**ST. LAWRENCE COUNTY WORKFORCE DEVELOPMENT BOARD**

**MEETING MINUTES**

**March 20, 2024**

**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, Marijean Remington, Peter Reiter, Dallas Sutton, Ruth Doyle, Ron McDougall, Ben Dixon, Lauren Hughes, Dale Rice, Lynn Pietroski, Zvi Szafran, Brian Bush, Ellie Sullivan-Stripp, Scott Hilyard

**Others Present:** Pam Lewis – WDB, Adam Peters – WIOA, Konstantin Sikhaou – NYS DOL, Sean Hennessey – NYS DOL

**Absent:** Lynn Blevins, Ryan Schermerhorn, Eowyn Doud, Shena Patrick, Dave Evans, David Ferris, Chris Coffey, Katelyn Autry-Agen,

**MINUTES:**

Ms. Doyle moved and Mr. Rice seconded a motion to accept the 1.16.2024 WDB Mtg. minutes; approved unanimously.

**CHAIRPERSON’S REPORT:**

Ms. King requested that Ms. Lewis introduce Lauren Hughes, the Senior Vocational Rehabilitation Counselor who is replacing Christine Sampson-Downs as the ACCES-VR Representative and Sean Hennessey, the North Country Regional Representative and Special Assistant for Statewide Labor Management for NYS DOL. Ms. Lewis asked everyone in attendance to introduce themselves.

**COMMITTEE REPORTS:**

N/A

**NEW BUSINESS:**

Resolution: To Hire Temporary Staff for the 2024 TANF and WIOA Funded Summer Youth Program

Moved/seconded by Pietroski/McDougall; Approved unanimously

**OTHER BUSINESS:**

Staffing Update: Ms. Lewis informed the Board that Andralyn “Andi” Wells was hired to fill the vacant Keyboard Specialist position. There is still a vacant Senior Account Clerk Position but interviews for that position will be scheduled within the next two weeks. The civil service list for this job title has not come out yet, but we will hire provisionally if we make an offer to anyone from the upcoming interviews.

Program Review, WDB Recertification, WIOA ReAuthorization (NYATEP Request), Lease Update, REDC Challenge Competition, Round 7 of Downtown Revitalization Initiative: Ms. Lewis informed the Board of the following issues:

* The Final Program Review letter was received from Albany and that there were NO findings.
* Requested paperwork was forwarded to NYS DOL concerning Workforce Development Board requirements for Board Recertification – received confirmation of approved Recertification.
* An email from NYATEP will be sent to all Board members concerning WIOA Re-Authorization and the efforts that NYATEP is in advocating for necessary changes to the law as it is currently written. NYATEP is seeking the assistance of all 33 WDBs and local businesses to sign on to a letter to be sent to U.S. Congressional Representatives and Appropriate Staff outlining our requests. Ms. Lewis outlined the three areas that NYATEP and the Executive Directors from all 33 LWDA’s feel are detrimental to the successful administration of WIOA.
* The Lease with OTDA is up for renewal as of 6/30/24. Ms. Lewis will be reaching out to OTDA to begin negotiations. The Lease with NYSDOL is not up for renewal until 6/30/25, but we will begin the paperwork process within the next month.
* The North Country Regional Economic Development Council (REDC that covers St. Lawrence, Jefferson, Lewis, Franklin, Clinton, Essex & Hamilton Counties) is one of three regions that have been deemed the winners of the 2023 $30 Million Regional Economic Development Council Challenge Competition for their Next Move NY Proposal. (Governor Hochul’s announcement and the Next Move NY proposal is included in meeting materials). The North Country will receive $10 Million in project awards to implement the Next Move NY proposal
* Ms. Lewis asked the Board if they would be interested in having one of the quarterly board meetings at Seaway Tech BOCES, and as part of the meeting, having a student led tour of the facility highlighting the programs the students are engaged in. The Board was agreeable to that suggestion.

**STAFF REPORTS:**

**Fiscal Manager/Title I**

* The $100,000 NY SCION grant has been added into budget for our DRC for PY22 (3rd year funding)
* We have closed out the PY21 DRC budget and because we were without a DRC for much of the year, we will be giving back $46,973.78. In addition, due to the time spent by the Assistant Accounting Supervisor to make the required adjustments requested by FOTA, adjustments had to be made to cut the DRC Admin spending down to 10% by taking $2,000 out and adding it to WIOA Admin (per FOTA instructions)
* Projections have been updated and we are currently looking at spending 82% of Adult, 88% of Dislocated Worker, 86% of Youth, and 99% of Admin assuming that we get a new Senior Account Clerk soon. We are also currently looking at only spending 70% of the Transfer of DW to Adult funds, but our counselors do have a plan in place to spend more on CDL training soon.

**One-Stop Network Operator**

* Highlighted specific information outlined in the One-Stop Network Operator Report (WIOA Training update, Crest CDL update, BOCES update, etc.)
* Dr. Szafran commented on the NCREDC award, the Downtown Revitalization award, and updated the board as to what was happening at SUNY Canton (# of Micro-Credentials expanding, more interacting with citizens with disabilities, increased workforce development, increased co-enrollments with schools and success of Expo held at SUNY Canton with 1400 individuals in attendance, 648 of them youth)

Doyle moved/Pietroski seconded; Approved unanimously

**NEXT MEETING:**

June 12, 2024

**ADJOURNMENT:**

McDougall moved/Backus seconded that the meeting adjourn at 9:17 a.m. by unanimous consent.

Respectfully submitted by Pam Lewis, Executive Director, SLCWDB