

Board Meeting

Thursday January 16th, 2025 – 12:00 p.m.

Palmer Opera House

12 W Main Street

Cuba, NY 14727

*Approved 3/6/25*

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| ***Board Members Present***  Chair - Brian George, Cutco  Vice Chair – Tara Delong, Napoleon Engineering  Secretary - Frank McAndrew, NYSDOL  Kathleen Martel, JCC- Olean  Rich Barie, Hedley Brook Insurance Agency  Lisa Lee, Literacy West NY  Whitney Verbridge, Connecting Communities in Action  Meme Yanetsko, Homecare & Hospice  Tamara Warner, Director of Human Resources for High Point Federal Credit Union  Lesley Christman, ACCORD  ***WDB Staff Present***  Jason Miller, Executive Director  Tiffany Mager, Fiscal & Program Monitor  Bridget Mason, Administrative Bookkeeper  Marsha Blessing Whitsell, Disability Resource Coordinator  Carie Milliron, Ecosystem Developer | ***Board Members Absent***  Carrie Haley, Wal-Mart  Jack Searles, Cattaraugus County DSS  Kelly Gerrity, Great Lakes Cheese  Carissa Knapp, Allegany County  Steve Simons, Ask Chemicals  Kent Joesel, IBEW #106  Treasurer - Richard Zink, Southern Tier West  Jude Auman, Ljungstrom  Ed Giardini Jr., Laborers Local 621  Jessica Golley, Hi-Y Farms  Jeremy Martin, M-Tech-Design Corp  Anthony Nagel, Pritchard’s Hardware  ***Guests Present***  Nicole Zink, Cattaraugus One Stop  Reita Lynch, Allegany E & T  Sally Engel, Access VR |

***Welcome and Introductions***

Brian called the meeting to order at 12:17 p.m.

Brian welcomed everyone.

***Approval of the 11/7/24 Meeting Minutes***

\*Motion by ; Second by ; to approve the minutes of the November 7, 2024 meeting as presented.

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

**RESOLUTION**

**Approval of Candidate for Ecosystem Developer**

Motion by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Second by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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 hire of Carie Milliron as Ecosystem Developer as funded by the Empire State Development and Ralph Wilson Jr. Foundation grants secured in partnership with Chautauqua Works;

**NOW, THEREFORE BE IT RESOLVED** that the recommendation for nomination of LWDB office staff is hereby approved and effective December 9, 2024 for Mrs. Milliron.

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

**System Operator Updates:**

I am working on scheduling a System wide partner meeting. There is new staff in both Centers and it will be good to get everyone together and go over what everyone does in their respective roles in the System. I am shooting for late January/early February for the meetings.

***Director’s Update-Jason Miller***

**NYSDOL Synergy Panel Discussion on Regional Business Services teams**

On November 26th I was one of 4 members of a statewide panel discussion on the role and purpose of Regional Business Services teams. I was invited by our Regional Business Services team leader Chris Kokaszka, who is an Associate Business Services Rep for the Western Region out of Buffalo. Chris and I were presenters along with two colleagues from the Finger Lakes Region. This was a presentation done by Zoom and was attended by Workforce Development staff from all over the state. We did kind of a fun take on the panel discussion by playing Jeopardy with questions regarding Regional Business Services team.

**Cattaraugus County Economic Development Team**

In September, Camoin and Associates presented the findings from the study they did of the Economic Development Ecosystem in Cattaraugus County. The purpose of this plan is how to leverage existing assets and address the needs of across the ecosystem to continue economic and entrepreneurial success in Cattaraugus County. Cattaraugus County Economic Development team which consists of representatives from Cattaraugus County Economic Development and Tourism, Cattaraugus County IDA, Jamestown Community College, Olean Business Development, the City of Olean, Southern Tier West Regional Planning, St Bonaventure Innovation Center and our office, have been meeting to discuss and implement some of the results of the study. The team has been meeting for what right now has been three 4 hour strategic planning sessions facilitated by Megan Hageney , the Economic Recovery Corps Fellow serving Southern Tier West , to come up with a mission statement, core values, a 4 year picture, 1 year goals based on that 4 year picture and then finally 1st Quarter “Rocks”. All of these are outlined in the handout I have included. Olean Business Development has received and will administer a One million dollar grant over 4 years from the Ralph C. Wilson Jr. Foundation to help us implement projects that come out of this planning.

**Allegany County Economic Development Team**

On December 10th I was invited to participate in the Allegany County Economic Development strategic planning meeting. The group talked about the strengths of Allegany County and how to leverage those strengths to improve the economic ecosystem in Allegany County. Agencies represented at the meeting were, Allegany County Planning, Cuba Chamber of Commerce, Literacy West, Allegany County IDA, Allegany County Economic Development, Allegany County Employment and Training, Small Business Development Corporation, Southern Tier West Regional Planning, Wellsville Chamber of Commerce, Allegany County Cornell Cooperative Extension and the Workforce Development Board. I look forward to participating in future meetings.

