

Board Meeting

Friday February 25th, 2022 – 12:30 p.m.

Zoom Call

*Not Approved*

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| ***Board Members Present***  Chair - Brad Monroe, Dresser-Rand/Siemens  Vice Chair - Brian George, Cutco Corporation  Treasurer - Richard Zink, Southern Tier West  Jeremy Martin, M-Tech-Design  Lesley Christman, ACCORD  Dave Wilkinson, IBEW #106  Meme Yanetsko, Greater Olean Chamber  Greg Kloss, Jones Memorial Hospital  Jack Searles, Cattaraugus County  Steve Simmons, Ask Chemicals  Whitney Verbridge, Cattaraugus Community Action VR  Lisa Lee, Literacy West NY  Carissa Knapp, Allegany County  ***WDB Staff Present***  Jason Miller, Executive Director  Tiffany Mager, Administrative Assistant | ***Board Members Absent***  Ron Konka, Armor Building Supply  Ed Giardini Jr., Laborer’s Local 621  Gretchen Hanchett, Allegany County Chamber  Ryan Wilcox, Boundless Connections  Frank McAndrew, NYSDOL  Jaime Gleason, Jones Memorial Hospital  Mary Trzcinski, ACCES  ***Guests Present***  Reita Lynch, Allegany E&T  Bret Marvin, Cattaraugus County One Stop  Rich Yeager, Olean Area Federal Credit Union  Kathleen Martel, JCC  Carrie Haley, Wal-Mart Olean  Heather Waygood, NYSDOL |

##### Brad called the meeting to order at 12:31 p.m.

***Welcome and Introductions***

Brad welcomed everyone.

***Approval of the 11/19//21 Meeting Minutes***

**\*Motion by Meme Yanetsko Second by Brian George to approve the minutes of the November 19, 2021 meeting as presented.**

***\*All in Favor; Motion Carries.***

***One Stop Operation Report – Reita Lynch and Bret Marvin***

Bret - WIOA Adult/DW Monthly Report for January-22

82 Total Adults and DW served during September

6 Adults in training during Jan 22

1 DW in training during Jan 22

13 Adults funded to date this fiscal year

1 DW funded to date this fiscal year

4 Adults receiving Sup. Services. to date

5 Adults and DW who found employment after training

7 Attendees at CPW

Training programs/Supp. Services. Funded:

Assisted individuals:

* 2 Dental Assisting training
* 1 Welding
* 1 Medical Insurance and Billing
* 1 HVAC essentials
* 1 Phlebotomy
* 1 CDL-B
* 5 CDL-A training.
* We assisted 4 individuals with Supportive Services.

Positive Outcomes, Success Stories

CL attended the Job and Career Planning Workshop, at the time she was working as a tax preparer 26 hours/week @ $12.50. CL had previously worked as a dietary aide at Absolute Care – full time $12.00/hr. lost her position due to COVID. She was approved for funding assistance to attend Medical Insurance and Billing at CA-BOCES – completing the course 8/4/21. CL accepted employment at Olean Medical Group as a Medical Biller – 40 hrs. /wk. @ $16.00/hr.

WIOA Youth Monthly Report for Jan 22

Number of Youth Served – Total 45 19 In school and 26 Out of school.

16 youth are 16-17 years old

20 youth are 18-21 year olds 1 is re-enrolled age: 19

9 youth are 22-24 year olds

9 are parenting youth

Number of youth participating in work experience 24

Number of Youth hired into unsubsidized employment 7

Number of youth exited 14

Work Experience and training activities:

2 - Park & Shop - Olean

1 - Park & Shop in Portville

1 - JCC Jamestown

1- KFC/Taco Bell

4 - Holiday Inn Express

1 - Olean High School

1– Completed BOCES - Medical Office Assisting and starting work experience @ OMG

1 - Jim’s Park & Shop (unsubsidized), continues to work toward HSD

1 - Working toward HSED and still @ unsubsidized employment at Perkins

TRADE ACT

TAA - In Office Contacts – 6

Job Preparation - 2

Webinar/Training - 1

TA720 or TA722 letters mailed - 19

Career Planning Workshops – 5 attendees

Trade Act Individuals: Active 6 (2 waiting to start)

1- Mechanical Technology & Draft

1- Construction Supervision Alfred

1-Industrial Production Management (Associates/Business)

1-Lineman Training

1 - Information Technology

1- Mechanical Technology Design

GAS CARDS

January 2022 – 8 gas cards issued for $200 to 5 customers for purposes of employment, training and mandatory appointments.

DSS – FFFS- (Flexible Fund for Family Services) funded training

4- C.N.A. trainees

4 - Medical Office Assisting

2- Medical Insurance & Billing

DSS (FFFS - Flexible Fund for Family Services) OJT’s

The Cattaraugus One Stop was able to place 3 individuals into employment for the month of January 2022 at KFC – Olean, Tim Horton’s – Ellicottville, The Spot to Be – Olean. All 3 individuals are funded for the first 300 hours at a 100% wage reimbursement rate. During the months of November & December 21, there were four additional OJT’s.

2 - Clothing allowances totaling $300.

