

Board Meeting

Thursday May 11th, 2023 – 12:00 p.m.

Ljungstrom

3020 Truax Road

Wellsville, NY 14895

*Approved 6-22-23*

|  |  |
| --- | --- |
| ***Board Members Present***  Chair - Brad Monroe, Siemens  Vice Chair - Brian George, Cutco Corporation  Treasurer - Richard Zink, Southern Tier West  Secretary - Frank McAndrew, NYSDOL  Lesley Christman, ACCORD  Jessica Golley, Hi-Y Farms  Carissa Knapp, Allegany County  Lisa Lee, Literacy West NY  Kathleen Martel, JCC- Olean  Jeremy Martin, M-Tech-Design  Whitney Verbridge, Connecting Communities in Action  ***WDB Staff Present***  Jason Miller, Executive Director  Tiffany Mager, Fiscal & Program Monitor  Marsha Blessing Whitsell, Disability Resource Coordinator | ***Board Members Absent***  Mary Trzcinski, ACCES-VR  Ed Giardini Jr., Laborer’s Local 621  Kelly Gerrity, Great Lakes Cheese  Carrie Haley- Wal-Mart  Steve Simons, Ask Chemicals  Jack Searles, Cattaraugus County DSS  Brad Mascho, Edelweiss Farms  Rich Yeager, Olean Federal Credit Union  Meme Yanetsko, Greater Olean Chamber  ***Guests Present***  Reita Lynch, Allegany E & T  Larry Knight, Cattaraugus One Stop  Jude Auman, Ljungstrom |

***Welcome and Introductions***

Brad called the meeting to order at 12:33 p.m. Brad welcomed everyone. Introductions of everyone to Jude Auman.

***Approval of the 2/2/23 Meeting Minutes***

**\*Motion by Brian George; Second by Jeremy Martin; to approve the minutes of the February 2, 2023 meeting as presented.**

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

RESOLUTION

Approval of Lease terms for Downstairs portion of the One Stop

Motion by: Brian George, Second by: Lesley Christman to adopt the following resolution:

WHEREAS, the Finance and Audit Committee and Executive Committee have reviewed the letter from Ellicott Development for the lease terms effective August 15th for the downstairs portion of the One Stop at Blue Bird Square in Olean; and

WHEREAS, the Executive Committee recommends that the WDB office enter into a lease with Ellicott Development for the ground floor office space at $47,520 per year for 5 years;

**NOW, THEREFORE, BE IT FURTHER RESOLVED,** that the Board authorizes the Board Chair to enter into a lease with Ellicott Development for downstairs portion of the One Stop and former WDB office which is occupied now by Literacy West.

***\*Lisa Lee abstain. All in Favor; Motion Carries.***

RESOLUTION

Approval of Candidate for Administrative Assistant

Motion by: Lisa Lee, Second by: Richard Zink 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 Sarah Aldrich as Administrative Assistant;

NOW, THEREFORE BE IT RESOLVED that the recommendation for nomination of LWDB office staff are hereby approved and effective May 8, 2023 for Mrs. Aldrich.

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

RESOLUTION

Endorsement of New WDB Members

Motion by: Brian George, Second by: Jeremy Martin to adopt the following resolution:

WHEREAS, Mr. Jude Auman, Project Developer for Ljungstrom and Kent Joesel, Business Manager from IBEW Local 106 have expressed interest in joining the Board and;

WHEREAS, Mr. Auman and Mr. Joesel will be starting a new 3 year terms;

NOW, THEREFORE, BE IT RESOLVED, the Board hereby endorses Mr. Auman and Ms. Joesel 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 Adult Priority of Service Policy

Motion by: Richard Zink, Second by: Lisa Lee to adopt the following resolution:

WHEREAS, the New York State Department of Labor released Technical Advisory #23-01 on January 20th, 2023 requiring local Workforce Development Boards to develop a Priority of Service for Adult participants.

