

Board Meeting

Friday June 24th, 2022 – 12:30 p.m.

Zoom Call

 *Approved 10-28-22*

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| ***Board Members Present***Vice Chair - Brian George, Cutco Corporation Treasurer - Richard Zink, Southern Tier WestSecretary - Frank McAndrew, NYSDOL Ed Giardini Jr., Laborer’s Local 621Steve Simons, Ask Chemicals Jeremy Martin, M-Tech-DesignMeme Yanetsko, Greater Olean ChamberGreg Kloss, Olean General HospitalWhitney Verbridge, Connecting Communities in ActionRich Yeager, Olean Federal Credit UnionLisa Lee, Literacy West NYCarrie Haley- Wal-MartRyan Wilcox, Boundless Connections Kelly Gerrity, Great Lakes Cheese***WDB Staff Present***Jason Miller, Executive DirectorTiffany Mager, Fiscal & Program MonitorMarsha Whitsell, Disability Resource Coordinator | ***Board Members Absent***Ron Konka, Armor Building SupplyChair - Brad Monroe, Dresser-Rand/Siemens Lesley Christman, ACCORD Jaime Gleason, Jones Memorial HospitalJack Searles, Cattaraugus County Carissa Knapp, Allegany CountyMary Trzcinski, ACCESKathleen Martel, JCC- OleanDave Wilkinson, IBEW #106 ***Guests Present***Reita Lynch, Allegany E & T |

##### Brian called the meeting to order at 12:32 p.m.

***Welcome, Introductions and Round Table***

Brian welcomed everyone.

***Approval of the 5/13//22 Meeting Minutes***

**\*Motion by Lisa Lee, Second by Meme Yanetsko to approve the minutes of the May 13, 2022 meeting as presented.**

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

***One Stop Operator Report – Reita and Frank***

**Reita - Allegany County E & T**

**WIOA Adult & DW**

* Total served: 40; ytd 224
* Adults in Training: 9; ytd 14
* DW in training: 1; ytd 3
* Adults funded: 9; ytd 16
* DW funded: 2; ytd 4
* Adults receiving Supportive Services: 9; ytd 16
* DW receiving Supportive Services: 2; ytd 3
* Job referrals: 26; ytd 235

**WIOA Youth**

* Total Served: 21 (1 In School & 9 Out of School); ytd 54
* Ages 16-17: 2; 18-6~ 20; 22-24~2
* Parenting Youth: 3; ytd 8
* Youth participating in Work Experience: 2; ytd 8
* Youth hired in unsubsidized employment: 2; ytd 13
* Youth exited: 4; ytd 12
* Currently in Work Experience: 2; ytd 10
* Working on High School Equivalency Diploma: 4; ytd 8
* Hired after completion of Work Experience: 2
* Studying to take Driver’s test: 2; ytd 10

**Trade Act Assistance:**

* Customer contacts: 45; ytd 174
* Job Referrals: 4; ytd 19
* Follow up Services: 2 ytd 10
* Provider/Partner Contacts: 14; ytd 61
* Webinar/Training: 1; ytd 7
* TA720 or TA Letters Mailed: 27; ytd 61

**Business Services**

* Contacts: 302; ytd 981
* New contacts 8; ytd 47
* Services: 302; ytd 1236

**Summer Youth Employment Program~** Recruiting Youth and obtaining worksites

**Department of Social Services Contract**

* Services provided: 293 in May
* Job Readiness Training: May~ 3 completions and is held every other month
* Non-Custodial Parent Program: 18 participants; 10 employed in May

**General Information**

* Front Door Traffic: 795; ytd 3,843
* Employment: 96 customers reported finding employment ytd
* Veterans: 12 services provided; ytd 60
* Business contacts: 236 for job orders, postings & matching, follow up, resumes, Job Fair & SYEP
* Facebook data for May: Post reach~16K; post engagements~ 1.5K; new page likes~ 18; total page likes~1,966; Page follows~ 2,127 and page views~297
* Job Fair held on Wednesday, 6.8, at the David A. Howe Library in Wellsville~ 81 job seekers signed with 30 businesses present and over 300 pen positions
* Job Board: We have a comprehensive list of all jobs posted on the 1st of each month and update on Mondays with new job listings. This is in the Resource area, posted on Facebook and emailed to XX subscribers of the Job Board.

**Success Story**

1. A youth with a very serious criminal history, and no work history, was placed in a work experience in a grocery store. He is doing very well and has been there for a month.
2. A youth with many barriers~ parenting, homeless, one parent deceased and another with addiction issues came to our office for help finding a job. He was placed in a restaurant and was hired after the work experience ended. He is living with a sister and has been accepted to ASC in the fall.
3. Summer Youth Employment Program: We contract with DSS to operate this program. We had 125 applicants and are planning to place 65 at 35 worksites throughout the County. The Youth are paid $13.20 per hour for an average of 28 hours per week for six to eight weeks.

