

**ST. LAWRENCE COUNTY WORKFORCE INVESTMENT BOARD  
MINUTES OF JUNE 18, 2008 MEETING**

**CALL TO ORDER:** Chairman Michael Noble called to order the regular meeting of the St. Lawrence County Workforce Investment Board at 8:05 AM at the Best Western, Canton.

Members Present: Jack Backus, Doug Beachard, Sue Caswell, Rich Daddario, Bruce Green, Joe Kennedy, Ron McDougall, Lisa McKeel, Mike Noble, Richard Orton, Daphne Pickert, Dale Rice, Mark Webster.

Members Absent: Kathy Daniels, Don Hooper, Linda Manchester, Eric Matott, Lisa McCarty, Steve Novacich, Karen St. Hilaire, Ryan Schermerhorn, Jeff Tyo,

Others Present: From the Office of Economic Development: Ray Fountain, Patrick Kelly, Kim Gilbert, Natalie Sweatland, Steve House, Jim Connor; Dee Burlingame, Youth Council.

**CHAIRMAN'S COMMENTS:** Introduction/recognition of new members (McKeel, Tyo, Matott). Bruce Green introduces Dee Burlingame, Youth Council's new Chair. The Chairman notes our upcoming (September) Annual Meeting and appoints McDougall, Rice and Webster to a Nominating Committee.

**PUBLIC COMMENT:** None

**MINUTES:** Beachard/Kennedy move to accept the minutes of the June 18, 2008 meeting. Unanimous.

**COMMITTEE REPORTS:**

Executive: Committee met March 28 to review Gouverneur Talc plan of service. Committee met again June 10 to move resolutions for this meeting, and to review County's proposed annual disclosure statement. Mr. Noble notes that the Committee's recommendation is reflected in a resolution for presentation under New Business.

Youth: Bruce Green reports on the Youth Council's election of officers. He noted that the last meeting included discussion on the Summer program (225 youth again to be served this year), the Certified Nurse Aide training (10 started, 8 completed), the Community Brigade (6 still active) and the welding curriculum (15 started, 8 have passed the State test to date; this is final week of curriculum).

Marketing/Board Development: Dale Rice reported on last (conference call) meeting. He noted the Committee approved the new ads for phase 2 of the marketing program. The funds from the GM closure grant have an \$8,500 balance. The Committee is trying to track their advertising results and finds radio and web-related placements are most popular. The DOL marketing materials are in process.

AdHoc: One-Stop: Doug Beachard reports on the May meeting. Cost allocation has been forwarded to the partners. The MOU for 2008-2009 is out with a deadline for return by the parties of the end of June. Members have questioned their ad-hoc status and have questioned their mission. Mike Noble responds that the committee was an attempt to strengthen communication between the Board and the One-Stop Partners who do not have direct representation on the Board. Mike notes that there is an upcoming change recommendation to the bylaws to move the committee to "standing" status. He recommends the change to assist with partner communication.

**CONSENT AGENDA:** Approving Training Providers: Natalie Sweatland explains these providers have requested to be added to the provider training list, plus some already on the list have requested changes to their program, specifically to increase the cost to the consumer. Pickert/Beachard motion. Resolution passes with 12 ayes and 1 abstention (McKeel).

**OLD BUSINESS:** None

**NEW BUSINESS:**

Resolution: Modifying the WIA PY07 Budget (Dislocated/Rapid Response Funds)

Resolution: Modifying the WIA PY07 Budget (Disability Program Navigator)

Resolution: Modifying the WIA PY07 Budget (Adult/Dislocated Worker Funds)

Resolution: Modifying the WIA PY07 Budget (General Motors Funds) McDougall/Daddario motion. Kim Gilbert explains the details/reasoning for each of the modifications. Resolution passes unanimously.

Resolution: Establishing PY08 Budget): Daddario/Green motion. Kim Gilbert explains that all of the individual funding categories took a loss; however the budget overall has increased due to GM Grant funding. Gouverneur Talc funding has not yet been approved. Ray Fountain reports that the application has not yet been approved. NYSDOL has been asking questions that neither we nor the Company can answer at this time. Mike Noble forwarded correspondence to State legislators asking them for assistance in getting this application approved. Rich Daddario asks if some of the GM-targeted funds can be used for Gouverneur Talc. Ray notes that we initially asked to combine the two grants, but the State wishes to keep them separate and distinct. Resolution passes unanimously.