WHEREAS, the Operations Oversight Committee and our NYSDOL Program Rep have reviewed the draft Priority of Service Policy;

NOW, THEREFORE BE IT RESOLVED that the Adult Priority of Service Policy is hereby approved and effective 5/11/2023.

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

RESOLUTION

Approval of Disruptive Customer Policy

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

WHEREAS, the New York State Department of Labor released Technical Advisory #23-02 on February 2nd, 2023 requiring local Workforce Development Boards to adopt the Disruptive Customer Policy and Procedure

WHEREAS, the Operations Oversight Committee has reviewed the Disruptive Customer Policy;

NOW, THEREFORE BE IT RESOLVED that the Disruptive Customer Policy is hereby approved and effective 5/11/2023.

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

***System Operator/Director’s Report– Jason Miller***

**System Operator’s Update**

Social Media updates

Our Facebook page currently has 343 followers. In the last 28 days we have reached 6,422 people with 6,349 of those coming from one of our Job Fair ads for the April 27th event. We continue to post jobs on our Facebook and have been trying to share and tie partner posts to Workforce Development Board activity as well. We have created a Linked In page for the Workforce Development Board as well. We are hoping to use this to reach more businesses and use the Facebook page for more Job Seeker engagement.

Cattaraugus County Case Management meetings

In early March, Tony Turano Commission of the Department of Social Services contacted Frank McAndrew and myself about the idea of setting up a case management system between NYSDOL, DSS and OTDA staff at the One Stop to learn more about each other’s agencies and work on some of the harder to solve cases in each agency. We have met 3 times now and are starting to make some in roads in the understanding the workings of each agency and have begun to work on a couple of case. We meet monthly currently but will increase frequency when we see a need. We are also going to look at pulling other partner agencies as they may be needed or even to come and give presentations about their services.

Customer Satisfaction Survey

Based on a conversation in the last System Operator meeting we have contacted JCC and will reach out to other training providers about coming on campus to meet with students that have been funded by either Career Center and talking to them about their experience with the Career Center system to gauge customer satisfaction and potentially make changes if necessary.

Director’s Update

Intandem Hiring event

I have been working with Samantha Mott who is the HR Recruitment Manager for Intandem. She has requested some dates to come and do hiring events in the Olean Career Center. The first event is May 23rd. I have also started to offer this kind of service to other businesses that I have talked to in the last couple of weeks.

Salamanca Career Fair

On March 30th Tiffany and I participated in the Salamanca High School Career Fair which was a collaboration between Salamanca High School and Southern Tier West. We got to talk to some of students in grades 8-11 and also interact with some businesses that were there as well. One of the teachers attending that day gave us an idea to try and plan a Teacher Education Fair. She had no idea about some of the service agencies like the Workforce Development Board existed and wanted to learn more so that she could better educate her students on the help that is available in the area. This is something we would really like to make happen.

April 27th Job Fair with the City of Olean

On April 27th we partnered with the City of Olean and the Cattaraugus County IDA to host a Job Fair at the William O. Smith Center. We had 37 employers which included Great Lakes Cheese, Chipotle, Upper Allegany Health Systems, Eaton, and the Laborer’s Union, NorthStar Location Services, Cutco and more. We had 78 job seekers attend which is a good turnout. We are talking with the City to possibly do another one in August and potentially utilize the Farmer’s Market space in Lincoln Park in Olean.

Working with Olean Business Development and Jamestown Community College

I have recently started working with Bob Forness, President and Executive Director of the Olean Business Development Corporation and Kathleen Martel, Director of Workforce Development at Jamestown Community College to visit businesses and try to find out their hiring needs in the next year and beyond so that we can help them find the right employees. Our most recent meeting was with Great Lakes Cheese earlier this week. It was a good meeting in that we learned how Great Lakes views their ramp up process to filling the 250 new jobs they will create at their new Franklinville facility and at what skill levels those jobs will be. There are 3 or 4 employers in just Cattaraugus County that will have hiring needs in the next year or two that total almost 1000 new jobs.