**Ecosystem Developer Grant Goals**

At the November Board meeting we discussed some of the goal of the Ecosystem Developer grant. I wanted to share those goals so that the Board has a clear understanding of what we hope to achieve with this grant in terms of performance measures. In terms of participant goals over the 2 year period of the grant the partnership must get 100 participants to enroll in a Manufacturing or Tech training program, 75 of those 100 enrolled must complete a training program and 50 of those 75 must gain employment in a training related field with in Manufacturing or Tech. Through this grant we must hold 4 Employer meetings over the 2 years, 4 Training Provider meetings and hold 4 Manufacturing and Tech related Job Fairs

**Recent Program and FOTA reviews**

During December we went through our yearly Program Review from our State Field Representative out of Buffalo for NYSDOL. We had the exit conference with him just before Christmas and there were no findings. Then just this past week we had our annual financial review from the Office of Financial Oversight and Technical Assistance for NYSDOL. They concluded the on-site portion of the review on Wednesday this week and again there were no findings. I need to thank Bridget and Tiffany for all they do to keep our finances on track and the time they spent with the FOTA Monitors this week.

**Springboard**

So we have wrapped the last of the 8 contracts we have done for Springboard OJTs so far. We have just a little over $4000 to spend from the initial allocation of $18,750. I submitted the 6 month performance report on December 16th. I need to reach out to the Center for Regional Strategies to see when we can expect the final $6,250. If you are interested or know a business that might benefit from this OJT program, please let me know.

***Reita –***

**Projects in Process:** Relocation to permanent office space: No plans for a permanent location but continue to explore options. I attend regular meetings with the Economic Development Team, and we are part of the Allegany County Re-Entry Coalition

**General Information**

* Front Door Traffic: 359 and 140 telephone contacts; 133 resumes y-t-d
* Employment: 76 customers reported finding jobs year-to-date (44 Full time)
* Unemployment: Allegany County November 3.6% (Nov. 2023 4.0%); NYS 4.2%; US 4.0%
* Employed: 18,900 2023: 19,000
* Veterans: 5 Veterans received 6 services in December for employment assessment, unemployment insurance application assistance
* Business Services: 67 businesses were provided with 38 services for job orders & posting, verification, matching, applications, follow-up, and Work Experience.
* Job Board: 516 subscribers; Facebook has Post Reach of 13.4 K

**Department of Social Services Contract**

* 364 Services provided: 47 Family Assistance; 15 Safety Net Family; 99 Safety Net-Individuals; 155 SNAP(Supplemental Nutritional Assistance Program) and 48 TANF 200%
* Non-Custodial Parent, NCP, Program: 21 and 17 are employed.

**WIOA (Workforce Innovation and Opportunity Act) Program Year 23: 7.1.2024-6.30.2025**

* **Youth**: 5 enrolled youth, 1 in unsubsidized employment, 1 in Work Experience, 0 in Training; 6 youth are being evaluated for WIOA services; 1 working on GED

Outreach: Attended the Allegany County Youth Summit at Alfred University for 10th grade students and shared information on our services with participants in Leadership Allegany.

* **Adults/Dislocated Worker:**  1277 services were provided to Adults/DW in 2024
* Training: 5 Adults (medical insurance billing, welding and Phlebotomy
* Training completed: 4 individuals
* Training related Employment: 3- welder making $25.00 an hour and 2 CDL-B drivers;13 total
* Training Approved/Funds Obligated: 9 (CDL-A, Welding, Practical Nursing, Phlebotomy, Medical Insurance & Billing, RN)
* Job referrals: 4
* Trade Act: 0 new customers, 13 customer contacts
* **2024 Annual WIOA Training Report (January 2024-December 2024)**
* Funding from Workforce Innovation and Opportunity Act assisted twenty (20) county residents in specific occupational skills training programs linked to demand occupations for a total cost of $41,063.72.
* Fifteen (15) individuals successfully completed training programs, four (4) were unable to complete and one (1) is still enrolled.
* Nine (9) out of fifteen (15) who completed training found training-related employment or received a wage increase and more hours from current employers within the first couple of months after completion. The five (5) people who have not obtained employment yet are working with center employment counselors and one (1) re-enrolled in advanced nursing training to obtain an RN-BSN.
* Adults and Dislocated Workers that participated and completed training programs obtained certifications leading to careers in healthcare, health care support fields, manufacturing and transportation with an average hourly wage of $ 26.37.
* Customers who obtained employment related to training put an average total income of $54,859.00 back into the economy. This figure is based on annual salaries reported (40 hours per week).
* One (1) of the customers that completed training obtained unrelated employment with the assistance of an employment counselor. He works full-time receiving $18.10/hr. and receives an excellent benefit package and may have an opportunity with seniority to obtain training related employment within his new employment’s organization. Customer was unemployed at program entry and desperately in need of full-time employment.
* Twenty (21) WIOA funded students received follow up services which include referrals for relevant positions, resume writing and career counseling.

