

**North Country Regional Workforce Investment Board  
And  
North Country Workforce Partnership, Inc.  
Thursday, November 7, 2013  
Regional Workforce Investment Board Meeting  
8:30 AM**

**MEMBERS PRESENT:** Garry Douglas, Ray Hawksby, Clifford Donaldson, Elaine Reynolds, John VanNatten, John Bernardi, Erin Hynes, Gary Wagoner, Bill Murphy, Carol Calabrese, Hope Coryer, Mary Goddeau, Steve Shafer, Ellen Gordon, Georgia Burkhardt, Rebecca Leahy, Roseanne Murphy and Brian Post.

**MEMBERS EXCUSED:** Dan Alexander, John Jablonski, Marie Benedict, Susan Delehanty, John Donoghue, Scott Wilson, Fran Wynn timer and Neil McGovern.

**OTHERS PRESENT:**

**Staff** –Wanda McQueen, Michele Armani, Jenna Murray and Kellie Lathrop

**Guests** – James Tooley, Maureen Sayles, Joe Campbell, Sheri Sauve and Kelly Smart

**Call to Order**

John VanNatten, called the meeting to order at 8:30 a.m.

**Introduction of Guests Present**

Dennis Donahue, the Upstate Regional Manager for Business Development at the New York State Commission for the Blind and Visually Handicapped, as well as Mike Rose and Beatrice Beguette, who is the upstate representative from the commission for the blind. Jim Tooley from Novabus was also introduced as a guest. He will become a member of the WIB board once he is approved by the Clinton County legislature.

**Guest Presentation**

Dennis Donahue, the Upstate Regional Manager for Business Development at the New York State Commission for the Blind and Visually Handicapped, presented on what the NYSCB mission is (New York State Commission for the Blind, as the organization's name has recently changed) and who they serve. The NYSCB wants to enhance employability, maximize independence and assist in the developments of a person's capacities and strengths for all New Yorkers who are or are about to become legally blind. Businesses that hire or retain employees with these conditions through working with the NYSCB are capable to receive tax credits, wage reimbursements, among other incentives. Only pre-screened, qualified, job ready candidates/ career seekers who have the desire to not just find work, but establish or continue a career position is provided to businesses working with the commission. To contact someone from the NYSCB call 1-866-871-3000 or go to [www.visionloss.ny.gov](http://www.visionloss.ny.gov).

**Approval of Minutes**

- **Minutes of September 13, 2013, motion made by Gary Wagoner**, Seconded by Brian Post and approved by all present and voting.

## **Business**

### **Governance**

#### **Board Membership**

The NCWIB faces changes in the board roster due to resignations from several board members who have retired, and one member who has stepped away as an officer due to other commitments. At the last NCWIB meeting, Allen Dunham announced that he was resigning due to his retirement, Joe Riccio submitted his resignation, Dr. Barry Mack has also retired and John Bernardi has stepped down as Treasurer due to other commitments. Both James Tooley of Novabus and John Vermette of SpencerARL in Clinton County have been asked to join the board. Bill Murphy, who currently sits on both the NCWIB Executive Committee and the NCWIB will step into John Bernardi's vacant position as Treasurer with approval from the board. There are still vacancies in Franklin, Essex and Hamilton Counties that need to be filled in order to bring the board back into compliance

**Motion to approve the resignation of Dr. Barry Mack, Joe Riccio, Allen Dunham, John Bernardi and the replacement of Bill Murphy as Treasurer for John Bernardi made Erin Hynes**, Seconded by Steve Shafer and approved by all present and voting.

#### **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. In administrative funding, 24% of \$143,726.70, has been spent, 16% of \$426,678.30 in adult funding, 23% of \$260,772.03 of in-school youth, 30% of \$187,596.27 in out of school youth and 13% of \$418,493.70 in dislocated worker funding. These funds need to be 80% spent by June 30, 2014. In regards to Disability Employment Initiative funds, 93% of \$409,317.60 has been spent over the three year program.

