

Board Meeting

Thursday January 11th, 2024 – 12:00 p.m.

Accord Business Center

32 Schuyler St.

Belmont, NY 14813

*Not Yet Approved*

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| ***Board Members Present***  Chair - Brad Monroe, Siemens  Vice Chair - Brian George, Cutco Corporation  Treasurer - Richard Zink, Southern Tier West  Secretary - Frank McAndrew, NYSDOL  Whitney Verbridge, Connecting Communities in Action  Lisa Lee, Literacy West NY  Rich Yeager, Olean Federal Credit Union  Lesley Christman, ACCORD  Tara DeLong, Napoleon Engineering  Carissa Knapp, Allegany County  ***WDB Staff Present***  Jason Miller, Executive Director  Tiffany Mager, Fiscal & Program Monitor  Bridget Mason, Administrative Bookkeeper  Marsha Blessing Whitsell, Disability Resource Coordinator | ***Board Members Absent***  Carrie Haley, Wal-Mart  Steve Simons, Ask Chemicals  Jack Searles, Cattaraugus County DSS  Jude Auman, Ljungstrom  Kathleen Martel, JCC- Olean  Kelly Gerrity, Great Lakes Cheese  Ed Giardini Jr., Laborers Local 621  Jessica Golley, Hi-Y Farms  Meme Yanetsko, Greater Olean Chamber  Jeremy Martin, M-Tech-Design  Kent Joesel, IBEW #106  ***Guests Present***  Larry Knight, Cattaraugus One Stop  Reita Lynch, Allegany E & T  Christina Lyon, Acces VR |

***Welcome and Introductions***

Brad called the meeting to order at 12:07 p.m. Brad welcomed everyone. There was not full Board quorum, but there was a quorum of Executive Committee present so all business transacted was voted on by Executive Committee.

***Approval of the 10/26/23 Meeting Minutes***

\*Motion by Brian George; Second by Frank McAndrew; to approve the minutes of the October 26, 2023 meeting as presented.

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

**RESOLUTION**

**Endorsement of New WDB Members**

Motion by: Frank McAndrew, Second by: Brad Monroe to adopt the following resolution:

**WHEREAS,** Ms. Christina Lyon, Business Relations Representative for ACCES VR has expressed interest in joining the Board and;

**WHEREAS,** Ms. Lyon will be starting a new 3 year term;

**NOW, THEREFORE, BE IT RESOLVED**, the Board hereby endorses Ms. Lyon 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**

**Endorsement of Board Member Re-Appointments**

Motion by: Brian George, Second by: Frank McAndrew to adopt the following resolution:

**WHEREAS**, there are 4 members whose terms expire 12/31/23 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;

* + Ed Giardini- Laborer’s Union Local #621
  + Steve Simon- ASK Chemical
  + Whitney Verbridge- Connecting Communities in Action
  + Meme Yanetsko- Homecare and Hospice

**WHEREAS,** Mrs. Yanetsko’s prior affiliation was with the Greater Olean Chamber of Commerce,

she will be leaving the Chamber on January 26th.

**WHEREAS,** the Board would like to retain Mrs. Yanetsko as member now representing

Homecare and Hospice, a for profit business in the Healthcare field

**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.***

***System Operator* *Updates –Jason Miller***

**Olean Career Center Staff meeting**

We are working to plan an Olean Career Center Staff meeting. Having Department of Labor, Cattaraugus One Stop Staff, Cattaraugus County Employability staff and partners in the building is a great advantage for us to have. We quite a few new staff members in the system in Olean right now. So we thought it would be a good idea to have a staff meeting and let each person share a little bit about what they do and how they can accept referrals. This will put everyone on the same page and make the center that much more efficient. We are looking at dates later this month for this meeting.

***Director’s Update-Jason Miller***

**Regional Business Services Team**

The Regional Business Services team for the Western Region met on Tuesday December 5th at the Department of Labor in downtown Buffalo. Agencies represented at the meeting were, New York State Department of Labor, Chautauqua Works, Niagara County Workforce Development Board, Erie 2 BOCES, Allegany County Employment and Training, Cattaraugus County One Stop, NYSDOL Registered Apprenticeship program, Erie County Workforce Development Board, Cattaraugus-Allegany Workforce Development Board. The meeting was a good introduction to those involved and nice way to get back into the swing of things since the team has not met since before COVID.