Resolution: Amending Policy #3 Individual Training Accounts: Orton/Kennedy motion. Steve House reports this resolution requests an increase in the training accounts for the GM and GM-affected individuals from \$4,000 to \$15,000. Formula funding would remain at \$4,000. Many of the GM-affected participants would require significant training funds. Resolution passes unanimously.

Resolution: Amending Policy #10 Supportive Services: Steve House explains the various changes in the policy. Ray Fountain recommends change on mileage reimbursement to read “one-half of the standard mileage reimbursement rate for a privately-owned automobile established by the Internal Revenue Service (IRS)” as opposed to the current reference “that offered by the St. Lawrence County Department of Social Services.” Rich Daddario ponders whether the WIB should pay the actual mileage, as opposed to just half. Brief discussion ensues regarding serving fewer with full reimbursement or serving more people with half reimbursement. Kennedy/Pickert move to amend resolution to read as was recommended originally by Ray Fountain. Motion unanimous. Motion to approve (as amended) by Pickert/Webster. Resolution passes unanimously.

Resolution: Extending Contracts for Year Round Youth Service Providers): Steve House reports that this resolution extends the contracts to those providers of year round services to youth. McDougall/Orton motion. Resolution passes with 12 ayes and 1 abstention (McKeel).

Resolution: Opposing Proposed Changes to the Annual Disclosure Statement: Chairman Noble reports that the Executive Committee discussed the proposed changes to the County’s Ethics Law, specifically the proposed changes to the Annual Financial Disclosure Statement, and noted that committee felt the changes were unnecessarily invasive and would greatly impact the ability of Boards to recruit and retain volunteers. Ray Fountain explains that certain policy-making boards (e.g. WIB) and the chairpersons of other boards would have to comply with this law. The IDA Vice-Chairman has also indicated that he would like to outreach the membership for their opinion on this and encourages the WIB to speak to the Legislature at the upcoming special meeting. (August 13, 2008 at 5:00 PM). Motion by Orton/Pickert. Passes unanimously.

Presentation of Proposed Changes to the WIB Bylaws: Chairman Noble notes that the Executive Committee is recommending the proposed change to the WIB’s bylaws to include a One-Stop standing committee. Ray Fountain noted the committee was originally an ad hoc committee, designed to be enhance communication between WIB members and the One-Stop partners not represented on the Board.

Mr. Fountain explained that the State mandates concerning WIB membership representation allows some people to represent more than one segment of the system. For example, the County Administrator represents Economic Development, Aging, Youth, Veterans, Public Assistance programs, in an attempt to keep the board membership to a manageable level. If each partner had its own representation on the Board, that would entail adding at least 3 more “other than business” members and (with the business majority rule in mind) 4 more “business” members. Some of the partners had indicated that they were discouraged from attending and speaking at the WIB meetings. Rich Daddario noted he has to think that after all these years they would know that anyone can attend and anyone can speak.

**STAFF REPORT:**

Ms. Gilbert reported on the following Monitoring Review Reports:

- Financial Management Review: Kim Gilbert noted the finding relating to the understatement of accruals. She added that procedures have been put into place to ensure accrual adequacy.
- Property Management Review: Kim reported no findings.
- Subrecipient Monitoring Review: Kim Gilbert reported the finding relating to updating fiscal procedures has been addressed. Also, a statement regarding a biannual review of property has been inserted to comply with the State’s recommendations.
- Procurement Review: No findings to report.
- Adult/Dislocated Worker Monitoring Review: Steve House notes no findings or observations to report.

Ray Fountain reported on the following:

- Performance Standards: He notes that the Board had previously been provided (via email) with the performance report. Currently, we are missing the “average wage at placement for dislocated workers” standard. This is an increasing problem, especially now with GM and Gouverner Talc (high wage) dislocations. The standard is a comparison of wages 6 months prior to termination versus six months after placement into employment.
- USDOL Audit: Audit scheduled for August 11 through the 15<sup>th</sup>. St. Lawrence County area selected due to GM grant.
- Local Plan Modification: Staff are currently responding to questions on the local plan modification they previously submitted. The State is asking for more information/comprehensive description on efforts to achieve efficiencies in the face of funding cuts. He notes that the State level is pushing to return to one-on-one services (as opposed to group models), even though decreased funding could be stretched by group model services. Questions are also being asked about alternative funding streams. The stipends/wages issue with regard to training and youth programs is being reviewed also.
- Gouverneur Talc: Overview of services explained.
- NYATEP: A sizeable rescission is being considered.
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**EXECUTIVE SESSION:** None

**ADJOURNMENT:** Daddario/Orton move to adjourn at 9:07 AM. Unanimous.