

Board Meeting

Thursday June 22nd, 2023 – 12:00 p.m.

The HUB

Olean Business Development Building

301 N. Union Street

Olean, NY 14760

*Approved 10-26-23*

|  |  |
| --- | --- |
| *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  Kathleen Martel, JCC- Olean  Whitney Verbridge, Connecting Communities in Action  Brad Mascho, Edelweiss Farms  Rich Yeager, Olean Federal Credit Union  Jeremy Martin, M-Tech-Design  *WDB Staff Present*  Jason Miller, Executive Director  Tiffany Mager, Fiscal & Program Monitor  Sarah Aldrich, Administrative Assistant  Marsha Blessing Whitsell, Disability Resource Coordinator | *Board Members Absent*  Mary Trzcinski, ACCES-VR  Ed Giardini Jr., Laborers Local 621  Kelly Gerrity, Great Lakes Cheese  Carrie Haley- Wal-Mart  Steve Simons, Ask Chemicals  Jack Searles, Cattaraugus County DSS  Meme Yanetsko, Greater Olean Chamber  Jude Auman, Ljungstrom  Carissa Knapp, Allegany County  Lisa Lee, Literacy West NY  Jessica Golley, Hi-Y Farms  Kent Joesel, IBEW #106  *Guests Present*  Larry Knight, Cattaraugus One Stop |

*Welcome and Introductions*

Brad called the meeting to order at 12:31 p.m. Brad welcomed everyone. Unfortunately, there was no quorum. We will have an executive quorum.

*Approval of the 5/11/23 Meeting Minutes*

\*Motion by Brian George; Second by Frank McAndrew; to approve the minutes of the May 11, 2023 meeting as presented.

*\*All in Favor; Motion Carries.*

*Presentation – Bob Forness, President and Executive Director of Olean Business Development*

Bob talked about what OBD has to offer. He wanted us to know that they do not just focus on the Olean Area but a tri county area (Catt, All, Mckean). The OBD wants to create an entrepreneurial atmosphere, incubate thoughts and ideas, to help startup businesses, grow the business and surround these with support all at OBD. The support system meets every few weeks to discuss success and difficulties. They just got a grant to enhance the business incubator for $85,000 from the Ralph Wilson Foundation. This grant will keep the OBD running and enable them to start new programs. The Laine Business Accelerator is in its 3rd year. They have had 14 successful businesses. The OBD are in need of the incubator that utilizes the aspect of developing a business as well as an industrial incubator. The OBD would like to form a support system around the entire system. They are looking to help area companies with their hiring needs. They are working on getting a national campaign to get more employees to move to this area.

RESOLUTION

Approval of PY23 Budgets

Motion by: Brad Monroe, Second by: Brian George to adopt the following resolution:

WHEREAS, the Finance and Audit Committee has recommended funding amounts for the WDB, Career Services and Youth Services for PY23; and

WHEREAS, the Finance and Audit Committee also recommends that if any additional funding becomes available during the PY23 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 PY23 WDB Office, Career Services and Youth Services budgets attached are hereby approved.

*\*All in Favor; Motion Carries.*

*System Operator* *Updates –Jason Miller*

South Dayton Small Business Event

On June 6th Tiffany and I attended a small business event at the South Dayton Library. This was part of the Cattaraugus County Economic Development team. We were invited by the Assistant to the Mayor of South Dayton to come and meet with local businesses to discuss how they can attract employees. We met with the Owner of the Super Duper in South Dayton (known for their donuts!) and had a good conversation on how to attract employees. The only have two employees that know how to make the donuts that they are famous for. We discussed some ways to begin succession planning by reaching out to the BOCES in Fredonia and looking at students in the culinary class there that might have an interest in baking. We were able to talk to several other people and spread the name of the Workforce Development Board to parts of the County were we probably don’t get much word of mouth.

JCC Workforce Development Skilled Trades and Retention Showcase

I was invited to participate in the JCC Workforce Development Skilled Trades and Retention Showcase on June 15th at JCC Olean Campus. There were 26 attendees representing several local businesses. I shared a PowerPoint and gave a brief history of the WDB and the services that we can provide though the Career Centers.

I potentially recruited a new Board Member from Napoleon Engineering and met with a Job Seeker that I am going to share his resume with some of my contacts.

Partnership with Southern Tier Library System

Southern Tier Library System is the collective group of all of the Libraries in Allegany County. They received an ARC grant to upgrade technology and marketing to assist library patrons who are interested in doing job searches and career research. As a partner in that grant they have allotted us $5,000 for marketing of the Workforce Development Board within the Library system for participating in their meetings and agreeing to work with the Libraries to do Job Fairs. We have already received the check and will begin purchasing marketing material soon. We will also be able to use the materials at events that we do such as our Job Fairs and hopefully a Career Fair that we have begun discussions with JCC, Dream It Do It of Cattaraugus County and OBDC on trying to pull together.

