

ST. LAWRENCE COUNTY WORKFORCE INVESTMENT BOARD
MINUTES OF March 14, 2012 MEETING

CALL TO ORDER: Chairman Sue Caswell called to order the regular meeting of the St. Lawrence County Workforce Investment Board at the Human Services Center in Canton.

Members Present: Jack Backus, Sue Caswell, Chris Cooper, Kathy Daniels, Margaret Fockler, Don Hooper, Dr. Joseph Kennedy, Ron McDougall, Daphne Pickert, Dale Rice, Ellie Sullivan-Stripp, Dallas Sutton, and Mark Webster.

Others Present: Lori Barr, Deb Bridges, Kelli Curran, Jean Hantz, John Manson, Eric Nash, Tom Plastino, Chris Rediehs, Penny Scott, and Dave Sickler.

CHAIRMAN'S COMMENTS: Ms. Caswell thanked everyone for coming and welcomed Kelli Curran from Curran Renewable Energy. Introductions were made.

PUBLIC COMMENT: None

MINUTES: Hooper/Pickert move to accept the January 11, 2012 meeting minutes. Approved unanimously.

COMMITTEE REPORTS:

Executive Report: Mr. Plastino reported that the Executive Committee did meet. The paperwork distributed was approved by the Executive Committee after review. Key among them were the One-Stop Leases -- the first of which is on the Agenda for discussion and review today. The other leases are in process and very close to completion, with one being on the Agenda for discussion and review. There will be discussion later regarding the Workforce Innovation Fund Grant Application. In addition the charge that was given to the By-laws Committee as a result of the adoption of the revised by-laws which had been charged to develop language that would substitute for Article XII (which dealt with "Robert's Rules of Order").

Youth Report: Ms. Hantz reported that the Youth Customer Service Class is operating. The successful students will be placed into Work Internships. Outreach has begun for the Summer Youth Program; the problem with Summer Youth is you don't know exactly how much money you will receive because they are always late in awarding the money. We are predicting at least 90 youth into a Summer Program.

Ms. Hantz reported that the RFP Review Committee is in the process of reviewing the three proposals we have received. Youth Internships are going well, as is the rest of the Youth Program

Marketing & Board Development: Mr. Rice reported that the Marketing Committee met via conference call, focusing on the website and came up with some recommendations to help update the site in-house. It was also discussed what to do if the website cannot be updated in-house. The second item focused on is presented in the form of a Resolution and distributed to WIB Members. The Resolution recommends assigning 2012-13 Officer Nominations to the Marketing and Board Development Committee.

Ad hoc Bylaw Committee: Mr. Cooper reported on meetings held by the Ad hoc Bylaw Committee. They discussed the suggestions regarding updating the WIB By-Laws regarding Article XII utilizing "Robert's Rules of Order". The Committee recommends running things as they have been run with an option for full-board approval for any disagreement on procedural issues there may be. There will not be a vote today but at the next meeting of the WIB.

WORKFORCE INVESTMENT BOARD ACTION ITEMS:

Old Business

Resolution Authorizing the Executive Director to Execute Contracts: Mr. Plastino explained the resolution.

Resolution Authorizing Executive Director to Execute Contracts: McDougall/Hooper; unanimous approval.

Resolution Approving the One-Stop Lease with the SLC Department of Social Services: Mr. Plastino explained in detail the lease agreement drawn up between the WIB and the St. Lawrence County Department of Social Services. Mr. Plastino hopes to use this lease as a model for other leases between the WIB and the Partners.

There was much discussion regarding the need for individual leases.

Resolution Approving the One-Stop Lease with the SLC Department of Social Services: Hooper/Rice; unanimously passed.

Resolution Approving the Hiring of Temporary Staff for the 2012 TANF-Funded Summer Youth Program: Ms. Hantz spoke briefly regarding the need for two tutors for the Summer Youth Program and answered questions as they arose.

Resolution Approving Hiring Temporary Staff for 2012 TANF-Funded Summer Youth Program: Sutton/McDougall; unanimous approval.

New Business

Resolution Approving New WIB Member: Mr. Plastino explained the process for appointing a new WIB member; he then introduced Kelli Curran and spoke briefly of his acquaintance with her, recommending that she may be a candidate for the Marketing Committee. Ms. Curran spoke about herself and answered questions.

Resolution Approving New WIB Member: McDougall/Backus; approved unanimously.

Resolution Authorizing the Executive Director to Apply for Workforce Innovation Grant Funding: Mr. Plastino explained the Workforce Innovation Grant and some of the process involved in applying. Mr. Plastino feels applying for this grant is a good idea and will help to retrain clients where the employability has declined in their field. Mr. Plastino also explained that the chances of receiving the funding are slim because the competition is high but feels this is something that will be offered more in the future. There was much discussion regarding this topic with many members expressing approval for this type of funding.

Resolution authorizing Executive Director to Apply for Workforce Innovation Grant Funding: Pickert/Webster; Kennedy - Abstain; approved unanimously.

Resolution Modifying the PY 10 Workforce Investment Act Budget: Ms. Hantz reported that St. Lawrence County has been awarded Disability Employment Initiative funds.

Resolution Modifying PY 10 Workforce Investment Act Budget: Kennedy/Rice; unanimous approval.

Resolution Recommending Assignment of 2012-13 Officer Nominations to the Marketing and Board Development Committee: Mr. Plastino explained that this resolution would structure our Nominating Committee for next year's officers. It also makes the Marketing and Board Committee responsible for reviewing potential candidates for membership as well as reappointments.

Resolution Recommending Assignment of 2012-13 Officer Nominations to the Marketing and Board Development Committee: McDougall/Sutton; unanimous approval.

Resolution Authorizing the Executive Committee to Negotiate an Extension of the CITEC Services Contract: Mr. Plastino explained that the contract with CITEC will expire June 30, 2012 and the next full-board WIB meeting will be June 13, 2012. Mr. Plastino recommends having the Executive Committee review and negotiate the contract to present at the next meeting.

Resolution Authorizing the Executive Committee to Negotiate an Extension of the CITEC Services Contract: Webster/Sutton; unanimous approval.

One-Stop Manager Report: Ms. Hantz reported that the One-Stop is passing all their Standards, expenditures are good, and we are gearing up for the Summer Youth Program. In addition, the Newton Falls-Fine petition was granted for Trade Act Services.

Executive Director Report: Mr. Plastino reported on the WIB budget; he apologized for forgetting the copies but will email everyone a copy of the budget. Mr. Plastino explained that being conservative with the budget should enable him to hire a firm to update our website and train staff to keep it updated.

Mr. Plastino reported that the St. Lawrence County Training Program funded by the SLC IDA using Gambling Compact money is actually being implemented. Mr. Plastino is on the Committee overseeing this program and expects there will be some actual awards made sometime in the next month.

Mr. Plastino mentioned that he has spoke with the new members and will be talking with them again regarding appointments to committees as well as Ms. Caswell.

Budget Update: Ms. Scott explained the budget handed out in the package at the start of the meeting; she also included information explaining money received and how it's expended for each program. Ms. Scott explained the State requirements and meeting them.

Next Meeting: Ms. Caswell reminded everyone that the next full WIB meeting will be June 13, 2012 at 8:00 a.m.

EXECUTIVE SESSION: None

ADJOURNMENT: Moved Cooper/Kennedy; the meeting adjourned at 9:13 a.m. by unanimous consent.