

**Chautauqua Works**  
**WORKFORCE INVESTMENT/DEVELOPMENT BOARD**  
**MEETING MINUTES**

Wednesday, September 26, 2018  
11:30 AM – 1:00 PM  
See Zurh House/Shaggy's  
14 Main Street  
Bemus Point, NY 14712

PRESENT:

Marie Carrubba  
Dona Cook  
Donna Flinchbaugh  
Angel Garcia  
Andrew Johnson, Jr.  
Christine Luly  
Frank McAndrew  
Dave Pihl  
Janeil Rey  
Delana Rupp  
Nicole Segrue  
Dan Smith  
Paul Stage  
Doug Stock  
Todd Trantum

EXCUSED:

Ann Anderson  
Richard Dixon  
Michael Pease  
Ron Sellers  
Albert Simmons  
Dave Wilkinson

ABSENT:

ALSO PRESENT:

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



*Meeting was called to order by Paul Stage, Chair at 11:34 a.m.*

**Agenda Item 1 – Roll Call**

**15 - present    6– excused    0– absent**

Katie announced retirements of two Board members. Ann Anderson from Job Corps and Christine Luly from Acces VR. Mary Trzcinski will be replacing Christine on the Board. It has not been determined, at this time, who will be replacing Ann.

**Directors Report – Katie Geise**

Katie discussed the following updates:

Double Tree has held recruitment events at Chautauqua Works for the past 5 weeks. There have been over 300 applications for their open positions. Double Tree anticipates opening in late November.

Harbor Hotel – Concentrated their hiring events in Celeron at Celeron Community Center. They have filled most of the open positions. Katie has met with them several times to talk about their hiring needs, has provided job order forms, and reviewed various services. They plan to utilize our services to fill future open positions.

The Regional Business Services Team has conducted Mini Job Fairs in both Chautauqua Works locations. There has been two conducted in the Dunkirk office and one in the Jamestown office with another one scheduled for October 23, 2018. About 50 job seekers have presented at each Mini Job Fair. There has been between 4-7 businesses at each in which they set up in the Resource Room and applicants

can fill out applications, meet with representatives from the companies, and many times, interview on the spot.

Summer Youth – We had a fantastic Summer Youth Program this year! 127 youth were placed in positions. We changed the final report to include program summary data, staffing information, and a few youth testimonials.

Healthcare Talent Pipeline Development Internships – We had 12 interns complete internships this summer. Their testimonials were included in the packet. We have enough money from the grant to place one more intern in an internship. We are currently working with The Chautauqua Center for a placement. The intern should start in the next week.

Grant applications were submitted to Sheldon, CRCF, and NCCF. CRCF has awarded our full ask of \$10,000. Sheldon's Board met yesterday and we hope to hear of any award by the end of the week. NCCF meets in October. Katie submitted a grant application to Gebbie Foundation in hopes of being able to offer the CAP program.

Federal Funding – The Senate passed its FY2019 Labor, HHS Appropriations Bill that Funds WIOA (Attachment #1). For the first time in almost 15 years, the Senate has passed the Labor HHS bill ahead of schedule. We shouldn't have to worry about a government shutdown this year. However, we will begin advocacy now for next year as there is a 50 billion funding cut planned for all non-defense spending.

JCC is now leasing space in our Jamestown office 1 day a week. They will be present to answer questions from customers or staff regarding JCC. It is a nice addition to the Jamestown office.

The Fall South County Job Fair will be held on Wednesday, October 16, 2018 at JCC. Invitations/Registration forms were sent out yesterday for this event.

Business Services Seminar is scheduled for Thursday, November 29, 2018 at the Willow Bay Theatre.

The next board meeting will be in November. We will need to vote on the Audit prior to November 15<sup>th</sup> so that we can file the 999. The November meeting will take the place of the January Board Meeting due to timing.

#### Operator Report – Clair Swanson

Clair reviewed information on Heidenhain Company. Heidenhain Company is the newest Trade Act petition. They closed on 9/30/18. The company was moving part of the business to Austria and part to their Illinois plant. Some employees transferred to Illinois, some were retiring and some have found other employment. There is expected to be minimal interest in training, but there are funds available to those who wish to attend college/training. The number of employees affected was 39. Clair listed affected Job Titles. A Rapid Response was conducted, 27 employees attended.

#### Item Agenda #2 Finance Report – Cheryl Calhoun

Review of Revised FY 2018 Budget. Ms. Calhoun reviewed the proposed budget revision. At the last Board Meeting, June 26, 2018, the Board voted on a fiscal budget for 7/1/18-6/30/19. Since that date, funding has increased by \$104,232, which prompted a need for a budget revision.

## Summary of Budget Changes (Net increase of \$104,232)

The changes to Revenue, are as follows:

- Increase \$821 WIOA Administration
- Increase \$3,508 WIOA Adult
- Decrease \$2,508 WIOA Dislocated Worker
- Increase \$7,916 WIOA Youth
- Increase \$67,378 TAA
- Decrease \$387 OTDA TANF Summer Youth
- Decrease \$392 HHS Self Sufficiency
- Decrease \$8 Sheldon Foundation
- Increase \$9,992 CRCF
- Decrease \$8 NCCF
- Decrease \$4 Chautauqua County Probation
- Decrease \$68 Mobility Management
- Increase \$17,994 SSAEN/NYESS/TTW

The changes to Expense are as follows:

- Decrease \$2,508 WIOA Dislocated Worker ITA/OJT/WE/SS
- Increase \$3,508 WIOA Adult ITA/OJT/WE/SS
- Increase \$7,916 WIOA Youth Supportive Services/Incentives
- Increase \$67,378 TAA
- Increase \$820 WIOA Administrative Support
- Decrease \$387 OTDA TANF Summer Youth
- Decrease \$392 HHS Self Sufficiency
- Decrease \$8 Sheldon Foundation
- Increase \$9,992 CRCF
- Decrease \$8 NCCF
- Decrease \$4 Chautauqua County Probation
- Decrease \$68 Mobility Management
- Increase \$17,994 SSAEN/NYESS/TTW

The revised budget was reviewed and discussed by the Finance Audit Committee at the September 11, 2018 meeting. The Committee is in agreement and placed a motion to vote on the revised budget at today's Board Meeting.

