

ST. LAWRENCE COUNTY WORKFORCE INVESTMENT BOARD
MEETING MINUTES
June 11, 2014

CALL TO ORDER: Mr. Backus called to order the regular meeting of the St. Lawrence County Workforce Investment Board at the Human Services Center in Canton at about 8:05 a.m.

Members Present: Jack Backus, Lynn Blevins, Sue Caswell, Chris Cooper, Rich Daddario, Joseph Hoffman, LouAnne King, Ron McDougall, Lisa McKeel, Peter Reiter, Dale Rice, Ryan Schermerhorn, and Thomas Sullivan.

Others Present: 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. Backus reported that the Executive Committee met and its report would be the business on the agenda.

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

MINUTES: Mr. Sullivan moved and Mr. Daddario seconded a resolution to accept the March 19, 2014 meeting minutes. Approved unanimously.

COMMITTEE REPORTS:

Executive Committee: Mr. Plastino reported that the Executive Committee had actually met twice since the last full board WIB meeting and most of business for today's meeting had been reviewed at those two meetings. There have been several DOL financial audits and a governance audit since the last WIB meeting; there were a few minor findings and one significant finding. The Executive Committee addressed these issues and will review its approach to them with the full board today.

Youth Council: Mr. Shepherd reported that the Youth Council met on June 5th. There will be a couple of resolutions for the Board to vote on. Preparations for the Summer Youth Program are progressing well; there should be about 100 TANF slots and 35 WIA slots; there will be two or three job-coached crews as well as one or two Youth Conservation Corp crews.

STAFF REPORTS:

DSS Commissioner: Mr. Rediehs reported on his FFFS action. FFFS stands for Flexible Fund for Family Services. As is traditional, for 2014 the Office of Temporary and Disability Assistance (OTDA) has given a Summer Youth allocation to the County's Department of Social Services. The DSS is authorized to turn over all, some, or none of this allocation to the WIB for Summer Youth Program use. This year DSS is able to turn over 91% and will retain 9% for the Flexible Fund for Family Services (FFFS). This is a program that helps youth/children in foster care overcome tremendous challenges. Mr. Plastino pointed out that because the WIA and OTDA allocations were higher than last year; even with DSS retaining 9% of the funding and the increase in minimum wage, the Summer Youth Program will be able to serve the same number of youth (and perhaps a few more) as last year.

Fiscal Manager: Ms. Scott reported on the reviews that were conducted in the last couple of months. Some came back fine and others came back with same issues that we are pretty much correcting today. There are still a couple of minor issues that remain to be corrected. They are on today's agenda.

Program Year 2013 ends on June 30. Ms. Scott reported that she expects that we will have no issues spending 80% of our funding by then. She also reported that the Summer Program is gearing up, as Mr. Shepherd suggested, and staff has been hired.

Executive Director: Mr. Plastino reported that a much smaller number of workers affected by the Alcoa's closure of the Alcoa East plant responded to the offer of Trade Act assistance than expected. 96 employees from ALCOA have been certified as eligible for Trade Adjustment Assistance benefits. They have 210 days (until July 21st) to put in for these benefits. Fewer than 30 have contacted staff; therefore, staff will be reaching out to let potential recipients know that they are coming up on the deadline.

The significant finding issuing from the Governance Audit is that the SLC One-Stop's Memorandum Of Understanding (MOU) and Operators Agreements have lapsed. Mr. Plastino will schedule a Partners meeting soon and is gathering information relating to updating this document. He hopes to have this in place before actually receiving the letter with this recommendation in order to respond with a plan in place.

The WIB's 2014 Local Plan is due on September 30th with three major signatures – chair of SLC Board of Legislators (BOL), chair of Workforce Investment Board (WIB), and Executive Director. The WIB will next meet on September 10th and can authorize the chair to sign the Local Plan and Tom can sign it anytime. The difficult signature is the BOL which meets on September 8th; it must be at the Operations & Services Committee meeting first which meets on August 11th and must be to the BOL office by July 31st. Before that there needs to be 30-day review period where the draft Plan is published for public comment; therefore, the draft must be ready by the end of June. This will be difficult. Staff will need to get a draft Plan to the Executive Committee before the end of the month, publication of the draft Plan, presentation (taking comments into consideration), Operations Committee August 11th, then BOL meeting September 8th, and finally WIB meeting September 10th. The Local Plan should be signed and ready to go to the Department of Labor by September 30th.

The SLC LWIA funding allocation for Program Year 14 (PY 14) year is a little over \$977,000; about 3.4% more than PY 13. Overall the State's increase for distribution to the WIBs was 5.1%. We had increases in Adult (7.8%) and Youth (8.3%) and the largest decrease in the State in Dislocated Worker (7.4%). Every WIB in the state had a decrease in Dislocated Worker except one WIB and their increase was only 0.2%.

Cliff Donaldson retired from the Department of Labor and has presumably has resigned from the WIB. We should hear from the State regarding an appointment to the WIB to replace him. This will be Dr. Joe Hoffman's last meeting; he is resigning and moving out of the area. We hope that the next SUNY Canton President will agree to sit on the Board.

