

ST. LAWRENCE COUNTY WORKFORCE DEVELOPMENT BOARD
MEETING MINUTES
October 11, 2017

CALL TO ORDER: Mr. Blevins called to order the regular meeting of the St. Lawrence County Workforce Development Board at the Human Services Center in Canton at 8:10 a.m.

Members Present: Lynn Blevins, Chris Cooper, Pam Dority, LouAnne King, Ron McDougall, Pete Reiter, Dale Rice.

Others Present: Tom Plastino – WDB, Jennifer Free – WDB, Penny Scott – WIOA, Larry Fetcie – WIOA, Anthony Hayden – NYS NYSDOL, Norma Clary – SLC Community Development Program.

Absent: Jack Backus, Sue Caswell, Rich Daddario, Dave Evans, Peggy Fockler, Donald Hooper, Daphne Pickert, Ryan Schermerhorn, Thomas Sullivan, Ellie Sullivan-Stripp, Dallas Sutton, Zvi Szafran, Eric Tessmer and Leo Villeneuve.

There was no quorum for today's meeting.

MINUTES: The minutes were unable to be approved without a quorum.

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

CHAIRPERSON'S REPORT – Since there was no quorum, Mr. Blevins requested that Mr. Plastino speak on pending issues.

OLD BUSINESS:

WIA/WIOA Transition Update:

Regional Plan: Mr. Plastino began with the MOU and the Local Plan. He explained that his time has been consumed over the last two or three months with the MOU Part 1 & Part 2 and the Local Plan. They are the thick documents in the meeting packets. The first section of the Local Plan, that is labor data, is not St. Lawrence County data but regional data (thanks to Anthony Hayden for supplying regional data to Mr. Plastino as well as the other two WDB's in the North Country).

The next thing that will be required will be the Regional Plan (as opposed to the Local Plan, which is on today's agenda) which is due by the end of January. Mr. Plastino believes this will be a problematical document statewide. We received a TA for both Local and Regional Planning. The requirements for the Regional Plan are straight out of the Law. Mr. Plastino read from the TA which was word-for-word from WIOA. The answer that seems to be most appropriate to some of the questions, given the size of the area, its dispersion, and decentralization, is that it's impractical. However, it isn't practical may not be an acceptable answer. There is a retreat for Workforce Development Board Executive Directors hosted by and following the NYATEP annual meeting. The Regional Plan is on the agenda.

Center Recertification: Mr. Plastino reported that we have yet to get a TA regarding this. Mr. Plastino feels it might be tied in with the Regionalization.

Branding (System Identifier): Mr. Plastino showed identifiers for Federal, State, and Local. All Partners are going to be required to use in some form.

Canton One-Stop/Career Services Evaluation: Over the next three months, we have to come up with a One-Stop evaluation. Mr. Plastino and the committee have not yet met as he has been busy with the MOU and Local Plan. However, we need to get something to the County BOL in the next month. He expects to arrange a committee meeting in the next week or so.

501 (c)(3) Status: Mr. Hooper volunteered to assist Mr. Plastino getting the organization a tax designation from the IRS. Mr. Plastino will be contacting Mr. Hooper to work on this in the near future.

Executive Committee authority: Mr. Blevins asked Mr. Plastino to explain the By-laws regarding what the Executive Committee can and cannot do. Mr. Plastino explained that the Executive Committee (EC) is allowed to take action on behalf of the Board in between meetings or when the Board is incapable of acting. At last week's EC meeting, a resolution was passed saying that if the Board can't meet, action will be taken on the MOU and Local Plan and reported at the next full Board meeting. The deadline to submit these documents to the BOL's is next Tuesday.

Mr. Plastino reviewed the MOU and the Local Plan, although there is no quorum and no action can be taken, it was felt that these documents are important and this will allow questions and comments. Mr. Plastino started with the MOU. Part 1 (which was service delivery) was done in June and Part 2 is in the meeting packet. Both parts are included in the resolution for approval. Part 1 had very little local discretion, the Partners met to fill in the blanks and come up with other information and data that was required. Part 2, has been completed, again with Partner Meetings; this section deals with the infrastructure costs. All Partners must sign the MOU, both co-located and non-co-located. There were several meetings to determine the formula to be used for co-located Partners at the One-Stop. The affiliate centers already have a cost allocation method in place and will therefore continue to use it.

