

**ST. LAWRENCE COUNTY WORKFORCE DEVELOPMENT BOARD**  
**MEETING MINUTES**  
**June 14, 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 8:00 a.m.

Members Present: Jack Backus, Lynn Blevins, Sue Caswell, Rich Daddario, Pam Dority, Dave Evans, Donald Hooper, Ron McDougall, Daphne Pickert, Pete Reiter, Dale Rice, Ryan Schermerhorn, Thomas Sullivan, Dallas Sutton, Eric Tessmer.

Others Present: Tom Plastino – WDB, Jennifer Free – WDB, Penny Scott – WIOA, Larry Fetcie – WIOA, Anthony Hayden – NYS NYSDOL, Jennifer Rowledge – SLL BOCES.

Absent: Chris Cooper, Peggy Fockler, LouAnne King, June O'Neill, Ellie Sullivan-Stripp, Zvi Szafran and Leo Villeneuve.

**MINUTES:** Mr. Sullivan moved and Mr. McDougall seconded a motion to accept the May 3, 2017 meeting minutes; approved unanimously.

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

**CHAIRPERSON'S REPORT** – Mr. Blevins noted that several members needed to leave early and recommended that the meeting begin with any resolutions to have a quorum present.

**OLD BUSINESS:**

**Modifying the PY14 Workforce Investment Act WIOA Implementation Budget:** There was a brief discussion after Ms. Scott explained the resolution.

Resolution Modifying the PY14 Workforce Investment Act WIOA Implementation Budget: Moved/seconded by Daddario/Pickert; approved unanimously.

**Approving the Amended Workforce Innovation and Opportunity Act Budget for PY16:** Ms. Scott reported that after a recent audit, the auditor recommended presenting a line-by-line budget to the WDB for approval. He felt this would enable the Board to make a more informed decision.

Resolution Approving the Amended Workforce Innovation and Opportunity Act Budget for PY16: Moved/seconded by Pickert/McDougall; approved unanimously.

**Modifying the PY16 Workforce Innovation and Opportunity Act Budget:** Ms. Scott explained the resolution. A rescission of funding was reduced by Congress, and Congress also recaptured some PY16 funding from Kentucky which has been re-alloted to the remaining eligible states.

Resolution Modifying the PY16 Workforce Innovation and Opportunity Act Budget: Moved/seconded by Caswell/Sullivan; approved unanimously.

**Re-Authorizing the Grant Recipient/Fiscal Agent to Directly Provide Youth Workforce Investment Activities:**

Mr. Plastino explained that this resolution is a correction. It was originally passed through the Executive Committee first and then the full Board. However, there was an error in that “Executive Committee” was not removed. It was discovered by the auditors, and Mr. Plastino is representing it correctly today.

Resolution Re-Authorizing the Grant Recipient/Fiscal Agent to Directly Provide Youth Workforce Investment Activities: Moved/seconded by Caswell/Daddario; approved unanimously.

**Establishing Contracts for Year-Round Youth Service Providers:** Mr. Plastino explained that this resolution will extend the current Youth Contracts for a one-year period.

Resolution Establishing Contracts for Year-Round Youth Service Providers: Moved/seconded by McDougall/Sutton; Abstained – Evans; approved unanimously.

**NEW BUSINESS**

**Recommending a One-Stop Network Operator Structure to the St. Lawrence County Board of Legislators:**

Mr. Plastino reported that the new Act requires competition for One-Stop Operator (System or Network; not a manager of any Partner facility). Only two Partners are “required” to be physically present at the single co-located Center that the LWDA must have, which are the Title I service provider and the Wagner-Peyser portion of the NYS DOL. The rest of the Partners can and are encouraged to be present, but are not required.

Mr. Plastino reminded the Board that they issued the RFP at the last meeting for such a competition; however, there were no responses. Mr. Plastino explained the three options available in this circumstance and how they would apply to St. Lawrence County. His recommendation is to have the contract holder (St. Lawrence County) perform the function through its existing staff. Although the County has not yet approved that, with the WDB’s approval, Mr. Plastino will forward this resolution and recommendation to the SLC BOL for consideration at their July 10<sup>th</sup> meeting. It is supposed to be in place by the 1<sup>st</sup> of July; however, Mr. Plastino doesn’t believe there will be repercussions for missing this deadline by 10 days.

Mr. Plastino’s recommendation is incorporated into the resolution being presented. If the WDB passes this resolution, they will be authorizing Mr. Plastino to structure an agreement with St. Lawrence County and the WDB, which will hopefully be able to be put in place if the BOL approves this.

Resolution Recommending a One-Stop Network Operator Structure to the St. Lawrence County Board of Legislators: Moved/seconded by McDougall/Pickert; approved unanimously.

**Authorizing the Title I Staff to Reserve OJT Funds for St. Lawrence Zinc:** Mr. Plastino reported that Titan Mining has been going through the process of taking over the Zinc mines in Balmat, NY. One of the first requests from Titan Mining is that they need specific training for local employees to replace contract people. Once Titan Mining secures its final financing, they will open the mine quickly. Therefore, they will use as many previous employees as possible, as well as contract miners. There is a formalized training program provided by the Province of Ontario that Titan Mining would like to see used to train people.