*Director’s Update-Jason Miller*

Local and Regional Plan Modifications

On April 21st NY State Department of Labor released guidance on the Modification of our Local and Regional plans that were written back in 2021. The only we change we are submitting for the Local Plan is the inclusion of the Adult Priority of Service Policy that we discussed at the May meeting. I sent out the Local plan about a week or so ago to review and let me know if you have comments. The Plan is due to NYSDOL by Friday June 30th. As per the guidance I have received approval from the Mr. VanRensselaer and Mr. Harris as our Chief Elected Officials in Cattaraugus and Allegany Counties.

The Regional Plan was reviewed in conjunction with the WDB Directors from Chautauqua, Erie and Niagara Counties. We decided that there were no changes necessary at this time. This has also been approved by the Chief Elected Officials in Cattaraugus and Allegany Counties. Katie Geise from Chautauqua WDB was the lead on this and has already submitted our unmodified Regional Plan to NYSDOL.

One Stop Career Center Certification

On May 31st NY State Department of Labor released guidance for One Stop Career Center Recertification. This is a process that needs to be done once every three years. There is a set of questions that must be answered in order to complete the Certification. It usually requires a walk-through of the Center. In the past we have had a couple of Board Members who were interested in assisting in this process. If you are interested and would like to participate in the walk-through and recertification process, please let me know. The Recertification is due to NYSDOL by July 31st.

Meeting with Olean Business Development and Jamestown Community College and BOCES

Bob Forness, Kathleen Martel and myself visited the Olean BOCES Center last Wednesday. We were hosted by the BOCES Superintendent Scott Payne and some other staff at BOCES. We discussed how we could get in to speak with area school Superintendents and first get what their hiring projections look like over the next 5 years due to retirements and attrition, secondly how to start connecting graduating seniors that may not be going to college and are ready to start working with local employers. We are scheduled to participate in the District Superintendents meeting on July 12 to begin to tackle these issues.

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

*Larry-*

WIOA Adult/DW Monthly Report for May of 2023

58 Total Adults and DW served during May

7 Adults in training during May

1 DW in training during May

17 Adults funded to date this year

1 DW funded to date this year

7 Adults receiving Supportive Services to date

1 DW receiving Supportive Services to date

5 Adults and DW who found employment after training

8 Attendees at CPW

Training programs/Supportive 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 gentleman attended the Job and Career Readiness Workshop and TABE testing on 4/15/21. He formerly worked for Uipath, Inc. in Sales Operations full time at $40.00 per hour from 10/1/18 until the company closed on 3/3/20. He scheduled an intake meeting on 6/18/21 and provided paperwork requesting Trade Act Funding to attend Alfred State College for a Bachelor’s Degree in Construction Supervision with an employment objective of Construction Manager. A file was started and he was approved for funding on 6/22/21. Training started on 8/30/21 and was completed on 5/19/23 with an overall GPA of 3.53.

This gentleman took a job at the beginning of his second semester with Cabrera Services of East Hartford, Connecticut as a Field Engineer, full time starting at $45.00 per hour and asked to continue his training for his Bachelor’s Degree as it would further benefit him in this new employment. Per TAA Central Office it was approved for him to continue in the program. He moved to New Jersey for the final three semesters. He worked full time and attended school online full time. He kept in constant contact with me and provided all necessary paperwork to complete training successfully.

WIOA Youth Monthly Report for May 2023

Number of Youth Served – Total 48 24 In school and 24 Out of school.

* 27 youth are 16-17 years old
* 18 youth are 18-21 year olds 4 are re-enrolled age: 16, 20, 21, 23
* 3 youth are 22-24 year olds
* 3 are parenting youth

Number of youth participating in work experience 24

Number of Youth hired into unsubsidized employment 10

Number of youth exited 32

GAS CARDS/ BUS PASSES

May 2023 –7 gas cards issued for $175.00 for purposes of employment & training.

May 2023 –89 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

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

For the month of May, the Cattaraugus County One Stop was unable to place any TANF individuals into employment. The total amount of wage reimbursements issued to Cattaraugus County businesses and clothing expenses to TANF individuals since the beginning of 2023 to $34762.14 ($2,974.62 contracts carried over from 2022).

