**ST. LAWRENCE COUNTY WORKFORCE DEVELOPMENT BOARD**

**RECORD OF ACTION/MEETING MINUTES**

**June 3, 2020**

**CALL TO ORDER:**

Mr. Sutton called to order the meeting of the St. Lawrence County Workforce Development Board at 8:02 A.M via ZOOM.

**Members Present:** Dallas Sutton, LouAnne King, Lynn Blevins, Zvi Szafran, Rich Daddario, Donald Hooper, Felicia Dumas, Dave Evans, Dale Rice and Shena Patrick.

**Others Present:** Barb Lashua – WDB, Rebekah Zuhlsdorf, Penny Taylor and Larry Fetcie – WIOA.

**Absent:** Ellie Sullivan-Stripp, Peggy Fockler, Sue Caswell, and Ryan Schermerhorn, Ron McDougall, Ruth Doyle, Peter Reiter, Jack Backus and Leo Villeneuve.

**CHAIRPERSON’S REPORT:**

Nothing to report.

**OLD BUSINESS:**

New Board Member Update

Dave Ferris has been approved by the board and will be presented to the county legislature’s next meeting, hoping he will be able to attend for the next meeting.

Lynn Pietroski is interested on becoming a board member, she works for the ARC Jefferson-St. Lawrence which is a big employer of the area.

Dallas states that he also has an individual from Corning Canton Plant that may be interested in joining the board, and that it would help on the manufacturing end of our requirements.

Lease updates

Mrs. Lashua reports that she is still waiting to hear back from the county on the lease space, once we hear back then we will work on renewing the other leases. The only lease not up to date at this point is with the Department of Labor. Back payments from the other two agencies have been received.

Media Campaign – Facebook, Website, One-Stop News

Mrs. Lashua states that the One-Stop Career Center is now active with a Facebook page. A One-Stop Newsletter has also been sent out and will continue to do regularly. To help keep participants, partners and employers up to date on employment and training opportunities.

**NEW BUSINESS:**

Resolution: Establishing the PY2020 WIOA Budget

Moved/seconded by Blevins/Hooper Approved Unanimously

Mrs. Taylor explained a few changes to the budget. The draft numbers for WIOA allocation are going to have an estimated 16.5% decrease in funding, which is similar to what the PY18 numbers were with the exception that there will still be a decrease in dislocated worker funds.

With two staff members retiring this year, Pam Lewis and Ruth Narrow there will be a payout for vacation hours. Each have 400 hours of vacation that will be paid out when they leave which is an amount of 30,000 between wages and fringe. We added the cost of laptops to the budget to be purchased for next year. It has been a challenge for staff to work from home during the pandemic without enough laptops for everyone. The funds were spent out of training money, with the pandemic we did not fulfill as much training in the spring so we are rolling over more money than we typically do from other years. We have not received the summer TANF allotment yet, and it’s unsure what the program is going to consist of this year. We based the budget on last year’s amount, right now it is being held up by the department of budget. Staff is hoping to go forward with the program as they have designed alternative ways to provide the youth virtually if needed.

Resolution: Modifying the PY19 Workforce Innovation and Opportunity Act Budget

Moved/seconded Hooper/Evans; Approved unanimously.

Last year when the NOA for PY19 money was received there was a slight increase in funding, that had to do with how much the state holds for doing their integrity and evaluations of the program. They reduced what they were holding and sent it back to the state to be redistributed.

Resolution: Modifying St. Lawrence County Workforce Development Bylaws

Moved/seconded by King/Daddario; Approved unanimously. Blevins opposed

Mrs. Lashua explained what while reviewing the bylaws she was looking through the meeting section and proposes to make changes to page 5 and 6. Have it state that meetings would not be held via tele conference or call technology unless NY State or St. Lawrence County has deemed it necessary to limit the public in person access to meetings. This would cover us in the event that we are unable to meet as a group.

Mr. Sutton added that there would be an amendment for the Chairman of the Board to make the call based on guidance from NY State or St. Lawrence County

Barb suggests to have further discussion on the Bylaws and bring it to the next meeting. All in favor.