This resolution is an attempt to assist Titan Mining obtain locally trained people as quickly as possible. Mr. Schermerhorn gave a history of the mines in the last eight years since they closed, as well as changes for

inspecting and training requirements to prevent injuries and fatalities. Mr. Plastino pointed out that setting aside these funds for OJT's is an incentive for Titan Mining.

Resolution Authorizing the Title I Staff to Reserve OJT Funds for St. Lawrence Zinc: Moved/seconded by Backus/McDougall; abstained – Schermerhorn/Daddario; approved unanimously.

**Establishing the Workforce Innovation and Opportunity Act Budget for 2017:** Mr. Plastino mentioned he has a Directors Meeting in Albany tomorrow. An item on the agenda is "Planning for What Might Come out of Washington". The budget presented is based on the most recent information received thus far. Although there may be changes, we need to have a budget in place by July 1<sup>st</sup>.

Ms. Scott reviewed the budget, explaining increases and decreases. There was a question and answer discussion. Mr. Plastino explained that the rent is based on the lease that expires on June 30th; however, there has been discussion at the County level of changing the location and square footage of the One-Stop Career Center. Once the new lease is in place there may be a modification to the budget.

Resolution Establishing the Workforce Innovation and Opportunity Act Budget for 2017: Moved/seconded by Hooper/Sutton; approved unanimously.

## **COMMITTEE REPORTS**

Executive: Mr. Plastino reported that the Executive Committee has been discussing the other elements in the transition to WIOA. The overall pattern of changes are really minor; however, we are still phasing these minor changes. Two of these changes are on the way to resolution - Phase I of the MOU among the Partners and the competition of the One-Stop System Network Operator.

Mr. Plastino addressed the potential relocation of the One-Stop. There has been a local committee put together that will review the management and structure of the co-located One-Stop in this building. They have not met yet, but Mr. Plastino hopes they will meet in July.

Nominating Committee: Mr. Plastino noted that the Nominating Committee does not need to nominate officers until next year based on the By-Laws.

One-Stop Oversight Committee: Mr. Plastino reported that they would be meeting in July.

## **OTHER BUSINESS**

### **Discussion**

#### **MOU (Part 1)**

Part I of the MOU is called the Services part and Part 2 has to do with Infrastructure Costs. Part I was approved at the WDB May meeting; SLC BOL approved it at its June meeting. The next day Mr. Plastino forwarded to NYS and three days later he received a response that they approved the submission with a few minor changes and it was sent on to the other state agencies for signature. Once we get it back, we will send it out to all the local Partners for signature.

## MOU (Part 2)

Part 2 of the MOU is gearing up. Basically, NYS wants a MOU part 2 proposal by September 30<sup>th</sup>. Mr. Plastino should be receiving a Technical Advisory, explaining what will be needed to complete this part of the MOU, by the end of June. This needs to be in place by January 1<sup>st</sup> of next year.

## Local Plan

Simultaneously with this, NYS DOL is requiring a Local Plan, and again it will be broken down into two pieces. The first version of the Local Plan is basically two+ years which will be broken down into two pieces as well. Mr. Plastino is still unclear on the instructions for the first piece. Hopefully, he will find out at the Directors meeting tomorrow.

The Act also required that the LWDB's review the Title II proposals to NYS ED for continuation of its funding. Whatever is submitted, it must be consonant with the Local Plan. Therefore, NYS will have some sort of Local Plan function done between now and when Title II recipients will have to send in its complete package, which will include a review by the LWDB.

The final Local Plan needs to be done and approved by November of this year. Our next meeting is in September; hopefully, we will have everything prepared so as not to postpone the meeting.

## Center Re-certification

In addition to all this, it has been discovered that "Centers" need to be recertified before infrastructure arrangements can be put in place. Therefore, in order to complete part 2 of the MOU before January 1<sup>st</sup>, Centers need to be certified. Certification is now done through the NYS WDB; so, the NYS WDB will have to take some action which details how Centers get certified.

## Regional Plan

Mr. Plastino reported that the Regional Plan update will be due in January of this year. This Plan covers all seven North Country counties. It doesn't have rewards or penalties in place.

## **STAFF REPORTS**

**Executive Director** – Mr. Plastino reported that the New Act has introduced some variations on the old performance measures and introduced several new ones, including one having to do with the employer world and satisfaction that employers have with what's being done with Federal money that's distributed to the State. We were given a draft Technical Advisory with Performance Measures, where some were filled in (DOL and Title I) by a federal algorithm based on some national statistics. We were asked to negotiate these measures to zero because the State system doesn't have the data that will allow us to measure what performance is, nor do we have the data to come up with what the performance measure should be. Taking national statistics and applying them on a pro capita basis around the country seems senseless. Mr. Plastino sent it off by the deadline date. It will come up again in the next couple months because there is a deadline for application of this.

There will be another partner meeting coming up in July to discuss some minor changes to the MOU and the One-Stop Operator tasks.

**Fiscal Manager** – Ms. Scott reported that the FOTA representatives were here for two weeks conducting four reviews: Close-out for PY14, Close-out for FY14, FMR, and the Sub-recipient monitoring. Upon completion there were two things found. One was a data entry error for a tenth of an hour and a \$0.67 error that has been corrected.

**NEXT MEETING:**

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

**ADJOURNMENT:** Moved by Mr. McDougall and seconded by Mr. Daddario; the meeting adjourned at 9:04 a.m. by unanimous consent.