

Board Meeting

Thursday December 1, 2022 – 12:30 p.m.

Literacy West 5455 Rt. 19N Belmont, NY 14813

*Approved 2-2-23*

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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  Secretary - Frank McAndrew, NYSDOL  Kathleen Martel, JCC- Olean  Jeremy Martin, M-Tech-Design  Lisa Lee, Literacy West NY  Lesley Christman, ACCORD  Ed Giardini Jr., Laborer’s Local 621  Carissa Knapp, Allegany County  Steve Simons, Ask Chemicals  **Guests Present**  Reita Lynch, Allegany E & T  Bret Marvin, Cattaraugus One Stop  Tim Boyde  Edward Bysiek, Bysiek CPA | **Board Members Absent**  Jaime Gleason, Jones Memorial Hospital  Mary Trzcinski, ACCES-VR  Whitney Verbridge, Connecting Communities in Action  Rich Yeager, Olean Federal Credit Union  Kelly Gerrity, Great Lakes Cheese  Jessica Golley, Hi-Y Farms  Carrie Haley- Wal-Mart  Brad Mascho, Eidelweis Farms  Meme Yanetsko, Greater Olean Chamber  Jack Searles, Cattaraugus County DSS  **WDB Staff Present**  Jason Miller, Executive Director  Tiffany Mager, Fiscal & Program Monitor  Jessie Schwartz, Administrative Assistant  Marsha Blessing Whitsell, Disability Resource Coordinator |

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

**Welcome and Introductions**

Brad welcomed everyone. Introductions were made.

*Quorum of Executive Members only for purposes of voting*

**Approval of the 10/28/22 Meeting Minutes**

**\*Motion by \_**Brian George\_**, Second by** \_Richard Zink to approve the minutes of the October 28th, 2022 meeting as presented.

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

**Presentation – PY21 Single Audit by Edward Bysiek**

Ed reported on PY21 Audit results; written materials were shared with Board Members.

RESOLUTION #2022-1201-01

Approval and Acceptance of FY2021 Audit and 990 Tax Return

**Motion by**: \_\_Brad Monroe\_\_\_, **Second by**: \_\_\_\_Frank McAndrew\_\_\_\_ **to adopt the following resolution:**

WHEREAS, Ed Bysiek, CPA, has completed the audit and tax return of the WDB for Fiscal Year July 1, 2021 through June 30, 2022; and,

WHEREAS, Mr. Bysiek has presented the audit and tax return to the Board for review,

NOW, THEREFORE BE IT RESOLVED that the audit and tax return as presented to the Board are hereby approved and accepted; and,

BE IT FURTHER RESOLVED that the Chair, Treasurer and the Executive Director are hereby directed to sign all necessary documents for the filing of the audit and tax return.

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

RESOLUTION #2022-1201-02

Endorsement of Board Member Re-Appointments

Motion by: \_\_\_Richard Zink\_\_\_\_\_\_, Second by: \_Frank McAndrew\_\_\_ to adopt the following resolution:

WHEREAS, there are 4 members whose terms expire 12/31/22 and they have agreed to new terms; and,

WHEREAS, the Board wishes to endorse to the Chief Elected Officials the re-appointment of the following members;

* + Lesley Gooch-Christman
  + Brian George
  + Kathleen Martel
  + Brad Monroe

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby endorses the re-appointment by the Chief Elected Officials of the Board Members listed above.

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

**One Stop Operator Reports**

**Reita - Allegany County E & T**

**Bret Marvin – Cattaraugus Co. One Stop**

12-1-22 Cattaraugus One Stop Managers Report

WIOA Adult/DW Monthly Report for October of 2022

64 Total Adults and DW served during October

7 Adults in training during October

0 DW in training during October

9 Adults funded to date this year

0 DW funded to date this year

3 Adults receiving Sup. Svcs. to date

0 DW receiving Sup. Svcs. To date

2 Adults and DW who found employment after training

2 Attendees at CPW

Training programs/Supp. Svcs. Funded:

We assisted two individual with CDL-A training, one individual with CDL-B training, one individual with Registered Nursing training, 1 Medical Billing and Coding, and three individuals with Medical Office Assisting. We assisted three individuals with Supportive Services.

Positive Outcomes, Success Stories

SM:

SM was employed at Maintenance & Management as a Housekeeper, 30 hours per week, and earned $14.00 per hour. This employment started November 1, 2019 and ended March 1, 2020. She attended Medical Insurance and Billing training at CA BOCES. Following completion of training, SM accepted employment at Aspirion Health Resources, as a Medical Insurance Biller, 40 hours per week, and now earns $16.00 per hour.

WIOA Youth Monthly Report for October 2022

Number of Youth Served – Total 34 19 In school and 15 Out of school.

* 22 youth are 16-17 years old
* 10 youth are 18-21 year olds 3 re-enrolled age: 20, 21, 22
* 2 youth are 22-24 year olds
* 3 are parenting youth