***One Stop Operation Report – Frank McAndrew, Reita Lynch and Larry Knight***

***Larry –***

WIOA Adult/DW Monthly Report for March of 2023

64 Total Adults and DW served during March

11 Adults in training during March

1 DW in training during Mar

17 Adults funded to date this year

1 DW funded to date this year

7 Adults receiving Supp. Services to date

1 DW receiving Supp. Services to date

5 Adults and DW who found employment after training

5 Attendees at CPW

Training programs/Supp. Services Funded:

We assisted two individual with CDL-A training, one individual with CDL-B training, one individual with Registered Nursing training, three Medical Billing and Coding, two individuals with Certified Nurse Aide, one individual with Phlebotomy, three individuals with Medical Office Assisting, three individuals with Machinist/CNC Operator, and one individual with Welding training. We assisted seven individuals with Supportive Services.

Positive Outcomes, Success Stories:

A customer attended the Job and Career Readiness Workshop and TABE testing on 6/23/22. He had been employed at Siemens Energy as a Tool Service Man, 9/04/2012 start date and 6/10/2022 end date. He scheduled another meeting on 7/12/2022 and provided the career research paperwork to request Trade Act Funding to attend Jamestown Community College for their Computer Aided Design Certificate program. A file was started and he was approved to receive funding assistance to attend this program on 7/19/2022. His training started on 8/22/2022 and is scheduled to complete 5/12/2023. I received an Academic Transcript for his Fall 22 semester and he had made the Dean’s List with a 4.0 GPA. He informed me he accepted a job at Siemens Energy. He Started 4/12/23, part time while in training and will be full time after his training is completed. He is earning $33.34 per hour as a Mechanical Drafter. This is $4.00 more per hour than he was making at his previous job.

WIOA Youth Monthly Report for March 2023

Number of Youth Served – Total 45 21 In school and 24 Out of school.

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

Number of youth participating in work experience 22

Number of Youth hired into unsubsidized employment 10

Number of youth exited 27

GAS CARDS/ BUS PASSES

March 2023 –5 gas cards issued for $125.00 for purposes of employment & training.

March 2023 –73 bus passes issued.

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

1 – Medical Insurance and Billing @ Olean BOCES

2 – Medical Office Assisting @ Olean BOCES

2 – Welding @ Olean BOCES

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

During March 2023, the Cattaraugus One Stop was able to place 6 individual into employment, funded for the first 300 hours at a 100% wage reimbursement rate totaling $18,708.31.