Review of FY 2018 Budget to Date. The budget has been updated to reflect actual carry-in as well as new funding, as proposed in the budget changes listed above. Based on those changes the budget to date summary is as follows:

- Operator Expenses are showing a variance, as the August invoice was paid in September.
- Dislocated Worker and Adult ITA/OJT/WE/SS shows a variance due to timing, as we have not received the Fall tuition and book invoices yet.
- We received an additional \$67,378 in TAA funding.
- WIB Program and Administrative Support shows a variance, as many programs run during the summer months (TANF Summer Youth, Sheldon/CRCF/NCCF Healthcare Internships) that staff time is allocated to. That variance will level out throughout the year.
- The TANF Summer Youth Program is showing a large variance as most of the program was completed by August 31<sup>st</sup>, prior to the youth returning to school.

- HHS Self Sufficiency is showing a variance, as the August invoice was paid in September.
- The Research Foundation for Mental Hygiene is showing a variance, as we had carry-in due to staff turnover. The position remained open from April through the end of June. At the end of June, Lori Fabritius was hired as the new Disability Resource Coordinator. We do not anticipate fully expending that contract.
- Sheldon/CRCF/NCCF is showing a variance, as many of the Healthcare Internships wrapped up at the end of August.
- We received an additional \$10,000 award from CRCF to run another Healthcare Internship Program.
- We received an additional \$17,994 of funding from NYESS/TTW.
- We are currently awaiting a signed Mobility Management Contract. The County is awaiting their contract before issuing the WIB a contract. We have received notification the contract is almost complete.
- WIB Unrestricted Support is a little higher as SKF is hiring, which increases staff time performing TABE assessments.
- Unrestricted Rent and Operating variances are just due to timing issues, as we paid Septembers rent for Jamestown at the end of August.
- The WIB is applying for additional grants -
  - Gebbie Foundation to fund the CAP Internship Program (The IDA may have some additional funding for this program as well)
  - Sheldon to fund the next Healthcare Internship Program
  - NCCF to fund the next Healthcare Internship Program (CCHN may have some funds to allocate to this initiative as well)

The Budget to Date was reviewed and discussed by the Finance Audit Committee at the September 11, 2018 meeting. The Committee is in agreement and placed a motion to vote on the Budget to Date through August 31, 2018 at today's Board Meeting.

The Finance Audit Committee also met with Rob Kocur from Saxton Kocur and Associates, LLP on September 11, 2018 to discuss the scheduling of the upcoming audit of the financial statements for period covering 7/1/17-6/30/18 and possible dates for review of draft of audit. I have provided Rob with everything that he has asked of me to date and are awaiting dates for his onsite review. We will have a Board Meeting in November and Rob will present a draft of the audited Financial Statements at that meeting.

In regards to our WIOA funds, several funding streams closed on June 30, 2018. I have submitted our closeouts to the state for the PY15 WIOA Sector Partnership NEG funds and the PY16 WIOAYouth, Administration, Adult, Dislocated Worker and Adult transferred to Dislocated Worker Funds. We fully expended our allocations of those funds.

The FY16 TAA funds will close out at the end of this month, September 30, 2018. I will submit a closeout of the FY16 TAA funds to the state by the due date of December 10, 2018.

Duane Matteliano from FOTA will be coming over the next couple of months to do an FMR which is a Financial Management Review. I believe he will also schedule a closeout review as well.

### **Agenda Item 3 – Resolutions**

- Motion 1: To approve the minutes from June 26, 2018 meeting. Motion to approve was made by Delana Rupp and seconded by Dave Pihl. **Vote approved and motion carried.**

- Motion 2: to approve the Finance Audit committee Recommendation to accept the 7/1/18-6/30/19 revised budget. Motion to approve was made by Marie Carrubba and seconded by Christine Luly. **Vote approved and motion carried.**
- Motion 3: To approve the Finance Audit Committee recommendation to accept the 7/1/17 – 8/31/18 budget to date. Motion to approve was made by Dan smith and seconded by Doug Stock. **Vote approved and motion carried.**
- Motion 4: To approve the RFT IT Services Review Ad-Hoc committee recommendation to enter into a contract with Synergy IT Solutions as their IT Services provider for the period of October 1, 2018 through September 30, 2019 with an option to renew the contract for three (3) one-year contract extensions depending on satisfactory performance of contract conditions, available funding, and at the discretion of the WIB. Motion to approve was made by Todd Tranum and seconded by Christine Luly. **Vote approved and motion carried.**

**Agenda Item 4 – New Business**

No new business.

**Meeting was adjourned at 12:24 pm.**

**Reminder: The next Workforce Investment Board Meeting will be in November, 2018. Date, time, and place to be determined.**

\_\_\_\_\_  
Jodell Cheney, Administrative Assistant

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Doug Stock, Secretary

Date Approved: \_\_\_\_\_