

ST. LAWRENCE COUNTY WORKFORCE INVESTMENT BOARD
MEETING MINUTES
March 19, 2014

CALL TO ORDER: Mr. Hooper, called to order the regular meeting of the St. Lawrence County Workforce Investment Board at the Human Services Center in Canton at about 8:00 a.m.

Members Present: Jack Backus, Richard Burns, Sue Caswell, Chris Cooper, Rich Daddario, Pam Dority, Peggy Fockler, Joseph Hoffman, Donald Hooper, Ron McDougall, Lisa McKeel, Daphne Pickert, Dale Rice, Ellie Sullivan-Stripp and Dallas Sutton.

Others Present: Lori Barr - WIA, Alan Beideck – NYS DOL, Larry Fetcie - WIA, Tom Plastino - WIB, Chris Rediehs – SLC DOSS, Penny Scott - WIA, Bob Shepherd – Youth Council Chair, and Dave Sickler – NYS DOL.

CHAIRMAN'S REPORT/COMMENTS: Mr. Hooper asked for introductions due to new members as well as guests.

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

MINUTES: Mr. Sutton moved and Mr. Cooper seconded a resolution to accept the December 11, 2013 meeting minutes. Approved unanimously.

COMMITTEE REPORTS:

Executive Committee: Mr. Hooper reported that the Executive Committee had met on March 4 and discussed three major topics – the Youth RFP, amending the demand occupation list, and gearing up for the 2014 Summer Youth program. He said that resolutions on all three topics were on the agenda for consideration later. He reported that the Committee had also discussed the mechanism of nominating officers for the June annual meeting and a comprehensive review of the WIB's ITA policies.

Youth Council: Mr. Shepherd reported that the Youth Council met on February 13. The major topic for discussion was the Youth Services RFP. He said that the Committee's recommendation to the Board was different from what had issued from the Executive Committee. The Youth Committee had recommended continuing the three contracts currently in place in keeping with the conditions in the 2012 RFP allowing such a continuation. Mr. Hooper proposed to delay discussion of the issue raised by Mr. Shepherd until when the WIB considered the resolution addressing the RFP.

STAFF REPORTS:

DSS Commissioner: Mr. Rediehs reported that the County's space reconfiguration in the Human Services Building appears to have been put on hold and may be suspended indefinitely. At the last meeting there was discussion regarding negotiating the space required for the One-Stop; although he will continue to assess the situation, he feels that the space is approximately what is needed until the County proceeds with space reconfiguration or something else changes.

Mr. Rediehs reported that things continue to go well with the WIA counselors assisting the DSS counselors and expressed appreciation for the arrangement.

Fiscal Manager: Ms. Scott reported that the focus has been making sure that we meet the requirement to spend 80% of our funding by June 30th. We have no issue meeting that for Adults; there is some concern regarding Dislocated Worker funding. It may be necessary in the next month or so to transfer some money from Dislocated to Adult. We currently have a waiting list for Adult funding should that be the course of action. A CNA class for Youth started Monday, March 17th with 15 youth; also there are two in Work Experience and two more about to start. That should enable us to meet the 80% Youth expenditure requirement.

Mr. Plastino explained the 80% requirement, our struggles to meet it and the consequences of failure for the newer members.

Ms. Scott mentioned that State DOL will be coming to do a review next week for subrecipient monitoring, close-out of PY11 and FY11, and procurement and property management. Two weeks after that DOL will do our Governance Review.

Executive Director: Mr. Plastino reported that the County intends to replace the computers in the Computer Lab in the Resource Room due to the fact that WIA could no longer afford the maintenance. The WIB had agreed to discontinue services for financial reasons. However it works out it looks like there will continue to be a Computer Lab and we will not be financial responsible. Other departments, both County and non-County, utilize the room as does WIA.

Mr. Plastino said that, now that the space reconfiguration issue has been shelved, it is time for the WIB and the One-Stop partners to renew their review and renewal of the Memorandum of Understanding (MOU) for the operations of the One-Stop. He said that he will be scheduling the first One-Stop Partners meeting in the next few weeks for the purpose of starting to revise the old MOU; these meetings will also reestablish the practice of holding regular Partner meetings. Mr. Plastino took a moment to explain the purpose of the MOU for the new members.

Mr. Plastino expects that our funding for this year will be fairly close to the same as last year. There is still the possibility that this may not be the case, since funding is based on performance measures and is dependent on how NYS performs as a whole. Summer Youth programs are funded by both WIA and TANF (Temporary Assistance for Needy Families) and is expected to also be fairly close to last year's funding. Ms. Scott will be preparing the next budget and it should be on the agenda for the June WIB meeting.

