

**NORTH COUNTRY REGIONAL WORKFORCE INVESTMENT BOARD (NCWIB)**  
**And**  
**NORTH COUNTRY WORKFORCE PARTNERSHIP, Inc. (NCWP)**  
**Regional Workforce Investment Board Meeting**  
**Friday, March 8, 2013 8:30 a.m.**

**MEMBERS PRESENT:**

Dan Alexander, Susan Delehanty, John Donoghue, Garry Douglas, Allen Dunham, Ray Hawksby, John Jablonski, Rebecca Leahy, Elaine Leavitt, Bill Murphy, Elaine Reynolds, Steve Shafer, John VanNatten, John Bernardi, Clifford Donaldson, Erin Hynes, Dr. Barry Mack, Neil McGovern and Gary Wagoner.

**MEMBERS EXCUSED:** Marie Benedict, Georgia Burkhardt, Carol Calabrese, Hope Coryer, Mary Goddeau, Ellen Gordon, Roseanne Murphy, Joe Riccio, Scott Wilson and Fran Wynn timer.

**OTHERS PRESENT:**

**Staff** –Michele Armani, Jenna Murray and EJ Siwek

**Guests** – Joe Campbell, Sheri Sauve, Kelly Smart, and Pam Dority

**Call to Order**

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

**Approval of Minutes**

- Minutes of January 11, 2013, Motion by John Bernardi, Seconded by Rebecca Leahy and approved by all present and voting.

**Presentations**

Dr. Steven Tyrell, President at North Country Community College presented on several projects and programs that the college is working on that support Workforce and Economic Development. Their newest program that was initiated this year, the SUNY 20/20 program is related to job growth. There would be a 50,000 square foot facility built in Saranac Lake that would be dedicated to medical, health, informational and mechanical technology. These focuses are based on current labor market reports and focus around asking ‘where are there skills gaps in the job market?’ The second program is a ‘College Town Concept’ which is based around the fact that students are high volume consumers who want as many choices as possible. Within this concept relocating these amenities to the community downtown, they also look at degree programs that would help build businesses and jobs in the area. This helps to civically engage these students into the local community and hopefully keeps them in the area.

**Business**

### **Executive Director's Report**

From now until the end of June, there is a mandate by WIA to begin to spend down funding to a 20% level as gauged for the Regional WIB service area. Each county is currently being monitored as a region we reach a 20% balance. We are also monitoring funds where entire balanced must be completely expended by June 30, 2013. In these cases, some funds may be reallocated to Counties having current year need. If we don't reallocate, the State will capture these specific funds. Our goal as a region, is to reach the 20% fund balance so this balance and July 2013 WIA funding of 10% of FY13 dollars will sustain until the remainder of FY13 WIA funds are released typical early November.

In regard to sequestration, we are still unsure of the amount that will be cut. Title II is looking at a 5.2% cut, and NYS DOL conference calls reference a range of 6.2%-8.2% cut. EJ Siwek has asked all OWS Centers to plan on 10% cuts which should be the worst case scenario.. Kellie Lathrop will be compiling a budget template for the One Stop Locations to make sure that we are achieving expenditures of 35% training funds as mandated. Kellie is also developing a forecast so all OWS Centers can plan year end spending accordingly.

### **Youth Council**

Due to Elaine Leavitt retiring from the Youth Council, there are motions needed for Youth Council Members. Brian Post (as Chair Elect), Kim Wimett and Jennifer Bechtol are all potential candidates needing ratification from the Regional Board before being presented to the Chief Legislative Elected Officials within our four County region for final approval..

**Garry Douglas made a motion to appoint Brian Post as Chairman of the Youth Council and accept Kim Wimett and Jennifer Bechtol as members**, seconded by Erin Hynes and approved by all members present and voting.

**Neil McGovern made a motion to authorize the Youth Council to serve as Members Elect in carrying out their roles until such time the CLEO's have submitted final approval**, seconded by Dr. Barry Mack and approved by all present and voting.

### **Program Updates**

#### **AmeriCorps**

Currently there are 13 members serving at 11 sites, with next week being AmeriCorps week.

#### **Youth Programming**

2013 WIA Youth In-School and Out-of-School RFPs will go out to bid in April

The three In-School Youth Programs, the one in Ticonderoga is in partnership with ACAP and a number of businesses that use an alternative high school model that both NAHEC and Chateaugay. These In-School youth are WIA eligible youth who are at risk for dropping out, and these current In-School youth will be the future out of school youth. The students in the Chateaugay program participate in a customer service course where they earn college credit as

well as get have part time employment in the local community. NAHEC still presents some challenges in staffing and poor enrollment. While there has been an increase with enrollment improving from 8 students to 13.

Out of School Programming receives 30% of our funding and currently our program has 28 members enrolled. Its focus is on providing services intended to result in participants being college or career ready supporting NYS Dept of Education directives

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

We have three Disability Resource Coordinators in Clinton, Franklin and Essex County One Stop locations. We were awarded \$87,500 in additional training funds and this is being used to get people with disabilities into pilot programs.

