

PRIVATE INDUSTRY COUNCIL
MINUTES OF JULY 28, 1999 MEETING

A regular meeting of the Private Industry Council was called to order by Chairman Lynn Blevins at 6:17 PM, Wednesday, July 28, 1999 at The Lobster House, Norwood, New York.

Members Present: Jack Backus, Genevieve Baxter, Doug Beachard, Lynn Blevins, Sue Caswell, Richard Daddario, Greg Davis, John Deal, Dick DeLaPorte, Donald Hooper, Robert LaClair, Jr., Ron McDougall, James McFaddin, Joanne Novak, Peter Phelan

Members Absent: Maureen Buck, Joseph Kennedy, Linda Randi, Bob Snider

Others Present: Natalie Haggart, Raymond Fountain, Edmund Russell, Jr., Jim Connor and Gretchen Wood of the Office of Economic Development; Tony LaGatta, of the Department of Labor

Mr. Blevins welcomed members, staff and guests to the meeting. Ms. Novak and Ms. Caswell both expressed their thanks again to the One-Stop staff for the informative and well-organized tour given prior to the June 23, 1999 WDB meeting. All members who attended shared in their positive comments.

MINUTES

Moved by Mr. Beachard and seconded by Mr. McFaddin, the minutes of the June 23, 1999 meeting were accepted. Approved unanimously.

CHAIRMAN'S COMMENTS

Mr. Blevins had no prepared comments. A discussion ensued regarding the Partner's meeting of July 15, 1999. The purpose of the meeting was for each participating agency to explain what their contribution(s) would be to the One-Stop Career Center. The One-Stop is attempting to develop a generic Memorandum of Understanding. All of the Partners will have to enter into an Memorandum of Understanding with the Board. Mr. Fountain stated that at the meeting the Partner's went over their various contributions such as manpower or shared costs. Mr. Fountain did stress to the Council that contributions from Partners will vary and not always be in cash. One of the concerns involves structuring a cost allocation method that will satisfy outside auditors. Mr. Fountain also said that sample Memorandums of Understanding provided by John Chamberlain are currently being looked at. Mr. Blevins then brought two (2) handouts to the Council's attention: The Title IIB: Summer Youth Employment and Training Program sheet (which Jim Connor later elaborated on during his presentation) and a letter from St. Lawrence-Lewis BOCES nominating Walt Paul for Council membership. Mr. Blevins stated that the letter would be forwarded to the County Board of Legislators.

OLD BUSINESS

Although there was no old business on the agenda, Mr. Fountain stated that at a previous meeting he was asked to report back on the subject of tuition. Mr. LaGatta had raised the question of whether or not the clients participating in the program and receiving tuition could incur debt. Mr. Fountain advised that the policy adopted by the Council capping tuition aid violated no JTPA regulation. Mr. Russell interjected to say that this issue was covered in his June memo to the Council.

NEW BUSINESS

Resolution Authorizing Budget Modification Program Year '98

Mr. Russell explained that the purpose of the resolution is to move funds into the Adult IIA program from the Dislocated Worker program for 1998. He also stated that there is an additional grant under the WA-DISC program. Mr. Fountain then added that although monies are awarded every year in July, there is a three (3) year time frame in which to use them. Mr. Phelan then moved, seconded by Mr. McFaddin. The motion passed unanimously. Resolution 99-07-11 attached.

COMMITTEE REPORTS

Ms. Caswell provided the Council with a summary of the two (2) Governance Committee meetings held thus far. The first meeting consisted mainly of a general discussion of the issues revolving around the transition of JTPA to WIA. At the conclusion of that meeting, the Governance Committee agreed to hold a telephone conference call with Rochelle Daniels, counsel to the Broward County, Florida, Employment & Training Administration. Ms. Daniels held several workshops for staff and board members in April.

At the telephone conference call, the Governance Committee sought guidance from Ms. Daniels on how to proceed in implementing a governance structure. They also outlined to Ms. Daniels that the WDB would choose to negotiate a Memorandum of Understanding with the partners rather than request public proposals to operate the One-Stop, which is the practice in Broward County. There was an extended discussion on the issue of the firewall. Ms. Daniels advised that a Federal official indicated to her that the structure here in St. Lawrence County would meet the firewall requirements of Federal legislation. It was noted that because the Council does not deliver programs, it is free to choose its staff even though that staff might be involved in program delivery for another organization.

At the end of the conference, the Committee members discussed recommending to the full board that the governance remain as it currently is. Because of a recommendation from Ms. Daniels, it was also decided that a "fall-back" governance strategy be developed should the State create conditions barring the current structure.

A brief discussion ensued regarding our structure. Mr. Phelan stated that Ms. Daniels recommended that we continue on with the current structure and begin formalizing it. The staff would continue to be the Office of Economic Development and the One-Stop would be a coalition of agencies. Mr. Blevins then stated that he would speak to Don Brining regarding a direction to take. Mr. Russell discussed the fact that the State WDB needs to be appointed in September and the State plan needs to be in place by April 14, 2000. The County plan will likely need to be in place by January, 2000.

