

**ST. LAWRENCE COUNTY WORKFORCE INVESTMENT BOARD**  
**MINUTES OF June 13, 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, Kelli Curran, Rich Daddario, Kathy Daniels, Peggy Fockler, Bruce Green, Don Hooper, Ron McDougall, Lisa McKeel, Stephen Novacich, Pete Reiter, Dale Rice, and Dallas Sutton.

Others Present: Lori Barr, Dee Burlingame, Jean Hantz, Tom Plastino, Chris Rediehs, Penny Scott, and Dave Sickler.

**CHAIRMAN'S COMMENTS:** Ms. Caswell thanked everyone for coming.

**PUBLIC COMMENT:** None

**MINUTES:** McDougall/McKeel move to accept the March 14, 2012 meeting minutes. Approved unanimously.

**COMMITTEE REPORTS:**

Executive Report: Ms. Caswell reported that the Executive Committee has met twice, once by telephone, since the last WIB meeting. Tom Plastino accepted a position with SLC IDA. Therefore, the Executive Committee decided not to renew the contract with CITEC; SLC IDA offered a contract with the WIB for Mr. Plastino's services. The County Administrator, the lawyers from the IDA and the County were all contacted to review the contract which met with their approval.

Mr. Plastino reported that future grant application funding is something he continues to work on. One was set up and all set to go and the company backed off. Mr. Plastino continues to see this as a key function of his position and will continue to work on this issue.

Ms. Caswell reported that the One-Stop Leases are continuing to be worked on. Ms. Caswell reported that Mr. Plastino sent a budget development summary memorandum and spreadsheet explaining the WIA budget in easier terminology. Mr. Plastino explained the memo and the attached spreadsheet in detail. Ms. Hantz answered questions about the different funding sources.

Youth Report: Ms. Burlingame reported about the progress thus far for the Summer Youth Program. Things are going well; however, one challenge has been that BOCES has decided not to submit a proposal for the Transitional Services Program. They have in the past run this program to assist youth with disabilities in the Summer Program with things like a job coach. Ms. Hantz has plans in place to continue to provide the service; the schools are working with her to refer the students and Penski Inc. has been contracted to provide payroll services for the job coaches. Funds for this service will come from through OTDA which is a state agency that has oversight of Summer Program Funds that are coming to us from New York State. Ms. Burlingame reported that thus far things are progressing well; Ms. Hantz reported that we have just received WIA Youth formula funds which will be discussed at the next Youth Council Meeting. Mrs. Hantz elaborated on the Summer Youth Recruitment process and some of the problems associated with placing youth, many of whom have transportation problems.

For Year-Round Programming; the CNA course is finished with all participants going into the CNA field or choosing not to pursue this field. It was a successful program. There is a Youth Council Meeting tomorrow, June 14<sup>th</sup> at 1:00.

Marketing & Board Development: Mr. Sutton reported that the Marketing Committee met via conference call to discuss the slate of officers. Upon discussion the following officers were presented: Don Hooper agrees to act as Chairman for a one-year term; Jack Backus agrees to serve as Vice-Chairman; Rich Daddario agrees to continue as Treasurer; and Ron McDougall agrees to continue as Secretary.

Motion to accept proposed slate of officers: Daniels/Cooper; passed unanimously.

Mr. Plastino joined the Board in thanking Ms. Caswell for serving as Chairman as Mr. Hooper continued the meeting.

Mr. Plastino reported that the Marketing Committee will be meeting within the next month regarding the website. Mr. Backus questioned the rules regarding retired private sector membership. Mr. Plastino will look into the state requirements for membership and get back to the Executive Committee and then the full Board.

## **WORKFORCE INVESTMENT BOARD ACTION ITEMS:**

### **Old Business**

Appointing Non-Officer Members to the Executive Committee: Mr. Hooper nominates Ms. Caswell, Mr. Cooper and Dr. Kennedy to the Executive Committee.

