved and motion carried.**
- Motion 3:** To approve the Finance Audit Committee recommendation to accept the 7/1/24 – 4/30/25 budget to date. **Motion to approve was made by Michelle Jones and seconded by Dan Smith.** Prior to voting, the question was asked if anyone needed to abstain from voting. There were no abstentions. **Vote approved and motion carried.**
- Motion 4:** To approve the Finance Audit Committee recommendation to accept Bysiek CPA, PLLC accounting firm to conduct the auditing services consisting of the Single Audit, Management Letter, Form 990 and CHAR500 for fiscal year ending June 30, 2025. **Motion to approve was made by Dan Smith and seconded by Ken Joesel.** Prior to voting, the question was asked if anyone needed to abstain from voting. There were no abstentions. **Vote approved and motion carried.**
- Motion 5:** To approve Finance Audit Committee recommendation to transfer up to \$200,000.00 between PY24 Dislocated Worker and PY24 Adult allocations. **Motion to approve was made by Marie Carrubba and seconded by Christine Emmick.** Prior to voting, the question was asked if anyone needed to abstain from voting. There were no abstentions. **Vote approved and motion carried.**
- Motion 6:** To approve the Finance Audit Committee recommendation to accept the 7/1/25 – 6/30/26 fiscal year budget. **Motion to approve was made by Dan Heitzenrater and seconded by Grant Umberger.** Prior to voting, the question was asked if anyone needed to abstain from voting. There were no abstentions. **Vote approved and motion carried.**
- Motion 7:** To approve the Finance Audit Committee recommendation to accept the revised WIB INC Financial Policies Manual. **Motion to approve was made by Heather Brown and seconded by Kent Joesel.** Prior to voting, the question was asked if anyone needed to abstain from voting. There were no abstentions. **Vote approved and motion carried.**
- Motion 8:** To approve the action of the Executive Committee approving the release of the Chautauqua County WDB/WIB Inc. dba Chautauqua Works RFP for WIOA Title I Services and System Operator of the Chautauqua County One-Stop System. **Motion to approve was made by Frank McAndrew and seconded by Vincent Trippi.** Prior to voting, the question was asked if anyone needed to abstain from voting. There were no abstentions. **Vote approved and motion carried.**
- Motion 9:** To approve the One-Stop Services and System Operator Review Committee recommendation to enter into a contract with Career Systems Development Corp. as the WIOA Title 1 Services and System Operator of the Chautauqua County One-Stop System for the period of July 1, 2025 through June 30, 2026, with an option to renew the contract for three years depending on satisfactory annual performance of contract conditions at the discretion of the WDB. The contract amount for July 1, 2025 through June 30, 2026 is \$600,000, with the option to increase or decrease the amount per the RFP monetary guidelines, if the need exists

throughout the fiscal year. **Motion to approve was made by Marie Carrubba and seconded by John Healy.** Prior to voting, the question was asked if anyone needed to abstain from voting. There were no abstentions. **Vote approved and motion carried.**

Motion 10: To approve the Finance Audit Committee recommendation to fund the WIOA Title I Services and System Operator Contract for fiscal year 7/1/25-6/30/26 up to \$600,000. **Motion to approve was made by Christine Emmick and seconded by Todd Trantum.** Prior to voting, the question was asked if anyone needed to abstain from voting. There were no abstentions. **Vote approved and motion carried.**

Motion 11: To approve the Personnel/Nominating Committee recommendation for Slate of Officers. **Motion to approve was made by Marie Carrubba and seconded by Heather Turner.** Prior to voting, the question was asked if anyone needed to abstain from voting. There were no abstentions. **Vote approved and motion carried.**

Motion 12: To approve the RFP Review Committee's recommendation to renew DFT's contract to provide Hosted VOIP/Fiber Link/Internet Services for the period of 5/1/25-4/30/26 for an estimated amount of \$28,500. **Motion to approve was made by Christine Emmick and seconded by Grant Umberger.** Prior to voting, the question was asked if anyone needed to abstain from voting. There were no abstentions. **Vote approved and motion carried.**

Meeting was adjourned at 12:31 pm.

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

Jodell Cheney, Administrative Assistant

Christine Emmick, Secretary

Date Approved: _____