

**WORKFORCE INVESTMENT BOARD
MINUTES OF AUGUST 28, 2002 MEETING**

A meeting of the Workforce Investment Board was called to order by Chairman Donald Hooper at 7:36 AM, Wednesday, August 28, 2002, at the Human Services Center, Canton, New York.

Members Present: Jack Backus, Lynn Blevins, Doug Beachard, Don Brining, Sue Caswell, Richard Daddario, Bruce Green, Donald Hooper, Joseph Kennedy, Linda Manchester, Ron McDougall, Walt Paul, Peter Phelan, Stephen Novacich, Mike St. Thomas, Tim Weaver.

Members Absent: Genevieve Baxter, John Bogosian, John Lancaster, Kristy Langtry, Joanne Novak, Linda Randi, Ryan Schermerhorn

Others Present: Edmund J. Russell, Jr., Raymond H. Fountain, Jr., Natalie Haggart and David Williams of the Office of Economic Development; James Fleet of the New York State Department of Labor; Ron Faucher, Chair of the St. Lawrence County Youth Council; Joanne Sevick, St. Lawrence County Youth Bureau

MINUTES

Moved by Mr. Phelan and seconded by Mr. Brining, the minutes of the June 26, 2002 meeting were approved unanimously.

CHAIRMAN'S COMMENTS

Chairman Hooper welcomed all members and guests to the meeting.

Chairman Hooper announced that Mr. Russell has decided to take advantage of the early retirement incentive. Chairman Hooper noted that he, representatives from the Industrial Development Agency and other County representatives would be meeting with Mr. Brining to discuss Mr. Russell's successor.

Chairman Hooper reported that the One-Stop Career Center's application for State Certification has been forwarded to the New York State Department of Labor. He also pointed out that, while One-Stop Partners agreed to the terms of the application and Operator Agreement, it was their consensus that the instruments would be reviewed and amended at a later date.

Chairman Hooper reported that figures indicate traffic flow through the One-Stop Center's Resource Room has increased dramatically, citing 843 customers during the period May 1 through July 1, up from 583 (an increase of 44%) over the same time period last year.

Chairman Hooper noted that today's meeting contains a number of resolutions that the Executive Committee reviewed, including timely resolutions resulting from discussions by the WIB's Marketing Committee. He also noted that Mr. Larry Calkins will be invited to the next meeting to provide information on the "Communities That Care" program.

Mr. Russell added that he will provide, under separate cover, an executive summary of the "Communities That Care" report. He will also make available full copies of the report for anyone wishing to review it.

Lastly, Chairman Hooper announced that the One-Stop's Captain and Crew golf tournament is scheduled for Friday, September 6 at the Raymondville Golf Course. The cost is \$15 per person, payable to John Manson.

COMMITTEE REPORTS

Marketing and Quality Assurance Committee: Mr. Backus reported that the marketing budget seems to be the number one focus at present. Mr. Brining noted that the Committee agreed to recommend a budget of \$25,000 for Title 1 and \$20,000 for One-Stop marketing. Partners may use existing marketing/advertising allocations to provide their match as long as the advertising includes the One-Stop Center.

Youth Committee: Mr. Faucher reported on the two bids received and reviewed by the Youth Council for year round youth programming. He noted that the "Step By Step" program offers computer skills training for up to 250 youth. He also noted that the proposal submitted by SUNY Canton with Liberty Partnerships provides creative ways to reach youth early in the program.

Services Committee: Mr. Russell reported that some of the Services Committee members met at the One-Stop to conduct an on-site survey, which is a required element of the One-Stop Certification application. Mr. Williams noted that he has heard nothing back from the State on the status of the application.

Executive Committee:

Please see Chairman's report.

CONSENT AGENDA

Resolution: Authorizing Certification of Eligible Training Providers - Policy 4-G.

Mr. Russell noted that his resolution is one that the WIB has visited frequently. He added that, to date, there has been no indication from the State of any disqualifications of training providers. Mr. Fountain added that the State's report on the status of training providers has not yet been completed. Mr. Paul indicated that, to his knowledge, no system has yet been put into place to collect data. Moved by Mr. Blevins, seconded by Mr. St. Thomas. The resolution passed unanimously.