We are part of a New York Employment Services System(NYESS) with funding until September 30<sup>th</sup>, 2013 in this DEI program for a 'Ticket to Work' Program. Currently, we have 8 ticket holders and 7 holders pending. Future funding after September 30, 2013 remains at risk with little indication until late June 2013.

The WIB is still part of an Employment Network and the DRC's are providing outreach with guidance counselors in schools to help students transitioning out of these programs. By April 30<sup>th</sup>, \$33,000 must be spent on training cost for DEI for support services.

### **STEM**

The North Country STEM Network now has three regions operating in the North Country. The NCWIB is part of the Eastern region The North East STEM group is hosting a 2-3 day STEM summit for Work Readiness during the summer that brings in groups of educators to focus on STEM and Work Readiness.

### **IMPACTT**

As a result of Manufacturing Day in October 2012, IMPACTT continues to move forward. In partnership with Clinton Community College, the NCWIB, ETS and CITEC, IMPACTT is sponsoring 4 event dates where students will tour facilities local manufacturing facilities and receive soft skills training. PBS will be filming the students to incorporate segments into their Series titled 'Made in the North Country'. Congressman Owens has backed this effort for Workforce Readiness and there is also going to be an online platform on the PBS website to generate interest in other schools for this program.

### **Staff Transitions**

As we begin to transition into FY 2013, EJ will be reorganizing staff to better align their future roles with their individual skillsets. Between now and June 30, EJ will focus quite a bit on the One Stop locations and their budgeting requirements for both yearend planning and regarding

their budgeting for the year 2014. As we move forward, it is hoped we can apply best practices from each location across our region.

Jenna Murray will be focusing on tenant issues for the two facilities due to the fact that most of the tenant leases are up for renewal in June. She will also be fulfilling the marketing duties of the NCWIB and One Stop locations. In addition, she will assist EJ with special projects.

Kellie Lathrop is now going to be handling the AmeriCorps financials transitioning from a shared responsibility between Michele Armani and Jim Calnon. She will also be handling the Audit preparations for our sub-recipient ACAP/Essex County this August with guidance from the NYSDOL State Audit team. In addition, she will transition into managing Partnership financials.

Michele Armani will be monitoring our AmeriCorps sites to make sure they are running efficiently as well as our Youth Programming RFP process with direction from EJ and support from Jenna.

Chelsea Scheefer will transition into a player coach role in the DEI program initiative, leading the other Disability Resource Coordinators.

### **North Country Workforce Partnership, Inc. Items**

#### **Franklin County Lease Negotiations Status**

At the last Regional WIB meeting the issue of Franklin County walking away from their lease obligation was discussed. This issue is still not resolved and at this point the County has resisted meeting to discuss this problem. Legal action at this point would be costly for the NCWIB, but this option is still open for discussion if need be. John VanNatten and EJ will enlist additional tactics to bring this matter into settlement.

#### **NCWP Financials**

The Malone operation is continuing to be financially stable and due to reduced salary and fringes rates with October 2012 reorganization has program dollars available. The Partnership prepays their expenses and is reimbursed quarterly from the various entities.

The greatest strain on NWCP finances continues to be management of AmeriCorps caused by its lack of funding since July 1<sup>st</sup> of last year despite award approval. ACAP and the Partnership have been providing the funding since that time and we are waiting on the Comptroller's office for approval of payment. ACAP has funded 50% of the \$55,000 salary fringe line for AmeriCorps participants thus far.

#### **Other Items**

The NCWIB is working with Hamilton County and Frontier Communications to identify what training formats will be required in order to enhance workforce training. EJ and Greg Hart of the Workforce Development Institute both met with Frontier Communications and Bill Murphy

to identify training gaps. The Adirondacks Teleworks Project is enacting a Digital Literacy Program for training course options for employment.

EJ is investigating options for developing a grant writing effort to support workforce development within the NCWIB area. One potential is to tap Donna Wotton who has been integral in Ti Alliance efforts. Discussions underway include the development a grant writing initiative to search for funding in the areas of the WIB and workforce readiness in the area that need it most. Currently a pro-bono effort is underway in developing a database to track past and future grant efforts and to identify the programs that can utilize the funding for the next 1 to 3 years.

The Senior Project Manager, Alison Cole of Thomas P. Miller and Associates, is coming into the area with a video team from Houghton Mifflin and Harcourt, the parent company of Steck-Vaughn, developers of the National Workforce Readiness Credential texts. Conversations will also be held with EJ about partnering with their companies for grant writing and workforce readiness exposure throughout the area.

Last month, we sent out the first Constant Contact newsletter in order to test the product as part of a free trail offer. The intention is to develop a newsletter every four to six weeks as a way to communicate with our board, councils and friends and family of the NCWIB.

FEH BOCES program recently received a 3.61 out of 4, as a 'highly proficient' as a training location. This puts them in the top 20 locations state wide, and the 2<sup>nd</sup> highest rated in the region out of 17 locations.

**Motion to Adjourn made by John Jablonski** and approved by all members present and voting.

Respectfully Submitted,

---

Erin Hynes, Secretary