Mr. Blevins commented that time isn't being spent on private sector jobs. Meetings have been spent on program stuff and it's cumbersome. Mr. Plastino is doing a great job with that but feels it has created poor attendance at meetings. He understands there are requirements to be met but at the end of the day they should also be discussing what is going on in St. Lawrence County.

Mr. Plastino said that once the required paperwork is completed, the consequences that will be important for WIOA involves the change in the way in which WIOA wants the system to function and the way it wants the various partners, boards, and staff to look at it. He feels this is the most important part of the meeting and the One-Stop Operator staff report is on the agenda toward the end.

Mr. Plastino went on to review the Local Plan so as to be able to move on in the meeting. There are three sections in the Plan; Appendices', Core Text, and the document dealing with Title II that was submitted in July. Appendix G is a Title I budget; even though the Plan looks across all titles and, in fact, goes beyond the titles in WIOA. WIOA anticipates the people that constitute the Workforce Training System in a local area will be more comprehensive than just co-located partners in the One-Stop, co-located partners at the affiliate centers, or even just the required partners listed in The Act. Therefore, the Partners' have been meeting and including people that do not fit in any of those three categories; such as Workforce Development Institute.

WIOA is meant to be more than a Title I plan as WIA was. Because WIOA does not require all the partners to be co-located, the plan is to address how this will be handled. Mr. Plastino states that the Partners will have to be a lot more active in working together and these monthly partner meetings is where the real action will be. Mr. Fetcie, One-Stop Network Operator, will play a major role in that. The Board will play a major role as well, because we must demonstrate that this Board is looking at the whole system and not just Title I. There will still be Title I responsibilities.

Mr. Backus expressed interest in the statistics present. He feels the statistics may crowd us eventually due to the different dynamics on either side of SLC. Mr. Backus asked Mr. Plastino what he had seen regarding this. Mr. Plastino agreed that there are dramatic differences between the workforce needs and demands and the economic underpinning across the North Country. Other regions have a core community; i.e. Capital Region the economy drains to Albany. However, St. Lawrence County being shoehorned into a region with 23.5% of the state's land area and no large central core community makes it difficult to come up with a manufacturing extension service that's common across the region or a workforce training and education because the needs are so different. The fact that Fort Drum is in Jefferson County and affects a portion of St. Lawrence and Lewis Counties, shows that it's different from yours. And underneath that is a declining industrial economy; what do we have that is dramatically different from the others? It's a concentration of educational facilities in this rural county; four colleges in Canton/Potsdam area and, of course, Wanakena. Plattsburgh is a covered manufacturing economy. There are many differences as well as similarities.

Mr. Plastino feels that the WDB will be responsible for hearing a lot more about what's going on in the Workforce Delivery System than simply Title I. What would constitute adequate Board oversight? It was felt at the Partner level, that one thing would be some regular reports from Mr. Fetcie and a report in more depth about individual programs – what they're doing when it comes to workforce development. Those were two options, and rather than wait, Mr. Fetcie and Norma Cary from St. Lawrence County Community Development Program are prepared to present these reports today. Then find out how the WDB felt and find out what else you would like done.

STAFF REPORTS

One-Stop Network Operator – Mr. Fetcie reported that, as this is the first agency to present, there is no template; therefore, the Partners were asked what they would like to have presented. A guideline given was indicating who you are, how you operate, what programs you run, the number of customers you are serving, and the outcomes for the first quarter. Mr. Fetcie echoed Mr. Plastino's request for feedback from Board members.

Mr. Blevins asked Mr. Plastino for an update of the education request from St. Lawrence Zinc mines in Balmat, NY. Mr. Plastino explained that the last he was informed; they expect to finish their Toronto Stock Exchange filing next Monday. His most recent conversation was positive, the one three weeks before that was more diffident. Mr. Plastino was informed they intend to start hiring people as soon as the Stock Exchange listing is completed and the offer is on the table.

