

**WORKFORCE INVESTMENT BOARD
MINUTES OF APRIL 24, 2002 MEETING**

A meeting of the Workforce Investment Board was called to order by Chairman Donald Hooper at 6:55 PM, Wednesday, April 24, 2002, at the Human Services Center, Canton, New York.

Members Present: Jack Backus, Genevieve Baxter, Doug Beachard, Lynn Blevins, John Bogosian, Don Brining, Sue Caswell, Bruce Green, Donald Hooper, Kristy Langtry, Linda Manchester, Ron McDougall, Joanne Novak, Walt Paul, Peter Phelan, , Linda Randi, Mike St. Thomas, Ryan Schermerhorn.

Members Absent: Richard Daddario, Joseph Kennedy, Stephen Novacich, Tim Weaver.

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

MINUTES

Moved by Mr. Beachard and seconded by Mr. Blevins, the minutes of the February 27, 2002 meeting were accepted after two corrections. Approved unanimously.

CHAIRMAN'S COMMENTS

Chairman Hooper welcomed all members to the meeting and reported that the Executive Committee met on April 17. All of the resolutions have been reviewed and are being recommend for passage by the full Board.

Chairman Hooper stated that the Executive Committee discussed the issue of how the One-Stop might be made more accessible to youth. One suggestion is that schools be asked to have classes tour the One-Stop during the school year. The committee will work on this further but it appears to be a singular issue for the youth committee and the Youth Council to come up with recommendations on a plan.

The Executive Committee also discussed current charges of the committees which Chairman Hooper will discuss with each of the Chairs to make sure that the assignments are challenging enough.

Ms Caswell stated at the Executive Committee the issue that the Youth Committee holds their meetings contemporaneous with the Youth Council meetings and that this may be inappropriate since the Council goes in to a lot of detail and their meetings can last several hours. Ms. Caswell is going to discuss this issue with follow Youth Committee members.

Chairman Hooper noted that Mr. Russell attended a Local and State WIB liaison committee and reported that issues involving private sector participation, One-Stop market penetration and state policy making procedures were issues that affect all WIB's in the State. There were 14 WIB Chairs in attendance in addition to the Commissioner of Labor Linda Angello. Mr. Russell and Chairman Hooper will be attending a workshop for Chairs and Executive Directors on June 10 and will report on the workshop at the June meeting.

Chairman Hooper then invited Jim McFaddin to the front of the room for a presentation recognizing his years of service to the Private Industry Council and now the Workforce Investment Board. Mr. McFaddin thanked the Board and noted how far the Board has come over the years. The Board all wished him well.

COMMITTEE REPORTS

Marketing and Quality Assurance Committee: Mr. Backus reported that the Marketing Committee met on April 8 and reviewed the change of address marketing effort.. Radio and print ads announcing the move, new address and extended hours of the One-Stop were sent to various media. Committee members also discussed the issue of Cost Allocation and how it impacts Partners with regard to marketing. Mr. Brining noted that a plan has been discussed by the Marketing Committee to determine investment by Partners on marketing during a fiscal year. Mr. Russell then gave the example of if a Partner mentions their affiliation with the One-Stop System using their own marketing pieces, an in-kind marketing payment could be measured. Mr. Russell stated that the shared marketing will be on the agenda for the next Partner meeting.

Youth Committee: Mr. Paul reported on behalf of the Youth Committee which met on April 5. The current contract for Youth Services expires on June 30, 2002, and the Committee has asked staff to develop a draft RFP for Youth Services to be reviewed at the May meeting. Mr. Paul noted that bidders do not have to bid on all of the required elements that may be stated in the RFP. The Youth Council members also approved the Office of Economic Development in the operation of the case management system at the April meeting.

Services Committee: Mr. Beachard reported that the Services Committee met on April 4 and has recommended two resolutions to the full Board. The first resolution authorizing Income Eligibility Technical Assistance follows the Federal guidelines. The Workforce Investment Act gives the local areas discretion on how to determine income, meaning what is considered "income" and what is not considered "income". The second resolution for Locally Recognized Credential Policy for the Adult and Dislocated Worker Employment and Credential Rate Performance Measure is also required by the Federal guidelines. Mr. Fountain added that In order to meet this State negotiated performance measure, the local area must propose a local definition pertaining to "credential obtainment" and have it applied.

Executive Committee:

Please see Chairman's report.

CONSENT AGENDA

None.

OLD BUSINESS

None.

NEW BUSINESS

Resolution Authorizing Income Eligibility Technical Assistance

Mr. St. Thomas moved, seconded by Mr. Brining. The motion passed unanimously.

Resolution Recognizing Local Credential Policy for the Adult and Dislocated Worker “Employment and Credential Rate” Performance Measure—Policy 12

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

Resolution Authorizing Inclusion in the 2002 St. Lawrence County Budget of an Office of Economic Development Employment and Training Unit WIA Budget

Moved by Mr. St. Thomas, seconded by Mr. McDougall. The motion passed unanimously.

STAFF REPORT

St. Lawrence County One-Stop Career Center Cost Allocation System

Mr. Fountain reported on the Cost Allocation Plan for the System and the Facility. The first section of the Plan identifies the cost benefits to each partner and noted that there are two charts. The first cost allocation runs from March 8, 2002 through June 30, 2002. The March 8 date reflects the move into the new facility by the Partners and keeps the percentages the same as what will be used for the new fiscal year beginning July 1, 2002 through June 30, 2003.

System Costs for the WIB and Youth Council also run on a percentage basis associated with the establishment and maintenance of the System. Mr. Fountain stated again the two charts based upon the move of March 8, 2002 through the end of this fiscal year of June 30, 2002 and the July 1, 2002 through June 30, 2003.

Mr. Fountain then explained the cost allocation plan for the facility that was done on a percentage basis of the One-Stop square footage. Each department is charged for only the spaces that they are using. Common area space such as corridors and classrooms (except for Classroom B which is the GED classroom used by BOCES) is not charged back to the individual departments. All of the Partner Agencies involved had given their staff numbers who would be occupying space at the One-Stop and this was how totals were determined.

One-Stop Quarterly Report Card Cumulative Responses (March, 1997-December 31, 2001)

Mr. Russell noted that the percentages show continuous improvement and customer satisfaction. Natalie Haggart was noted for her hard work in putting these reports together.

EXECUTIVE SESSION

None.

ADJOURNMENT

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

Respectfully submitted,

Joanne M. Novak, Esq.