**ST. LAWRENCE COUNTY WORKFORCE DEVELOPMENT BOARD**

**MEETING MINUTES**

**January 11, 2023**

**CALL TO ORDER:**

Ms. King called to order the meeting of the St. Lawrence County Workforce Development Board at 8:39 a.m.

**Members Present:** Shena Patrick, Ruth Doyle, Dave Evans, Lynn Pietroski, Ellie Sullivan-Stripp, Zvi Szafran, Dave Ferris, Dale Rice, Ben Dixon, Jack Backus, LouAnne King, Eowyn Doud, Brian Bush

**Others Present:** Pam Lewis – WDB, Larry Fetcie – WIOA, Penny Taylor – WOIA, Konstantin Sikhaou – NYSDOL

**Absent:** Dallas Sutton, Lynn Blevins, Christine Sampson-Downs, Katelyn Autry-Agen, Marijean Remington, Peter Reiter, Ron McDougall, Ryan Schermerhorn

**MINUTES:**

Ms. Doyle moved and Mr. Backus seconded a motion to accept the 6.8.2022 WDB Mtg. minutes; approved unanimously.

Ms. Doyle moved and Mr. Rice seconded a motion to accept the 6.22.2022 Executive Committee Mtg. minutes; approved unanimously.

Ms. Doyle moved and Mr. Backus seconded a motion to accept the 8.1.2022 Executive Committee Mtg. minutes; approved unanimously.

Ms. Doyle moved and Ms. Petroski seconded a motion to accept the 9.14.2022 Executive Committee Mtg. minutes; approved unanimously.

Ms. Doyle moved and Ms. Petroski seconded a motion to accept the 11.29.2022 Executive Committee Mtg. minutes; approved unanimously.

**CHAIRPERSON’S REPPORT:**

N/A

**COMMITTEE REPORTS:**

N/A

**NEW BUSINESS:**

Resolution: Amending Policy No. 3: Determination of Individual Training Accounts Under the Workforce Investment Act

Moved/seconded by Petroski/Rice; Approved, Evans – abstain

Resolution: Approving the Execution of the North Country Regional Plan

Moved/seconded by Petroski/Doyle; Approved unanimously

Ms. Doyle pointed out that a new CEO has been appointed and the document should be updated with the new information, Ms. Lewis will make the necessary changes.

Bio Sheet for Katelyn Augry-Agen – Ms. King requested the board review the bio data sheet for board member consideration.

Resolution: Recommending Appointment to the Workforce Development Board (Katelyn Autry-Agen)

Moved/seconded by Szafran/Rice; Approved unanimously

Resolution: Approving the SLC WDB to take on the Role of the SLC One Stop System Operator

Moved/seconded by Petroski/Szafran; Approved, Doyle – abstain

Ms. Lewis informed the board about the failed procurement and that the Workforce Development Board can assume the role of the One Stop Network Operator with approval of the CEO and the Governor.

Resolution: Approving Two Month Extension of the One Stop Operator

Moved/seconded by Petroski/Backus; Approved, Doyle – abstain

Ms. Lewis explained that the extension was requested so that there could be an exchange of information. She went on to inform the board that they were still going through the steps necessary to make the transition.

Bio Sheet for Scott Hilyard – Ms. King requested the board review the bio data sheet for board member consideration. Ms. Lewis informed the board that former member Mr. Daddario recommended Mr. Hilyard as his replacement.

Resolution: Recommending Appointment to the Workforce Development Board (Scott Hilyard)

Moved/seconded by Szafran/Rice; Approved unanimously

Resolution: Appointment of Officers for 2023-2025

Moved/seconded by Doud/Szafran; Approved, King – abstain

Ms. Lewis informed the board that the Nomination Committee met on November 29, 2022 and propose the following changes: Chairperson – LouAnne King, Vice-Chairperson – Dallas Sutton, Treasurer – Ron McDougall, and Secretary – Lynn Blevins.

Resolution: Authorization for the St. Lawrence County Treasurer to Modify the PY22 WIOA Budget to Transfer Formula Funds from Dislocated Worker to Adult

Moved/seconded by Rice/Backus; Approved unanimously

Resolution: Amending Policy No. 3: Determination of Individual Training Accounts Under the Workforce Investment Act

Moved/seconded by Szafran/Petroski; Approved, Evans – abstain

**OTHER BUSINESS:**

Ms. Lewis discussed the current staffing, noting that the staff has been conducting interviews for the open Employment & Training Counselor position and expect to fill the position soon. Ms. Lewis explained that the individual in the DRC (Disability Resource Coordinator) positon went back to her previous position creating a vacant “Employment and Training Counselor” position. Ms. Taylor will start the process to fill that position. There is still an opening for a Senior Account Clerk position. The civil service test for that position will be held in February, so recruitment will not occur until after the test is given and Human Resources receives the results.

