

**WORKFORCE INVESTMENT BOARD
MINUTES OF APRIL 30, 2003 MEETING**

A meeting of the Workforce Investment Board was called to order by Chairman Donald Hooper at 6:22 PM, Wednesday, April 30, 2003, at The GranView Restaurant in Ogdensburg, New York.

Members Present: Jack Backus, Doug Beachard, Lynn Blevins, Sue Caswell, Richard Daddario, Bruce Green, Donald Hooper, Joseph Kennedy, Linda Manchester, Steve Novacich, Joanne Novak, Walt Paul, Ryan Schermerhorn, Tim Weaver

Members Absent: Genevieve Baxter, Don Brining, Kristy Langtry, Ron McDougall, Linda Randi, Mike St. Thomas

Others Present: Raymond H. Fountain, Jr., Natalie Haggart, Steve House, and Ed Short of the Office of Economic Development

MINUTES

Moved by Mr. Daddario and seconded by Ms. Baxter, the minutes of the February 26, 2003 meeting were approved.

CHAIRPERSON'S REPORT

Mr. Hooper presented Lynn Blevins with a clock/desk set in recognition and appreciation of his years as Chairman of the Private Industry Council and the Workforce Investment Board. Ms. Caswell noted that Mr. Blevins' guidance was instrumental in the evolvement of the PIC to the WIB.

Mr. Hooper asked for feedback on moving the June and August meetings to the morning. After some discussion, it was the consensus of the Board that the June meeting be held at the One-Stop at 8:00 AM, and that a summer picnic meeting be scheduled for an August evening meeting.

The members then discussed the Transportation Conference scheduled for June 3 and June 4 at St. Lawrence University. Mr. Hooper commented that this is a very important issue and the WIB should have representation to the conference. Interested parties should contact Ray or Natalie by May 8.

Mr. Blevins explained that the self-assessment survey provided to members earlier is an important way for the WIB members, Chair, and staff to get feedback. He added that it was a way to report back on how the WIB is doing and whether or not members understand what is going on. Mr. Hooper asked that the WIB staff re-send the surveys with a deadline of May 30, so they can be tabulated and made available for the June meeting.

COMMITTEE REPORTS

Marketing and Quality Assurance: Mr. Daddario reported on the April 7th meeting and the general meeting conversation relative to where the Committee was in terms of its original marketing goals and the marketing budget. Mr. Daddario noted that he felt the Committee accomplished many of its objectives. He reported on the meeting held on April 27 with the Business Services Unit representatives (Ray Fenton and Patrick

Kelly) and commented that he was impressed with the Unit's approach to dealing with employers. Mr. Daddario noted that, in the future, this Committee may possibly be merged with another committee, as its objectives appear to be accomplished. Mr. Blevins noted that the Committee still needs to address Quality Assurance, and Mr. Daddario said that this portion of the committee's responsibilities could be merged with another committee, possibly Services.

Youth Committee: Mr. Faucher reported on the April 3rd meeting of the Youth Council. He noted that the Committee reviewed, discussed, and recommended a 175-youth Summer Program. If and when TANF funds are distributed, the Summer Program could add another 175 youth. Mr. Faucher reported that the Committee reviewed BOCES' request for funding for the year-round youth program, and they also reviewed a credential for SEACAP, a year round youth provider of the "Connections" program.

Services Committee: Mr. House reported that the Committee met on April 10th and discussed the two resolutions for consideration by the WIB, and the increase in the Individual Training Account from \$6,400 to \$8,000.

Executive Committee: Mr. Fountain reported that the Committee met on April 22nd and discussed and approved the meeting materials submitted for WIB consideration this evening.

CONSENT AGENDA

Resolution Authorizing Certification of Eligible Training Providers – Policy 4-J: Mr. Williams presented an addition to the training provider listing provided to members, noting that the provider (CITEC) ties in with a newly released business initiative. Moved by Mr. Blevins, seconded by Dr. Kennedy, the resolution on the consent agenda passed unanimously.

OLD BUSINESS

Resolution Modifying the Workforce Investment Act Budget for St. Lawrence County Office of Economic Development Employment & Training Unit: Mr. Fountain noted this modification is a result of the State's allocation of their discretionary monies. Moved by Mr. Beachard and seconded by Mr. Daddario, the resolution passed unanimously.

Resolution Establishing a Budget for the St. Lawrence County Office of Economic Development Employment & Training Unit Summer Youth Component: Mr. Faucher noted that this budget will serve 175 youth, and if TANF funds are received, that number would increase to approximately 350 youth. Mr. Fountain noted that staff are preparing for a 350-youth program and will downgrade it if TANF funds are not received. Moved by Mr. Beachard and seconded by Mr. Blevins, the resolution passed unanimously.

NEW BUSINESS

Resolution Adopting On-The-Job Training Guidelines (Policy 15): Mr. House explained that the changes in the manual are regulatory in nature, with the exception of a local decision to prohibit OJT contracts that do not pay at a rate "25% above the Federal minimum wage" (\$6.46 per hour). He added that there are exclusions to this rule (job seekers with mental or physical disabilities, or other obstacles such as age). In response to a question from Mr. Blevins, Mr. House noted that OJT outcomes are reported to the WIB via a

quarterly report card. Moved by Dr. Kennedy and seconded by Mr. Novacich, the resolution passed unanimously.

Resolution Approving Contract with St. Lawrence-Lewis BOCES for Provision of Year Round Services to Youth: Mr. Faucher reported this contract would provide much-needed computer skills to 200 youth. Moved by Ms. Caswell and seconded by Ms. Novak, the resolution passed with 13 “Aye” votes, and with Mr. Paul abstaining.

Resolution Authorizing Local Youth Credential (Policy 7A): Mr. Faucher reported that this credential is relative to the “Connections” program operated by SEACAP. He noted there are 27 youth enrolled in the program at present, and the youth would receive the credential upon satisfactory completion of the program. Moved by Mr. Novacich and seconded by Ms. Manchester, the resolution passed unanimously.

STAFF REPORT

Financial Report: Mr. Fountain commented that the February 2003 Financial Report does not reflect WIB-funded commitments for Dislocated Workers.

Mark Misterka Letter of March 12, 2003: Mr. Fountain reported that Mr. Misterka’s monitoring report showed no problems.

Certification Letter from Margaret Moree: Mr. Fountain noted that an organizational chart was included with the meeting memo. The reorganization of the Department was approved by the County Board of Legislators and is a satisfactory resolution to the NYSDOL’s concerns about the firewall.

Mr. Fountain reported that no new information has been received regarding WIA Reauthorization. He added that some of the issues include changes to WIB membership and Performance Standards. He noted that, with Tom Riley’s (NYSDOL Representative) retirement, our new representative would be Nancy Caffery.

EXECUTIVE SESSION

None

ADJOURNMENT

On motion of Mr. Blevins, the meeting adjourned at 7:28 PM.

Respectfully submitted,

Joanne M. Novak, Esq.