#### **NC Partnership Financials**

Kellie Lathrop provided information on the North Country Workforce Partnership Corporation budget to date. Rent payments are high due to the fact that the WIB rental payment to the partnership has been paid upfront as well as the Malone program rent as well. This money was paid up front in order to pay for expenses in the CTAA Business Marketing grant which needed to be paid and then will be reimbursed by Clinton County. There is a net cash flow of \$6,430, or 389% YTD for this fiscal year. The government shut down and late AmeriCorps funding forced us to extend our line of credit previously taken out through Glens Falls National Bank by an additional \$75,000 to pay ACAP (Adirondack Community Action Program), the NCWIB's payroll organization until the government reopens. John VanNatten noted that the situation with AmeriCorps, resulting in a line of credit being used to resolve a cash flow issue, begs the

question is AmeriCorps a viable program for the NCWP, from a board and community standpoint?

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

### **Programming**

#### **DEI (Disability Employment Initiative)**

Funding for this program is set to end on December 31<sup>st</sup>, 2013. There are currently three Disability Resource Coordinators within our four county reach of Clinton, Franklin, Essex and Hamilton Counties. With additional training funds received from the Department of Labor, this DEI program through the NCWIB was able to enroll 24 individuals whom self-attested to having a disability. Of these 27 individuals, 24 completed training, three are still enrolled and 20 are employed in a variety of areas.

#### **AmeriCorps Update**

We are at the end of a three year cycle, with the program year ending on September 30, 2014. An RFP for a new round of funding for AmeriCorps is due by December 10, 2013. This new round of funding will be centered on economic opportunity with a focus on literacy and summer programming for youth between high school and post-secondary or career as well as environmental stewardship and healthy futures with a new focus on disaster preparedness. There will be a summit planned for November 21, 2013 on “The Power & Promise of Our Nonprofits” at the Wild Center in Tupper Lake. This will be focus on the economic impact of nonprofits, volunteer and community service type projects in the region. There are new AmeriCorps sites for program year 3, which has just begun.

#### **NYSDOL Audit: Adult and Dislocated Worker Programming**

The NCWIB just went through an audit for Adult, Dislocated Worker and Youth programs. There were no significant findings, just general data entry suggestions. Noted in the exit review was the positive collaborative teamwork between the partners and the NCWIB. These results have been returned to the NCWIB and any corrective action that needs to be taken has been sent to each of the OneWorkSource managers. The action step of this process will be creating a WIB policy for incentives for One Stop managers and providers at the advice of the auditors. Quarter two reviews will begin in the next week.

#### **In School Youth Programming**

The three in school youth programs are in line to meet their enrollment; FEH BOCES in Partnership with Catholic Charities which is expanding into Chateauguay and Brushton/Moira,

Ticonderoga and ACAP in addition to Schroon Lake and Plattsburgh High School in partnership with CCETA.

### **Out of School Youth Programming**

FEH BOCES is the lead agency for NYCETA (North Country Youth Employment & Training Alliance) which is a consortium of youth service providers in Essex and Clinton County. There is an Individual Service Strategy created for each individual youth which include work experience, college and career exploration and job placement, among other services. There are currently 30 students enrolled in this program.

### **P-TECH (Pathways to Technology: Early College High school)**

The surrounding region was one of 16 regions that were awarded funding for this program. This is a seven year grant with the goal of enrolling 30 new students in 9<sup>th</sup> grade who will graduate with a free associate's degree in an in demand occupation. There are seven business partners, who were present at the convening meeting earlier this week and the industry partnerships for this region seem to be much stronger than the other 15 regions that are being funded.

### **Manufacturing Day**

This year's Manufacturing Day which was held on October 4, 2013, was very successful. As a result, 10 area schools have requested Manufacturing Day events for over 300 student participants. There were over 150 regional participants at several different locations in various counties. In Plattsburgh, students toured Swarovski and NovaBus and the event was held at Clinton Community College.