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| TRAINING MONTHLY REPORT | | | | | | | |  |
|  |  |  | March 2023 | | |  |  |  |
| *TRADE ACT* | | | | | | | |  |
| In Office Contacts: 60 /30+ calls Webinar/Training 1 TA720 or TA722 Letters Mailed - 0 | | | | | | | |  |
|  | | | | | | | |  |
| Trade Act Individuals: Active (35), Waiting to Start (1), Completed (5), On Hold (1) | | | | | | | |  |
|  |  | GRANT | COURSE | PROVIDER | START DATE | TRAINING END DATE | APPROVED TRAINING PLAN |  |
|  |  | TAA | Information Technology, AAS | Jamestown Community College | 8/22/2022 | 5/17/2024 | yes |  |
|  |  | TAA | Electrical Construction & Maintenance Electrician, AOS | Alfred State | 8/29/2022 | 5/22/2024 | yes |  |
|  |  | TAA | HVAC Fundamentals, Certificate | Jamestown Community College | no start | XX | yes |  |
|  |  | TAA | Mechanical Technology Design, AAS | Jamestown Community College | 8/22/2022 | 5/17/2024 | yes |  |
|  |  | TAA | Information Technology, AAS | Perdue University Global | 3/2/2022 | 1/31/2023 | yes completed |  |
|  |  | TAA | Lineman Training-Electrical Installer & Repairer w/ Crane Certification | Southeast Lineman Training Center | 9/1/2022 | 12/16/2022 | Yes-completed |  |
|  |  | TAA | Business Administration, AAS | Jamestown Community College | 8/22/2022 | 5/17/2024 | Yes |  |
|  |  | TAA | Mechatronics AAS w/ Industrial Maintenance Technician, Certificates | Jamestown Community College | 6/27/2022 | 5/17/2024 | yes |  |
|  |  | TAA | Welding , 2 Year, Certificate | Catt/All BOCES | 9/6/2022 | 6/21/2024 | Yes |  |
|  |  | TAA | Machine Tool Tech. & Computer Aided Design Certificates | Jamestown Community College | 8/22/2022 | 5/12/2023 | Yes |  |
|  |  | TAA | Business Associates- Industrial Production Manager | SNHU | 10/25/2021 | 10/15/2023 | Yes |  |
|  |  | TAA | Mechanical Technology Design | Jamestown Community College | 2/18/2022 | 12/1/2023 | yes |  |
|  |  | TAA | HVAC Fundamentals, Certificate | Jamestown Community College | 9/20/2022 | 4/4/2023 | Yes |  |
|  |  | TAA | Welding Technology Certificate | Jamestown Community College | 8/22/2022 | 5/12/2023 | Yes |  |
|  |  | TAA | HVAC Fundamentals, Certificate | Jamestown Community College | 9/20/2022 | 4/4/2023 | yes |  |
|  |  | TAA | Information Technology, AAS | Jamestown Community College | 8/22/2022 | 5/17/2024 | Yes |  |
|  |  | TAA | Culinary Arts, Certificate | Catt/All BOCES | 9/6/2022 | 6/21/2024 | Yes |  |
|  |  | TAA | Business Administration, AAS | Jamestown Community College | 8/22/2022 | 5/17/2024 | Yes |  |
|  |  | TAA | HVAC, AOS | Alfred State College | 8/29/2022 | 5/22/2024 | yes |  |
|  |  | TAA | HVAC Fundamentals, Certificate | Jamestown Community College | 9/20/2022 | 4/4/2023 | yes |  |
|  |  | TAA | Heavy Equipment & CDL A | Associated Training Services | 8/22/2022 | 10/21/2022 | Yes-completed |  |
|  |  | TAA | Industrial Maintenance Technician & Industrial Equipment Technician | Jamestown Community College | 6/27/2022 | 12/16/2022 | Yes-completed |  |
|  |  | TAA | Culinary Arts, Certificate | Catt/All BOCES | 9/6/2022 | 6/21/2024 | Yes |  |
|  |  | TAA | HVAC - 2 Year -Certificate | BOCES | 9/6/2022 | 6/21/2024 | yes |  |
|  |  | TAA | CDL - A/ Heavy Equipment | BTTI & Ellicottville BOCES | 2/12/2023 | 6/30/2023 | yes |  |
|  |  | TAA | CNC Manufacturing & Machining | Alfred State College | 8/21/2023 | 5/16/2025 | yes |  |
|  |  | TAA | Agriculture Tech. AAS | Alfred State College | 8/29/2022 | 5/22/2024 | Yes |  |
|  |  | TAA | Business Administration, AAS | Jamestown Community College | 8/22/2022 | 5/17/2024 | yes |  |
|  |  | TAA | Culinary Arts, Certificate | Catt/All BOCES | 9/6/2022 | 6/21/2024 | Yes |  |
|  |  | TAA | Construction Supervision, B-Tech | Alfred State | 8/30/2021 | 5/20/2023 | Yes |  |
|  |  | TAA | Business Administration, AAS | Jamestown Community College | 8/22/2022 | 5/17/2024 | yes |  |
|  |  | TAA | Industrial Equipment Technology, Certificate | Jamestown Community College | 8/22/2022 | 12/16/2022 | Yes-completed |  |
|  |  | TAA | CDL - A | Buffalo Tractor Trailer Institute | 1/9/2023 | 6/30/2023 | yes-on hold |  |
|  |  | TAA | Business Administration, AAS | Jamestown Community College | 8/22/2022 | 5/17/2024 | Yes |  |
|  |  | TAA | Mechanical Technology & Draft, AAS | Jamestown Community College | 8/23/2021 | 5/19/2023 | Yes |  |

