

**WORKFORCE INVESTMENT BOARD  
MINUTES OF MAY, 18, 2005 MEETING**

Chairman Donald Hooper called a meeting of the Workforce Investment Board to order at 6:20 PM, Wednesday, May, 18, 2005, at the Best Western, Canton NY..

Members Present: Jack Backus, Lynn Blevins, Donald Brining, Paul Catanzarite, Bruce Green, Donald Hooper, Linda Manchester, Mike Noble, Walt Paul, Ryan Schermerhorn, Tim Weaver

Members Absent: Doug Beachard, Rich Daddario, Sue Caswell, Ken Garwood, Joseph Kennedy, Ron McDougall, Steve Novacich, Joanne Novak, John Tubbs

Others Present: Raymond H. Fountain, Jr., Natalie Haggart, David Williams, Patrick Kelly, and Timothy Patrick of the Office of Economic Development

**CHAIRPERSON'S REPORT:** Chairman Hooper announced that the agenda items would be moved around slightly this evening.

**STAFF REPORT:** Chairman Hooper introduced Timothy Patrick, an Employment & Training Counselor with the Office of Economic Development, noting he would be giving a presentation on a Gap Analysis Survey. Mr. Patrick reported this was created as a result of a Workforce Development System Technical Advisory, whereby local areas were asked to survey local businesses for a determination of their certificate/licensure needs and to local training providers for a determination of the certificate/licensure programs they offer. 990 surveys were mailed to local businesses and responses/follow ups resulted in a 74% response rate. Of the 81 training providers surveyed, 51 responded to our inquiry. A list of certificates identified as "desired by employers" was created. This list was cross-referenced with the certificates being offered by surveyed training providers. Those certificates identified as desired by employers but not currently being offered by local training providers were placed on a finalized "gap" list.

**MINUTES:** Moved by Mr. Noble and seconded by Mr. Catanzarite, the minutes of the March 23, 2005 meeting were approved unanimously.

**CHAIRPERSON'S REPORT (cont'd) :** Chairman Hooper reported that the education videotapes were available for members to sign out. Chairman Hooper thanked Walt Paul and Dave Coffey of BOCES for their assistance, and thanked the Education Committee for their work on the project.

**COMMITTEE REPORTS:**

Marketing & Quality Assurance Committee: No report.

Youth Committee: The Youth Committee met on May 12. Mr. Green reported briefly on the resolutions forwarded by the Committee for Board consideration.

Services Committee: No report.

Executive Committee: Chairman Hooper reported that the Executive Committee met to review a number of items, including those in the meeting packet. He noted that the Committee had a

discussion on re-focusing on Committee structure and involvement. The Executive Committee plans on meeting in June to being addressing this issue.

Chairman Hooper also noted that the staff have been outreaching local Chambers of Commerce for interest in Board appointment, with no interest generated. The Board has lately received a number of business resignations and also has openings in Organized Labor and Economic Development. Chairman Hooper asked Board members to speak with colleagues about WIB appointments.

Mr. Fountain noted that Mr. Daddario and Mr. McDougall have been contacted about the Organized Labor vacancy.

**CONSENT AGENDA:** None

**OLD BUSINESS:**

Resolution “Extending Contracts for Year Round Youth Service Providers:” Moved by Mr. Green and seconded by Mr. Paul. Mr. Green reported that the Youth Committee reviewed the current year round youth contracts for extension through to June 30, 2006. Mr. Williams noted that the change to the Work Experience/Internship provider reflected the increase in Minimum Wage. Being no further discussion or questions, the resolution passed with 10 “aye” votes and 1 abstention (Mr. Paul).

**NEW BUSINESS:**

Resolution “ Authorizing Certificates for Youth:” Mr. Green noted that this authorization would allow staff to assist college-bound youth with books, supplies, etc. Mr. Williams noted that while this amount is not a substantial one, it helps us to maintain an attachment to those youth that we need to track for performance standards purposes. Moved by Mr. Green and seconded by Mr. Paul. Being no further discussion or questions, the resolution passed unanimously.

Resolution “Establishing the WIA Budget for St. Lawrence County Office of Economic Development Employment & Training Unit:” Mr. Fountain began by explaining the 3-year funding cycle, noting that funds received are “good” for 3 years. For Example, PY 02 funds would be good from July 1, 2002 through June 30, 2005. He noted that up until recently, those large pots of money from the earlier program years were large enough to carry through the 3-year period. Over the last couple of years, funding levels are starting to reflect less drastic decreases, but they are decreases never the less. Staffing levels have also decreased through attrition and shifting of wages paid to other sources (IDA, GMEDF, etc.) When discussions of the budget started, involved-staff felt that the best way to deal with the budget was to set 3 goals: (1) Set a 30% to 40% budget to clients or individuals associated with client services (OJT, CRT, daycare, mileage, etc.), (2) Maintain the present front-door level of service, and (3) maintain the Summer Youth programs at previous years’ levels. Mr. Fountain distributed a list of the funding levels and staffing levels since 2000, noting funding levels ran by program year (July 1 - June 30) and staffing levels ran by calendar year. Numerous budgets/budget scenarios were reviewed and it was felt that the best way to accomplish the three budget goals was to eliminate positions. This budget, Mr. Fountain noted, recommends the elimination of 1 keyboard specialist position and 3 Employment & Training Counselor positions. He added, the Keyboard Specialist position

is currently vacant and would not be refilled. Of the three E&T Counselor positions, 2 counselors can bump into previously held titles, and the third is eligible for a title with openings within DSS. Mr. Fountain noted that he has been working with Mr. Brining, DSS and the Union regarding how to accomplish these position cuts and still keep these counselors employed. Mr. Fountain also noted that these cuts would be effective September 30, 2005, however, if any openings occur before this date, staff will be encouraged to take the positions in order to keep them employed. There was a lengthy discussion among the members regarding the challenges facing trainers and employers in light of decreasing funds; how we continue to fund/provide OJT, CRT, other services, etc.; prioritizing of services and how those priorities change from participant to participant.

Mr. Paul commented that the system is challenged to try to increase the skill levels of participants without resources. Mr. Paul noted that, with the LPN program, the problem is finding tuition, and he is attempting to set up a brokering day whereby LPN program candidates would be assessed for TAP, PEL, etc and would then work with a health care employer to help offset the candidate's tuition costs.

Mr. Blevins moved to accept the resolution, seconded by Mr. Brining. There being no further discussion or questions, the resolution passed unanimously.

**EXECUTIVE SESSION:** None

**ADJOURNMENT:** There being no further business and on motion of Ms. Manchester, the meeting adjourned at 7:20 PM.

\_\_\_\_\_/s/  
Rich Daddario, Secretary