

**WORKFORCE INVESTMENT BOARD
MINUTES OF DECEMBER 4, 2002 MEETING**

A meeting of the Workforce Investment Board was called to order by Chairman Donald Hooper at 6:30 PM, Wednesday, December 4, 2002, at Angelo's Restaurant, Massena, New York.

Members Present: Jack Backus, John Bogosian, Don Brining, Sue Caswell, Richard Daddario, Bruce Green, Donald Hooper, Linda Manchester, Joanne Novak, Walt Paul, Peter Phelan, Stephen Novacich, Linda Randi, Mike St. Thomas, Ryan Schermerhorn.

Members Absent: Genevieve Baxter, Doug Beachard, Lynn Blevins, Joseph Kennedy, John Lancaster, Kristy Langtry, Ron McDougall, Tim Weaver

Others Present: Raymond H. Fountain, Jr., Natalie Haggart, Steve House, Patrick Kelly, John Manson 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.

MINUTES

Moved by Mr. Novacich and seconded by Mr. Daddario, the minutes of the August 28, 2002 meeting were approved unanimously.

CHAIRMAN'S COMMENTS

Chairman Hooper welcomed all members and guests to the meeting.

Chairman Hooper reported that a Committee consisting of 2 IDA, 2 WIB and 3 Board of Legislators members have been meeting to address Ed Russell's replacement. Mr. Hooper noted that the County had received 58 applications, which the Committee was able to narrow down to 6 candidates. Candidate interviews are scheduled for Thursday, December 5. He noted that the Board of Legislators is hoping to review the Committee's recommendation in time for the 2003 Organizational meeting. The IDA and the WIB will address the appointment when they reconvene.

Chairman Hooper reported that the WIB Executive Committee met on November 21st. The Committee reviewed the resolutions presented and recommend their passage by the full Board. Neither the WIB Services Committee nor the WIB Marketing and Quality Assurance Committee met. Mr. Faucher will report out for the Youth Committee.

Chairman Hooper noted that Debbie Bridges from the Seaway Valley Council for Alcohol/Substance Abuse Prevention will make a presentation on the "Communities That Care" survey at the February 26, 2003 meeting.

Chairman Hooper reported that the Executive Committee has discussed the Memorandum of Agreement between the WIB and the Youth Council, which still remains unexecuted.

Chairman Hooper noted that the 2003 tentative meeting schedule is included in this evening's meeting packets.

Chairman Hooper noted that there are ten (10) Board positions that are up for reappointment in February. He explained that Mr. Fountain has surveyed those members for their interest in reappointment. Chairman Hooper noted that Mr. Bogosian has indicated that he is unable to continue service on the Board. Chairman Hooper added that Mr. Lancaster has resigned from the Board and Mr. Phelan's retirement leaves a vacancy as the Social Services representative to the Board. The Chairman also indicated that Mr. McDougall has yet to respond to Mr. Fountain's correspondence, but the Chairman indicated that he expects Mr. McDougall will continue with the Board. Chairman Hooper explained that virtually any business organization can make nominations to the Board of Legislators for appointment to the WIB, and encouraged members to forward nominations to the Board of Legislators.

Chairman Hooper noted that there are currently three Board members who are still not assigned to Committee. Mr. Green agreed to serve on the Youth Committee and Mr. St. Thomas agreed to serve on the Marketing Committee. The third Board member was Mr. Lancaster who, as Chairman Hooper indicated earlier, has resigned.

COMMITTEE REPORTS

Marketing and Quality Assurance Committee: There was no report.

Youth Committee: Mr. Faucher reported that the Youth Committee is presently reviewing the Agreement previously mentioned by Chairman Hooper. He noted that while there was no formal Youth Committee meeting in December due to lack of a quorum, there was discussion regarding addressing goals for 2003 and changes to the Bylaws. Mr. Faucher indicated that the Agreement's execution was forthcoming. He also reported that the Committee is addressing the creation and implementation of an evaluation procedure for year round youth providers.

Services Committee: There was no report.

Executive Committee: Please see Chairman's report.

CONSENT AGENDA

Resolution Authorizing Certification of Eligible Training Providers - Policy 4-H: Moved by Mr. Daddario, seconded by Mr. St. Thomas. The resolution passed unanimously.

