

**ST. LAWRENCE COUNTY WORKFORCE DEVELOPMENT BOARD
RECORD OF ACTION
December 13, 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 8:10 a.m.

Members Present: Jack Backus, Lynn Blevins, Sue Caswell, Chris Cooper, Rich Daddario, Pam Dority, Dave Evans, Donald Hooper, Daphne Pickert, Pete Reiter, Dale Rice, Thomas Sullivan, Ellie Sullivan-Stripp.

Others Present: Tom Plastino – WDB, Jennifer Free – WDB, Penny Scott – WIOA, Larry Fetcie – WIOA, Anthony Hayden – NYS NYSDOL, Melissa Johnston – NYS DOL.

Absent: Peggy Fockler, LouAnne King, Ron McDougall, John Roome, Ryan Schermerhorn, Zvi Szafran, Eric Tessmer and Leo Villeneuve.

MINUTES: Mr. Daddario moved and Ms. Caswell seconded a motion to accept the June 14, 2017 meeting minutes; approved unanimously. (Since there was no quorum at the October 11, 2017 meeting, no minutes required approval.)

OLD BUSINESS:

Authorizing the St. Lawrence County Treasurer to Modify the PY 17 WIOA Budget to Transfer Formula

Funds from Dislocated Worker to Adult: It was noted that this resolution was previously approved by the Executive Committee on October 4, 2017. It was not approved at the last Workforce Development Board meeting as there was no quorum.

Resolution Authorizing the St. Lawrence County Treasurer to Modify the PY 17 WIOA Budget to Transfer Formula Funds from Dislocated Worker to Adult: Moved/seconded by Daddario/Sullivan; approved unanimously; 12 ayes/0 nays/0 abstentions.

Authorizing Staff to Maintain and Update Demand Occupation Lists: It was noted that this resolution was previously approved by the Executive Committee on October 4, 2017. It was not approved at the last Workforce Development Board meeting as there was no quorum.

Resolution Authorizing Staff to Maintain and Update Demand Occupation Lists: Moved/seconded by Daddario/Sullivan; approved unanimously; 12 ayes/0 nays/0 abstentions.

Adopting a Policy for Determining Eligibility for Youth Who Require Additional Assistance: It was noted that this resolution was previously approved by the Executive Committee on October 4, 2017. It was not approved at the last Workforce Development Board meeting as there was no quorum.

Resolution Adopting a Policy for Determining Eligibility for Youth Who Require Additional Assistance: Moved/seconded by Daddario/Sullivan; approved unanimously; 12 ayes/0 nays/0 abstentions.

NEW BUSINESS

Ratifying Actions Taken on Behalf of the Workforce Development Board by the Executive Committee:

Resolution Ratifying Actions Taken on Behalf of the Workforce Development Board by the Executive Committee:
Moved/seconded by Backus/Hooper; approved unanimously; 12 ayes/0 nays/0 abstentions.

Approving the Execution of the North Country Regional Plan:

Mr. Plastino suggested that the resolution as presented should have read as follows: *“NOW BE IT RESOLVED, that the St. Lawrence County Workforce Development Board does hereby approve the attached Regional Plan, and authorizes staff to make final editorial changes and to post the document for comment as soon as possible.”*

Resolution (as Amended) Approving the Execution of the North Country Regional Plan: Moved/seconded by Daddario/Pickert; approved unanimously with amendments noted above; 12 ayes/0 nays/0 abstentions.

OTHER BUSINESS

Open Meetings Law - Mr. Plastino reported that according to the Open Meetings Law, the WDB meeting minutes are required to be published on the website within two weeks of the meeting, even if only in draft form. He also reported that the Open Meetings Law defines minutes as follows: “Minutes shall be taken at all open meetings of a public body which shall consist of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon.”

A motion was made by Caswell/ Pickert and unanimously agreed upon by the full board (12 ayes/0 nays/0 abstentions) that Ms. Free will now prepare two records of the WDB meetings. First, she will prepare “Action Item Minutes”, which as per the text of the Open Meetings Law quoted above, is what is required to constitute board minutes. They will be transcribed within the two week timeframe and posted on the website,. Ms. Free will also prepare a “Meeting Discussion Summary” that will summarize discussion during the meeting and will be distributed to the board members at the following meeting.

NEXT MEETING:

The next meeting of the Workforce Development Board is scheduled for March 14, 2018.

ADJOURNMENT: Moved by Mr. Daddario and seconded by Mr. Reiter; the meeting adjourned at 9:30 a.m. by unanimous consent.