Number of youth participating in work experience 17

Number of Youth hired into unsubsidized employment 7

Number of youth exited 15

TRADE ACT

|  |  |  |  |
| --- | --- | --- | --- |
| COURSE | PROVIDER | START DATE | TRAINING END DATE |
| Information Technology, AAS | Jamestown Community College | 8/22/2022 | 5/17/2024 |
| Electrical Construction & Maintenance Electrician, AOS | Alfred State | 8/29/2022 | 5/22/2024 |
| HVAC Fundamentals, Certificate | Jamestown Community College |  |  |
| Mechanical Technology Design, AAS | Jamestown Community College | 8/22/2022 | 5/17/2024 |
| Information Technology, AAS | Perdue University Global | 3/2/2022 | 1/31/2024 |
| Lineman Training-Electrical Installer & Repairer w/ Crane Certification | Southeast Lineman Training Center | 9/1/2022 | 12/16/2022 |
| Business Administration, AAS | Jamestown Community College | 8/22/2022 | 5/17/2024 |
| Mechatronics AAS w/ Industrial Maintenance Technician, Certificates | Jamestown Community College | 6/27/2022 | 12/15/2023 |
| Welding , 2 Year, Certificate | Catt/Alle BOCES | 9/6/2022 | 6/21/2024 |
| Machine Tool Tech. & Computer Aided Design Certificates | Jamestown Community College | 8/22/2022 | 5/12/2023 |
| Business Associates- Industrial Production Manager | SNHU | 10/25/2021 | 10/15/2023 |
| Mechanical Technology Design | Jamestown Community College | 2/18/2022 | 12/1/2023 |
| HVAC Fundamentals, Certificate | Jamestown Community College | 9/20/2022 | 4/4/2023 |
| Welding Technology Certificate | Jamestown Community College | 8/22/2022 | 5/12/2023 |
| HVAC Fundamentals, Certificate | Jamestown Community College | 9/20/2022 | 4/4/2023 |
| Information Technology, AAS | Jamestown Community College | 8/22/2022 | 5/17/2024 |
| Culinary Arts, Certificate | Catt/Alle BOCES | 9/6/2022 | 6/21/2024 |
| Business Administration, AAS | Jamestown Community College | 8/22/2022 | 5/17/2024 |
| HVAC, AOS | Alfred State College | 8/29/2022 | 5/22/2024 |
| HVAC Fundamentals, Certificate | Jamestown Community College | 9/20/2022 | 4/4/2023 |
| Heavy Equipment & CDL A | Associated Training Services | 8/22/2022 | 10/21/2022 |
| Industrial Maintenance Technician & Industrial Equipment Technician | Jamestown Community College | 6/27/2022 | 12/16/2022 |
| Culinary Arts, Certificate | Catt/Alle BOCES | 9/6/2022 | 6/21/2024 |
| HVAC - 2 Year -Certificate | BOCES | 9/6/2022 | 6/21/2024 |
| Agriculture Tech.AAS | Alfred State College | 8/29/2022 | 5/22/2024 |
| Business Administration, AAS | Jamestown Community College | 8/22/2022 | 5/17/2024 |
| Culinary Arts, Certificate | Catt/Alle BOCES | 9/6/2022 | 6/21/2024 |
| Construction Supervision, B-Tech | Alfred State | 8/30/2021 | 5/20/2023 |
| Business Administration, AAS | Jamestown Community College | 8/22/2022 | 5/17/2024 |
| Industrial Equipment Technology, Certificate | Jamestown Community College | 8/22/2022 | 12/16/2022 |
| Business Administration, AAS | Jamestown Community College | 8/22/2022 | 5/17/2024 |
| Mechanical Technology & Draft, AAS | Jamestown Community College | 8/23/2021 | 5/19/2023 |

GAS CARDS/ BUS PASSES

October 2022 –16 gas cards issued for $400 for purposes of employment & training.

October 2022 –50 bus passes issued.

TRAINING through DSS – FFFS- (Flexible Fund for Family Services)

2 - Phlebotomy

4 – Medical Office Assisting @ Olean BOCES

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

During October 2022, the Cattaraugus One Stop was able to place 1 individual into employment at Friendly’s Restaurant, funded for the first 300 hours at a 100% wage reimbursement rate – working 20 hours per week at $15.50/ hr.

**Frank –NYSDOL**

Disability Resource Coordinator Report – Marsha Blessing Whitsell

9 clients with a variety of ages, skills, abilities and backgrounds

Continue to develop partnerships with local service agencies and employers.

I am partnering with Katelynn Smith from Recovery Options made easy, to develop a workforce support group to assist individuals to overcome barriers to gainful and sustainable employment.

Success story woman who has a goal to become a Pharmacy Tech, she has applied at Walgreens and has an interview, then she wants to engage in education program to become a Pharmacy Tech.  We have an IRT (integrated resource team) working together including myself-DRC, also an ACCESS-VR, and an employment counselor.  She is very motivated and positive and wants to work toward her goals to have gainful sustainable employment.

**Director’s Report – Jason Miller**

Updates:

Office Move

We have officially moved into our office upstairs. We are still getting some things settled but are enjoying the new space and having windows! Please come and visit if you are in the neighborhood.

Board Member recruitment

I have been trying to recruit new board members to keep our 51% business majority. I have reached out to Upper Allegany Health Systems and Ljundstrom as well as the Wellsville Chamber of Commerce. UAHS and Ljundstrom have expressed interest but have not gotten back to me with who the representative will be. I will continue to follow up with them. If you have suggestions of businesses you think would be interested in participating on the Board, please let me know.

NorthStar recruiting/hiring event

NorthStar Location Services contacted me with the need to hire 15-20 Collections Agents. I alerted NYSDOL Business Services to their needs and Laura Simons has coordinated an event for Tuesday December 13th from 11am to 3pm for interviews at the Olean Career Center. They will also have additional hiring needs after the 1st of the year as well.

Next Board Meeting

February 2nd on location at Olean BOCES; catering provided by the Culinary Arts class

**Roundtable**

JCC provided materials on upcoming Intro to Manufacturing and Advanced Manufacturing Training Programs being offered.

**Adjournment**

Meeting adjourned at 1:39 p.m**.**