

WORKFORCE INVESTMENT BOARD
MINUTES OF JUNE 27, 2001 MEETING

A meeting of the Workforce Investment Board was called to order by Vice-Chairman Ron McDougall at 6:15 PM, Wednesday, June 27, 2001 at The Gran View, Ogdensburg, New York.

Members Present: Jack Backus, Genevieve Baxter, Doug Beachard, Don Brining, Sue Caswell, Richard Daddario, Bruce Green, Donald Hooper, Kristy Langtry, Ron McDougall, James McFaddin, Stephen Novacich, Walt Paul, Peter Phelan, Linda Randi, and Tim Weaver.

Members Absent: Lynn Blevins, John Bogosian, Joseph Kennedy, Joanne Novak.

Others Present: Ed Russell, Jr., Raymond Fountain, Steve House, Ed Short, David Williams and Gretchen Wood of the Office of Economic Development; Patrick Keenan of BOCES; James Fleet, New York State Department of Labor.

MINUTES

Moved by Ms. Baxter and seconded by Mr. Brining, the minutes of the April 25, 2001 meeting were accepted. Approved unanimously.

CHAIRMAN'S COMMENTS

Vice-Chairman McDougall introduced and welcomed Kristy Langtry and Bruce Green to the Workforce Investment Board. Both new members are part of the business sector.

FINANCIAL AND PARTICIPANT REPORT

None.

COMMITTEE REPORTS

Marketing and Quality Assurance Committee—One-Stop web site presentation

Patrick Keenan presented the One-Stop web site to the Board. The web site is still a “work-in-progress”. Information on One-Stop services as well as linkages to the Partner agencies and information on their role in the System is available. Mr. Keenan showed how “counters” are used to supply such information as the number of daily hits on the site and the physical location of the users who are viewing the site. Mr. Russell stated that a “volunteer page” is being developed where users can supply information on themselves, request information, etc. He invited Board members to visit the site and make any suggestions or recommendations that they may have.

Youth Committee

Mr. Paul indicated that the Youth Committee has met and is currently planning a strategic mission prioritizing youth and a survey model for potential youth providers. The Youth Committee has forwarded a resolution to the full Board authorizing an award of contract for the Year-Round Youth Program to St. Lawrence-Lewis BOCES. This contract is an extension of the original award to BOCES on February 28, 2001.

Mr. Russell stated that the Executive Committee at its next meeting will discuss how the youth system should be properly evaluated for performance standard measurements. Ms. Caswell indicated that the Youth Committee has also begun discussing this.

Mr. Paul advised the Board that Howard Knowles from the US Department of Labor has accepted an invitation to speak this Fall on "Best Practices". WIB staff will send information to the Board on this arrangement as soon as it is available.

Services Committee

Mr. Picunas introduced the two policy resolutions forwarded from the Services Committee. The resolution approving Core, Intensive and Training Services Guidelines reflects the requirement of delivery and availability of services to individuals under the Workforce Investment Act. The Guidelines are for Partner Agency and staff use in clarifying the level of services required and available in the Local One-Stop Delivery System and to ensure customer flow.

The second policy resolution for the Board's consideration approves a Non-Discrimination and Equal Opportunity Policy. Local Workforce Investment Areas are required under WIA and mandated by the New York State Department of Labor to enact a policy of processing discrimination complaints. The policy attached to the resolution reflects the mandated procedures and processes as well as documentation to be used by staff. If the Board adopts the policy, Mr. Fountain will be appointed as the Local Equal Opportunity Officer.

Mr. Picunas explained that a future amendment will be needed to the policy to reflect the New York State Department of Labor's Technical Advisory 01-02. Information regarding a State Level contact for filing a complaint will need to be added.

Executive Committee

Mr. Russell reported that the Executive Committee has reviewed the resolutions as proposed by the other WIB committees and recommends their adoption by the full Board. The Executive Committee will be presenting two budget resolutions, one authorizing a new budget for PY 2001 and the other modifying the PY 2000 budget.

