

ST. LAWRENCE COUNTY WORKFORCE INVESTMENT BOARD
MEETING MINUTES
June 12, 2013

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 at about 8:10 a.m.

Members Present: Jack Backus, Lynn Blevins, Sue Caswell, Chris Cooper, Rich Daddario, Peggy Fockler, Don Hooper, LouAnne King, Ron McDougall, Lisa McKeel, Ryan Schermerhorn, and Ellie Sullivan-Stripp.

Others Present: Alan Beideck, Pam Dority, Jean Hantz, Tom Plastino, Chris Rediehs, Penny Scott, Bob Shepherd, and Dave Sickler.

CHAIRMAN'S REPORT/COMMENTS: Mr. Hooper, Chairman, asked for introductions from everyone to assist the new member. Mr. Plastino introduced Ms. King and asked her to tell everyone a little bit about herself.

Mr. Hooper reported that there have been several Executive Committee meetings and there will be resolutions brought to this meeting as a result. In addition, there have been some informational meetings with the One Stop partners trying to work out our budgetary constraints and go forward. These items will be discussed in today's meeting.

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

MINUTES: Mr. McDougall moved and Ms. McKeel seconded a resolution to accept the March 13, 2013 meeting minutes. Approved unanimously.

COMMITTEE REPORTS:

Executive Committee: Mr. Hooper reported that the Executive Committee has met as he mentioned in his report and that items discussed will be brought forth later in this meeting for full-board action.

Youth Council: Mr. Shepherd reported that the Summer Youth Program is progressing; almost 300 clients have applied. There will be approximately 130 placed and remedial skills will be provided for HS youth who are basic skills deficient. A Connections Program and a one-day Work Readiness Program will be offered. Gas cards will be provided to youth that have a distance to travel to their worksites to help youth get started in the program. There will be five job coach crews for youth with disabilities.

Marketing & Board Development: Mr. Rice sent his apologies for not attending however, sent word with Mr. Plastino that there have been no recent Marketing Committee meetings.

STAFF REPORTS:

One-Stop Manager: Ms. Hantz reported that anything she had to report on would be discussed in the context of the actions which would be discussed later in the meeting.

Mr. Rediehs reported that this would be Ms. Hantz' last WIB meeting, since she is retiring at the end of June. They are working hard to resolve the situation.

Executive Director: Mr. Plastino reported that the situation in which the WIB, the County, and the One Stop find themselves has come together due to the following issues: staff retirements (Ms. Hantz, as Mr. Rediehs mentioned; and Mr. Jobin from the Fiscal Office); the County's space reallocation which will affect a number of County departments; and the fiscal indecision/change originating with the Federal Government.

Mr. Plastino reviewed the sequestration issues. As reported in the Executive Committee minutes, the County not only didn't suffer a substantial cut in WIA funding for 2013-14; it actually received a slight increase. However, expenses had substantial increases, as would be explained in Ms. Scott's budget which will be presented next. Hopefully, by replacing Ms. Hantz with a half-time contract employee and a reduction in space (though we don't know what or when it will be), we should free up enough cash to just about cover expenses with funding received.

By concentrating on these issues, he did not want to overlook the 2013 Local Plan; however its requirements are almost identical to last year's Plan and the answers haven't changed much.

Mr. Plastino also reported that the County's Comprehensive Economic Development Strategy needs to be updated. Next year it will have to be redone but this year it just has to be updated. Four years ago when it was put together the WIB provided the majority of the members for the CEDS committee. Mr. Daddario was chairman and has been asked as chair to review this year's update. In addition, if the WIB authorized it, he has agreed to continue to chair the 2014 committee that would provide a starting point for next year's version of the St. Lawrence County CEDS. There were no objections to the WIB providing the starting point for the 2014 CEDS revision. Mr. Plastino explained the CEDS and offered to email members the current CEDS.

Mr. Plastino explained that one of the WIB's increased costs include IT support. All the computers need to be replaced because they are no longer going to be supported; there has been \$10,000 put into the budget for this purpose. This amount does not include the computer lab, just the staff and the Resource Room.

Fiscal Manager: Ms. Scott reviewed the 2013-14 WIA budget distributed. Ms. Scott answered questions regarding WIB expenditures.

Mr. Backus asked Mr. Plastino to also send the Statewide Summary of 2013-14 WIA funding. It will be sent with the current copy of the CEDS.

Executive Director (continued): Mr. Plastino reported that the WIB's contract with the SLC IDA-LDC for Executive Director services is due to expire on June 30 and that the agreement contained a provision that would allow it to be renewed for a two-year period. The IDA-LDC reviewed the option and has requested the extension and the resolution is presented to the WIB at today's meeting.

Mr. Plastino reminded the membership that there have been five resignations from the WIB which takes us down to 18 from 23. Two new members were approved at the June BOL meeting -- LouAnne King and Tom DeRosa, whose addition brings the WIB back to 20. He said that on today's agenda he would propose that the WIB nominate Rich Burns from National Grid as a potential member. Mr. Plastino believes that there should be another three or four recruits for membership in the "pipeline". There are another one or two members that are retiring their positions; these are mandated members who will therefore be appointed by their agencies.

OLD BUSINESS:

By-Law Amendment: Mr. Hooper reviewed the proposed resolution regarding changes to the WIB By-Laws. He noted that the proposed language was the same as had been discussed at the WIB's March meeting.

Resolution Adopting Revised WIB By-Laws: Blevins/Daddario; approved unanimously.

