

SOUTHERN TIER WEST REGIONAL PLANNING & DEVELOPMENT BOARD

**MINUTES – SEPTEMBER 18, 2014**

The regular monthly meeting of the Southern Tier West Regional Planning & Development Board was held on September 18, 2014 at Moonwinks Restaurant in Cuba, New York. The following persons were in attendance:

**Board Members**

Mitchell Alger  
Ted Hopkins  
Bob Keis, Chairman  
Crystal Abers  
Norm Marsh  
William King  
Chuck Couture  
Jay Gould  
Vince Horrigan  
Kevin Sanvidge

**Representing**

Allegany County  
Allegany County  
Cattaraugus County  
Cattaraugus County  
Cattaraugus County  
Cattaraugus County  
Cattaraugus County  
Chautauqua County  
Chautauqua County  
Chautauqua County

**Others Attending**

Willie Rosas  
Richard Zink  
Nicole Nyznyk  
Max Easton  
Sarah Phearsdorf  
Jonathon Mayr  
Kimberly LaMendola  
Tom Barnes  
Patrick O’Connell

**Representing**

City of Dunkirk  
Staff  
Staff  
Staff  
Staff  
Staff  
Staff  
Staff

Chairman Keis called the meeting to order at 1:15 p.m. Introductions were made and a sign-in sheet was circulated.

**Minutes**

Mitchell Alger made a motion to accept the August 21, 2014 minutes as distributed. Ted Hopkins seconded the motion and it carried.

**Correspondence**

There was no correspondence.

## Project Review Report

Bill King moved to acknowledge receipt of the Project Review Report, Chuck Couture seconded the motion and it carried.

## Executive Director's Report

### **1. ARC Federal Funding**

House leaders unveiled a continuing resolution that will continue the operation of all government programs, including ARC, through December 11. The measure funds agencies at the FY14 level (but with a minor reduction of .0554 percent). This means that ARC will continue to be funded at an annual rate of roughly \$80.3 million (which includes the special broadband program for Central Appalachia) through December 11. The House is expected to consider the continuing resolution on Thursday, with the Senate planning to take it up next week.

### **2. CEDS Update**

The CEDS document was mailed to Board members for review. A motion was needed to approve the Comprehensive Economic Development Strategy and submit a copy to EDA before the end of September. Jay Gould so moved, Chuck Couture seconded the motion and it carried.

### **3. CFA**

Richard will make a presentation on WRC in Buffalo on Monday. There are a few leads in Jamestown for projects. Staff will work the Chautauqua County REDC to promote our projects.

### **4. ARC Process Update**

Southern Tier West received the contract for the "Southern Tier Manufacturers Productivity Improvement Program" as well as the "Enhancement of Patient Experience Program." Both of these programs should be completed by next summer.

Under the Manufacturers Productivity Improvement Program, each consultant will be asked to provide the following information that will be vetted and brought before the board of directors at their monthly meeting for final approval:

- The private consultant must have a minimum of five (5) years' experience in providing business consulting services in the area the business is requesting assistance to private manufacturing businesses.
- The private consultant must provide the resumes of all employees who are participating in the project
- The private consultant must provide a listing of recently served business with letters of reference from at least three previous project businesses
- The private consultant must certify that they have the ability to fulfill program requirements in a timely manner

- The private consultant must certify that they have the ability to maintain adequate files and records and meet statistical reporting requirements
- The private consultant must certify that they have the administrative and fiscal capability to provide and manage the proposed services and to ensure an adequate audit trail

After this process is completed the consultant will be listed on our website.

Southern Tier West needs to be confirm that when projects come before the Board, they are ready to go. There have been a few examples in the past when projects were not ready and the funds were in jeopardy of leaving the region.

#### **5. Training Update**

Over the next several months, STW will hold the following trainings:

- **September** 30 –NYS Archives Training With Gail Fisher Webinar-Co-Present- Local Government and Social Media
- **Oct**-23 Storm Water Conference
- **Oct**- 29/30 NYS Retirement
- **Nov**-5/6 Planning and Zoning Conference

#### **6. Town Property Tax Freeze Discussion**

Southern Tier West is reaching out to NYSAC and the Department of Taxation and Finance to ask for guidance for our region’s municipalities in regard to Town Property Tax Freeze requirement passed down from the State.

