**ST. LAWRENCE COUNTY WORKFORCE DEVELOPMENT BOARD**

**MEETING MINUTES**

**January 8, 2025**

**CALL TO ORDER:**

Ms. King called to order the meeting of the St. Lawrence County Workforce Development Board at 8:38 a.m.

**Members Present:**  Louanne King, Jack Backus, Ben Dixon, Dale Rice, Scott Hilyard, Katelyn Autry-Agen, Dave Evans, Shena Patrick, Ruth Doyle, Marijean Remington, Peter Reiter, Dallas Sutton, Ellie Sullivan-Stripp, Lynn Pietroski, Naresh Singh

**Others Present:** Pam Lewis – WDB, Adam Peters – WIOA, Sean Hennessey – NYS DOL, Paige Whitton – WIOA, Koby Jordan – SLL BOCES, Breana Mainville – SLL BOCES

**Absent:** Lauren Hughes, Ron McDougall, Zvi Szafran, David Ferris, Brian Bush, Chris Coffey, Konstantin Sikhaou

**MINUTES:**

Ms. Doyle moved and Mr. Dixon seconded a motion to accept the 10.16.2024 WDB Mtg. minutes; approved unanimously.

Mr. Dixon moved and Mr. Backus seconded a motion to accept the 12.6.2024 WDB Executive Committee minutes; approved unanimously

**CHAIRPERSON’S REPORT:**

Ms. King requested that Ms. Lewis introduce Paige Whitton, who filled the vacant Senior Account Clerk positon. Ms. Whitton gave a brief introduction. Ms. Lewis asked everyone in attendance to introduce themselves.

**COMMITTEE REPORTS:**

N/A

**NEW BUSINESS:**

Resolution: Approving a One Year Extension of the One Stop Network Operator Agreement (Approved by Executive Committee on 12/6/24)

Moved/seconded by Pietroski/Hilyard; Approved unanimously

* Ms. Doyle inquired about the extension for the One Stop Network Operator position and what the plan was for when the extension period expires. Ms. Lewis explained that the One Stop Network Operator has to be competitively bid every four years. At the end of this extension, the OSNO agreement would be extended an additional year, with the next resolution being presented to the Board at the June meeting and by January 2026 the RFP process will start.

Resolution: Establishing the PY24 Budget for the New York State Department of Labor (NYSDOL) Office of Just Energy Transition (OJET) Renewable Energy Training Initiative (RETI) (Approved by Executive Committee on 12/6/24)

Moved/seconded by Doyle/Dixon; Approved unanimously

* Ms. Lewis informed the Board that the Treasurer’s Office has the OJET budget ready to go. Ms. Lewis expressed she spoke with Mr. Evans and Liz Brown at SUNY Canton about training programs that fit within the parameters of OJET. It is a pilot program and if successful, may continue.

Resolution: Authorization of the St. Lawrence County Treasurer to Modify the PY24 WIOA Budget to Transfer Formula Funds from Dislocated Worker to Adult

Moved/seconded by Autry-Agen/Pietroski; Approved unanimously

* Mr. Peters informed the Board that based on projections, $120,000 is a reasonable amount of funds to transfer from Dislocated Worker to Adult to serve the most participants possible while reaching the 80% spending goals by the end of June 2025.

Resolution: Establishing the PY23 Budget for the NY SCION OMH Initiative

Moved/seconded by Doyle/Sutton; Approved unanimously

* Ms. Lewis informed the Board that NY SCION gives $100,000.00 a year to hire a DRC. This past year, in addition to the NY SCION money, OMH gave $30,000.00. Ms. Lewis expressed that due to not spending all of the NY SCION funds, we will be looking to give back approximately $15,000.00 to the state. The additional funds from OMH will roll over into the following year. Due to not using the OMH money, the budget will be $160,000.00 for the following year. Ms. Lewis communicated that DOL has changed some of the parameters in DRC funding. Funding can now be used for clerical assistance, as well as broader outreach and assisting individuals with disabilities. With this change, Ms. Lewis is expecting to spend all NY SCION funds as well as using some OMH funds. Ms. Lewis informed the Board that OMH funds will be a different budget than NY SCION due to OMH being in PY23 and NY SCION is in PY22.

Resolution: Recommending Appointment to the Workforce Development Board

Moved/seconded by Doyle/Rice; Approved unanimously

* Ms. Lewis informed the Board that Ryan Schermerhorn elected not to renew his appointment to the Board. Mr. Schermerhorn recommended Clara Cummings, Empire State Mines Human Resource Director, as his replacement.

**OTHER BUSINESS:**

Staffing Update:

* Ms. Lewis informed the Board that with the hire of Paige Whitton, the One Stop Career Center is fully staffed.

Executive Director Contract:

* Ms. Lewis informed the Board that the Executive Director’s contract expires June 30, 2025.
* A Committee, consisting of Ms. King, Mr. Sutton, Ms. Remington, and Mr. Evans, was created to review the Executive Director position and steps moving forward. The Committee will make their recommendations to the Board at the March Quarterly meeting.

WDB Membership Roster:

* Ms. Lewis announced the approval of Clara Cummings, Empire State Mines Human Resource Director as a replacement for Ryan Schermerhorn.
* Ms. Lewis informed the Board there is one more vacant position do to the resignation of Lynn Blevins.
* Ms. Lewis requested that the Board Members review the membership roster and inform her of any changes that need to be made.

Fiscal Review, Program Review:

* Fiscal Review is complete, no unsolved findings or corrective action.
* Program Review is complete, no unsolved findings or corrective action.

**STAFF REPORTS:**

**Fiscal Manager/Title I**

* Mr. Peters referred the Board to the budget print out of Accrued Revenue/Expenditures as of October 2024. Mr. Peters expressed from the Fiscal Review, FOTA wanted to change the quarterly report presented to the Board. Previously we reported how much was spent each particular quarter and how, now FOTA would like how much is spent for that particular program year and how the funds were utilized. Mr. Peters expressed how DRC is looking to give the state back approximately $15,000.00 for PY22, there is not an exact amount as expenses for December are still being paid. For Summer Youth funding we started with a balance of $436,000.00 and out of those funds, $2,736.00 was not spent.

**One-Stop Network Operator**

* Ms. Lewis referenced information presented in the One Stop Network Operator report (Fiscal Review, Program Review, current training numbers, updates from SUNY Canton, SLL BOCES, SLC Chamber of Commerce & Economic Development.

Moved/seconded by Doyle/Dixon; Approved unanimously

**NEXT MEETING:**

March 19, 2025 @ St. Lawrence-Lewis BOCES Seaway Tech Campus

**ADJOURNMENT:**

Doyle moved/Backus seconded that the meeting adjourn at 9:48 a.m. by unanimous consent.

Respectfully submitted by Pam Lewis, Executive Director, SLCWDB