1 - Will be working 40 hours per week @ $15 per hour

1 - Will be working 20 hours per week @ $15 per hour

1 - Will be working 17 hours per week @ $15 per hour

**Reita -WIOA Adult & DW** **Report January 22**

* Total served: 68; ytd 123
* Adults in Training: 5; ytd 5
* DW in training: 1; ytd 2
* Adults funded: 5; ytd 7
* DW funded: 1; ytd 2
* Adults receiving Supportive Services: 5; ytd 7
* DW receiving Supportive Services: 1; ytd 1
* Job referrals: 63; ytd 146

**WIOA Youth**

* Total Served: 11 (1 In School & 10 Out of School); ytd 24
* Ages 16-17: 8; 18-21~ 10; 22-24~2
* Parenting Youth: 1; ytd 3
* Youth participating in Work Experience: 2; ytd 6
* Youth hired in unsubsidized employment: 5; ytd 9
* Youth exited: 4; ytd 8
* Currently in Work Experience: 2; ytd 8
* Working on High School Equivalency Diploma: 1; ytd 3
* Hired after completion of Work Experience: 2~ restaurant & grocery store
* Studying to take Driver’s test: 3; ytd 7

**Trade Act Assistance**

* Customer contacts: 44; ytd 66
* Job Referrals: 4; ytd 9
* Follow up Services: 4; ytd 8
* Provider/Partner Contacts: 6; ytd 18
* Webinar/Training: 2; ytd 6
* TA720 or TA Letters Mailed: 14; ytd 25

**Business Services**

* Contacts: 232; ytd 443
* New contacts 23; ytd 29
* Services: 341; ytd 698

**Summer Youth Employment Program~ ended 9.30.21**

**Department of Social Services Contract**

* Services provided: 928
* Job Readiness Training: 7 scheduled; 2 started; 1 completed; 1 obtained employment; ytd 5 employed
* Non-Custodial Parent Program: 23 participants; 13 employed; 1 receiving UIB

**General Information**

* Front Door Traffic: 837; ytd 1,899
* Employment: 24 customers reported finding employment; ytd 63
* Veterans: 13 services provided; ytd 30
* Business contacts: 357 for job orders, postings & matching, follow up, resumes, Job Fair & SYEP
* Facebook data for September: Post reach~14.2K; post engagements~ 1.4K; new page likes~ 11; total page likes~1,752; Page follows~ 1,835 and page views~255
* Stacie Ross, Sr. E&T Counselor, received her certification as an Offender Workforce Development Specialist. She will be leading a Ready, Set Work program with a Sr. Probation Officer in April.

**Success Stories**

1. We have been working with a customer with a criminal history. He completed our Job Readiness Training Program and was working on the DSS Job Trak crew. He was doing his job search, had interviews but no job offers due to his criminal history. Liz, Job Developer and Lyndsey, Sr. E&T Counselor, utilized the Transitional Employment Assistance Program, (TEAP) with a local employer who hired him. He is working 24-30 hours a week at $13.20 an hour. We provided him with pants, shirts and sneakers to start work. He is very grateful for all the services provided.
2. Another customer, who is 29 years old, has a criminal history and has not been employed for very long at any job. He completed his weekly job search with great difficulty. He was working on the Job Trak crew. Liz contacted an employer in the town where he resides where he can walk to work. He was interviewed and offered a job in February. He works 40 hours a week at $13.20 an hour and the employer participates in the TEAP. He is very happy to be working and like his job. The business has contacted us for more referrals.

***Resolution – Approval of Candidate for Fiscal and Program Monitor***

RESOLUTION

Approval of Candidate for Fiscal and Program Monitor

Motion by: Jack Searles, Second by: Lisa Lee to adopt the following resolution:

WHEREAS, the Executive Committee is responsible for the recruiting and nominating to the Board personnel items relevant to staff hired by the LWDB to facilitate and implement the goals and objectives of the LWDB

WHEREAS, the Executive Committee has done it’s required due diligence and recommends the approval of the nomination of Tiffany Mager as Fiscal and Program Monitor;

NOW, THEREFORE BE IT RESOLVED that the recommendations for nominations of LWDB office staff are hereby approved and effective February 25th, 2022 for Mrs. Mager.

*\*All in Favor; Motion Carries.*

***Resolution – Approval of new Board Members***

RESOLUTION

Endorsement of New WDB Members

Motion by: Dave Wilkinson, Second by: Jack Searles to adopt the following resolution:

WHEREAS, Mrs. Carrie Haley, Human Resources Assistant for Wal-Mart Olean and Mr. Rich Yeager, CEO of the Olean Area Federal Credit Union and Mrs. Kathleen Martel, Director of Workforce Development for Jamestown Community College’s Olean Campus have expressed interest in joining the Board and;

WHEREAS, Mrs. Martel, will be replacing Mr. Keith Kranick, as the representative from Jamestown Community College and Mrs. Haley and Mr. Yeager will be beginning new terms;

NOW, THEREFORE, BE IT RESOLVED, the Board hereby endorses Mrs. Haley and Mrs. Martel and Mr. Yeager for appointment and;

BE IT FURTHER RESOLVED that this endorsement is pending official appointment by the Chief Local Elected Officials.

