

**North Country Regional Workforce Investment Board
And
North Country Workforce Partnership, Inc.
Friday, May 9, 2014
Regional Workforce Investment Board Meeting
8:30 AM**

MEMBERS PRESENT: Dan Alexander, John Bernardi, Garry Douglas, Ray Hawksby, Elaine Reynolds, John VanNatten, John Jablonski, Pam Dority, Erin Hynes, Bill Murphy, Mark Davey, Mary Goddeau, Steve Shafer, Ellen Gordon, Neil McGovern, John Vermette, Rebecca Leahy, Fran Wynnuk and Brian Post.

MEMBERS EXCUSED: Marie Benedict, Hope Coryer, Susan Delehanty, John Donoghue, Carol Calabrese, Georgia Burkhardt, Gary Wagoner, Clifford Donaldson, Roseanne Murphy, James Tooley, Scott Wilson and Steve Tyrell.

OTHERS PRESENT:

Staff –Wanda McQueen and Kellie Lathrop

Guests –Joe Campbell, Sheri Sauve, Danielle Shaw, Colin Read, Andrew Mahoney, Kelly Smart and Alan Jones

Call to Order

John VanNatten, called the meeting to order at 8:45 a.m.

Approval of Minutes

- **Minutes of January 10th, 2014, motion made by John Bernardi, Seconded by Bill Murphy and approved by all present and voting.**

Governance

Policy - Youth Incentives, Stipends, Support Services and Wages

Policy - Supportive Services, Adult and Dislocated Worker

Dr. McQueen stated that in March she had sent out a memo which gave specific details on the two new policies, which were constructed following a recommendation resulting from an audit by NYSDOL last fall. These policies more clearly define the different types of services that the career centers offer to both youth and dislocated workers. These policies are intended to be a framework that the career centers and program providers can use as a guide in order to meet WIA regulations.

Dr. McQueen said that she met individually with each provider as well as managers from each of the career centers in order to define these policies, which create more flexibility in order to meet the unique needs of the workforce in each individual county.

When there is a vote on these policies, Dr. McQueen says that it is her recommendation that these new policies replace the existing policies which were established in 2009. Erin Hynes noted that these policies were reviewed with the NYSDOL as well as the career center managers and it is her belief that during the next audit, the policies will pass muster.

Motion to accept the policies for Youth Incentives, Stipends, Support Services and Wages & Supportive Services, Adult and Dislocated Worker made by John Bernardi, Seconded by Garry Douglas and approved by all present and voting.

PY 14 Youth Funding

For specific details, please refer to the attached Executive Director Report, which lists the In-School and Out-of-School percentage allocations. Current PY 13 allocations for youth are at a 70/30% split. After meeting with both the Youth Council and youth providers, who Dr. McQueen stated were all in agreement of a shift in funding for PY 14, it is Dr. McQueen's recommendation that a shift be made to reflect 60% In-School Funding and 40% Out-of-School funding. This shift leans towards a more universal approach, to build partnership with education in schools, and give more revenue for out of school providers to serve youth.

Dr. McQueen said that the Youth Council brought up the concern in a meeting that they would like to maintain the current In-School programming as this programming has only been running under the RFP for one year. This would give them a chance to be sustainable after one year. Dr. McQueen also said that no RFP would be needed for this process.

Erin Hynes noted that a verbal agreement between the WIB director and the youth providers alone was not enough to satisfy the requirements of the RFP. Since the RFP is a contract, there needed to be a modification to the RFP issued by the Youth Council, with consent of the Board, to shift in resources from 70-30 to 60-40. The providers would have to signed the amendment in order for the modification to take place without the need for a re-bid. The Board agreed.

Motion to add modification addendum to the current Youth RFP's which states in writing that the current providers agree to the shift in funding by 10% made by Brian Post, Seconded by Neil McGovern and approved by all present and voting.

Dr. McQueen presented a researched based model that is often used in education that represents a universal workforce as implemented in the shift in youth programming by the Youth Council moving forward. (See attached slide PowerPoint presentation.)

Solid Foundations Disposition

John VanNatten gave a brief history of a youth program that was once funded through the North Country Workforce Partnership. Program funding no longer exists and the left over construction tools are currently housed in the basement of the Plattsburgh OWS Center building. This led the Executive Committee to explore options for potential disposal. The committee had the tools inventoried and they have less than a value of \$5,000. Therefore, the WIB does not have to go out to bid.