**Youth Services January 2024-December 2024**

Youth Services provides support to low income and at-risk youth including employment counseling, work experience, exposure to post-secondary opportunities, occupational skills training, quality referrals and supportive services. More focus this past year has been on recruitment and visibility. I reached out to schools, libraries, businesses and community agencies to make sure they knew of our services and collaborated with guidance staff to do classroom presentations to students.

SYEP; In total SYEP had over 144 applicants. Out of that number we were able to place 67 youth in the Summer Youth Employment Program at 42 worksites within the County. All participants received CPR Certifications and mandatory Allegany County trainings for Workplace Violence and Preventing Sexual Harassment in the Workplace.

The Workforce Innovation & Opportunity Act (WIOA) Youth Services Program provided 9 youth with a paid Work Experience and 1 completed CDL training and 1 Phlebotomy training. 5 Youth entered unsubsidized employment; 1 youth enrolled in Job Corps

A total of $368,885.00 was spent on youth programs.

The breakdown of the spending is: DFY: $4,681.00

County: $1,364.00

TANF: $215,453.00

WIOA: $147,387.00

**Cattaraugus One Stop Managers Report*–Nicole Zink***

***Frank –***

**Western NY Regional Virtual Career Fair**

Wednesday, January 22, 2025, 11 AM – 2 PM. There will be a preview day on 1/21 starting at 9 a.m. giving jobseekers the opportunity to preview attending businesses and available positions!     
This month we will feature businesses in STEM industries. Hundreds of job openings will be available.   
Jamestown Career Center will also be hosting a Job Fair Wednesday 22nd from 10 AM to 12 PM.

**Demystifying the Civil Service and NY HELPS**

Wednesday, January 22, 2025, 3 – 4 PM

*Buffalo Career Center*

Join us to learn more about NYS Civil Service Opportunities and NYHELPS. Learn how to find and apply for many rewarding career opportunities with New York State.

One of the main goals moving forward is how to reestablish the connection on where to go to get help with applying for jobs.

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

# of Active partnerships = 23

Current partnerships for employment services such as job search, resume development, soft skills, Interview skills. Education services for GED, OJT, and financial assistance for higher education. Also, referrals for social services, housing and legal aid services. Partnerships facilitate referrals to DRC and receiving referrals from DRC.

# of new partnerships = 2

Developing a new partnership with the Office of the Aging to facilitate services for housing assistance for people of all ages. Developing a new partnership with Community Services to provide assistance and referrals for services to help customers with mental health issues overcome barriers to employment and achieve successful employment.

# of business engaged with = 0

I am open to referrals to engage with local businesses related to issues of hiring people with disabilities. To provide positive results with staffing issues and the work incentives for employees and employers.

# of NYSCION eligible customers being served by DRC = 7

Most of the customers are receiving assistance with more than one barrier to employment, of these 7. 2 Housing, 2 additional education, 3 Benefits Advisement with DRC, 4 job search resulting in referrals to Directions for independent Living, CORE, ACCES VR, Goodwill of WNY, One Stop and Allegany Co E & T.

Eligible customers must: 1) be age 18-64 2) receive SSI or SSDI government benefits 3) reside in Cattaraugus or Allegany County 4) want to work.

# of customers with disabilities in training = 1 and 1 in the process.

A customer who has a desire to work with animals has been placed in a paid work experience at the SPCA. He is learning how to care for the animals, work ethic, and gaining experience for a resume. And enjoying the benefits of an earned income. A customer is in the process of enrolling in the Medical Assisting program at CABOCES. The course starts in February 2025, a 105-hour course that prepares the student to take the professional certification exam.

# of Business trained in NYSCION activities = 0

No new business this month. Working to engage with several in this first quarter of the New Year.

Success Story: I was contacted by Allegany Co E & T about a woman who is collecting SSDI and looking for assistance to find a job. I was able to meet her there and we talked about her skills and abilities, her goals and what resources are available. She decided she would like to enroll in an academic program at CABOCES. I assisted her with completing the application for ACCES VR and emailed the application to the appropriate person. She was notified the next day that her application is being processed. She then called me to tell me that she didn’t know if she would be able to follow through with her plan because she was afraid she was going to be homeless.

I suggest she talk to Directions for Independent Living and I provided her with a list of several landlords in her area. I also provided her contact information for LAW NY which provides free legal advice and assistance. She was able to secure safe, affordable housing. She called me to tell me she had a job interview at the local Crosby Mart and she was concerned that she didn’t have any “work” clothes for the interview. I accompanied her to the CORE learning center in Belmont and she was able to pick out two outfits to wear for an interview or work. She is very happy she is able to work toward her goals to increase her independence, go to college and eventually obtain gainful employment.

***Roundtable***

***Adjournment***

Meeting adjourned at 1:54 p.m.