

**WORKFORCE INVESTMENT BOARD
MINUTES OF APRIL 25, 2001 MEETING**

A meeting of the Workforce Investment Board was called to order by Chairman Lynn Blevins at 6:08 PM, Wednesday, April 25, 2001 at The Glass Onion, Canton, New York.

Members Present: Jack Backus, Genevieve Baxter, Doug Beachard, Lynn Blevins, Sue Caswell, Richard Daddario, Donald Hooper, Joseph Kennedy, James McFaddin, Stephen Novacich, Joanne Novak, Walt Paul, Peter Phelan, and Linda Randi.

Members Absent: John Bogosian, Don Brining, Ron McDougall and Tim Weaver.

Others Present: Raymond Fountain, Natalie Haggart, Steve House, Ed Short, David Williams and Gretchen Wood of the Office of Economic Development; Anthony LaGatta and James Fleet, New York State Department of Labor. Bruce Green, GreenCorp Waste Removal, Inc.

CHAIRMAN'S COMMENTS

Chairman Blevins welcomed all members to the meeting and introduced James Fleet from the New York State Department of Labor and Bruce Green from GreenCorp Waste Removal, Inc.

Chairman Blevins added that all of the committees have met. The resolutions before the Board have been approved by the committees for consideration by the full Board.

MINUTES

Moved by Mr. McFaddin and seconded by Ms. Baxter, the minutes of the February 28, 2001 meeting were accepted. Approved unanimously.

FINANCIAL AND PARTICIPANT REPORT

Mr. Fountain gave a brief overview of the report indicating that the entered employment rate is averaging 80%. The Administrative Pool report shows a remaining balance of \$6,221 which Mr. Fountain advised will be adjusted if the Board approves the two budget resolutions under New Business. Mr. Fountain advised the Board of the revised agenda which includes a budget resolution that was inadvertently left out of the original packet of materials. Moved by Mr. Phelan, seconded by Mr. Paul, the Financial and Participant Report for Quarter ending March 31, 2001 was approved unanimously.

OLD BUSINESS

Resolution Adopting Revised By-Laws (Executive)

Ms. Caswell reported that no suggestions or amendments have been received by the Executive Committee regarding the revised by-laws that were presented at the February 28, 2001 WIB meeting. The resolution before the Board accepts the by-laws. Mr. Fountain noted that the Adult and Dislocated Worker Committee changed their name to the Services Committee at their April 18, 2001 committee meeting. A motion was entertained to amend the by-laws to reflect this name change in accordance with the resolution. Mr. Hooper moved, seconded by Mr. Beachard to accept the resolution with the name change reflected in the final approval of by-laws. The motion passed unanimously. A "clean copy" of the adopted by-laws will be distributed to all Board members.

Resolution Authorizing Certification of Eligible Training Providers (Services) **Policy No. 4-B**

Mr. Beachard asked how a demand/non-demand occupation listing is determined. Mr. Fountain stated that a demand occupation can be trained for in St. Lawrence County, whereas a non-demand occupation could not be trained for unless the customer was willing to move to another county where it is in demand. Mr. Williams added that the New York State Department of Labor determines the criteria for demand/non-demand occupations. Mr. McFaddin moved, seconded by Mr. Daddario. The motion passed unanimously.

NEW BUSINESS

Resolution Authorizing Application for Training Funds on Behalf of Alcoa Incorporated (Services)

Mr. Hooper stated that the New York State Department of Labor has published a request for applications making funds available for training workers in manufacturing industries. Workforce Investment Board staff has been approached by Alcoa Incorporated to assist in submitting an application on its behalf. Mr. Hooper indicated that if a training grant is awarded to Alcoa, it will help off-set the costs of training already estimated at \$974,000. Mr. Phelan moved, seconded by Mr. McFaddin. The motion passed unanimously.

Mr. Fountain added that Kraft Foods is preparing their own application for their plants located in North Lawrence and Canton. Mr. Williams has been available to assist them with any questions that they might have. Mr. Fountain noted that because Kraft is submitting their own application to the New York State Department of Labor, the Chair of the WIB only needs to concur with the application being made. It is not an approval or disapproval.