Mr. Plastino reported that there is proposed legislation suggesting that WIA be reauthorized and renamed (as the Workforce Innovations and Opportunities Act – WIOA). The proposed legislation currently includes a floor of last year's appropriation (FY 13) as a guideline for subsequent appropriations to start at. Some of the interesting things included are: 15% state set aside is restored, simplification of board membership requirements (which can be a struggle for smaller LWIAs such as ours), qualifications and caps on compensation for WIB executive directors. The legislation is about 1,000 pages long and amazingly complicated. However, one item that is clear is to make it possible for LWIAs with a minimum of approvals to transfer 100% of funding between the dislocated worker and adult programs. There is a resolution included in today's meeting to do just that under the current rules (no more than 50%). 100% would be an improvement. In addition, the Year-Round Youth target for expenditures on Out-of-School youth is raised from 30% to 75%. That could create a problem. There is no way to know if the legislation will pass and if so, what it will look like when it does. This is just a heads up that it is being looked at and has gotten further than any effort to reauthorize WIA since its authorization lapsed almost a decade ago.

There was some discussion regarding this proposed legislation.

OLD BUSINESS:

Establishing Policy for Amending Contracts: Mr. Plastino explained that at one of the audits the DOL staff pointed out that there was not enough detail in the current Youth Contracts. They requested that we amend the current contracts (even though they will expire soon) to include these details. Since there is no policy in place for amending a contract, they also suggested that the WIB should establish a policy for amending current and future contracts of the WIB. Mr. Plastino passed around an attachment to the resolution which did just this. Per the attachment, the Executive Director would be authorized to sign the amendment

Resolution Establishing Policy for Amending Contracts: McDougall/Daddario; approved unanimously.

Establishing Contracts for Year Round Service Providers: Mr. Plastino reported that the Youth Council RFP Review Committee and the Youth Council itself have recommended approval of the contracts listed in the resolution. They are two year contracts with a possible (at our option) third year renewal. The numbers in the resolution are for a total of \$150,000; our RFP was based on the expectation that, since SLC's allocation this year is \$75,000, we will get a similar amount next year. The RFP and the contracts include an "availability of funds" clause that provides the WIB with an "out" if we don't get that much next year. However, the auditors stated that there must be an amount for the each year of the contract. So, we put in double and if we get the same funding, fine; if not, we will amend the contract with the policy just passed.

Resolution Establishing Contracts for Year Round Service Providers: Blevins/Caswell; McKeel – abstain; approved unanimously.

Transfer Formula Funds from Dislocated Worker to Adult: Mr. Plastino explained that as we approach the end of the Program Year; staff takes the last quarter to review how close we are to spending at least 80% of that year's total allocation as broken down among the three programs. This year there is an imbalance and we need to transfer from one to another (DW to Adult). The Executive Committee and authorized staff to implement the transfer as soon as necessary. The resolution provides the full Board's approval of the Executive Committee's action.

Resolution Transferring Formula Funds from DW to Adult: Sullivan/Cooper; approved unanimously.

NEW BUSINESS:

Adopting PY 14 WIA Budget: Mr. Backus reported that this budget was discussed in Executive Committee and it seems to be in order. Ms. Scott explained that this year's proposed budget is pretty much the same as last year. The big change is that IT costs are down and the auditors requested that Ms. Scott include the roll-over from 2013 (something never required before). There was a brief discussion explaining the roll-over and other items of the budget.

Resolution Adopting PY 14 WIA Budget: Blevins/Sutton; approved unanimously.

Adopting Policies on Eligible Training Providers; Confidentiality and the Protection Personally Identifiable Information; and Reporting Suspected Fraud, Program Abuse, and Criminal Conduct: Mr. Plastino explained that the DOL auditors recommended that the WIB adopt these policies. Staff compiled them from other models and previous WIB documents as recommended.

Resolution Adopting Policies on Eligible Training Providers; Confidentiality and the Protection Personally Identifiable Information; and Reporting Suspected Fraud, Program Abuse, and Criminal Conduct: McDougall/Cooper; approved unanimously.

Authorizing a Lease of One-Stop Space to OTDA: Mr. Plastino explained that OTDA already has a presence at the One-Stop as well as an office in Gouverneur. The Gouverneur office is closing and OTDA has requested a sub-lease for additional space at the One-Stop. Although the specifics have not been worked through yet, there is space available and they will need to move quickly. Therefore, Mr. Plastino requested that the Board authorize him to put the lease together, and with approval from the chair, execute the lease.

Resolution Authorizing Lease of One-Stop Space to OTDA: Daddario/Caswell; approved unanimously.

Accepting Amendment to Youth Council Bylaws: Mr. Plastino explained that the auditors had also recommended that the language from the WIB Bylaws regarding Conflict of Interest be included in the Youth Council Bylaws along with a paragraph with language concerning the consequences. There is nothing in either bylaws saying that the WIB has to approve the Youth Council bylaws; however, that is how it has been done in the past.

Resolution Accepting Amendment to Youth Council Bylaws: Blevins/Sullivan; approved unanimously.

Election of Officers: Ms. Caswell, representing the Executive Committee, presented a slate of officers for consideration: Rich Daddario – Secretary; Ron McDougall – Treasurer; Jack Backus – Vice Chairman; Chris Cooper – Chairman. Mr. Backus asked for any other nominations. There were no other nominations.

Motion to close nominations: Sutton/McKeel; approved unanimously.

Motion to accept slate of officers as presented by Executive Committee: Sutton/King; approved unanimously. Mr. Backus thanked Dr. Hoffman for serving the Board and wished him well in his endeavors.

NEXT MEETING:

The next regular WIB meeting will be September 10, 2014 at 8:00 a.m.

EXECUTIVE SESSION: None

ADJOURNMENT: Moved by Mr. Daddario and seconded by Mr. Cooper; the meeting adjourned at 9:14 a.m. by unanimous consent.