OLD BUSINESS

Resolution Establishing Budget for the St. Lawrence County Office of Economic Development Employment and Training Unit – Statewide Rapid Response Business Retention/Layoff Aversion: Mr. Fountain noted that this money is from the Layoff Aversion Grant for ACCO and explained that the WIB was awaiting State approval. Mr. Fountain also noted that the training contract has yet to

be signed by ACCO as it is being reviewed by ACCO's attorneys. Moved by Mr. St. Thomas, seconded by Mr. Phelan. The resolution passed unanimously.

Resolution Modifying the Workforce Investment Act budget for St. Lawrence County Office of Economic Development Employment and Training Unit: Mr. Fountain explained this modification was done to reflect additional PY00 Dislocated Worker funding and a subsequent change to the Admin. Also subcontract monies were moved from In-School Youth to Out-Of-School Youth lines. Moved by Mr. St. Thomas, seconded by Mr. Phelan. The resolution passed unanimously.

Resolution Modifying Budget for Liberty Partnerships Year-Round Youth Program: Mr. Faucher reported that this modification moves money around internally and that the total amount of funding is not changed. Moved by Mr. Daddario and seconded by Mr. Phelan. The resolution passed unanimously.

Resolution Modifying Target Population for Community Brigade Year-Round Youth Program: Mr. Faucher reported that this modification changes the target population that will be served. Moved by Mr. Phelan and seconded by Ms. Manchester. The resolution passed unanimously.

NEW BUSINESS

Resolution Appointing Raymond H. Fountain, Jr. Interim Executive Director of the St. Lawrence County Workforce Investment Board: Moved by Mr. Phelan and seconded by Ms. Novak. The resolution passed unanimously.

Resolution Authorizing Payment of Advertising for the Position of Executive Director of the St. Lawrence County Workforce Investment Board: Chairman Hooper explained that the total cost of advertising for the position left vacant by Ed Russell's retirement would be split equally between the WIB, the IDA and the Board of Legislators. Moved by Mr. Daddario and seconded by Ms. Novak. The resolution passed unanimously.

STAFF REPORT

Letter from Jim Fleet: Mr. Fleet noted that the letter was self-explanatory. Mr. Fleet then announced that he would be retiring at the end of the month. He added that he would be making a trip up to Canton to introduce his replacement to staff.

Marketing Presentation: Mr. Manson showed the Board the various One-Stop marketing signs that are being placed in the hallway of the Human Services Center. These signs are rotated weekly. Mr. Manson also noted that signs indicating our services, address, phone number, email address, and hours of operation are being created for placement in various locations (Court House, libraries, etc.)

Report Card: Mr. Fountain explained that the report card's format was recently abridged. He added that most of the information, however, is still included.

Financial Report: There were no comments.

Other: Mr. Fountain provided an update to WIA Reauthorization, noting that changes to performance standards that were being discussed. He provided an update on services provided or scheduled to be provided to Ames and McCadam cheese. Mr. Kelly reported on recent meetings with Ogdensburg Cheese. A lengthy discussion then arose regarding the WIB role in helping companies like this. Mr. Backus explained that he understood that the Ogdensburg Cheese Plant's problem was with sewage, not the labor force and felt that the WIB could be proactive in keeping this plant open, instead of reactive if the plant closes. Chairman Hooper asked Mr. Backus, Ms. Novak and Mr. Kelly to draft a resolution of support and that the issue be placed on the agenda at the WIB's next meeting.

Finally, Chairman Hooper and the members of the Board thanked Mr. Fleet for his invaluable assistance to the WIB and its staff. Chairman Hooper also acknowledged that Mr. Phelan is retiring and added that he has served the WIB well. Board members and guests applauded both Mr. Fleet and Mr. Phelan.

Mr. Brining invited WIB members to a luncheon at 12:00 PM at the St. Lawrence Inn on December 18th to honor four (4) retiring department heads, which include Mr. Russell and Mr. Phelan. He added that anyone interested in attending should contact Chandra Pharoah at the Board of Legislators' Office at 379-2276.

EXECUTIVE SESSION

None

ADJOURNMENT

Chairman Hooper thanked Board members for attending the meeting. On motion of Mr. Daddario, the meeting adjourned at 7:25 PM.

Respectfully submitted,

Joanne M. Novak, Esq.