**ST. LAWRENCE COUNTY WORKFORCE DEVELOPMENT BOARD**

**MEETING MINUTES**

**January 13, 2021**

**CALL TO ORDER:**

Chairman Sutton called to order the meeting of the St. Lawrence County Workforce Development Board at 8:03 a.m. via ZOOM.

**Members Present:** Shena Patrick, Ruth Doyle, Ron McDougall, Rich Daddario, Dave Evans, Lynn Blevins, Lynn Pietroski, Ellie Sullivan-Stripp, Dallas Sutton, Zvi Szafran, Peter Reiter, Felicia Dumas, Dave Ferris, Dale Rice, Sue Caswell, Jack Backus and Don Hooper.

**Others Present:** Larry Fetcie – WIOA, Penny Taylor – WOIA, Anthony Hayden – NYSDOL,

Barbara Lashua – Executive Director

**Absent:** Ryan Schermerhorn, LouAnne King, Peggy Fockler, Leo Villeneuve

**MINUTES:**

Mr. McDougall moved and Mr. Hooper seconded a motion to accept the 9.9.2020 WDB Mtg. minutes; approved unanimously.

Mr. Daddario moved and Mr. Szafran seconded a motion to accept the 11.23.2020 Executive Committee Mtg. minutes; approved unanimously.

Mr. Hooper moved and Ms. Doyle seconded a motion to accept the 11.30.2020 Nominating Committee Mtg. minutes; approved unanimously.

**CHAIRPERSON’S REPPORT:**

Mr. Sutton introduced the newest member, Lynn Pietroski, from the ARC Jefferson-St. Lawrence. Ms. Lashua provided the board with a brief bio of Ms. Pietroski and the Board introduced themselves.

**COMMITTEE REPORTS:**

 **NOMINATING COMMITTEE:**

Mr. Hooper reported that the Nominating Committee met on 11.30.2020 to discuss a possible slate of officers for 2021-2022. Since all current officers were in their first 2-year term, a second 2-year term is permissible as per the by-laws. Mr. Hooper reported that all officers were willing to serve another term if voted into office by the WDB.

**NEW BUSINESS:**

**Election of Officers:**

No nominations were made from the floor.

Resolution: Accepting the Slate of Officers Offered by the Nominating Committee

 Chairperson – Dallas Sutton

 Vice-Chairperson – Lynn Blevins

 Secretary - Ron McDougall

 Treasurer – Rich Daddario

Moved/seconded by Doyle/Hooper; Approved unanimously

Mr. Sutton stated he will be contacting members for consideration of the Executive Committee in the near future.

Resolution: 20-K23-22 Adopting a Cell Phone Use Policy

Moved/seconded by Blevins/Daddario; Approved unanimously

Resolution: 20-K23-23 Modifying the PY20 TANF Budget

Moved/seconded by Doyle/Backus; Approved unanimously

Resolution Amending Policy No. 3: Determination of Individual Training Accounts

Moved/seconded by Doyle/Dumas; Approved, Evans – abstain

Resolution Modifying PY18 WIOA Budget for TET-NDWG

Moved/seconded by Blevins/Sullivan-Stripp; Approved unanimously

Resolution Modifying PY20 WIOA Budget for ER-NDWG

Moved/seconded by Doyle/Dumas; Approved unanimously

Resolution Authorizing for the SLC Treasurer to Modify the PY20 WIOA Budget to the Transfer Formula Funds

Moved/seconded by Daddario/Blevins; Approved unanimously

Resolution to Publish a Request for Proposal for the One-Stop Operator

Moved/seconded by Daddario/Backus; Approved, Doyle - abstain

**Review of Expiring/Renewed Board Seats:**

Ms. Lashua reviewed the status of tenures on the WDB. There was discussion regarding two openings that would be forthcoming: P. Fockler and L. Villeneuve. Board members were encouraged to contact Ms. Lashua with names of potential board members to be considered and canvassed for interest in serving. Ms. Doyle mentioned that the SLCBOL is interested in supporting our efforts to attain strong candidates for board seats.

**OTHER BUSINESS:**

Resolution to Forward Kendra Martin of Frazer Motors to the SLC BOL for WDB Membership Consideration

Moved/Seconded by Daddario/Reiter; Approved unanimously

Ms. Lashua reviewed the meeting schedule for the next 12 months as follows:

9.10.21

6.9.21

9.8.21

1.12.22

Ms. Lashua discussed the current staffing, noting that the following positions are currently open and waiting to be filled: Employment and Training Counselor, ½ Time Position Employment and Training Counselor, Principal Account Clerk, and Keyboard Specialist. Ms. Lashua stated that, while nearly half of the staff currently has not been replaced, those remaining continue to do an outstanding job of completing the tasks necessary to serve the residents of St. Lawrence County.

**STAFF REPORTS:**

**Fiscal Manager/Title I**

Ms. Taylor reports that we will be expecting another Employment and Training Counselor in June 2021. Adhering to COVID guidelines, 2 staff members are in the office daily to serve customers remotely. The rest perform their duties from home. Although we expect to expend 80% of our funds by June, we will likely apply for a waiver from the State in the event that we are unable to. Ms. Taylor informed the Board that we are have commissioned a television commercial from WWNYTV to help recruit youth for our programs.

**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.

Ms. Dumas reported that there is new CARES funding that may help those in need with rent, mortgages, utility bills, car repairs, school supplies and the like. Income qualifications will apply, but staff at the Neighborhood Centers will help people through the process to apply. Additionally, those who do not qualify for this program may qualify for others. All are encouraged to inquire. She also mentioned that those requiring technology to apply for any supportive programs can use the services at the Neighborhood Centers.

Ms. Patrick spoke to DOL programs and extended benefits for COVID affected individuals and families. Benefits have been extended through March 14, 2021 and unemployment extended for a total of 57 weeks. She encouraged those who contact DOL have on hand necessary documentation which may include last year’s tax documents, 1099 forms and 3 forms of identification (driver’s license, birth certificate, SS card or NYS ID).

Mr. Evans reported that BOCES is open! They continue to use hybrid learning formats as well as increased face-to-face instruction recently and that 268 people have completed programming since March 2020. 451 people have completed the long awaited 5 hour driving course. The Massena Center for Job Connections, located in the Massena Mall, will soon be open to the public. The IDA and One-Stop have been meeting to discuss how to best support this endeavor.

Mr. Sutton discussed the Payroll Protection Plan for businesses and encouraged businesses to reach out to their financial institutions for funding that may help retain and strengthen employment in the North Country.

Mr. Rice also noted that the SUNY Canton Small Business Development Center is happy to help local businesses that wish to obtain funding available due to the COVID-19 pandemic.

**NEXT MEETING:**

March 10, 2021

**ADJOURNMENT:**

McDougall moved/Backus seconded that the meeting adjourn at 9:04 a.m. by unanimous consent.

Respectfully submitted by Barbara Lashua, Executive Director, SLCWDB