Mr. Plastino reported that there has been a Technical Advisory from NYS requiring WIB's to update the OJT Policy. We expect to present this at the June WIB meeting as well.

OLD BUSINESS:

Amending List of Demand Occupations: Mr. Hooper presented a resolution from the Executive Committee meeting to amend the List of Demand Occupations in the St. Lawrence County Local Plan by adding Pharmacy Technician and Phlebotomist.

Resolution Amending the List of Demand Occupations: McDougall/Backus; McKeel – Abstain; approved unanimously.

Amending the WIB's ITA Policy: Mr. Plastino reported that at the last WIB meeting a resolution was adopted changing the ITA maximum amount; at the time, it was reported that the entire ITA Policy should be updated and that it would be presented today. After adopting the ITA change, we submitted the current Policy to NYS and asked for some technical assistance in making further revisions. Within the last few days our DOL representative had informed us that the current policy was satisfactory as it stood and did not require any other changes.

Creating the 2014 CEDS Committee: Mr. Plastino spoke about the Comprehensive Economic Development Strategy (CEDS) which is necessary for St. Lawrence County to engage in a variety of economic development programs and must be updated every five (5) years. This is something the WIB has traditionally taken on. At a couple of recent meetings the WIB had informally agreed to participate in the DECS preparation again. The idea was that the WIB would organize a Task Force that would meet for the next 6-8 months. Some WIB members as well as others would serve on the Task Force; Rich Daddario previously chaired this Task Force and has agreed to do so again. The Economic Development Administration has suggested that the WIB formally adopt the CEDS as a project and authorize creation of the Task Force to work with the staff of the IDA in preparing the CEDS.

Creating the 2014 CEDS Task Force Committee: Caswell/Pickert; approved unanimously.

NEW BUSINESS:

Approving the Release of Youth RFP: Mr. Plastino explained that there are three current Youth Services contracts in place and that which the Youth Council had voted to extend these for another year at their last meeting. Since that time, we had

discovered that one of the contracts (with Seaway Valley) had utilized all the funds contracted and therefore cannot be extended. Due to this, there needs to be an RFP for at least one of the contracts. He and Ms. Scott had raised this issue at the Executive Committee; that Committee had though it made sense to keep all the contracts on the same time table and that it would be a good idea to ask for new proposals from all contractors.

An extended discussion followed, focusing on whether to extend some contracts (as originally proposed) and re-contract for others and how the RFP would be reviewed by the Youth Council. In the end it was agreed that Mr. Plastino will send an email to the Youth Council members with the proposed RFP and an explanation regarding RFP vs. extensions. Mr. Shepherd will ensure that the Youth Council will discuss the RFP and establish a Review Committee at the April 10th meeting.

Resolution approving release of Youth RFP after approval by the SLC WIB Youth Council: Caswell/Cooper; approved unanimously.

Approval to Hire Temporary Staff for the 2014 TANF/WIA Funded Summer Youth Program: Ms. Scott responded to a question regarding increases in wages for the temporary positions. They are increased the same rate as county employees, even though they are not county employees. Once approved Ms. Scott will start speaking with payroll agencies for quotes; even though she has to wait for funding notification before hiring the temporary staff.

Approval to Hire Temporary Staff for 2014 TANF/WIA Funded Summer Youth Program: McDougall/McKeel; approved unanimously.

Preparation for Annual Meeting: Mr. Plastino explained that every two years, there are nominations/volunteers of officers at the annual meeting. WIB Officers include: Chair, Vice-Chair, Secretary, and Treasurer. As part of the duties, officers serve on the Executive Committee. In the past the Executive Committee has acted as the Nominating Committee so please contact a member and volunteer.

Regional Council: Mr. Plastino reported the Regional Council schedule will be bumped up a bit so the announcements of awards may be by end of October.

In addition, the NYS DOL has required all the WIB's to prepare a Regional Plan. The Local Plan will be required approximately June; however, the Regional Plan is something that the the North County WIBs are currently working on.

NEXT MEETING:

The next regular WIB meeting will be June 11, 2014 at 8:00 a.m. and will be the Annual Meeting.

EXECUTIVE SESSION: None

ADJOURNMENT: Moved by Ms. Caswell and seconded by Mr. Cooper; the meeting adjourned at 9:02 a.m. by unanimous consent.