Motion to accept nominations to Executive Committee: McDougall/Daddario; unanimous approval.

Resolution Approving Amendment to the Bylaws: Mr. Cooper explained the changes proposed to the Bylaws.

Motion to accept Resolution Amending Bylaws: Sutton/Caswell; unanimous approval; Abstain – Daddario.

Resolution Approving Contract with SLC IDA LDC for Executive Director Services: Mr. Plastino explained the contract and his obligations for the IDA and how it may impact his obligations for the WIB. Mr. Plastino answered questions and there was much discussion.

Resolution Approving Contract with SLC IDA LDC for Executive Director Services: Daddario/McDougall; unanimous approval.

### **New Business**

Resolution Approving New WIB Member: Mr. Hooper introduced the resolution to appoint Lynn Blevins as a member of the SLC WIB.

Resolution Approving New WIB Member – Lynn Blevins: Daddario/Backus; approved unanimously.

Resolution Modifying the PY 11 WIA Budget: Ms. Scott explained the resolution asking the SLC WIB to accept Dislocated Supplemental money from the state.

Resolution Modifying the PY 11 WIA Budget: Caswell/McDougall; approved unanimously.

Resolution Approving Projected PY 12 WIA Budget: Ms. Scott explained the process involved in projecting a new budget and once more information is received from the state there may be changes proposed.

Resolution Approving Projected PY 12 WIA Budget: Daddario/Cooper; unanimous approval.

Resolution Establishing Contracts for Year Round Youth Service Providers: Ms. Hantz reviewed the proposed two contracts recommended by the Youth Council for approval by the Board.

Resolution Approving Contracts for Year Round Youth Service Providers with St. Lawrence-Lewis BOCES Adult Education "Career Training Program" and Seaway Valley for Alcohol and Substance Abuse Prevention, Inc., "Connections Program": Daddario/Caswell; Abstain - McKeel; unanimous approval.

Resolution Authorizing the Executive Director to sign Contract with Penski, Inc. for Summer Job Coaches: As discussed St. Lawrence-Lewis BOCES Transitional Services decided to withdraw their proposal for Youth Services for the disabled (used during the Summer Youth Program). Due to this and the length of time required for permission to hire through the County, Ms. Hantz explained the need to hire Job Coaches to handle through an outside organization. Ms. Hantz requested estimates from Kelly Services as well as Penski, Inc; Kelly Services were not interested in bidding on this service.

There was much discussion with many questions; Ms. Hantz and Ms. Scott answered all questions.

Resolution Authorizing the Executive Director to sign a Contract with Penski, Inc for Summer Job Coaches: McDougall/Daddario; unanimous approval.

One-Stop Manager Report: Ms. Hantz reported that our quarterly Performance Measures were met and we are passing everything. The current focus of the One-Stop is on the Summer Program.

Fiscal Manager Report: Mr. Scott reported on the WIB budget as well as the current WIA budget. There was discussion regarding both budgets.

Executive Director Report: Mr. Plastino brought the Board up-to-date on the status of the Gambling Compact money. The money is to be used for training purposes. So far, only one company has hired three individuals; while the other are in negotiation. There is a possibility of using some of the training funds for substantial new employment for a firm that wishes to remain anonymous at the moment.

Mr. Plastino explained that the St. Lawrence County Department of Social Services will continue to be the department responsible for WIA funds and services. However, Mr. Plastino hopes that it will benefit the WIB to have him be working part of his time with the SLC IDA LDC.

Mr. Plastino received an email from NYSTEP stating that they may be planning a retreat in September which may affect the next WIB meeting.

Next Meeting: Mr. Hooper reminded everyone that the next full WIB meeting will be September 12, 2012 at 8:00 a.m.

**EXECUTIVE SESSION:** None

**ADJOURNMENT:** Moved Daddario/Cooper; the meeting adjourned at 9:22 a.m. by unanimous consent.