

**ST. LAWRENCE COUNTY WORKFORCE INVESTMENT BOARD**  
**MINUTES OF March 13, 2013 MEETING**

**CALL TO ORDER:** Mr. Hooper, Chairman, 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, Lynn Blevins, Sue Caswell, Chris Cooper, Cliff Donaldson, Don Hooper, Ron McDougall, Lisa McKeel, Daphne Pickert, Pete Reiter, Dale Rice, Ryan Schermerhorn, and Dallas Sutton.

Others Present: Lori Barr, Alan Beideck, Jean Hantz, Tom Plastino, Chris Rediehs, Penny Scott, Rob Shepherd, and Dave Sickler.

**CHAIRMAN'S COMMENTS:** Mr. Hooper, Chairman, did not have comments at this time.

**PUBLIC COMMENT:** There were no public comments at this time.

**MINUTES:** Pickert/McDougall moved to accept the December 12, 2012 meeting minutes. Approved unanimously.

**WORKFORCE INVESTMENT BOARD ACTION ITEMS:**

**STAFF REPORTS:**

Executive Director Report: Mr. Plastino distributed a document: Sequestration/Retirement Contingency Planning Summary. Mr. Plastino clarified that initially we had been hearing that Sequestration would not effect the WIA funding until March 1, 2013 or later and that any cuts would not go into effect until the start of a new program year– which would be July 1, 2013. We have now been told that this is not true, reductions may be retroactive however it is not clear what this means. The document distributed talks about what we will need to do in dealing with sequestration based on a 10% assumption of reduction going forward and also the effect on the WIA budget of the imminent retirements that are occurring. A possible \$90,000 reduction in funding and the anticipated retirement of two people; Jean Hantz – retiring June 28<sup>th</sup>; and Norm Jobin – retiring June 28<sup>th</sup> provides challenges and possibilities in dealing with funding reductions.

Mr. Plastino continued that after many discussions between Mr. Rediehs, Ms. Scott, Ms. Hantz and himself as well as meeting with the Executive Committee it seems the most feasible solution is (a four step process): 1) Relocate the One-Stop from Canton to a DOL office in either Ogdensburg or Massena. Walk-in traffic, people off the street without appointments (which is a minority of the traffic we get) would be directed to Massena or to another facility throughout the County. 2) Appoint DOL's Regional Manager, David Sickler, as the One-Stop Manager. The County would not fill Ms. Hantz' position upon her retirement therefore that portion of her salary, fringe and benefit costs that comes from WIA would provide relief for some of the funding reduction. 3) Moving the One-Stop out of Canton would cause the WIB to need to reduce their "footprint" in Canton. The six WIA staff remaining would continue to see clients and conduct business in Canton; but, space now required and rented from the County would be reduced to almost 1/3 of current space which would reduce rent and help take some of the financial "hit". 4) Due to the fact that fiscal recordkeeping is such an important function when conducting business as a WIA; it will be necessary to fill Mr. Jobin's position in the fiscal department. The summary of the proposed changes is covered in the final page of the document provided.

Mr. Plastino stated that there are quite a few people that would have to agree with this plan before it could go through. First of all the WIB will have to approve this plan and recommend it to the St. Lawrence County Board of Legislators. This would not happen today; there will probably have to be a special board meeting scheduled

sometime in the next 4-6 weeks. We would need to approve and certify the DOL Massena Office as the official One-Stop; DOL has to agree to the assignment of Mr. Sickler as the One-Stop Manager; prepare and execute a One-Stop Operator's Agreement; and authorize and execute a new lease with St. Lawrence County or an amendment to the current lease.

Mr. Plastino indicated that he first spoke with St. Lawrence County Administrator, Karen St. Hilaire and Mr. Rediehs confirmed that Ms. St. Hilaire understood the fiscal realities that are driving these changes. Russ Oliver, Mr. Sickler's supervisor at NYS DOL, authorized Mr. Plastino to relate to the WIB that, in principal, the DOL is prepared to take on the responsibilities of managing the One-Stop and providing the One-Stop location. Mr. Plastino relayed that there was a meeting with the One-Stop Partners; at this meeting there were many questions and concerns. One of the key question is how will, the partners be able to serve customers throughout the county with a minimum of impairment in the services and a minimum of inconvenience for the customers? That is one of many things that need to be worked out in the next several weeks.

Mr. Plastino reviewed in detail the sequestration summary that was handed out. He stressed that this was for discussion and not a "done deal". Several members expressed sadness to lose the One-Stop Center and there was much discussion regarding this issue and what options there may be. Mr. Rediehs expressed his and the County Administrator's regret to see that the One-Stop Center may have to close; however, it looks like it may be necessary. Mr. Plastino explained the plan for the WIA staff in Canton; although he is unsure where (in Canton) they will be located, due to the fact that the County is conducting a space utilization study.