**PY22 Youth Credential Attainment Measure**

We were notified in early December that we did not pass one of the PY22 Performance measures. That measure is the Youth Credential Attainment. The Youth Credential Attainment measure is calculated as the percentage of youth participants enrolled in education who attain a High School Diploma or its equivalent or a recognized postsecondary credential and then enter employment or enroll in an education or training program leading to a recognized postsecondary credential. Due to not meeting the measure we had to develop a Performance Improvement Plan. I drafted the plan with input from both Career Centers. We submitted the plan for review on December 20th and were notified that our plan has been accepted. We will be monitoring this measure quarterly.

**Board Re-Certification**

NYSDOL issued Technical Advisory #19-03.3 regarding Board Re-certification. Every 2 years NYSDOL requires Boards to re-certify. The criteria for re-certification are 4 factors. Board Composition, Satisfactory Performance, Sustained Fiscal Integrity and Current Chief Elected Official (CEO) Agreement signed. We have asked for an extension until January 19th so that we can include Christina Lyon after today’s meeting so that we meet the requirement to have a Board member from Vocational Rehab.

**Interview with BOCES Audio/Visual Production class**

I was invited in December to participate in an interview to be streamed by the Olean BOCES Audio/Visual Production class in early December. The topic of the interview was the job market in the Cattaraugus county and different factors that affect the job market from child labor laws, housing market and the use of Artificial Intelligence and Technology. I can share the link on YouTube if you are interested in seeing the interview.

**Job Fair at JCC Friday January 12th**

We have been working in partnership with JCC and Olean Business Development to plan a Job Fair on Friday January 12th from 11am-3pm at the Student Union in the College Center at the JCC campus. We have been doing targeted advertising to local area college students that are home on Christmas break. We are trying to show them the jobs that are available in the area and help them make connections so that they are encouraged to come back to the area after graduation in May. This is the first time we have worked with the high schools in the area to bring students from the Senior class that are planning to enter the workforce in June after graduation. We know for sure that Olean and Hinsdale are bringing students to the Job Fair.

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

***Larry-* WIOA Adult/DW Program for December 2023**

68 Adults and DW served during December

16 Adults enrolled in Approved Training, 5 have Completed Training

2 Dislocated Workers in Approved Training

**Training programs/Supportive Services Funded:**

CDL-A five customers, CDL-B four customers, LPN two customers, HVAC two customers, Phlebotomy two customers, Medical Insurance and Billing two customers,

Dental Assisting one customer

**Trade Act December 2023**

38 Funded, 14 have completed, 1 is on hold, and 3 have been terminated from the program

**WIOA Youth**

35 enrolled: 13 in school and 22 out of school, 18 participating in work experience,

6 hired into unsubsidized employment

**Department of Social Services Programs**

TANF 200% Training Funds: 1 for Phlebotomy Training

TANF 200% OJT: 1 New OJT Contract

Bus Passes Issued: 126

Gas Cards Issued: 3

**Positive Outcomes, Success Stories**

Customer came into the One Stop on 7/12/2022 seeking services. They had been employed at Siemens Energy starting October 7, 2019 and ended January 21, 2022. The customer had a Training Enrollment Deadline of 7/22/2022. We discussed the Trade Act Program and requirements needed to be met by the Training Enrollment Deadline. We scheduled a one on one Career Planning Workshop on 7/13/2022. On 7/19/2022, they completed an application and provided paperwork requesting Trade Act Funding to attend Jamestown Community College for a Business Administration AAS Degree. This training started 8/22/2022 and is scheduled to complete on 5/17/2024. This customer has been on the Dean’s List for the past three semesters. They have one semester left to complete training. This customer accepted employment at Cimolai-HY, January 8, 2024 start date, as a Welder, and $21.00 per hour starting wage. She stated during the interview it was discussed that she is attending JCC and was scheduled to graduate May 2024, with her Associates Degree.

