

**ST. LAWRENCE COUNTY WORKFORCE INVESTMENT BOARD
MINUTES OF SEPTEMBER 17, 2008 MEETING**

CALL TO ORDER: Chairman Michael Noble called to order the regular meeting of the St. Lawrence County Workforce Investment Board at 6:30 PM at the Best Western, Canton.

Members Present: Jack Backus, Doug Beachard, Sue Caswell, Joe Kennedy, Ron McDougall, Lisa McKeel, Mike Noble, Karen St. Hilaire, Richard Orton, Kathy Daniels, Don Hooper, Linda Manchester, Mark Webster.

Members Absent: Daphne Pickert, Dale Rice, Rich Daddario, Bruce Green, Eric Matott, Lisa McCarty, Steve Novacich, Ryan Schermerhorn, Jeff Tyo,

Others Present: From the Office of Economic Development: Ray Fountain, Patrick Kelly, Kim Gilbert, Suzan Denny, Steve House, Jim Connor; Dee Burlingame, Youth Council; Cliff Donaldson, NYS DOL Commissioner's North Country Representative and John Masella, NYS DOL Regional Administrator.

CHAIRMAN'S COMMENTS: The Chairman began the meeting by reporting that he had received a letter from the NYS DOL Commissioner requesting that Mr. Donaldson act as a representative on the WIB. The Chairman asked Linda Manchester to introduce Mr. Donaldson and Mr. Massella from the NYS DOL.

Mr. Noble reported that he and Rich Daddario had attended the County Legislature Ethics Review Committee Meeting. They felt the policy was too invasive and far reaching. The committee has revised the proposed policy and the results should be ready soon. He also read a letter from Rich Daddario voicing the same opinion.

PUBLIC COMMENT: None

MINUTES: Orton/Manchester move to accept the minutes of the June 18, 2008 meeting. Unanimous.

COMMITTEE REPORTS:

Executive: Committee met September 10th to discuss the Walmart hiring effort, Gouverneur Talc, St. Lawrence Zinc and General Motors. Walmart was very happy with their stay from May 21-July 3 at the One-Stop to recruit employees for the new Potsdam store. They hired 441 people at \$8.40-\$12.10/hr. On August 22nd, 176 employees were laid off from St. Lawrence Zinc. WIA staff is doing Rapid Response in Gouverneur and at the One-Stop; 88 people participated. In January Gouverneur Talc declared they were shutting down. There are still 53 workers still on the site because they are still receiving orders. Employees are TRA eligible. There are still 250 production employees at GM and the plant plans to continue production until mid-2009. Due to the continued operation, WIA staffing changes are being made, but one E&T Counselor will remain on-site at GM.

Youth: Dee Burlingame reported on the completion of the Summer Youth program which completed on August 15th. There were 511 applications with 204 youth being served – 45 VESID, 21 in Conservation Corp, 108 WIA, 110 TANF, 74 were dual enrolled into WIA and TANF.

Marketing/Board Development: Patrick Kelly reported on the last (conference call) meeting on August 26th. There was a WIB orientation on August 26th for new WIB member Eric Matott with Daphne Pickert and Dee Burlingame attending as well. The group approved \$4,000 to market the new Metrix Learning System. Richard Orton requested that the fact that Alcoa applications are available at several workforce locations throughout the county, so that has been added to the weekly radio broadcast. Tracey Long's

application to the WIB was approved to be passed along to the WIB. \$2,500 was approved to be spent on advertising for Community Services Brigade and BOCES CNA courses. New Workforce NY program marketing materials were shown to the group.

AdHoc: One-Stop: Doug Beachard reported on the August meeting. There was discussion about charging fees for use of One-Stop rooms. The Partner would have first priority and staff were requested to check usage for August, September and October to better see who uses the rooms. The Partner's also discussed better ways to track service through the One-Stop since not all of the Partners use OSOS. There is \$4,000-\$5,000 left in the incentive money for training, which must be used by December 31st. The next meeting will be November 6th.

AdHoc: Nominating Committee: Ron McDougall reported that after discussion the committee would nominate the current officers to remain as follows: Mike Noble, President; Donald Hooper, Vice President and Ronald McDougall, Secretary. Moved by Mr. Orton; 2nd by Mr. Kennedy. Unanimous.

CONSENT AGENDA: Approving Training Providers: Moved by Mr. Beachard; 2nd by Mr. Kennedy. Resolution passes unanimously.

OLD BUSINESS: Resolution: Adopting Revised By-Laws: Mr. Fountain explained that in order to modify the By-Laws it has to be announced twice. The first announcement of the modification was at the last meeting; the second was at this meeting. The only modification was that the current AdHoc: One-Stop committee was changed to a standing committee. Moved by Mr. Kennedy; 2nd by Mr. Webster. Resolution passes unanimously.

NEW BUSINESS:

Resolution: Modifying PY08 Budget: Ms. Gilbert reported that this modifies budget to include Statewide E-Learning funds of \$50,000. Moved by Mr. Orton; 2nd by Ms. Caswell. Resolution passes unanimously.

Resolution: Adopting Records Retention Policies and Procedures: Requested by US DOL during their audit. Moved by Mr. Kennedy; 2nd by Mr. Backus. Resolution passes unanimously.

Resolution: Approving the St. Lawrence County Comprehensive Economic Development Strategy (CEDS): Mr. Kelly briefly explained on various reasons to have a CEDS document in place and the goals the County has reached and hopes to reach in the future. Next, the document will be moved to the IDA for endorsement, then onto the BOL's Strategic Planning Economic Development committee, then onto the BOL for their formal adoption. Moved by Ms. McKeel; 2nd by Mr. Backus. Resolution passes unanimously.

ADDITIONAL ITEM: Pathways to Careers Grant: Mr. Fountain would like to submit an application for the grant. Mr. House and Ms. St. Hilaire explained that it is directed to 16 to 24 year olds and would be to train individuals to do weatherization and construction to make homes more energy efficient. WIB would be lead agent on the grant with partner buy in. Deadline to apply is October 15, 2008. Moved by Mr. McDougall; 2nd by Ms. Caswell. Motion passes with Ayes: 11; Nays: 0; Abstentions: 2 (Ms. McKeel and Mr. Kennedy)

STAFF REPORT:

Ms. Gilbert reported on the following Monitoring Review Reports:

- Quality Standards Review: Kim Gilbert noted there were no official findings from the monitoring review on June 5th.

- OSOS Data Validation Review: Ms. Gilbert reported that one area that received comment was to enter more detail into the comments section on OSOS.
- US DOL Audit: Mr. Fountain reported that the audit was to review both financial and programmatic parts of the program. On the whole the audit went very well, but the final report has not been received.
- SYETO Statistics: See Youth Committee report.
- SYEP (OTDA) Monitoring Review: No report.

Ray Fountain reported on the following:

- Exit Questionnaires: Mr. Fountain passed out Exit Questionnaires received during the first six months of 2008. These questionnaires are sent to every WIA customer who is exited from the program by getting employment or by quitting the program.
- Regions in the County: It's a very positive step that the Commissioner is restructuring the regions in the county.

EXECUTIVE SESSION: None

ADJOURNMENT: McDougall/Orton move to adjourn at 7:42 PM. Unanimous.