

**WORKFORCE INVESTMENT BOARD
MINUTES OF DECEMBER 5, 2001 MEETING**

A meeting of the Workforce Investment Board was called to order by Chairman Donald Hooper at 6:10 PM, Wednesday, December 5, 2001, at The Best Western University Inn, Canton, New York.

Members Present: Jack Backus, Genevieve Baxter, Doug Beachard, John Bogosian, Don Brining, Sue Caswell, Richard Daddario, Donald Hooper, Joseph Kennedy, Kristy Langtry, Walt Paul, Peter Phelan, James McFaddin, Stephen Novacich, Linda Randi, Ryan Schermerhorn, Tim Weaver.

Members Absent: Lynn Blevins, Bruce Green, Ron McDougall, Joanne Novak

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

MINUTES

Moved by Mr. Phelan and seconded by Mr. Brining, the minutes of the October 24, 2001 meeting were accepted. Approved unanimously.

CHAIRMAN'S COMMENTS

Chairman Hooper welcomed all members to the meeting and introduced Ryan Schermerhorn, Resident Manager of the Cellu Tissue plant in Natural Dam. All committees have met prior to this meeting and individual reports shall follow, including a report from Mr. Daddario of the Nominating Committee.

COMMITTEE REPORTS

Marketing and Quality Assurance Committee: The Marketing Committee met with the Partner Agency representatives on November 27. Mr. Russell briefly described the folded uniform business card that was being considered. The Partners are to discuss the uniform business card at the next Partner Agency meeting. Mr. Russell directed the Board's attention to the proposed Human Services Center signage in their packet and ask Mr. Brining to update the Board on the new building's progress.

Mr. Brining stated that the County is expecting to take possession of the new building in February, 2002. Landscaping and the exterior efface will not be completed until the weather warms up in the Spring. The lease for offices currently being housed on the SUNY Potsdam campus expires on April 1, 2002, and the 101 Main Street office of the One-Stop has a lease expiration of April 15. Once the new building is okayed for occupancy, Mr. Brining stated that he sees no problem with any office being moved into the Human Services Center within one to two days maximum.

Youth Committee: Mr. Paul reported that the Youth Council is recommending an award of contract to the Seaway Valley Council for Alcohol/Substance Abuse Prevention (SEACAP) for the implementation of the "Communities That Care" Youth Survey. Under WIA, the Youth Council is charged with making recommendations for youth services and is in need of an up-to-date needs assessment of the prevalence of at risk behaviors and services available to youth in the County. Mr. Paul stated that all of the school districts in St. Lawrence County are participating in the survey

except for the Town of Hammond. SEACAP will analyze all of the data and report back to the individual schools and the Youth Council on the results.

Mr. Paul also reported that the Youth Council is looking at competitive grant funding for future programming.

Services Committee: Mr. Beachard reported that the first resolution being recommended to the Board is approving definitions that are required under the WIA legislation. The second resolution approves a manufacturing training contract between ALCOA and the WIB in the amount of \$112,000.

Mr. Russell noted that in future, resolutions such as these can be placed under "Consent Agenda" as they frequently are mandated under WIA or require little discussion.

Executive Committee: Mr. Hooper gave a brief report on his attendance to a State and Local WIB Chairs meeting held on November 14, 2001. He also noted that the WIB by-laws had been reviewed and discussed at the December 4, 2001, Executive Committee meeting on private and public sector member service in office under WIA. This will be addressed briefly by Mr. Daddario in his report under old business.

CONSENT AGENDA

There was no consent agenda requiring action of the WIB.

OLD BUSINESS

Resolution Authorizing Award of Contract for the Implementation of the "Communities That Care" Youth Survey

Moved by Mr. McFaddin, seconded by Mr. Brining. The motion passed unanimously.

Report of Nominating Committee/Election of Officers

Mr. Daddario reported on behalf of the Nominating Committee and put to the floor the following nominations as allowed under the by-laws: Sue Caswell for Vice-Chair; Joanne Novak for Secretary; and Ron McDougall for Secretary. Mr. Daddario noted that under the current WIB by-laws, the Chair and Vice-Chair must be from the business sector and only one other office must be held by a member from the "other than business" sector. Chair Hooper opened the floor for any other nominations or discussions and noted that Mr. Blevins and Mr. Paul will also attend future Executive Committee meetings. Hearing none, Mr. Daddario moved, seconded by Mr. Backus. The motion passed unanimously.

NEW BUSINESS

Resolution Approving Definitions of "Underemployed" and "Having Difficulty Paying Child Support Obligations" Contained in the Five-Year Plan

Mr. Beachard stated in the Services Committee report that this resolution follows the definition as required in the Federal Register. Mr. McFaddin moved, seconded by Ms. Lancaster. The motion passed unanimously.

Resolution Approving a Manufacturing Training Contract Between the Aluminum Company of America (ALCOA) and the Workforce Investment Board

Mr. Fountain stated that these funds will provide training to 450 ALCOA employees in the use of their new computerized maintenance management system as well as help offset wages for the training. Mr. McFaddin moved, seconded by Mr. Phelan. The motion passed unanimously.

Modifying the Workforce Investment Act Budget for St. Lawrence County Office of Economic Development Employment and Training Unit

Mr. Fountain stated that the New York State Workforce Development System issued Technical Advisory allowing for the transfer of funds between Title IB Adult and Dislocated Worker. This does not mean that the One-Stop is serving less people, however there is no TANF funding flexibility as the Office has received in past years. The modification also reflects a review of the program indicating projections of over or under commitments available for the Administrative Pool. Mr. Brining moved, seconded by Mr. Phelan. The motion passed unanimously.

Resolution Approving Program Year 2002 Budget

Mr. Fountain distributed an outline to Board members to highlight changes in the budget for discussion. Mr. Fountain noted increases in the budget relating to equipment and furniture as well as fringe benefits. Mr. Phelan moved, seconded by Mr. Brining. The motion passed unanimously.

STAFF REPORT

Revised One-Stop Quarterly Report Card (July 1, 2001-September 30, 2001)

Mr. Russell stated that this is the same Report Card as presented at the October 24 meeting, but with the Board's recommendations incorporated.

State of New York Department of Labor WIA Year-Round Youth Program Review Letter

Mr. Fleet reported that the year-round youth delivery system has made significant progress due to the continuing cooperation between the Youth Council and the WIB.

EXECUTIVE SESSION

None.

ADJOURNMENT

Chairman Hooper thanked Board members for attending the meeting. On motion of Mr. McFaddin and seconded by Mr. Phelan, the meeting adjourned at 7:25 PM. Motion passed unanimously.

Respectfully submitted,

Joanne M. Novak, Esq.