

**WORKFORCE INVESTMENT BOARD
MINUTES OF JUNE 25, 2003 MEETING**

A meeting of the Workforce Investment Board was called to order by Vice-Chairman Sue Caswell at 8:08 AM, Wednesday, June 25, 2003, at McCarthy's Restaurant in Canton, New York.

Members Present: Jack Backus, Genevieve Baxter, Doug Beachard, Don Brining, Sue Caswell, Richard Daddario, Bruce Green, Joseph Kennedy, Linda Manchester, Ron McDougall, Steve Novacich, Linda Randi, Mike St. Thomas, Tim Weaver

Members Absent: Lynn Blevins, Don Hooper, Kristy Langtry, Joanne Novak, Walt Paul, Ryan Schermerhorn

Others Present: Raymond H. Fountain, Jr., Natalie Haggart, Patrick Kelly, and John Manson of the Office of Economic Development; Barbara McBurnie, Director, St. Lawrence County Office for the Aging

MINUTES

Moved by Ms Manchester and seconded by Mr. Weaver, the minutes of the April 30, 2003 meeting were approved.

CHAIRPERSON'S REPORT

Ms. Caswell introduced Barb McBurnie, Director of the Office for the Aging. Ms. McBurnie gave a brief presentation on the history and present status of employment services to older workers. She also provided information on other supportive services provided by her office.

Mr. Kelly provided a report on the NYATEP 2003 Strategic Planning Summit he and Chairman Hooper attended on June 5th and June 6th. He noted that the WIB is eligible to receive funding for strategic planning, the parameters of which are not yet available. More information on the grant will be provided later.

Ms. Caswell reported that the Youth Council met on June 12th. Ron Faucher was re-elected Council Chairman and Pam Dority re-elected Council Vice-Chairman.

COMMITTEE REPORTS

Marketing and Quality Assurance: Mr. Backus noted that the "draft" handout (provided at beginning of meeting) was to be used by partners as a tool to explain and promote the One-Stop System. Mr. Daddario noted the document is a guide for identifying system partners and the Committee hopes that partners cooperate in utilizing it. Mr. Fountain added that once this document is final, it can be included with the County Chamber of Commerce newsletter for distribution to approximately 1,100 businesses.

Youth Committee: There was no report on the Youth Council due to Mr. Faucher's absence. Mr. Williams will report out on resolutions forwarded by the Youth Committee.

Services Committee: Ms. Caswell noted that Services Committee did not meet this month.

Executive Committee: Ms. Caswell noted that the WIB Executive Committee met on June 16th and discussed and approved the meeting materials submitted for WIB consideration this morning.

CONSENT AGENDA

Mr. Fountain noted a correction on some of the resolutions. Resolutions referring to the Board of Legislators will be corrected to read “Workforce Investment Board.” Resolutions on the Consent Agenda (listed below) were moved by Mr. Daddario and seconded by Mr. St. Thomas. All passed unanimously.

- Authorizing Certification of Eligible Training Providers (Policy 16)
- Modifying WIA Budget for Office of Economic Development Employment & Training
- Modifying WIA Budget for Office of Economic Development Employment & Training
- Establishing WIA Budget for Office of Economic Development Employment & Training
- Establishing WIA Budget for Office of Economic Development Employment & Training
- Approving Budget Modification for SEACAP

OLD BUSINESS

None

NEW BUSINESS

Resolution Approving Contract with St. Lawrence-Lewis BOCES for Provision of Year Round Services to Youth: Mr. Williams presented. Mr. Daddario moved, seconded by Ms. Baxter. The Resolution passed unanimously.

Resolution Supporting NYSDOL 32J Applications “Growing New York’s Small- and Medium-Sized Businesses”: Mr. Williams presented, noting two applications were submitted through the Workforce Investment Board to provide existing businesses with business plan and technical support.. The first applicant (Adirondack North Country Association) submitted an application for manufacturers of woods products. The second applicant (CiTec) submitted an application for manufacturers of durable goods. Moved by Ms. Manchester, seconded by Mr. Green, the resolution passed unanimously.

Resolution Adopting a Marketing Policy for Partners of the Workforce Investment System: Mr. Daddario moved, seconded by Mr. Brining. The resolution passed unanimously.

STAFF REPORT

Mr. Fountain reported on the status of TANF Summer funding, noting that St. Lawrence County will continue to operate on the assumption that the funding will come through. He reported that Senate hearings for WIA Reauthorization were scheduled for June 18, but he does not feel definite information will be available right away. Mr. Fountain reported on the services staff have provided to Dislocated Workers (Attachment A, meeting memo), adding that staff have scheduled an orientation for the 21 employees affected at NOCO and the 30 affected at Corning.

Mr. Fountain reported briefly on the “Secret Shopper” results received from the NYS Department of Labor. He stated that the overall reports were very good and make a good teaching tool, but he wants to discuss them with the staff involved in the report prior to releasing them to the WIB membership.

Financial Report: Mr. Fountain commented that the April 2003 Financial Report shows that expenditure levels exceed the 70% mark set by the State. Expenditures under 70% could be reallocated back to the State.

EXECUTIVE SESSION

None

ADJOURNMENT

On motion of Mr. Daddario, the meeting adjourned at 9:10 AM.

Respectfully submitted,

Joanne M. Novak, Esq.