### **Executive Director Report**

#### **Board Membership**

Currently, the NCWIB is out of compliance with the WIB roster that has been previously submitted to the NYSDOL. Dr. McQueen has been in contact with our representative from the Department of Labor and is comparing the current NCWIB roster to the one previously submitted. Pending legislative approval, our current roster is on its way to becoming in compliance with NYSDOL. Some members are out of compliance due to the NCWIB's 65% annual attendance policy. These members have been asked if they would like to remain on the board at this point, and if they choose to step down from the board, could they provide the NCWIB with documentation stating their resignation.

#### **General Updates**

The NYSDOL Commissioner of Labor, Peter Rivera visited the North Country on October 24, 2013. Commissioner Rivera toured the Clinton County OWS building, where the NCWIB and DOL hosted an Economic and Workforce Development Briefing with our key partners. Overall the

Commissioner was impressed with the high level of customer service and interdisciplinary collaboration being provided at the Clinton County OWS.

### **DOL Audit for Youth/Adult/Dislocated Worker Programs**

The official reports for this audit, which took place in October, were received by NYS. No negative findings were found in Adult or Dislocated Worker reviews and the NCWIB's Youth files were deemed in compliance; containing all of the necessary information. The auditors did recommend that the NCWIB set a regional policy to regulate the use of program incentives and provided several examples of policies and procedures to guide our efforts. This will be addressed at an upcoming OWS managers meeting resulting in a regional incentive policy that will be proposed to the board for consideration.

Program Year 2013 Adult and Dislocated Worker average earnings rates are currently under negotiations with NYSDOL. The Program Year 2013-2014 NCWIB Local Plan was approved by NYSDOL on September 18, 2013.

### **County Workforce Investment Councils**

To date, Dr. McQueen has attended County council meetings in Essex, Clinton, and Hamilton. The Franklin County Council has not met this fall. Hamilton County has officially opened an OneWorkSource center, which is managed by Hamilton DSS.

### **OWS Career Centers**

In the month of September, there were 2,274 customer visits between the four county OWS locations (including the newly opened Hamilton County OWS).

### **Special Programs**

As previously noted, the DEI (Disability Employment Initiative) three year program funding will end December 31, 2013. These services through the DRC's (Disability Resource Coordinators) at the OWS locations are critical towards an all-inclusive career center for those with disabilities. Therefore, the NCWIB is looking to find alternative funding sources to assist a three year transition to make this program fiscally independent and fully sustainable. The projected cost of this transition to sustainability is \$300,000. Thus far, between the three original OWS locations in Clinton, Franklin, and Essex Counties there have been 50 tickets assigned to individuals from the ticket to work program. This is a revenue generating and self-sustaining program due to the fact that for each individual assigned a ticket, the NCWIB received reimbursement for their gaining employment.

### **Regional Collaboration**

FEH BOCES was awarded a Pathways Innovation Network (PIN) grant to work in partnership with Franklin County schools and community partners to develop a system to better align schools with the workforce. The concept of this is to ensure that every community will produce a capable and ready workforce with a focus on middle school exploration.

### **North Country Workforce Partnership, Inc. Issues (NCWP)**

The NCWIB staff has been looking into the cost to operate the NCWIB facility at 194 US Oval which houses NYSDOL, CCETS, the Clinton County OWS, among other organizations; as well as

the Malone OWS facility. This overview of square footage cost is to allocate for future improvements to the building that will need to be done as well as if the NCWIB is maximizing rent/sf. charges at the Plattsburgh facility. In regards to the Malone OWS facility and the agreement with Franklin County, any decisions have been tabled until a full year of expenses have gone by, which will show how much funding we lost in revenue as a result of Franklin County vacating the building and breaking their lease.

**Motion to Adjourn made by Elaine Reynolds**, approved by all present and voting.

Respectfully Submitted,

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Erin Hynes

Secretary