

**WORKFORCE INVESTMENT BOARD
MINUTES OF SEPTEMBER 18, 2003 MEETING**

A meeting of the Workforce Investment Board was called to order by Chairman Donald Hooper at 8:06 AM, Thursday, September 18, 2003, at McCarthy's Restaurant in Canton, New York.

Members Present: Jack Backus, Genevieve Baxter, Doug Beachard, Lynn Blevins, Don Brining, Sue Caswell, Richard Daddario, Bruce Green, Don Hooper, Joseph Kennedy, Linda Manchester, Ron McDougall, Joanne Novak, Walter Paul, Linda Randi, Mike St. Thomas, Tim Weaver

Members Absent: John Bogosian, Kristy Langtry, Steve Novacich, Ryan Schermerhorn

Others Present: Raymond H. Fountain, Jr., Natalie Haggart, Steve House, Patrick Kelly, John Manson and David Williams of the Office of Economic Development; Joanne Blunt, NYSDOL

MINUTES

Moved by Mr. Brining and seconded by Mr. St. Thomas, the minutes of the June 25, 2003 meeting were approved.

CHAIRPERSON'S REPORT

Mr. Hooper reported that, as no quorum was reached at the August 27th meeting, there was no official business. The notes taken on August 27th have been distributed for informational purposes only. He noted there was a revised agenda for this meeting, adding a fifth resolution under New Business, along with a few informational pieces. Mr. Hooper noted that per WIB Bylaws, election of officers is to be held at the annual meeting, scheduled for October 22nd. Mr. Hooper appointed Mr. Daddario, Mr. Blevins, and Mr. Beachard to the Nominating Committee, and they will report out at the October meeting. Mr. Hooper also introduced Joanne Blunt, our new Field Representative from the New York State Department of Labor.

COMMITTEE REPORTS

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

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

Services Committee: Mr. House reported that this Committee met on August 7th and reviewed the resolutions. He noted that the resolutions committing OJT funds were an attempt to provide the WIB with a direct connection with local businesses.

Executive Committee: Mr. Hooper noted that the Executive Committee met on August 12th and reviewed the items submitted for WIB action today.

CONSENT AGENDA

Resolution Authorizing Certification of Eligible Training Providers (Policy 16-A): Moved by Mr. St. Thomas, and seconded by Ms. Manchester, the resolution passed unanimously.

OLD BUSINESS

None

NEW BUSINESS

Resolution Committing On-The-Job Training Assistance to DEW Engineering: Mr. House presented. Moved by Mr. Brining, and seconded by Mr. St. Thomas, the resolution passed unanimously.

Resolution Committing On-The-Job Training Assistance to Kinney Drugs: Mr. House presented. Mr. Hooper noted that the purchase of the Gouverneur IDA Building by Kinney Drugs has been in the news lately, and that he is happy to see the vacant building utilized and OJT funds going for this effort. Moved by Mr. Blevins, and seconded by Mr. Brining, the resolution passed unanimously.

Resolution Committing On-The-Job Training Assistance to WiseBuys: Mr. Hooper noted that this was supporting a new area retailer. Moved by Mr. Brining, and seconded by Mr. Beachard, the resolution passed with 16 voting "Aye," 0 voting "Nay," and Mr. McDougall abstaining.

Mr. Beachard asked how the commitment amounts are calculated. Mr. Fountain noted that all OJT contracts reimburse for up to 50% of wage up to 6 months. Some of the considerations for commitment amounts include how much the position itself pays, the technical demands needed to learn the job, and employee experience, etc.

Resolution Authorizing Strategic Planning Process: Mr. Hooper noted this resolution is the first document needed to begin securing up to \$100,000 for strategic planning. This resolution authorizes the WIB to begin organization and execution of necessary activities relating to the alignment of driven-demand economic and workforce development needs. Mr. Hooper noted that meetings have taken place with staff and Tom Plastino of Citec, who is a certified strategic planner. Moved by Mr. Paul, and seconded by Mr. Brining, the resolution passed unanimously.

STAFF REPORT

Mr. Fountain reported on the status of WIA Reauthorization, noting that markup on the Senate bill is expected for September 24th. He noted that the NYSDOL recently notified the WIB of two grant awards under an RFP entitled "Accelerate New York – Growing New York's Small- and Medium-Sized Businesses." \$25,000 grants were awarded to assist businesses with strategic business plans. The IDA award would assist 4 businesses in the durable goods manufacturing sector. The Adirondack North Country Association would provide similar assistance to 3 businesses in the durable goods manufacturing wood products sector. Mr. Fountain reported on the status of the Welfare-to-Work (WtW) monies, noting that we are in the fifth and final year of a 5-year grant, and the WtW monies have been terminated as of September 30th. Mr. Fountain reported that WiseBuys' Canton store will have its grand opening September 27th, and the Gouverneur store is scheduled to open in October.

Mr. Kelly reported briefly on ACCO and the aversion funds grant project. He stated that this is one of the most successful economic development projects in the last couple of years, noting that two years ago ACCO was considering closing the Ogdensburg plant. He added that the WIB's role was critical to the projects success. A note from ACCO was included in with the project report, which will be issued to the press.

Financial Report: Mr. Fountain commented we are meeting the spending obligations and that we may receive more money through the Dislocated Worker grant's set-aside monies.

EXECUTIVE SESSION

None

ADJOURNMENT

On motion of Mr. St. Thomas, the meeting adjourned at 8:42 AM.

Respectfully submitted,

Joanne M. Novak, Esq.