Appreciation for Service: Mr. Hooper reviewed the proposed resolution expressing appreciation for service to two retiring staff members: Jean Hantz and Norm Jobin. He also reviewed the resolution thanking retiring/resigning WIB members for their service to the Board: Kathy Daniels, Bruce Green, Dr. Joseph Kennedy, Richard Orton and Mark Webster.

Resolution Expressing Appreciation for Service – Staff: Daddario/Copper; approved unanimously.

Resolution Expressing Appreciation for Service – Members: Daddario/Cooper; approved unanimously.

NEW BUSINESS:

Approving new WIB Member – Rich Burns: Mr. Plastino talked about Mr. Burns and referred to his attached resume.

Resolution Approving new WIB Member – Rich Burns: Daddario/Blevins; approved unanimously.

Appointing Member to Executive Committee: Mr. Hooper announced that with Dr. Kennedy's resignation the Executive Committee is one member short. Mr. Hooper and the Executive Committee propose appointing Mr. Sutton to the Executive Committee.

Resolution Appointing Mr. Sutton to the Executive Committee: Blevins/Daddario; approved unanimously.

Approving Interim One-Stop Management Plan and Career Center Coordinator Position: Mr. Plastino referred the WIB to the memo he had distributed prior to the March meeting and the minutes of the May 30 Executive Committee for background on the resolution. The important thing is to keep the One-Stop open. Rather than replace Ms. Hantz with a full-time employee, the resolution proposed that the WIB hire a part-time Career Center Coordinator and utilize the funds saved to cover the cost increases mentioned earlier by Ms. Scott. The description of duties for the Career Center Coordinator position was distributed (attached to the resolution) and Mr. Plastino pointed out that it could be changed as experience dictated. Mr. Plastino requested that the WIB approve the job duties with the understanding that it may change, especially since the One-Stop partners might agree to modify the operating parameters of the One Stop. The partners have been meeting and assisting with proposals for the fate of the One-Stop due to the financial crisis. There were questions as well as discussion regarding the Career Center Coordinator position. Mr. Plastino noted that finding the right person to fill the new part time position would not be easy and could take some time. Mr. Rediehs expressed disappointment with the necessity of eliminating a full-time county position, as did Mr. Daddario and Mr. Cooper (though both of the latter said that they supported the resolution because it was the only alternative).

The Career Center Coordinator position would be filled by a non-County, contract employee; the duties of the position do not include Ms. Hantz' supervisory responsibilities for the WIA staff. The resolution proposes to the County that Ms. Scott should take over Ms. Hantz's supervisory duties for the staff. The resolution also assumes that there be some immediate reduction in space leased by the WIB at the One Stop; however, the County is implementing a space reallocation and therefore there will be more changes once they have finished this process. The computer lab will be eliminated from the WIA budget on 12/31/13 due to the fact that the computers have to be replaced as the software is no longer supported and the equipment is antique. WIA cannot financially afford the IT costs to keep the computers nor to replace them.

Mr. Rediehs reported that the County Board has approved filling Mr. Jobin's position in the Fiscal Office.

Resolution Approving Interim One-Stop Management Plan and Career Center Coordinator Position: Daddario/Caswell; approved unanimously.

Approving 2013 WIA Budget: Mr. Plastino pointed out that the changes just voted on are incorporated into this budget; including a contract Career Center Coordinator, the elimination of the Computer Lab effective 12/31/13, and filling Mr. Jobin's position.

Resolution Approving 2013 WIA Budget: Cooper/Schermerhorn; approved unanimously.

Approving 2013 Local Plan: Mr. Plastino explained the differences between last year's Local Plan and this one. This year we received the information six-weeks before the due date and have been scrambling to meet the requirements. The public had to be notified of the draft Plan's public availability 30 days in advance; the public hearing was held on Monday, June 10, 2013 with no attendance from the public and no comments received from other interested parties. The Local Plan is due Friday and needs approval from the WIB; it must be signed by the Chairman of the WIB, the Executive Director, and the Chairman of the BOL. Ms. McKeel mentioned some changes to names of funding sources in the BOCES section. She will email the changes to Ms. Barr for inclusion into the final format.

Resolution Approving the 2013 Local Plan with the changes mentioned: Caswell/King, approved unanimously.

Approving Extension of WIB/SLCIDA-LDC Contract: Mr. Plastino explained that, if approved, the contract would be extended without changes. This includes the monetary arrangement; there is a not-to-exceed number (\$42,800 per year). If Mr. Plastino's salary goes up at the LDC, the number of hours he would work for the WIB would be adjusted.

Resolution Approving Extension of WIB/SLCIDA-LDC Contract: McDougall/Schermerhorn; 11 ayes; 0 nays; 1 abstention (Blevins).

OTHER BUSINESS:

Mr. Plastino gave a heads-up that a Special Board Meeting might be needed, as the One Stop partners continued to deliberate about a re-purposed and/or reconfigured One Stop. Mr. Hooper and Mr. Plastino will handle things in the Executive Committee whenever possible.

One of the duties Mr. Plastino has is to try to find additional funding. There has been discussion about this in the recent partners' meetings; Ms. St. Hilaire has also suggested that something may come out of these meetings in the way of additional funding. In addition, there is a new Regional Council "sweepstakes"; Mr. Plastino has been participating in several of the Regional Council's committees and he is alert to the possibilities of accessing funding for workforce initiatives through the 2013 competition.

NEXT MEETING:

The next regular WIB meeting will be September 11, 2013 at 8:00 a.m.

EXECUTIVE SESSION: None

ADJOURNMENT: Moved by Mr. Daddario and seconded by Mr. McDougall; the meeting adjourned at 9:25 a.m. by unanimous consent.