Ms. Lewis explained that she was moving forward with the steps necessary for the Workforce Development Board to assume the role of the One Stop Network Operator. She informed the board that she is working with another area that has been through the process and is getting the information necessary to submit the request to the Department of Labor. Ms. Lewis stated that Mr. Sutton is in the process of putting together a “One Stop Operator Committee” that will provide the necessary oversight (firewall) required. Once the committee is in place, the required documentation will be sent to the Department of Labor for review.

**STAFF REPORTS:**

**Fiscal Manager/Title I**

Ms. Taylor informed the board of the recent Department of Labor Fiscal Review, reporting that the entrance conference was on 11/3/22, with the exit conference taking place on 12/16/22. During the exit conference FOTA indicated no findings, requested clarification on a couple of issues, and that there would be no corrective action plan needed. She informed the board that the first year DRC budget was expended at $81,402.61, and that she has received the NOA for year two in the amount of $100,000. She has received the permission to fill the recently vacated DRC position, and will start the process. Ms. Taylor informed the board that we will be looking at submitting two RFP’s at the March WDB meeting, one for Website Development and the other for the Youth Contracts.

**Program Monitoring Update**

Mr. Fetcie informed the board that the Department of Labor conducted the Program Year 2021 annual review, and that the final letter, received on 12/1/22 showed no findings needing corrective actions. In addition, the Program Year 2021 final WIOA Primary Indicators of Performance Report were released and SLC met and exceeded all measures. Mr. Fetcie explained all seven measures and what they entailed.

**One-Stop Network Operator**

Mr. Fetcie reports that the Partners have continued to meet monthly via ZOOM. He reported that the system remains busy as it adapts to changing conditions. He referenced his submitted report and invited the Partners present to apprise the Board of their notable events.

Mr. Fetcie informed the board that he has extended his plans for retirement an additional few months due to his desire to assist the unit in training the new staff as well as assisting the Executive Director with the Operator duties. He explained the role of the One Stop Network Operator, the partner meetings (consisting of mandated partners & functional partners), the reporting to the WDB at the quarter meetings, giving updates on partner activities, meeting regularly with various work groups, and working with labor market/employers.

Mr. Fetcie went over some of the partners that make up the “WIOA” program, starting with the DSS Employment Unit which is located in the same building and that they work with individuals on the TANF program. He then discussed the DOL Business Services Unit which works out a couple different locations, but that do a wonderful job assisting employers with placing Job Orders in addition to running job fairs, recruitments and that they hold a large virtual job fair the fourth Wednesday of the month. Ms. Doud asked about moving job fairs back to in person events. Mr. Fetcie explained that anyone can request to hold one specific to an industry, but that most are virtual at this time. Mr. Szafran indicated that SUNY Canton still holds an in person Career/Job Fair and Mr. Evans indicated that the Casino has a large in person career fair coming up.

Mr. Backus asked if CDL program was still going on and Mr. Fetcie indicated the CREST center just started the next cohort and that WIOA is funding two individuals. Mr. Fetcie explained that the County received ARPA funds and has contracted with the IDA to disburse those funds. He indicated that we have been working closely with the IDA in blending our funds as even with the increase of the ITA to $6000, it still does not cover the cost of the CDL program (which just increased). Mr. Backus asked if the individuals staying in St. Lawrence County after they received their training. Mr. Fetcie indicated that so far, they are employed locally (no over the road). Mr. Szafran informed the board that even with the increase in cost of the program, that the college still loses money due to the size of the class and running costs of the class. Mr. Evan commented on the upcoming Heavy Equipment Operator training and that combining that with the CDL will hopefully keep more individuals employed locally. Mr. Szafran mentioned the Family Child Care Training Program (a collaboration of multiple agencies) was completing its first cohort and that even though losing a few individuals, was still very successful. Mr. Szafran informed the board of the grant to build a childcare center on campus as well as one for the downtown entrepreneurship center. Ms. Doyle informed the board that a couple more departments will be moving into the building while the public safety complex is being renovated. Mr. Dixon informed the board of the upcoming BOCES Tour, with the next one being held next week at the Seaway Tech building, and that one will be held on 3/17/23 in Ogdensburg. Mr. Dixon also stated that the chamber is hosting a Business Resource mixer at the Best Western in Canton, and that he would email everyone with the information on both events.

Szafran moved/Doyle seconded; Approved unanimously

**NEXT MEETING:**

March 8, 2023

**ADJOURNMENT:**

Rice moved/Doyle seconded that the meeting adjourn at 9:40 a.m. by unanimous consent.

Respectfully submitted by Pam Lewis, Executive Director, SLCWDB