OLD BUSINESS

Resolution: Authorizing Aversion Grant Disbursement

Chairman Hooper explained that Aversion Grant funds in the amount of \$175,046 were awarded by New York State to avert a layoff at ACCO in Ogdensburg. Mr. Russell added that ACCO is expanding its labor force, noting that 90 former employees have been called back and an additional 32 have been hired. Mr. Fountain noted that our total commitment is \$250,000. He reported that this grant, coupled with current OJT contracts exceed our commitment. Moved by Mr. Brining, second by Mr. Phelan. The resolution passed unanimously.

NEW BUSINESS

Resolution: Expanded Service Opportunities

Mr. Fountain stated that regulations require that WIA funds be expended on training before WtW funds. As a consequence the office is limited in how well it can assist businesses. Mr. Fountain added that the same regulations allow WIB's to establish policy that permits access to WtW funds for training. The resolution present to the Board does just that. Thomas, seconded by Mr. Blevins. The resolution passed unanimously.

Resolution Authorizing Award of Contract for Year-Round Youth Program—Step By Step, Inc.

Chairman Hooper explained that this program was one mentioned earlier by Mr. Faucher and was recommended by the Youth Council. Mr. Phelan moved, seconded by Ms. Manchester. The motion passed unanimously.

Resolution Authorizing Award of Contract for Year-Round Youth Program – Liberty Partnership

Mr. Faucher noted that the Youth Council in its review of the bid, asked that the provider remove a computer purchase from the budget, bringing their request to \$119,669.99. Moved by Mr. Beachard, seconded by Mr. Brining. The motion passed unanimously with Dr. Kennedy's abstention.

Resolution Authorizing A Budget for WIA Title 1 Services:

Moved by Mr. Blevins, seconded by Ms. Caswell. The motion passed unanimously.

Resolution Authorizing One-Stop Marketing Budget:

Moved by Mr. Blevins, seconded by Ms. Caswell. The motion passed unanimously.

Presentation by Joanne Sevick, Director, St. Lawrence County Youth Department programs:

Mr. Hooper introduced Ms. Sevick to the WIB membership. Ms. Sevick then gave a brief presentation explaining her program, including funding sources, staffing, programs funded, Youth Advisory Board and other committees, and her relationship with the other partners. She reviewed a new program funded through WIA under contract with the WIB. The program, operated in partnership with Probation's Day Reporting Program, will serve 16 to 20 youth identified by the Probation Department. These are hard to serve youth, out of school, highly unmotivated and with a history of involvement with the law. These youth will work in the community two days per week and have some type of remedial assistance on the third day. These youth are presented mandated by their Probation Officer to attend the program. Ms. Sevick indicated that she hopes Family Court will mandate participation also.

STAFF REPORT

Mr. Russell noted that he has received the Summer Youth 2002 report, but is still awaiting the educational component results. He will have the full report available at the next meeting.

Fourth Quarter Financial and Participant Activity Report

Mr. Russell stated that they are still awaiting the performance standards report, which should be available at the next meeting. The numbers do not appear to point to any particular problem areas.

He also noted that the State recently forwarded an NOA to our area, which increases our Dislocated Worker funds by \$117,000. He explained that this money comes from other Workforce Investment Areas that not spend all of their funds. This increase helps to offset the decrease in PY 2002 funds from the State.

Three Letters from Mark Misterka

Mr. Russell noted that the June reports from Mark Misterka were basically unremarkable. However, there are issues with the July 2nd letter, which indicated the cost allocation system could be modified. Mr. Russell noted that the WIB's position is that there is compliance with the established Rules and Regulations.

Mr. Fountain explained that the Technical Assistance Guide utilized to draft the cost allocation was just issued in "final" form. Mr. Misterka's letter does not indicate non-compliance, only a recommended change. Mr. Fountain reported that Mr. Misterka appeared satisfied with the audit results when he was here, it was only when the letter was received by our office that we learned of Mr. Misterka's concerns. Mr. Fountain noted that other workforce investment areas in the State have received correspondence with similar concerns. Mr. Fountain will follow up with Mr. Misterka to clarify the issued raised.

One-Stop Report Card – Fourth Quarter

There were no comments.

EXECUTIVE SESSION

None

ADJOURNMENT

Chairman Hooper thanked Board members for attending the meeting. On motion of Mr. St. Thomas, the meeting adjourned at 8 30 AM.

Respectfully submitted,

Joanne M. Novak, Esq.