***Reita –***

**General Information**

* Front Door Traffic: 429
* Employment: 25 customers reported finding jobs year to date (13 Full time)
* Unemployment: Allegany County February 4.8% (Feb.2022 5.1%); NYS 4.5%; US 3.9%
* Veterans: 4 Veterans received services for assessment, job search and SNAP benefits
* Business Services: Administered 15 TABE (Test of Adult Basic Education); 113 business services provided to 90 businesses, (3 new), for job orders & posting, verification, matching, applications, follow-up, Work Experience and Summer Youth Employment.
* Job Board: A comprehensive list is posted on the 1st Monday of the month with weekly updates. There are now 266 subscribers to this email list.
* Facebook: 2,560 page follows

Department of Social Services Contract

* 200 services provided: Family Assistance 4; Safety Net Family 7; Safety Net 48 and SNAP(Supplemental Nutritional Assistance) 84
* Non-Custodial Parent, NCP, Program: 21 and 17 are employed

**WIOA (Workforce Innovation and Opportunity Act) Program Year 7.1.2022-6.30.2023**

* Youth: 20 enrolled youth, 11 in unsubsidized employment, 9 in Work Experience; 1 completed CDL-A training and is employed as a truck driver and 120Youth received services in March and April
* Training: 11~ CDL-A&B, CNC, Dental Assisting, HVAC, Medical Billing, Medical Office Assisting, Phlebotomy, Practical Nursing and Welding
* Training completed: 1
* Training related Employment: 4 reported year to date~ LPN & CDL-A
* Training Approved: 0
* Job referrals: 1
* Trade Act: 4 customer contacts; 1 in Training~ Computer Aided Design

No new petitions have been filed.

Success Stories:

* All Youth funds for training and work experience have been spent.
* We have received 127 applications for the Summer Youth Employment program. We plan to hire 60 to work throughout the County for 28 hours per week for 6 to 8 weeks.
* An Adult, recently released from prison after 32 years, attended the Job Readiness Training. This person was hired by Pro-Action to work in a Not-for-Profit agency and they report that this has been a great match and asset to their team. The customer had much praise for the Counselors who helped instill hope and confidence.

***Frank –***

NYDOL will be hosting a Job Fair on June 2nd during the StOlean event.

***Disability Resource Coordinator Report - Marsha***

* I applied and was accepted at the Virginia Commonwealth University, Rehabilitation Research and Training Center. I started March 13 -24 online classes and 4 hour a day zoom lecture, I am now in the process of completing 7 assessments to become a Certified SSA Benefits Counselor and a (CWIC) Community Work Incentives Coordinator. I will be able to complete a (BS&A) Benefits Summary and Analysis for Social Security benefits which will explain how work effects SSI/SSDI payments, Medicare and Medicaid coverage and eligibility for work incentives.
* IRWE-Impairment related work expense, SEIE-Student earned income exclusion $2,220, GIE-General income exclusion $20, EIE-Earned income exclusion $65.00
* I am also working on Asset Mapping. Creating a “map” of community services and how we can develop a partnership working together to overcome barriers for people with a disability.
* I had a table at the Job Fair on 4/27/23. I talked to 21 people about the TTW program. And engaged some of the employers about their thoughts about hiring a person with a disability.
* Was able to make a referral to a client with a graphic design degree for employment. I admitted 1 new client for TTW, and touched base with a JCC student who completed her first semester and is doing great. And a great success story which is successful because of CORE, I just met him for advice about his benefits when he starts work after starting out with CORE in February 2021 to work on his reading skills to pass a CDL license exam. He did, get a permit, took the test and now is starting a job with Western Express Trucking out of Richmond Virginia.

***Round Table***

***Adjournment***

**Meeting adjourned at 2:07p.m.**