*\*All in Favor; Motion Carries.*

***Resolution – Approval of Frank McAndrew, NYSDOL as Secretary of the Board***

RESOLUTION

Approval of New WDB Secretary

Motion by: Jeremy Martin, Second by: Lisa Lee to adopt the following resolution:

WHEREAS, Mr. Mike Hendrix stepped down from the Board in December of 2021, and;

WHEREAS, Mr. Hendrix’s term ending has left a vacancy at the Secretary position on the Board;

WHEREAS, Mr. Frank McAndrew has been nominated to fill the position of Secretary and has accepted the nomination;

NOW, THEREFORE, BE IT RESOLVED, the Board hereby endorses Mr. McAndrew for appointment as the Secretary of the Cattaraugus-Allegany WDB, and;

BE IT FURTHER RESOLVED that this endorsement is pending official appointment by the Chief Local Elected Officials.

*\*All in Favor; Motion Carries.*

***Resolution – Approval of the PY21 Slate of Officers***

RESOLUTION

Approval of New PY21 Slate of Officers

Motion by: Dave Wilkinson, Second by: Jeremy Martin to adopt the following resolution:

Program Year 2021\*

Slate of Officers

Chair

Brad Monroe

Co/Vice-Chair

Brian George

Treasurer

Richard Zink

Secretary

Frank McAndrew

*\*All in Favor; Motion Carries.*

***Resolution – Approval of changing Bank Signatories***

RESOLUTION

Approval of Authorized Bank Signatories

**Motion by: Brian George, Second by: Lisa Lee to adopt the following resolution:**

WHEREAS, due to recent changes of in WDB office positions it is necessary to amend the authorized bank signatories for the WDB checking account, and;

WHEREAS, the new Fiscal/Program Monitor, Tiffany Mager, should be added to the bank signature card at Five Star Bank, and;

NOW, THEREFORE BE IT RESOLVED that the authorized signatories for the WDB bank account shall be Brad Monroe, Chair, Richard Zink, Treasurer, Jason Miller, Executive Director, and Tiffany Mager, Fiscal & Program Monitor, effective February 25th, 2022.

*\*All in Favor; Motion Carries.*

***Director’s Report – Jason Miller***

Board Re-certification

As I talked about in the last Director’s report, we needed to submit documentation for the Board Re-Certification process back in December. I received notice on February 3rd that our Board had been approved for Re-Certification. We will need to submit again in 3 years.

Disability Resource Coordinator

NYSDOL had put out guidance to all local WDB areas for applying to the New York Change and Inclusion Network (SCION) Disability Resource Coordinator Pilot Program. This Pilot program is $100,00 a year over 3 years to bring on a Disability Resource Coordinator to work with partner agencies in the area to coordinate efforts of getting individuals with Disabilities better employment opportunities by working with local businesses to see the benefit of hiring these individuals. This will also include working with training providers to find inclusive ways of training individuals with disabilities for in demand jobs in the area. I have submitted an application plan and budget as required and we are awaiting approval of the plan and budget.

Great Lakes Cheese Job Fair

I have been working with Cattaraugus County IDA, Catt Co. Economic Development and Tourism and JCC to help Great Lakes Cheese in Cuba find about 40 employees for their current facility. We have publicizing the event on our Facebook page and in the Career Centers. The event was yesterday. They had about 20 people attend and I believe they offered employment to 10 individuals. During the event Corey Wiktor from the IDA and Crystal Abers and I tried to brainstorm ideas how we can find ways to help them find employees for their current facility and work toward finding them employees for their new facility in Franklinville when it is built. I also talked with their HR Manager about joining the Board. This brings us more representation from Allegany County until they switch over to Cattaraugus County in a couple of years. I am supposed to send her more information today.

FOTA Review

Beginning January 4th we started a review from NYSDOL Financial Oversight and Technical Assistance. We have not had a review from them since before the Pandemic started. There is a new monitoring process. They are no longer allowed to come on site due to COVID. They send us a check list of all the documentation they need from us. They then review and we meet by Zoom on a weekly basis to review their progress and answer any questions they may have. The process in my opinion went very well. The review was completed on February 11th and we had our exit conference. There were no findings in this review. There were some suggestions on how to strengthen some policies and procedures. All in all it was a good review.

NYATEP Policy and Advocacy Academy

As I mentioned at the last Board meeting I had been selected to participate in the NYATEP Policy and Advocacy Academy. This is a learning experience presented by Zoom with Executive Director and Deputy Director of NYATEP. They have given us skills on how to talk with Federal, State, and Local Government Officials to advocate for funding and assistance for our programs. I had an opportunity meet with the Economic Development Aide from Senator Schumer’s Office through this Academy and was asked by NYATEP to present in that meeting as well. This course started in December and finished up today with the presentation of our final projects. I participated in a team that came up with a proposal to create an Integrated Data System for the State that would replace our current data system OSOS. I was also honored to be selected as one of two participants to speak at our graduation ceremony earlier today.

***Round Table***

***Adjournment***

Meeting adjourned at 1:18p.m**.**