**ST. LAWRENCE COUNTY WORKFORCE DEVELOPMENT BOARD**

**MEETING MINUTES**

**January 16, 2024**

**CALL TO ORDER:**

Ms. King called to order the meeting of the St. Lawrence County Workforce Development Board at 8:40 a.m.

**Members Present:**  Louanne King, Shena Patrick, Dave Evans, Jack Backus, David Ferris, Chris Coffey, Marijean Remington, Peter Reiter, Katelyn Autry-Agen, Dallas Sutton, Ruth Doyle, Ron McDougall,

**Others Present:** Pam Lewis – WDB, Adam Peters - WIOA

**Absent:** Ben Dixon, Lynn Blevins, Scott Hilyard, Christine Sampson-Downs, Ryan Schermerhorn, Lynn Pietroski, Zvi Szafran, Dale Rice, Eowyn Doud, Brian Bush, Ellie Sullivan-Stripp,

**MINUTES:**

Ms. Doyle moved and Mr. Sutton seconded a motion to accept the 10.18.2023 WDB Mtg. minutes; approved unanimously.

**CHAIRPERSON’S REPORT:**

Ms. King requested that Ms. Lewis introduce Adam Peters, the Assistant Accounting Supervisor for WIOA Program (Penny Taylor’s replacement), and asked everyone in attendance to introduce themselves.

**COMMITTEE REPORTS:**

N/A

**NEW BUSINESS:**

Resolution: Authorization for the St. Lawrence County Treasurer to Modify the PY23 WIOA Budget to Transfer Formula Funds from Dislocated Worker and Administration to Adult

Moved/seconded by McDougall/Coffey; Approved unanimously

Resolution: Modifying the PY22 Budget for the NY SCION Initiative

Moved/seconded by Doyle/Coffey & Autry-Agen; Approved unanimously

Resolution: Amending Individual Training Account (ITA) Policy

Moved/seconded by Doyle/McDougall; Approved unanimously

Resolution: Recommending Appointment to the Workforce Development Board

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

**OTHER BUSINESS:**

Staffing Update: Ms. Lewis informed the Board that with the provisional/contingent appointment of Adam Peters to the title of Assistant Accounting Supervisor, there is now a vacant Senior Account Clerk position. The process to backfill that position has begun. There is stall a vacant Keyboard Specialist position. Canvas letters have been sent out and expect to be conducting interviews shortly. The DRC position has been filled by Jessica Ashley and she has been working with the NYS DOL Special Projects Unit and NYESS to get the training required for the position.

Fiscal Review, Program Review & WDB Recertification: Received final letter for NYS DOL Fiscal Review – no findings; Program Review has been completed, but have not received final letter – based on exit conference we do not expect any findings, but Albany has the final decision; Submitted requested paperwork concerning Workforce Development Board requirements for Board Recertification – received confirmation of approved Recertification.

**STAFF REPORTS:**

**Fiscal Manager/Title I**

* We are spent out in PY22 funds in all funding streams and have started obligating/expending PY23 funds
* We received the remaining PY23 allocations for Adult & Dislocated Worker
* Dislocated Worker and Admin transfer approved.
* Projections for hitting the 80% expenditure requirement are looking much better

**One-Stop Network Operator**

* Highlighted specific information outlined in the One-Stop Network Operator Report

McDougall moved/Doyle seconded; Approved unanimously

**NEXT MEETING:**

March 20, 2024

**ADJOURNMENT:**

Backus moved/McDougall seconded that the meeting adjourn at 10:13 a.m. by unanimous consent.

Respectfully submitted by Pam Lewis, Executive Director, SLCWDB