In the month of May:

2-quit -

1. completed their contract

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| TRADE ACT - TRAINING MONTHLY REPORT | | | | | | | |  |
|  |  |  | May 2023 | | |  |  |  |
| In Office Contacts: 60/55 + Calls Webinar/Training: 2 TA720 or TA722 Letters Mailed: 1 | | | | | | | |  |
|  | | | | | | | |  |
| Trade Act Individuals: Total (38), Waiting to Start (3), Completed (11), 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 | HVAC Fundamentals, Certificate | Jamestown Community College | 9/19/2023 | 4/9/2024 | yes |  |
|  |  | TAA | Mechanical Technology Design, AAS | Jamestown Community College | 8/22/2022 | 5/17/2024 | yes |  |
|  |  | TAA | Information Technology, AAS | Purdue 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 | CDL - A | Buffalo Tractor Trailer Institute | 4/15/2023 | 7/29/2023 | 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/Alle 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-completed |  |
|  |  | 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-completed |  |
|  |  | TAA | Welding Tech Certificate & AAS | Jamestown Community College | 8/22/2022 | 5/17/2024 | Yes |  |
|  |  | TAA | HVAC Fundamentals, Certificate | Jamestown Community College | 9/20/2022 | 4/4/2023 | Yes-completed |  |
|  |  | TAA | Information Technology, AAS | Jamestown Community College | 8/22/2022 | 5/17/2024 | Yes |  |
|  |  | TAA | Culinary Arts, Certificate | Catt/Alle BOCES | 9/6/2022 | 6/21/2024 | Yes |  |
|  |  | TAA | Welding Technology Certificate | Jamestown Community College | 8//21/23 | 5/25/2024 | 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-completed |  |
|  |  | 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/Alle 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/Alle BOCES | 9/6/2022 | 6/21/2024 | Yes |  |
|  |  | TAA | Construction Supervision, B-Tech | Alfred State | 8/30/2021 | 5/20/2023 | Yes-completed |  |
|  |  | 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-completed |  |

*Reita-*

* Front Door Traffic: 371
* Employment: 30 customers reported finding jobs year to date (15 Full time)
* Unemployment: Allegany County April 3.1% (April 2022 3.7%); NYS 3.7%; US 3.1%
* Veterans: 4 Veterans received services for training, 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 258 services provided: Family Assistance 60; Safety Net Family 6; Safety Net 83 and SNAP (Supplemental Nutrition Assistance) 109
* Non-Custodial Parent, NCP, Program: 22 and 17 are employed
* Summer Youth Employment Program: 171 applications received and will place 60-65 youth at worksites throughout the County in July & August.

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 as the Youth Counselor met with high school students to assist with resumes, job applications, interview skills and working in Job Zone
* Training: 11~ CDL-A&B, CNC, Dental Assisting, HVAC, Medical Billing, Medical Office Assisting, Phlebotomy, Practical Nursing and Welding
* Training completed: 1 most of the trainings will be completed by 6.30.23
* Training related Employment: 4 reported year to date~ LPN & CDL-A
* Training Approved: 0
* Job referrals: 1
* Trade Act: 4 customer contacts; 1 completed training and entered related employment. No new petitions have been filed.
* A full report of PY22 will be available in July 2023

*Frank –* This summer the DOL will be participating in the Teacher Ambassador Program, an Allegany-Limestone teacher has been selected to work with the DOL. The teacher will be learning what jobs are available in the area and what opportunities there are for employment for students. The teacher will also be doing workforce trainings. DOL would like to get him out to businesses to help prepare students for the workforce after graduation.

*Disability Resource Coordinator Report – Marsha Blessing-Whitsell*

NY SCION (New York Systems Inclusive Opportunities Network) implemented in April of 2022 creating my position as a Disability Resource Coordinator.

Improve employment outcomes for individuals with disabilities, ages 18 and older, using existing training, career pathways, Integrated Resource Teams (IRTs), Ticket to Work (TTW), asset development, and other promising and proven interventions.

The total number of adults (age 18+) with disabilities served from 4/1/22 – 9/30/22 is 4,778.

Total number of adults (age 18+) with disabilities served from 4/1/22 - 12/31/22 is 7,097.

Total 2,319. Increase of 49%

The total number of adults with disabilities entering unsubsidized employment was 915 to 2,334.

Total 1,419. Increased 155%. Doing something right!

5/24

I just wanted to let you know I am doing great, I am so happy to have your help to transition back into the workforce. It has built my confidence and helped me meet new people. I want to tell you I am changing my end game (I’m glad you’re following along). I don’t think pharmacy tech will work for me. I have enrolled in Community College, which I wouldn’t have had the courage to do if you hadn’t helped me and put me in touch with ACCES VR.

Result of IRT (integrated resource team)

5/8

I’m just checking in with you, I am doing pretty good. Excited to start real estate school. Tractor Supply is pretty good. At first my legs hurt from standing so much but it’s getting better. I am losing weight and making friends. Things are looking up. Thank you for TTW. Ticket To Work.

*Adjournment*

Meeting adjourned at 1:45 p.m.