

**WORKFORCE INVESTMENT BOARD  
MINUTES OF JANUARY 7, 2004 MEETING**

A meeting of the Workforce Investment Board was called to order by Chairman Donald Hooper at 8:14 AM, Wednesday, January 7, 2004, at the University Inn/ Best Western in Canton NY.

Members Present: Jack Backus, Lynn Blevins, Donald Brining, Sue Caswell, Richard Daddario, Bruce Green, Donald Hooper, Linda Manchester, Ron McDougall, Steve Novacich, Mike St. Thomas, Tim Weaver

Members Absent: Genevieve Baxter, Doug Beachard, Joseph Kennedy, Kristy Langtry, Joanne Novak, Linda Randi, Ryan Schermerhorn

Others Present: Raymond H. Fountain, Jr., Natalie Haggart, Steve House, Patrick Kelly, and Ed Short of the Office of Economic Development; John Twomey, Executive Director of NYATEP; and Kerry Twomey.

**MINUTES**

Moved by Mr. Blevins and seconded by Mr. St. Thomas, the minutes of the October 22, 2003 meeting were approved.

**CHAIRPERSON'S REPORT**

Mr. Hooper reported that the National Association of Workforce Board's 2004 Forum in Washington DC is scheduled for March 14-16. Anyone interested in attending should let him or Ray know as soon as possible. Mr. Hooper noted that a copy of the Program Year 2002 outcomes for St. Lawrence County was included in the meeting packet. St. Lawrence County was one of 3 (out of a total of 33) local areas to pass all of their performance standards. Mr. Hooper also noted that the 2004 WIB Meeting Schedule was included in the meeting packet, for future reference of the WIB members. Lastly, Mr. Hooper introduced guest speaker John Twomey, Executive Director of NYATEP.

**COMMITTEE REPORTS**

Marketing and Quality Assurance: This Committee did not meet and, therefore, had no report.

Youth Committee: This Committee met last month and had one resolution to be presented to the Board.

Services Committee: This Committee did not meet, and therefore, had no report.

Executive Committee: Mr. Hooper noted that the Executive Committee met on December 30<sup>th</sup> and reviewed the items submitted for WIB action today.

## CONSENT AGENDA

Resolution Authorizing Certification of Eligible Training Providers (Policy 16-C): Mr. Hooper noted that these requests have already been approved by another local area, but wished additional local approval by our WIB. Moved by Mr. Blevins, and seconded by Mr. Backus, the resolution passed unanimously.

## OLD BUSINESS

Resolution “Approving Modification for St. Lawrence-Lewis BOCES’ “Essential Workplace Skills Program” Year Round Youth Program: Ms. Caswell reminded members that the WIB previously passed a modification allowing for individual (per hour) or group (per class) training. This resolution allows for the inclusion in this training program of a combination of two computer training components. Moved by Mr. Brining and seconded by Mr. Weaver, 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 reported that this modification is a result of money that has been reappropriated from within the State. Normally placed into its appropriate funding stream, this money is now separated to enable tracking of the number of individuals served. He noted the increased WtW funding, this being a result of a final drawdown. He also noted that the new pending TANF legislation would probably terminate and rescind much of this WtW money. If this happens in January, an estimated \$100,000 will have been unexpended. Mr. Hooper asked that Mr. Fountain keep members up to date on the status of this legislation. In response to a question from Mr. Daddario, Mr. Fountain noted that these funding levels should remain as they are at least until June 30<sup>th</sup>. Moved by Mr. Daddario and seconded by Ms. Caswell, the resolution passed unanimously.

## NEW BUSINESS

Resolution “Committing On-The-Job Training Assistance to St. Lawrence Food Corp:” Mr. Fountain explained that this \$100,000 commitment of On-The-Job (OJT) funds to St. Lawrence Food Corp. is the third part of a financing package offered by the Office of Economic Development, the other two parts being a \$300,000 loan from the IDA’s Local Development Corporation and a \$200,000 loan from the Greater Massena Economic Development Fund. Mr. Fountain provided a brief overview of the total business plan. 28 people have been hired at the plant to-date. St. Lawrence Food Corp projects to hire 40 through the first year and a total of 200 over three years. In response to a question from Mr. St. Thomas, Mr. Fountain noted that the dislocated workers from Ogdensburg Cheese have been given the opportunity to apply for employment at the new plant. Some newer equipment has been installed, which would require additional training. In response to a query from Mr. Daddario, Mr. Fountain explained that each contract includes an individual training plan, which is written based on the trainee’s level of experience versus the job requirements. Average wage at this time is \$8.00 per hour, with no benefits, to which Mr. Daddario recommended some type of process to secure benefits for these individuals. Moved by Mr. Backus and seconded by Mr. Blevins, the resolution passed unanimously.

## **STAFF REPORT**

Mr. Fountain reported that the Board of Legislators at their January 5<sup>th</sup> meeting appointed three new members to the WIB: John Tubbs, Ken Garwood, and Michael Noble. Mr. Fountain added that he had been reluctant to actually solicit new members because pending legislation may change the makeup of the Board.

## **CHAIRPERSON'S REPORT (CONTINUED)**

Mr. Hooper introduced John Twomey, Executive Director of NYATEP, who presented "Changes in the Workforce."

## **EXECUTIVE SESSION**

None

## **ADJOURNMENT**

On motion of Mr. McDougall, the meeting adjourned at 9:40 AM.

Respectfully submitted,

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Joanne M. Novak, Esq.