Ms. Scott reported that we just using finished PY 16 money so and haven't gotten the second allotment of funds for PY 17

St. Lawrence County Community Development Program (CDP):

Ms. Cary reported that CDP is a partner because they receive Community Service Block Grant funds which are used primarily used in their Neighborhood Centers to pay the salaries of the Neighborhood Center directors. They are not part of St. Lawrence County; they are a community action agency. They are governed by the Department of State and are monitored quarterly. Each grant recipient may choose what to do with their funds. They have chosen to use the funds at their Neighborhood Centers. The Neighborhood Centers all have food pantries and that's a way they engage people into "Family Development". Family Development is a process to try to move people along. Often their services are used for people employed or trying to enter into the workforce. CDP works with families and try to teach soft skills (dress appropriately, bathe/shower, etc.).

Ms. Cary stated they have had success and have even hired a fair number of our Workfare participants. We report to Department of State Employment & Training Skills. As an example: we engaged 61 families in Family Development process, 11 obtained employment and 8 still had jobs after 90+ days (some hadn't reached the 90-

day mark when report was completed); 38 obtained job skills in Neighborhood Centers, those are basically Workfare individuals; 9 completed certificate/diploma/secondary education. They offer supportive services like food, gas cards for work/college. They offer tax and budgeting assistance and try to show them how to put tax refund money away.

In addition, they also promote Family Self Sufficiency in their Housing Program as well as the Headstart Program. Eligibility guidelines for the majority of the services are 125% of poverty guideline or less; however, the Food Bank requires 185% above poverty guidelines. It was noted that they never deny anyone food. It's a good program with very little money. The philosophy is that Community Action is a starter position for people.

Mr. Plastino asked what percentage of this year's anticipated revenue for CDP is WIOA funding. Ms. Cary replied it was about 50% of their budget. Mr. Evans felt that having partners explaining their programs is showing how WIOA funding benefits participants in many areas and programs. There are services in other areas than just Title I.

Executive Director – Mr. Plastino reported that there will be new performance measures with WIOA. He and Ms. Dority attended a training event in Saratoga Springs. A good portion of the discussion concerned the new performance metrics in the Workforce Innovations and Opportunities Act. Two or three are reasonably familiar to measures from previous years with significant differences that will tax the reporting capacity of the system. The others are going to require new data systems and no one knows how we're going to keep track of this stuff right now. WIOA said there will be an employer satisfaction component in the metrics. The sixth metric is supposed to be something that demonstrates the people who are creating the jobs are satisfied with the system. This was not outlined in the Act; it said that the DOL would come up with these new metrics. The DOL said there are three different things that will make adequate metrics and each state has to choose two. We will have a trial (pilot) period. The two chosen by NYS are: 1) repeat business with employers; and 2) the penetration rate – the number of employers with which the system (not just one program) has made services available to compared with the total number of employers in your neck of the woods. They are still working on how they are going to keep track of this. Mr. Plastino believes this will need to be an item on the agenda at the Board, Partner, and staff levels. This is one more thing that the Partners will have to address at their monthly meetings. Mr. Plastino believes how we adapt to these new requirements is important because he believes the NYS offices (DOL, ED, etc.) will all be running the same Customer Relationship Management System. Right now there are two departments that use OSOS. It was noted it isn't an easy system to use. He doesn't know if they will stay with that system or if there will be a brand new system.

Mr. Blevins asked Mr. Plastino to recap the issues that need to be addressed before the next meeting. Mr. Plastino stated that the six resolutions listed on the agenda the Executive Committee already took action to authorize in the event that the full Board was unable to. Due to deadlines imposed by the state, the Local Plan and Part 2 of the MOU cannot wait for the December WDB meeting. However, Ms. Scott does need her budget amendments approved so as to keep her records straight. Mr. Plastino is unsure if the Regional Plan, which is currently due January 31st, will need to be submitted earlier. It was mentioned during one of his conference calls that they may want an advanced version. Mr. Plastino expects to have the Regional Plan done and ready to go by the December WDB meeting as all three regional WDB's need to take action. In addition, the county boards of those seven counties need to take action as well.

Mr. Blevins asked if Ms. Scott needed action taken on all the budget amendment resolutions before the next full-board meeting. She replied that she only needed the PY16 amendment resolution and could wait on the others. Therefore, there will be three resolutions moving on Executive Committee authority; the rest will be on the agenda in December.

NEXT MEETING:

The next meeting of the Workforce Development Board is scheduled for December 13, 2017.

ADJOURNMENT: The meeting adjourned at 9:30 a.m.