WIOA Budget: We are on schedule to spend the allocated funds for PY21. We will reach 80% in Dislocated Worker (DW) but will have unused funds along with the Youth Work Experience.

**Frank –NYSDOL**

DOL is now open and they are conducting business by appointment and offering virtual services as well. The partners have also started to return to the center to offer their services as well. They hosted a job fair at StrOlean in June and will be doing it again at the next one. They have bid for a new staff member to back fill an open position.

***Resolution – Approval of PY22 Budgets for Career Centers, WDB and DRC***

RESOLUTION

Approval of PY22 Budgets

**Motion by: Rich Yeager, Second by: Gregg Kloss to adopt the following resolution:**

WHEREAS, the Finance and Audit Committee has recommended funding amounts for the WDB, Career Centers and Disability Resource Coordinator for PY22; and

WHEREAS, the Finance and Audit Committee also recommends that if any additional funding becomes available during the PY22 year, that it be dedicated solely to providing additional training and supports to Career Center customers, dependent on the stipulations of the funding;

NOW, THEREFORE, BE IT RESOLVED, that the PY22 WDB Office, Career Centers and DRC budgets attached are hereby approved.

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

***Resolution – Approval of PY22 Youth RFP Contractors***

RESOLUTION

Approval of PY22 Youth Services Awards and Contracts

Motion by: Frank McAndrew, Second by: Lisa Lee to adopt the following resolution:

WHEREAS, an Ad Hoc committee reviewed each proposal submitted in response to the WDB’s RFP for WIOA Year Round Youth Services; and,

WHEREAS, the Ad-Hoc committee recommends that the following proposals be funded for PY22 for each contractor as follows:

 Cattaraugus County DSS $ 228,065

 Allegany County E & T $ 145,839

 $ 373,904

NOW, THEREFORE, BE IT RESOLVED, that the WDB awards funds in the amounts outlined above for Youth Program Services for the period of July 1, 2022 through June 30, 2023, and;

BE IT FURTHER RESOLVED, the Chair is hereby authorized to enter into contracts with each agency for the Program Year 2022.

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

*Review - PY22 Committee Listing*

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| *Executive* Brad Monroe, ChairBrian George, Vice-ChairRichard Zink, TreasurerFrank McAndrew, SecretaryJack Searles, Cattaraugus CountyCarissa Knapp, Allegany County  |
| *Finance & Audit*Richard Zink, Southern Tier West, ChairJeremy Martin, Napoleon EngineeringDave Wilkinson, IBEW #106Jack Searles, Cattaraugus CountyRich Yeager, Olean Federal Credit Union | *Operations Oversight*Brian George, Cutco, ChairMeme Yanetsko, Greater Olean ChamberEd Giardini, Jr., Laborers’ Union Lesley Christman, ACCORDFrank McAndrew, NYSDOLKathleen Martel, JCC |
| *Special Populations*Lisa Lee, Literacy West NY, ChairMary Trzcinski, ACCES VRRon Konka, Jr., Armor Building SupplySteve Simons, Ask ChemicalWhitney Verbridge, CCA | *One Stop Operator*Lisa Lee, Literacy West NY, ChairRichard Zink, Southern Tier WestBrad Monroe, Dresser-RandGreg Kloss, Upper Allegany Health Systems |

Carrie Haley, Ryan Wilcox and Kelly Gerrity are not currently on a committee. They will be emailing Jason with which committee they would like to join.

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

**Disability Resource Coordinator**

We hired Marsha as our Disability Resource Coordinator. She started on May 17th with us and has been going through the trainings and getting clearances for databases. She has visited employers two different Job Fairs in both counties. She even has started working with a couple of different participants to connect them to services. Marsha is also working on outreach to make area agencies aware that she is available to help coordinate services.

**Business Forum**

On June 1st I met with Corey Wiktor of the Cattaraugus County IDA and Kathleen Martel from JCC. We discussed hosting a business forum to gather area employers and have a discussion with them on how the IDA, JCC and the Workforce Development Board can help with the issues they are seeing in Workforce. We also discussed some projects we would like to look at possibly getting some business support for such as a Wheels to Work program and Child Care assistance for working parents. The forum is going to be held on August 25 at Holiday Valley tentatively. We have also secured Melinda Mack, Executive Director of the New York Association of Training and Employment Professionals (NYATEP) to come and speak to start the day off.

**Empire State Development CFA Information session**

On June 8th Empire State Development held an information session for the Consolidated Funding Agreement (CFA) grant process at Holiday Valley. I attended and was able to connect with Erin Corraro, Deputy Director, and Western NY Regional Office for Empire State Development. Ms. Corraro is spearheading the Workforce Development initiatives for the Wester NY Regional Economic Development Council and has invited me to participate in the Western NY REDC Workforce Development work group. I look forward to participating in this work group and working with others from the region on Workforce issues.

***Adjournment***

Meeting adjourned at 1:06 p.m**.**