Resolution Approving Procedure for Processing Non-Criminal Complaints and Grievances at the Local Area Level (Services) **Policy No. 5**

Mr. Phelan stated that this procedure has been approved by all of the Partner Agencies. Each Partner Agency has a designee to act as its complaint resolution officer. Mr. Daddario asked what the model for this resolution was. Mr. Fountain stated that it is a requirement under federal law and Technical Advisories is by the Department of Labor. Mr. Daddario moved, seconded by Mr. Hooper. The motion passed unanimously.

Resolution Approving Selective Service Regulation Guidelines (Services) **Policy No. 6**

After a brief discussion regarding applicant nomenclature, Mr. Fountain stated that this resolution also reflects federal law. Mr. Beachard moved, seconded by Dr. Kennedy. The motion passed unanimously.

Resolution Modifying Program Budgets (Executive)

Mr. Fountain noted that the Technical and Direct Service projections were overstated as other Agency employees have aided in filling positions and services. Mr. Beachard asked about the increase in the line item for Books and Periodicals. Mr. Fountain stated that these monies are for training supplies. Mr. McFaddin moved, seconded by Mr. Phelan. The motion passed unanimously.

Resolution Recognizing Local Youth Credentials System (Youth) **Policy No. 7**

Mr. Paul stated that this resolution is required under federal legislation and that the attachment to the resolution is just a brief overview of the credentials. The Youth Council has approved the credentials and recommended forwarding it to the complete Board. The complete attachment is seventy-five (75) pages long and consists of forms to be used by One-Stop staff to collect information and measuring attainments. Chairman Blevins noted that complete copies of the document can be provided to Board members upon request. Mr. Daddario moved, seconded by Ms. Caswell. The motion passed unanimously.

Resolution Establishing the WIA Budget for St. Lawrence County Office of Economic Development Employment and Training Unit (Executive)

Mr. Fountain noted that there are funds still available under JTPA which can be used to carry-in to the WIA system. This resolution reflects the carry-in of available JTPA funds totaling \$582,347.00. Ms. Caswell moved, seconded by Mr. Phelan. The motion passed unanimously.

COMMITTEE REPORTS

Marketing Committee

Mr. Daddario reported that the website will be up on May 1, 2001 and that seven (7) domain names have been registered to help accessing the site more customer friendly. Mr. Manson is to begin soliciting bids regarding possible One-Stop hand outs and giveaways that the committee have reviewed. Mr. Daddario added that the committee will be discussing the functions and responsibilities that have been assigned to the committee.

STAFF REPORTS

WIA Performance Measures Comparison of Goals and Outcomes 2d Quarter Report

Mr. Fountain indicated that the "NA" reporting standards on the sheet are follow-up categories which the Department of Labor does not have a process for measuring at this time. The standards that were reflected on the sheet show that the One-Stop is exceeding in all of the categories.

Appleton Layoff Status

Mr. House presented the Appleton layoff status to the Board. Mr. Hooper asked about the responses that were (or were not) received from the dislocated workers. Mr. House stated that all of the workers have been approached and tracked two to three times.

Mr. Fountain stated that a joint Partner and Marketing and Quality Programs Committee (MQAC) meeting will be held on May 7, 2001 at noon at the Best Western University Inn, Canton. This joint meeting is pursuant to the MQAC's request.

Mr. Fountain added that there has been numerous changes to the new building layout since it was approved by the Board. Mr. Brining will be asked to re-present the changed layout at a future Board meeting.

MEMBERSHIP COMMENTS

Mr. Backus asked Board staff if they could obtain information regarding the tracking of agricultural workers and their ethnicity in St. Lawrence County.

Mr. Paul informed the Board of a public hearing on health care issues. There is a need to market and outreach health care programs available. Dr. Kennedy concurred with Mr. Paul, stating that SUNY Canton has continued to see a decline in enrollment for health care professions.

Mr. Novacich suggested that the Board's future meetings be held in a facility that is more handicapped accessible.

Mr. Beachard indicated that the packets provided at the meeting be discontinued due to the waste of paper. The Board concurred.

On behalf of the Board, Chairman Blevins presented Mr. LaGatta with a gift recognizing his efforts and work throughout the years for both the WIB and the PIC.

EXECUTIVE SESSION

None.

ADJOURNMENT

Chairman Blevins thanked Board members for attending the meeting. On motion of Mr. Daddario and seconded by Mr. Phelan, the meeting adjourned at 7:45 PM. Motion passed unanimously.

Respectfully submitted,

Joanne M. Novak, Esq.