

**ST. LAWRENCE COUNTY WORKFORCE INVESTMENT BOARD  
MINUTES OF SEPTEMBER 8, 2010 MEETING**

**CALL TO ORDER:** Chairman Sue Caswell called to order the regular meeting of the St. Lawrence County Workforce Investment Board at 6:32 p.m. at the GranView Restaurant in Ogdensburg, NY

Members Present: Jack Backus, Sue Caswell, Kathy Daniels, Rich Daddario, Cliff Donaldson, Bruce Green, Don Hooper, Dr. Joseph Kennedy, Lisa McKeel, Steve Novacich, Richard Orton, Daphne Pickert, Dale Rice, Karen St. Hilaire, Ryan Schermerhorn, Dallas Sutton, Mark Webster.

Others Present: Paul Grasso, Executive Director, North Country Workforce Investment Board; John VanAtten, Regional VP of Glens Falls National Bank and Chair of North Country WIB; Mary Beth McKee, North Country WIB's Director of Programs and Services; Ray Fountain; Kim Gilbert; Steve House; Natalie Sweatland; Dee Burlingame; Todd Doherty; Jim Connor; Chris Rediehs; John Manson; Dave Sickler; Suzan Denny

**CHAIRMAN'S COMMENTS:** The Chairman welcomed the membership and everyone introduced themselves. She welcomed Mr. Grasso, Mr. VanAtten and Ms. McKee.

**PUBLIC COMMENT:** None

**MINUTES:** Kennedy/Pickert move to accept the June 9, 2010, meeting minutes. Approved unanimously.

**COMMITTEE REPORTS:**

Executive: Ms. Caswell would like to appoint a nominating committee for the Chair, Vice-Chair, Treasurer and Secretary. Jack Backus, Richard Orton, and Dale Rice have asked to be on the nominating committee. Jeff Tyo was on last year's committee and Ms. Caswell will ask him if he would like to be on it this year.

Lisa McCarty has resigned. She has taken a position in Watertown. We continue to look for more people to be on the Board; we especially need people from the private sector. If anyone knows of anyone, please let Ms. Caswell know.

Because of the reorganization of the Office of Economic Development and SLCIDA, Ray and Natalie may be leaving us. Ray would no longer be able to be the Executive Director. We will miss them. Mr. Fountain gave a short overview of how we got here and how it will affect the WIB and delivery of WIA services. The discussion started earlier this year. They discussed how to still provide services with less funding to the people of St. Lawrence County. The best option proposed was a merge with Department of Social Services. Three options were discussed were discussed with the County to provide WIB administrative services. First was having the WIB be a stand alone WIB. Second was CITEC, but it wasn't what the Executive Committee thought might be the best choice.

Mr. Fountain asked Paul Grasso to explain how their WIB works. Mr. Grasso explained that the counties that the North Country WIB serves are Clinton, Essex, Franklin and Hamilton, and runs three One-Stops. The WIB functions regionally while there are councils that function locally in each county and act as advisory boards to the One-Stops. They meet in alternate months. He feels that the future for workforce will be some kind of consolidation of counties and to be aggressive in their approach to funding.

Mr. Donaldson commented that there has been a lot of talk about reducing the number of WIBs in NYS. He tries to tell Albany all the time that the North Country is different than the rest of the state. The State will look favorably on WIBs that combine under their own initiative instead of being forced to do so by the State. Mr. Donaldson said the state will be watching St. Lawrence County and the North Country WIB with interest and see how things go. There is a State WIB, but it doesn't have enough members to have a quorum. Mr. Fountain has talked with Karen Coleman about getting some planning money and he got a "yes, no, maybe" answer, so there may be a possibility of at least some funding. Mr. Fountain also asked Ms. Coleman if the WIA funding (Title I)

would change with a combined population and the change was negligible - about \$39. Ms. McKeel was worried about how the Title II funds would be affected.

Ms. St. Hilaire commented that one of the things that was most attractive to the county about contracting with the North Country WIB to supply our administrative services for a nine month time period from October to July.

A motion was put before the Board to accept a contract for the North Country WIB to supply administrative services for the St. Lawrence County Workforce Investment Board from the 9-month period from October to July. Mr. Fountain is confident that the contract can be negotiated before October 1. The Executive Committee will meet in two weeks to act on the resolution. Mr. Kennedy moved/seconded by Mr. Daddario. Passes with 15 "aye" votes and 2 abstentions (Donaldson, Novacich).