#### **7. Southern Tier West Development Foundation**

The Foundation had initial discussions concerning its operating structure. Once there is a final formal proposal, Richard will bring it to the Board for review and comment back to the Foundation Board.

#### **8. Healthcare Costs**

Due to new regulations, staff is able to choose from 8 health care plans, all under BlueCross/BlueShield of WNY. Southern Tier West will pay the full price of the least expensive plan, and staff will pay the difference on any of the remaining plans specific to their needs. A motion was needed to accept the healthcare changes as proposed. Chuck Couture so moved, Norm Marsh seconded the motion and it carried.

#### **9. Nominating Committee Assigned**

Chairman Keis appointed the following Board members to the Nominating Committee: Chuck Couture from Cattaraugus County as the Chair; Joe Galati from Chautauqua County; and Jerry Scott from Allegany County. The Committee will report their nomination of Board Officers at the October Board Meeting.

## **10. Memberships**

There was discussion regarding Southern Tier West's staff and their association with various boards and committees across the region and how that reflects upon the Board as a whole. It was determined that this will be dealt with on a case-by-case basis.

## **New Business**

### **1. Community Transformation Grant (CTG) Update**

Kimberly LaMendola reported that the main goal of this grant is to leverage costs and nutritional efficiencies by having schools purchase food regionally. NYS DOH awarded \$1.2 million to 8 target communities in Cattaraugus, Chautauqua, and Broome Counties, and \$450,000 each went to Cattaraugus & Chautauqua County Health Departments. The grant addressed 3 risk factors in 3 target sectors: 1) physical activity in early child care, 2) nutrition in schools, and 3) tobacco in the community-at-large.

By September 2014, a regional food procurement initiative reaching 22,661 K-12 graders in 8 school districts will be established in the three counties that consolidates food procurement and standardizes menu planning for participating schools districts to leverage buying power, secure more competitive pricing, and improve the nutritional quality of the school lunch program.

Initial findings were that Cattaraugus-Allegany BOCES provides food procurement bid services and Cattaraugus County targeted schools contracted two companies for food service. This made STW's focus change from forming a purchasing group to responding to assessed needs. STW identified a high need for training in purchasing and nutritional management and a high need for professional development.

STW staff researched sector trends in school food service models, conducted three surveys over 18<sup>th</sup> months, committed three new target schools, facilitated meetings between CA BOCES and Broome-Tioga BOCES, contracted Carey Skelton (dietitian) for direct services to schools, presented full-day school food service conference and food show, and had joint project meetings with Chautauqua County CTG Team/Registered Dietitian.

Outcomes included a clearer understanding of limitations of the current food bid process and a clear understanding of challenges in the food service program. Sustainability includes peer network of food service managers continue to meet, schools implementing new menu cycle for 2014-15, peer network review 2 menu cycles and suggest modifications, develop purchase specs and bids from modified cycle for 2015-16, use bid software presented at conference to streamline shared buying, and FSM & CA BOCES establish regular communications.

### **Committee Reports**

Richard Zink reported that the **Transportation Committee** met on August 18<sup>th</sup> prior to the Board Meeting. Discussion focused mainly on the STW Road Scoring Project and culvert data.

This Committee meets once every three months and is currently open for a Board member to Chair.

**STERA** has a meeting on September 20<sup>th</sup> at 9:00 a.m. at the Southern Tier West offices.

### **Public Comment**

There was no public comment.

### **Audit Abstract**

Chuck Couture made a motion to approve the August 2014 Audit Abstract. Vince Horrigan seconded the motion and it carried.

### **Next Board Meeting**

The next Board Meeting will be held on October 16, 2014 at 1:00 p.m. at the Southern Tier West Offices. The annual meeting business (election of officers, annual audit, and distribution of annual report) will be taken care of at this meeting.

### **Adjournment**

Vince Horrigan made a motion to adjourn at 2:30 p.m.

sjp