Ms. Caswell questioned where people will go to utilize computer/equipment they would have used here at the One-Stop in Canton. Ms. Hantz responded that when the One-Stop first started out there were not many computers in people's homes or public access computers. Now, however, computers are just about everywhere; in the home and at your local libraries. She also stated that the majority of One-Stop "business" is conducted by appointment, either in Canton or in other locations or electronically (i.e. telephone, email, etc.). Ms. Hantz believes that the number of clients that "walk in" to the One-Stop has truly diminished and many of the clients are there by appointment or by directive. For example, DSS sends many clients to the One-Stop as the temporary assistance employment unit is located (and will continue to be located) in the Human Services building.

Mr. Sickler explained that DOL services are much more electronic now; using such things as email, Skype, or facebook. He stated that his staff is very flexible and innovated and that these methods of delivery of services are still being under-utilized; however, they are available and changes should drive them to be used more.

Mr. Plastino is hoping to have a more stable figure from the state by the beginning of April and will notify all the Board members. Mr. Hooper reminded the Board that there will be a Special Meeting in about 6 weeks.

## **COMMITTEE REPORTS:**

Executive Committee: Mr. Hooper reported that the Executive Committee met and discussed the issues discussed above.

Youth Council: Mr. Shepherd reported that the Youth Council reviewed the Literacy/Numeracy RFP submissions and voted to recommend to the WIB for approval. Staff is beginning work on the 2013 Summer Program and planning for around 100 participants and hoping for TANF funds before the money needs to be spent.

Marketing & Board Development: There was no meeting however Mr. Plastino pointed out that with the changes that will be coming there will be meetings of the Marketing & Board Development to get out the word about changes.

## OLD BUSINESS:

## NEW BUSINESS:

By-Law Changes: Mr. Plastino explained that there was one finding with the Governance Review requiring a change to the current By-Laws. Mr. Plastino distributed with the packet the recommended changes to the By-Laws; Ms. Aubertine from the DOL felt that we needed to clarify membership numbers and quorum figures. Ms. Aubertine also asked Mr. Plastino to include something regarding conference calls; this is just a recommendation. Mr. Plastino reminded members that this is for review and will be voted on at the next WIB meeting. Mr. Plastino apologized for not remembering that the last change to the By-Laws was to get rid of the review period for changes.

Approving new WIB Member – LouAnne King: Mr. Plastino explained that Ms. King, a native to St. Lawrence County, is the Co-owner and Manager of Mapleview Farms in Madrid and its surrounding area; Ms. King and her brother David Fisher run one of the largest dairy farms in the County. Mr. Plastino pointed out that even though we have one member that has an active interest in agriculture; in an attempt to diversify I am proposing Ms. King as a member and her bio-data sheet has been included in the meeting packet.

Resolution Approving new WIB Member – LouAnne King: McDougall/Backus; approved unanimously.

Appointing new WIB Member – Thomas DeRosa: Mr. DeRosa is a business man in Potsdam, owns First Crush. Mr. DeRosa has run a wide variety of business in his many years in this area. Mr. DeRosa has experience in employment services. Mr. Plastino expected his bio-data sheet today but due to email difficulties Mr. Plastino has been having, he has not yet received Mr. DeRosa's bio-data sheet.

Resolution Approving new WIB Member – Thomas DeRosa: Rice/Caswell; approved unanimously.

Amending Non-Criminal Complaint Grievance Procedure Policy: Ms. Hantz reported that at the Governance Review it was recommended that we update our Policy to replace Pat Kelly and that we should have a second person who is not the Complaint Officer but is in charge of the procedural items after a complaint is made. The Policy itself is not changing; this is just stating that the One-Stop Manager will be the Complaint Officer and the Senior Counselor will take care of the procedural aspects of any complaint.

Resolution Amending Non-Criminal Complaint Grievance Procedure Policy: Sutton/Blevins; approved unanimously.

Hiring Temporary Summer Staff: Ms. Hantz explained that although there are currently no funds for the Summer Youth program; the Governor has put into the proposed New York State budget the same amount of funds he put in last year. She stated that planning for the Program has to start now if we are to be ready to implement the 2013 summer youth program in timely manner. Ms. Hantz presented a resolution to approve the hiring of temporary summer staff through a contract with a temporary help agency; to happen only when confirmation of funding is received.

Resolution to Hire Temporary Summer Staff Once Funding is Received: McDougall/Backus; approved unanimously.

Proposed Contract with SLL BOCES for Literacy and Numeracy Services to Youth: Ms. Hantz explained that there were two responses to the RFP that was issued; upon review, the Youth Council's RFP Committee is

recommending; with the approval of the Youth Council; a contract with St. Lawrence-Lewis BOCES for Literacy and Numeracy Services to Youth.

Resolution to Contract with SLL BOCES for Literacy and Numeracy Services to Youth: Blevins/Caswell; Abstain – McKeel; approved unanimously.

**NEXT MEETING:**

The next regular WIB meeting will be June 12, 2013 at 8:00 a.m. and a Special Board meeting will be scheduled in April. Mr. Plastino mentioned that he would be using a "Doodle-type" service to arrange the Special Board Meeting.

There was much discussion regarding the One-Stop operation including how things are done in other Counties. Certification was also discussed; there are some Partners that require a "Certified" One-Stop.

**EXECUTIVE SESSION:** None

**ADJOURNMENT:** Moved McDougall/Cooper; the meeting adjourned at 9:20 a.m. by unanimous consent.