

**WORKFORCE INVESTMENT BOARD
MINUTES OF OCTOBER 24, 2001 MEETING**

A meeting of the Workforce Investment Board was called to order by Vice-Chairman Ron McDougall at 6:15 PM, Wednesday, October 24, 2001, at The Village Inn, Massena, New York.

Members Present: Jack Backus, John Bogosian, Sue Caswell, Richard Daddario, Bruce Green, Donald Hooper, Walt Paul, Peter Phelan, Ron McDougall, James McFaddin, Stephen Novacich, Joanne Novak, Tim Weaver.

Members Absent: Genevieve Baxter, Doug Beachard, Lynn Blevins, Donald Brining Joseph Kennedy, Kristy Langtry, Linda Randi

Others Present: Edmund J. Russell, Jr., Raymond H. Fountain, Jr., David Williams, John Manson, Steve House, Natalie Haggart and Gretchen Wood of the Office of Economic Development; James Fleet and Linda Manchester of the New York State Department of Labor.

Vice-Chairman McDougall welcomed all members to the meeting and introduced Linda Manchester, Regional Director of the New York State Department of Labor to the meeting.

MINUTES

Moved by Mr. McFaddin and seconded by Mr. Phelan, the minutes of the August 23, 2001 meeting were accepted. Approved unanimously.

CHAIRMAN'S COMMENTS

Vice-Chairman McDougall reported that the Executive Committee met on October 17 and reviewed the material from the other committees and recommends the adoptions put forward to the full Board. The Executive Committee also recommends that the WIB Chair send a letter to the other WIB chairs within the area soliciting information about their experience during the first year and exploring issues that the North Country WIB's might have in common. In addition, the Executive Committee also recommends a letter be written to the Department of Labor Commissioner, Linda Angello, which would highlight two issues of concern: the first being the request by the WIB for involvement in discussing the future make-up of the St. Lawrence County employment service office. Chairman Blevins, at the Board's direction, sent a letter to David Mance asking for such involvement. He received a letter from Mr. Mance which was non-committal and several months later the Department of Labor approved a new director changing the focus from Jeff-Lewis and St. Lawrence to Lewis-Franklin with no notification to the WIB Chair. The Executive Committee felt that the WIB should have been extended the courtesy and opportunity to comment on the change. The second issue involves a job fair sponsored by the employment service held at SUNY Canton on October 17. No notice was provided to the Workforce Investment Board on the event which certainly should have had involvement of the One-Stop. The Executive Committee believed that this is the wrong action to be taken at a time when the workforce community is talking about cooperation and coordination.

Vice-Chairman McDougall then advised the Board that the One-Stop Career Center is now open for extended hours from 5:00 PM to 7:00 PM on Tuesdays and Thursdays. Staff has tried to get information out to the public about the opening with news releases and direct contact. The Executive Committee is recommending that staff use advertising money to run an intense public information campaign to make sure the public in St. Lawrence County is aware that they can access One-Stop activities outside of normal work hours.

Finally, elections will be preceded by the report of the Nominations Committee. The officers will assume titles at the conclusion of the meeting.

COMMITTEE REPORTS

Marketing and Quality Assurance Committee: Mr. Manson advised the Board that One-Stop mouse pads and the “Customer Flow Toolkit” as prepared by Greg Newton are available to any member who would like to take them after the meeting. Additional copies can be obtained by contacting the office.

The Marketing Committee met on October 2. Mr. Manson handed out a One Stop Career Center uniform business card example for the Board members to review and remark upon. The example business card façade reflects the One-Stop Career Center logo, employee name and title. Any Partner Agency may choose to “customize” their cards by supplying additional information on the back of the card. Mr. Manson reminded the Board that WIB Resolution No. 01-02-03 gave a deadline of June, 2001, for the development of a unified plan of service.