Youth: Dee Burlingame reported that the Council had met last on June 6<sup>th</sup>. At that time, we were very unsure of whether or not we would have funding. On June 15<sup>th</sup> TANF money came through and we did have a small summer youth program. The funds went through DSS and it was determined that there would be three YCC groups. We ended up with 78 Youth with 61 funded by TANF only, 15 funded by WIA only, 2 funded by both TANF and WIA, 57 in school, 21 out of school, 1 college internship at MMH, 9 VESID job coached, 14 YCC, 54 slotted position in the greater program at 35 participating agencies. Next Youth Council meeting is tomorrow.

Marketing and Board Development: All the marketing funds were spent. Once things settle, they will begin marketing again. Regarding Board Development, one referral was received.

One-Stop: Mr. House reported that the next One-Stop Partner meeting will be November 4<sup>th</sup>. At the last meeting, Ms. McKeel could not attend the meeting in person, but did participate via conference call which seemed to work well. There was brief discussion on the day to day operation and about the merge of WIA into DSS and how that might affect the partners.

#### **CONSENT AGENDA:**

Resolution: "Budget Modification for the SYETO for Students with Disabilities for the 2010 Programs": A modification to the budget to serve 10 summer youth participants through VESID job coaching. Needed to revise the current contract to a much smaller level considering the number of youth to which services could be provided. Green/Webster move. Passes with 16 "aye" votes and 1 abstention (McKeel).

**OLD BUSINESS:** None

#### **NEW BUSINESS:**

Resolution: "Recognizing Wal-Mart Supercenter Store 3329 for its Contribution and Support of the 2010 Summer Youth Opportunities Program": Wal-Mart provided refreshments for some of the activities for the summer youth. Donaldson/Daddario move. Passes unanimously.

Resolution: "Modifying the PY09 Workforce Investment Act Budget": We received notification from NYS that they had qualified for a National Emergency Grant (NEG) to help serve our dislocated workers who otherwise would not be served with typical formula money because of the budget cuts. Our portion of that was \$56,714 which will be spent on direct training costs for dislocated workers. Moved by Orton/Hooper. Passes with 16 "aye" votes and 1 abstention (Donaldson).

Resolution: "Establishing a Priority of Service Policy for Adult Employment and Training Activities for the period of July 1, 2010 through June 30, 2011": The State requires that we have a Priority of Service Policy when funds are low. We currently have a policy and it has been enhanced to target low income individuals as well as those individuals who have already completed one year of training. Moved by Orton/Pickert. Passes with 15 "aye" votes and 2 abstentions (McKeel, Kennedy).

Resolution: "Giving Authority to the One-Stop Career Center Manager to Approve Initial Training Providers and Authorize Provider Edits for the NYS Eligible Training Provider List on a Continuing Basis": Originally when the WIB met they would approve the training providers. Two things happened – first, the State's training provider site crashed; second, we received and were pressed to use stimulus funds as quick as possible. We felt that staff needed to be able to approve the training providers without taking the time to go before the full Board with the contingency that we report back to the WIB who we have approved. Moved by Orton/St. Hilaire. Passes with 14 "aye" votes and 3 (McKeel, Donaldson, Kennedy).

Resolution: "Modifying the PY10 WIA Budget": This is a modification to the administrative budget. This authorizes a \$50,808 transfer that allows 80% of one position and 20% of another position within the DSS to pick up the financial operations under the umbrella of DSS. This leaves a surplus of \$32,000 that would be the amount that would probably be negotiated with the North Country Consortium for the nine month period. Moved by Mr. Hooper, 2<sup>nd</sup> by Ms. Pickert the budget passes with 16 "ayes", 0 "nays" and 1 abstention (Donaldson).

Resolution: Authorizing Contract with Potsdam Library: Mr. House explains that this would pay \$28,000 and allow an E&T Counselor on site 2 days per week. Moved by Orton/Sutton. Passes unanimously.

#### **STAFF REPORT:**

Property Management Review Report Letter: Property Management Review from January 2008 through March 2010. The State determined that St. Lawrence LWIA has complied with the review criteria and there were no findings.

Letter Reviewing Compliance with WIA Closeout Requirements: Mrs. Gilbert reports there were no findings.

Procurement Review of the WIA Title1-B and ARRA Operations of SLC LWIA Letter: The State determined that the St. Lawrence LWIA has followed all procedures and policies and there were no findings.

Review to Confirm Compliance with Closeout Requirements and to Confirm TAA FY07 Amounts were Accurate, Allowable, and Supported by Documentation Letter: The results of the Closeout Review was that requirements were met and amounts were accurate and supported. No findings.

Subrecipient Monitoring Review of WIA: Per their review the State determined that there were responsible to monitor one agency (SLC Youth Bureau), but it was not identified by name in Kim's guide. All agencies will be noted in the future.

**EXECUTIVE SESSION: None**

**ADJOURNMENT:** Moved by Daddario/Orton the meeting adjourned at 7:44 p.m. by unanimous consent.