The Executive Committee also recommends to the full Board the resolution approving a modification to the floor plan at the new county office building. Mr. Russell noted that the WIB, by Resolution 00-07-19, authorized the execution of a lease with the County for rental space of the One-Stop Career Center. Section (1) (b) of said lease states that "any modification of the rented space as shown in Exhibit B without the consent of the St. Lawrence County Workforce Investment Board shall render this lease invalid". Mr. Russell stated that the change in the floor plan was caused by the use of systems furniture in much of the building allowing the County to reduce the footprint of the building. Mr. Brining was then offered the floor to make a presentation on the modifications to the floor plan.

Mr. Brining reviewed the modifications to the County building floor plan with the Board. The One-Stop Operating Center informational signage issue, however, has yet to be resolved. Mr. Brining stated that a meeting will be scheduled with the Partner Agencies to discuss the signage as well as its placement relative to the new building.

CONSENT AGENDA

None.

OLD BUSINESS

Resolution Approving Modification to Floor Plan at New County Office Building

Mr. Brining invited Board members to contact his office if anyone is interested in scheduling a tour of the new building. Ms. Baxter moved, seconded by Mr. Weaver. The motion passed unanimously.

Resolution Authorizing Award of Contract for Year-Round Youth Program

This resolution extends the current contract between the WIB and BOCES through June 30, 2002. Ms. Caswell stated that the issue of performance standards and measurement for the Year-Round program is being discussed by the Youth Council and will be brought to the Executive Committee for their input as well. Mr. Brining moved, seconded by Mr. Phelan. The motion passed unanimously with Mr. Paul's abstention.

NEW BUSINESS

Resolution Approving Core, Intensive and Training Services Guidelines—**Policy No. 8**

Mr. Phelan moved, seconded by Mr. McFaddin. The motion passed unanimously.

Resolution Approving Non-Discrimination and Equal Opportunity Policy—**Policy No. 9**

Mr. McFaddin moved, seconded by Mr. Novacich. The motion passed unanimously.

Resolution Establishing the Workforce Investment Act Budget PY 2001

Mr. Russell explained to the Board that the amounts obligated are pre-rescission and the total amount of funds currently available total \$2,857,009. Mr. Brining moved, seconded by Ms. Caswell. The motion passed unanimously.

Resolution Modifying the Workforce Investment Act PY 2000 Budget

Mr. Fountain stated that the modifications made under the Core and Intensive Services reflect a movement of funds for staffing salaries. Mr. Phelan moved, seconded by Mr. McFaddin. The motion passed unanimously.

STAFF REPORT

One-Stop Quarterly Report Card (01-01-01 through 03-31-01)

No report was given as the Report Card showed no significant deviation from past performance.

WIA Performance Measures 3d Quarter Report for PY 2000

Mr. Russell stated that the performance measures were very good, but did address two issues which left negative differences. Older youth retention rates fell 24% below the goal. Owing to the small number of older youth involved the statistic is not meaningful. The earnings change difference of approximately a thousand dollars for adults may be explained by the increased services to the Appleton dislocated workers. Dislocated workers were able to be served in the adult program because of increased adult program fund availability and limitation on the availability of dislocated worker funds.

Summer Youth Opportunities 2001 Summary

Mr. Russell gave a brief overview of the summary noting that almost a thousand applications were received by interested youth whereas last year did not reach 450 applications. WIA and TANF program funds are available this year to serve approximately 450 youth in leadership activities and retention and enrichment goals.

EXECUTIVE SESSION

None.

ADJOURNMENT

Vice-Chairman McDougall thanked Board members for attending the meeting. On motion of Mr. Daddario and seconded by Ms. Caswell, the meeting adjourned at 7:50 PM. Motion passed unanimously.

Respectfully submitted,

Joanne M. Novak, Esq.