A brief discussion then ensued regarding the concerns and reluctance of the Partner Agencies to support the uniform business card. Mr. Paul and Mr. Novacich both expressed their concerns about the business card and Mr. Paul noted that he will not recommend its acceptance to BOCES. Mr. Russell recommended that this issue be brought to the next Partner Agency meeting. Any unresolved issues and further discussion can be had at that time as this needs to be explored. Mr. Paul added that he supports the One-Stop Center, System and even advertising, but cannot recommend the business card. Mr. McFaddin (a member of the Marketing Committee) stated that he supports the one card and integration of service. Mr. Russell suggested that the Partners meet with the Marketing Committee to move this issue forward to the full Board.

Mr. Manson continued with his presentation by handing out the One-Stop Survey stating that the first three questions (contained on the first page) are mandated under Federal Law. The second page asks for participant opinion. The intent is to use this survey at every point of finishing activity under the One-Stop System. The purpose of this survey is two-fold—the mandatory questions will aid customers and employers in understanding and familiarizing themselves with what will be asked by the State within sixty days after exiting the program. The second page will be used for continuous improvement by the System along side the One-Stop report card which is currently only used for local needs.

Mr. Backus noted that this survey will be an advantageous tool as the answers to the mandated questions can be varied based upon understanding. Mr. Paul added that the first mandated question is very broad and there is a need to familiarize and educate for both the employer and the customers.

Youth Committee: Mr. Paul reported on behalf of the Youth Committee which has forwarded the resolution authorizing solicitation of a needs assessment survey under New Business. Mr. Paul stated that the use of the Communities that Care Survey will aid in the planning and assessment of youth needs along with a better evaluation of the year-round system. The survey will be conducted in schools with a deadline in December and results shortly thereafter.

Services Committee: Mr. Russell noted that this Committee did not meet last month and therefore, there is no report.

Executive Committee:

CONSENT AGENDA

There was no consent agenda requiring action of the WIB.

OLD BUSINESS

Resolution Appointing New Local Equal Opportunity Officer

Mr. Russell stated that under the New York State Department of Labor's advisement, Mr. Fountain had to be replaced as the Local Equal Opportunity Officer. This resolution reflects the appointment of David H. Williams. Mr. Phelan moved, seconded by Ms. Caswell. The motion passed unanimously.

Resolution Authorizing Certification of Eligible Training Providers

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

Report of Nominating Committee/Election of Officers

Mr. Daddario reported on behalf of the Nominating Committee which consisted of himself, Mr. Backus and Ms. Caswell. Mr. Daddario stated that Chairman Blevins formally resigns his position effective at the end of the meeting. Mr. Backus relayed to the Board a thank you on behalf of Chairman Blevins who will remain an active member.

The Nominating Committee approached Mr. Hooper who accepted the nomination for Chair. Mr. Daddario stated that the current by-laws need to be revisited, as only the Chair can be elected at this time. The rest of the officers will be considered at the next meeting. Vice-Chairman McDougall put the nomination on the floor. Mr. Daddario moved, seconded by Mr. Phelan. The motion passed unanimously. Mr. Hooper will begin his duties as Chairman at the end of the Workforce Investment Board meeting.

NEW BUSINESS

Resolution Authorizing Solicitation of Needs Assessment Survey

Mr. Paul stated that this will give the Youth Council an up-to-date needs assessment through the Communities That Care Youth Survey earlier referenced in the Youth Committee Report. Ms.

Caswell added that individual school district information will not be available to the public, but questions can be asked regarding the content of the survey. Mr. Phelan moved, seconded by Mr. Novacich. The motion passed unanimously.

STAFF REPORT

Mr. Russell briefly explained the PY 2000 WIA Report month ending June 30, 2001 and WIA Quarterly Summary Report PY 2000 as provided in the Board member material.

One-Stop Quarterly Report Card (April 1, 2001-June 30, 2001) Mr. Fountain stated that the Report Card will continue to be used with the proposed new survey as the performance measure data is still valuable locally.

Summer Youth Opportunities 2001 Information and Summer Youth Employment Training Opportunities Remedial Component Final Report Summary 2001

Mr. Russell stated that this year's SYETO was the largest program administered by the Office of Economic Development. These handouts are for the WIB's information and review. Mr. Novacich complimented St. Lawrence County on how receptive the program has been to children with disabilities and dislocated workers.

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 7:15 PM. Motion passed unanimously.

Respectfully submitted,

Joanne M. Novak, Esq.