There are three separate options for disposal which are; donations, public auction or selling of the equipment and tools. Dr. McQueen is recommendation of a public auction sale of the

materials. Jenna Murray reviewed the new inventory list and compiled a current rough cost analysis for the remaining tools which is \$3,170.56

John Bernardi suggested donating the remaining tools to a partner agency of the North Country Workforce Investment Board or North Country Workforce Partnership. He added that rather than auctioning off these items for less than \$1,000, as well as the staff time aimed towards the preparation and implementation of this process, might be better served in donation efforts.

Motion to give Dr. McQueen the ability to find the best alternative to dispose of the Solid Foundations inventory to the best means necessary, being a partner agency or elsewhere made by John Vermette, Seconded by Becky Leahy and approved by all present and voting.

WIB Membership

There is one resignation to the North Country Workforce Investment Board with the retirement of Garry Wagoner, who has submitted a letter to the elected county official in Clinton County. Clifford Donaldson from the NYSDOL has retired as well, although no official letter of resignation from the board has been submitted thus far.

Motion to accept the resignation of Garry Wagoner and Clifford Donaldson due to their retirement made by Dan Alexander, Seconded by John Bernardi and approved by all present and voting.

Presentation

Rick Swanston from NYPIN (New York Pathways Innovation Network) presented on the services and network that it provides within the local partnerships within the community (refer to attached packet handout).

Fiscal

NCWIB Financials

Kellie Lathrop provided information on the percentages of funding from New York State that have been received thus far for administrative, adult, dislocated worker and youth funding for program year 2013. Program year 2012 funds have been completely spent. In administrative funding, 71% of \$143,726.70, has been spent, 67% of \$426,678.30 in adult funding, 56% of \$260,772.03 of in-school youth, 69% of \$187,596.27 in out of school youth and 59% of \$418,493.70 in dislocated worker funding. These funds need to be 80% spent by June 30, 2014.

NC Partnership Financials

Kellie Lathrop provided information on the North Country Workforce Partnership Corporation budget to date as well as the annual audit statements for the NCWP. Currently the North Country Workforce Partnership is on track and running smoothly, with a few areas that are over budget.

Handbook policies from ACAP have been added and signed off by the WIB staff, which needs to be acknowledged for liability reasons that state that vacation time by WIB employees can only be accrued up to 120 hours. This change will go into effect as of October 2015.

There is a net cash flow of \$10,126, or \$284,384 YTD for this fiscal year.

Motion to accept financial reports for the North Country Workforce Investment Board and the North Country Workforce Partnership made by John Bernardi, Seconded by Bill Murphy and approved by all present and voting.

NCWP

Oval-Security System

Dr. McQueen mentioned briefly that as a result of a facility safety meeting, a new alarm system is looked at being installed in the Plattsburgh OWS building at 194 Oval as the system is slightly outdated. Dr. McQueen said that after running initial quotes, a service provider, Security Concepts came in at the lowest bid, under \$4,000 (get the exact number for the minutes)

DOL Lease Renewal for 194 US Oval

This lease expired in April 2011 and approval is in the final stages. Dr. McQueen said that a draft lease has been received, and has made it through all of the legal channels but is not ready for signature yet. The finalized lease should be received within the next couple of weeks. Once this signed version has been sent back to NYSDOL, the post due rent fees from January 2014 though the present can be paid to the partnership. The new rate per square foot lease rate is \$15.

Motion to give John VanNatten the approval to sign NYSDOL lease when it is received made by Bill Murphy, Seconded by Erin Hynes and approved by all present and voting.

Executive Director Report

(Refer to attached written report.)

Program Director Update

(Refer to attached written report.)

County Workforce Investment Councils

Mary Goddeau, the chair of the Clinton County Workforce Investment Council, spoke about the soft skills development initiative within career work readiness. She said that the recent Job Shadow Day in Clinton County was very successful in directly connecting employers with students as well as guiding them in the path to future employment.

Becky Leahy, the chair of the Franklin County Council, spoke about the organizational and restructuring efforts that have been occurring. They too is in favor of the same type of initiatives as the Clinton County Council, bringing employers into the school system. Becky also shared that the council is currently looking for a new chair.

In Hamilton County, Bill Murphy spoke of the addition of Danielle Shaw, from the Indian Lake Theatre, to the WIB. He highlighted the new efforts toward Youth Programming within the county including the hiring of an Executive Director for the Adirondack Teleworks Project, Andrew Mahoney. The organization is about to finalize their curriculum for training classes, which needs to be submitted to the Executive Director of the North Country Workforce Investment Board for approval to become a certified training provider.

Motion to adjourn made by John Jablonski and approved by all present and voting.

Respectfully Submitted,

Erin Hynes

Secretary