Mr. Blevins indicated that the structure in place currently is a model that works and he hopes that the State will agree. Mr. Russell then advised that the Partners at the One-Stop are currently operating on a consensus. Any disagreements that cannot be handled in-house will be referred to governing bodies. Mr. Blevins stated that the Council needs to begin recruiting private sector members now. Mr. Fountain stated that the current resolution allows 23, but membership can be increased by 4. Mr. Russell agreed to start the process, advising that the County nomination process takes a minimum of two (2) months to complete. Mr. Phelan suggested that the Council incorporate the recommendations of the Governance Committee in a resolution. After a brief discussion, Mr. Russell was directed to bring a resolution to the next Council meeting which

would appoint the Office of Economic Development staff as staff of the Workforce Development Board, recognize that the One-Stop would operate by consensus of the Partners and that the Workforce Board would negotiate a One-Stop operating agreement with a consortium of the One-Stop Partners consisting of no less than three (3) of the Partners. Ms. Caswell asked who all the One-Stop partners are. Mr. Fountain said that they included Veteran's Services, the Department of Labor, BOCES, DOSS, Office of Economic Development, Office for the Aging and VESID. (Only three (3) are needed.)

FINANCIAL REPORT

Mr. Fountain briefly explained the financial report for the month ending June 30, 1999, showing accruals and obligations. Mr. Fountain also stated that the new fiscal year started July 1 and the money is available for the next three (3) years. He also reminded the members that JTPA no longer exists as of July, 2000. Mr. McFaddin moved, seconded by Mr. Daddario. The Financial Report for June of 1999 was accepted; passed unanimously.

STAFF REPORTS

Jim Connor reported on the Summer Youth program and directed the Council to the handout. It shows that there are 326 total participants with 143 needing remediation in academic enrichment and work experience. He also pointed out that 161 participants have a disability. Mr. Connor then went on to say that the set-up for the Summer Youth Program consists of 50+ staff from the One-Stop, VESID, BOCES and the Youth Bureau.

A Pre-employment skills workshop was held for the participants regarding alcohol and substance abuse, the HIV virus, workplace safety, nutrition and exercise. A Post-employment workshop is scheduled with speakers from the Department of Labor, the St. Lawrence Psychiatric Center regarding mental health, a college admissions counselor and an armed services recruiter. All youth were tested for math and reading skills. Those testing poorly were assigned to enrichment programs. Post program testing has shown that youth receiving enrichment average a one (1) grade increase in their skill level. Those who receive no enrichment have shown a decrease in proficiency levels.

Mr. Connor announced that the JTPA regulations will be changed to WIA regulations next year. He stated that a Youth Council will recommend on the Youth Program design. Follow-up will now be done after one (1) year and will count against performance standards. A discussion ensued regarding the fact that there is no tracking program now. Mr. Fountain added that under the new legislation, 30% have to be out-of-school youth which makes it more difficult. Mr. Connor added that all of the youth must receive basic/life skills enrichment to ensure that the youth go away from the program with something positive—including earned income and the responsibilities that go along with having a job.

Mr. Connor addressed questions from the Council members on the issues of discipline, safety and selection. He went on to say that there is a discipline policy for the youth consisting of written and oral reprimands and as a final option, expulsion from the program. (As of the date of this meeting, twelve youth left the program for a variety of reasons.) Regarding safety, this year only three injury reports (C2) have been filed for poison ivy and bee stings. Last year, sixteen C2s were filed for similar reasons. In selecting youth for participation in the program, priority is given to out-of-school youth and the lowest priority to 14- and 15-year olds. All youth are interviewed and qualified as eligible or ineligible. Selection and assignment are then made. Because there are not a lot of large employers of youth in the County, the Summer Program has

become the largest. A youth can come back to the program every year as long as they are still eligible, but are considered a lower priority.

Mr. Russell gave a presentation (after adjournment) on transition issues of WIA and its three services: Core, Intensive and Training. Mr. Russell went on to describe each service. Core services basically start at the front door and consist of eligibility, determination, outreach and intake, initial assessment, job search, placement and career counseling, LMI, information services and follow-up services. Enrollment occurs at the point that services become staff, rather than customer, generated. After enrollment and at the end of Core services, there are three possible outcomes: the participant gets a job, the participant obtains a better job, or the participant has no job and no self-sufficiency. The latter outcome may lead to the second service, called Intensive services. This service provides a more comprehensive and specialized assessment by providing diagnostic testing and an in-depth interview. Participants develop an employment plan, undergo group counseling, individual counseling and career planning, case management and short-term prevocational services. After Intensive services, three outcomes are possible: job, better job or no job. If the participant still is not employed, Training services may become available to them. These include occupational skills, on-the-job training, a skills upgrade and retraining, entrepreneurial training, job-readiness, adult education and literacy and customized training.

Mr. Russell explained the “three funding silos” under Title I. Since funding has not increased significantly under WIA and the program will require universal access to the front door, Mr. Russell commented that the Board will find it challenging to allocate resources between front door (universal) activities and last chance (training) activities. The Youth Program will require that no less than 95% of the funds be spent on economically disadvantaged youth and that 30% of the funds be expended on out-of-school youngsters. There will no longer be a stand alone Summer Youth Program. A summer program must be part of a year-round youth program subject to the same performance standards.

MEMBERSHIP COMMENTS

None.

ADJOURNMENT

Mr. Blevins thanked Council members for attending the meeting. On motion of Mr. McFaddin and seconded by Mr. Backus, the meeting adjourned at 7:30 PM. Motion passed unanimously.

Respectfully submitted,

Joanne M. Novak, Esq.