***Reita -***

**General Information**

* Front Door Traffic: 4,597
* Employment: 82 customers reported finding jobs year to date (53 Full time)
* Unemployment: Allegany County November 3.8% (Nov. 2022 3.6%); NYS 4.0%; US 3.5%
* Veterans: 53 services provided to Veterans
* Business Services: 796 business contacts’ 1,303 businesses services were provided for job orders & posting, verification, matching, applications, follow-up, Summer Youth and Work Experience.
* Job Board: 363 subscribers

**Department of Social Services Contract**

* 3,366 services provided: Family Assistance ; Safety Net Family; Safety Net and SNAP(Supplemental Nutritional Assistance Program)
* Non-Custodial Parent, NCP, Program: 21 and 18 are employed.

**WIOA (Workforce Innovation and Opportunity Act) 2023**

* **Youth**: 7 enrolled youth, 5 in unsubsidized employment, 6 in Work Experience, 1 completing CDL-B training
* **Adults/Dislocated Worker:**  280 Adults/DW received services in Oct/Nov
* Training: 22
* Training completed: 16
* Training related Employment: 15
* Training Approved: 22
* Job referrals: 131
* Trade Act: 3 customers

**Project Completion**

* Career Fair for Allegany County High School students
* Training Provider Expo

**Future Projects**

* Permanent location for E&T
* Planning an event with CA BOCES for hands on career exploration in the Fall
* Increasing Youth engagement

***Frank –***

The DOL is interviewing for a Disabled Veteran Labor Services Rep. in Dunkirk. The DOL is also accepting application for the summer of 2024 Teacher Ambassador Program. Josh Miller is the new DVOP Rep., based out of Jamestown.

***Disability Resource Coordinator Report – Marsha Blessing-Whitsell***

* We are in the process of working on ways to reach more people receiving SSI/SSDI benefits. We are developing flyers to recruit appropriate people for the program.
* The 27 (Disability Resource Coordinator) DRC’s in New York State were involved in a program called DRC Connection which promoted communication, sharing of information and resources among the DRCs. The contact person for this program has resigned to take a position working for the state. This program will now be regional with 3 or 4 regions (to be determined) in New York State. I have been ask to consider being the lead contact person for this region.
* I have been doing a lot of work with persons with disabilities or barriers to employment. I have been successful developing Integrated Resource Teams with referrals for additional services with ACCES-VR, Directions for Independent Living, Goodwill of WNY, The One Stop and Literacy West. This has resulted in additional education, increased soft skills, and increased employment.

However as personally satisfying as this is, it doesn’t meet the requirements for working with persons with disabilities who collect SSI or SSDI. My position as a Disability Resource Coordinator is grant funded, as a result I need to justify the need for my services by increasing the submitted and recorded numbers of persons collecting SSI/SSDI benefits being served in Cattaraugus and Allegany Counties.

DRC Success Story 1/11/2024

This success was started in May of 2023 and continues to succeed. A young girl was referred to me after she graduated from high school. She had been in the foster care system and now needed help to continue her learning and personal growth. I talked with her and she stated she wanted to move out of the foster home and get her own apartment or maybe group home. She stated she wanted to attend JCC, she didn’t have a major decided yet. I made referrals for her with Directions for Independent Living for housing and increased soft skills. She didn’t want a job yet, she was concerned about doing school work. Also made a referral to ACCESS-VR and JCC. She attended Summer and Fall classes. May – July, July -August, August-December 2023.

She is successfully enrolled in JCC, got a laptop and internet service to assist with her schooling. She also was able to move into an apartment here in Olean. In the fall she reached out to me again to say she had chosen a major (I can’t remember what she told me) and wanted to continue her education except there were classes she needed that were only at the Jamestown Campus. I made a referral to the DRC from Chautauqua County. He was able to assist her with finding housing and a part time job in Jamestown so she could continue her education, she enrolled in January 2024.

***Roundtable***

***Adjournment***

Meeting adjourned at 1:15 p.m.