Resolution: Establishing Contracts for Year Round Youth Service Providers

Moved/seconded by Blevins/Hooper; Approved unanimously. Evans abstained

Mrs. Taylor explained that because of the decrease in funding we took 50% off all youth contracts.

Mrs. Lashua adds that Coryer has done very little as a provider to the youth, they have only served 1 or 2 participants. Penny has helped along the way with their billing and to this point we have not paid them anything. Mrs. Taylor adds that they have billed $4,500.00 so far but only $1,400.00 of that matches to the backup that they submitted with the bills. They have failed to adjust their bills, or send the monthly reports that are required. The fiscal office has not received anything from Coryer since January, there has been several attempts to contact them and have not received calls back. Due to this we are issuing an RFP to see if any other sources would be able to better serve the youth.

Mr. Szafran ask if a notice has been sent to Coryer stating that they are at risk of losing their contract.

Mrs. Lashau replied with saying that a notice was sent to Coryer stating that their contract was being considered to be cut. The first notice they received a few months ago telling them that their contract was being decreased, then another notice was sent 3 weeks ago via email stating that the contract amount would be cut again and to contact the office for further discussion. They never replied to the email of called the office.

Mr. Szafran suggest that a registered letter be sent to Coryer that they would have to sign to receive, Stating that if we do not hear from them within an appropriate time that the contract will be cancelled.

Mr. Sutton agrees to send them the letter explaining to Coryer that we are not going to extend the contract, and still move forward with the resolution excluding Coryer Staffing from the year round youth service providers.

Resolution: Publishing an RFP for youth service providers.

Moved/seconded by Szafran/King; Approved unanimously. Evans abstained

Mrs. Taylor explained that the youth element Coryer Staffing provided was work experience and based on not extending their contract we lack that element. Work experience can be done in house but because of the two retirements coming up there may be a lag in the training. There is a bench mark to have to spend 20% of youth funding on work experience and to make sure that the 20% is met we want to reissue an RFP to see if any other agency can help provide work experience. Modifications were made to the last RFP that was sent out making it more specific for the work experience element.

**OTHER BUSINESS:**

Election of Officers

Mr. Sutton explains that a nomination committee needs to be formed for the upcoming election of officers. He asked current officers if they would remain in place for now until newly elected officers are in place. The bylaws allow for that to happen.

Proposed Dates for 2020-2021 Quarterly Meetings at 8 a.m.

* September 9, 2020
* January 13, 2021
* March 10, 2021
* June 9, 2021

**STAFF REPORTS:**

Fiscal Manager/Title I

Mrs. Taylor reports that it is on track to have 80% spent by June 30th and 20% of the work experience was hit before the pandemic. She states that there is a slowdown in receiving cash from the Department of Labor and everything is going through the Department of Budget. It has been taking 2-3 weeks before cash request come in. There has been no word on when the summer youth TANF money will be received.

One-Stop Network Operator

Mr. Fetcie reports that partner meeting are continuing to be held via zoom. All NYS career centers are closed to the public. Massena and Ogdensburg are not staffed at all and Canton is rotating minimal staff to answer phones. The Department of Labor is still operating with their business services so job orders can still be placed. There has been no recruitments recently due to the restrictions. SUNY Canton CDL training school has been suspended until the DMV is back open to public and students are able to get in the truck and drive with an instructor. Crest is working on some grants to be able to purchase their own truck instead of having to lease one, and the SLC IDA is helping them with that process. The summer youth program has not received word of guidance from Department of Labor or OTDA on the status of the program. Agencies in the area have offered to do virtual presentations for us so we can provide some services to the youth if needed. Normally the summer youth program funding is to be spent on work experience at a work site, we don’t know if that will be an option for this year. 127 youth applications have been received and staff is conducting interviews by phone and ZOOM. Staff is asking applicants if they would be interested in a virtual program and if they have the technology at home to be able to attend.

**NEXT MEETING:**

September 9, 2020

**ADJOURNMENT:**

Daddario moved/ Dumas seconded that the meeting adjourn at 9:03 A.M. by unanimous consent.