**ST. LAWRENCE COUNTY WORKFORCE DEVELOPMENT BOARD**

**MEETING MINUTES**

**January 12, 2022**

**CALL TO ORDER:**

Chairman Sutton called to order the meeting of the St. Lawrence County Workforce Development Board at 8:31 a.m. via ZOOM.

**Members Present:** Ruth Doyle, Ron McDougall, Rich Daddario, Dave Evans, Dallas Sutton, Felicia Neahr, Dale Rice, Jack Backus (phone), Eowyn Hewey, Lynn Pietroski, Ryan Schermerhorn, Dave Ferris, Ben Dixon, Shena Patrick, LouAnne King, Zvi Szafran, Marijean Remington

**Others Present:** Larry Fetcie – WIOA, Penny Taylor – WOIA, Barbara Lashua – Executive Director, Pam Lewis – Assistant to the Exec. Director, Anthony Hayden – NYS DOL

**Absent:** Peter Reiter, Lynn Blevins, Ellie Sullivan-Stripp, Christine Sampson-Downs

**MINUTES:**

Mr. McDougall moved and Ms. King seconded a motion to accept the 9.8.21 WDB Mtg. minutes with the correction that L. King was unable to attend the meeting due to technical difficulties; approved unanimously.

Mr. Daddario moved and Ms. Doyle seconded a motion to accept the 12.3.21 WDB Ex. Comm. Mtg. minutes; approved unanimously.

**CHAIRPERSON’S REPORT:**

Mr. Sutton introduced Marijean Remington from Atlantic Testing and Ben Dixon from the SLC Chamber of Commerce as the newest members of the WDB. Ms. Lashua gave a brief summary of their accomplishments. Ms. Remington and Mr. Dixon expressed their appreciation for the opportunity to join the WDB and look forward to contributing to the advancement of workforce development is this area.

Mr. Sutton discussed the need to add additional members to the Executive Committee (down two members due to recent board tern expirations) and stated that he would be reaching out to board members to garner interest in becoming part of the Executive Committee, but also stated that if anyone was interested, to contact him.

**PRESENTATIONS:**

None

**COMMITTEE REPORTS:**

None

**NEW BUSINESS:**

Resolution: Authorization for the SLC Treasurer to Modify the PY21 WIOA Budget to Transfer Funds from Dislocated Worker to Adult

Moved/seconded by Daddario/Backus; Approved unanimously

Resolution: Amending Policy No. 3: Determination of Individual Training Accounts under the Workforce Investment Act

Moved/seconded by King/Szafran; Approved unanimously

Discussion re: DRC/EN – Ms. Lashua explained about the Department of Labor’s directive for Workforce Development Areas to hire a DRC (Disability Resource Coordinator) through a 3 year grant ($100,000 per year). The DRC position would be a county civil service position and would most likely be reporting to the WDB. Ms. Lashua gave a brief description of the position/program and that we are in the early stages of implementation with a lot of unanswered questions. Ms. Lashua went on to say that we had been in touch with other areas that already have a DRC in place to learn more about the processes and next steps. Ms. Lashua explained about the need to become an Employment Network, and the various options that are available, and that her recommendation would be to go through NYESS since that is the ED referred to us by the DOL. It is expected that more information will be available by the March WDB meeting. Ms. Neahr asked about the timeframe mentioned in the Technical Advisory and about the job title associated with this position. Ms. Lashua discussed how the timeframe is very fluid and that we were able to submit the implementation plan on time. The DOL is aware that we would not have a DRC on board by the January date, and has not expressed any issues. Ms. Pietroski stated that they currently work with NYESS and the Ticket to Work program and will forward Ms. Lashua the name and contact information of the individual who works directly with that program.

Discussion re: Workforce Pipeline ARPA funding request for Childcare Bootcamp – Ms. Lashua explained that there is a tremendous need for childcare providers in SLC and that for every 9 children that need childcare there is only 1 slot available. The Workforce Pipeline Readiness Committee (SLC IDA, WDB, SLL BOCES, NYPA, Clarkson, CITEC, SUNY Canton CREST, WDI and the One Stop Career Center) is moving forward in regards to holding a Childcare Bootcamp (modeled after program in Jefferson/Lewis County) to help fill this need, especially in the smaller communities.

**OLD BUSINESS:**

Review of Expiring/Renewed Board Seats

**OTHER BUSINESS:**

Resolution: Appointing Ben Dixon, SLC Chamber (replace D. Hooper)

Approved by Executive Committee 12/3/21

Moved/seconded by Pietroski/Neahr; Approved unanimously

Resolution: In Opposition of Closure of the Ogdensburg Correctional Facility

Approved by Executive Committee 12/3/21

Moved/seconded by Daddario/Doyle; Approved unanimously

Resolution: Establishing Contracts for Year-Round Youth Service Providers

Approved by Executive Committee 6/28/21

Moved/seconded by Daddario/King, Abstained – Dave Evans; Approved unanimously

Resolution: Recommending Appointments to the Workforce Investment Board

Mr. Sutton reviewed the BIO Sheet for Brian Bush from Corning and requested a motion for Mr. Bush to be appointed to the WDB to replace Sue Caswell, who resigned after many years of dedicated service to the WDB.

Moved/seconded by Pietroski/King; Approved unanimously

Update on Staffing: Ms. Lashua discussed the current staffing, noting that an Employment and Training Counselor (Nash Bessette) has been hired (filling Pam Lewis’s position). The only opening at this time is the Employment and Training Counselor split position and it was decided that the hiring for that position is on hold due to the training of new staff and the process of hiring/training of new DRC position.

Update: MOU, Local Plan, Lease status: Ms. Lashua informed the board that the MOU is almost complete. We are currently waiting on signatures, specifically the appointment of a new Commissioner of Social Services. Ms. Lashua also stated that the Local Plan has been approved and that the Regional Plan has not yet been approved but is in the final processes. Ms. Lashua explained that the she was working with OTDA and DOL on the Lease Agreements. OTDA’s Lease expires 6/2022 but they have not paid rent since 12/2019 which comes to approximately $14,000+. OTDA is working on remedying that issue. The Lease for the DOL expired in 2005 and is also in arrears in the amount of $18,000+. Ms. Lashua explained that they are still working on the terms of the lease and that the DOL has received all of the information they have requested.

Discussion re: Executive Director Position – Ms. Lashua informed the Board that her contract expires as of 6/30/2022 and that she will not be renewing her contact. Ms. Lashua states that this has been a great learning experience for her but that it was time to “lighten the load” and enjoy her expanding family. Between now and the March WDB meeting, Ms. Lashua and Mr. Sutton will work on the language for the job description and interviewing processes.

**STAFF REPORTS:**

Fiscal Manager/Title I

Ms. Taylor submitted her report to the Board for their review. She informed the Board that the PY20 funding was spent out, TET funding was spent out as of 9/30/21, but that there was still Employment Recovery money ($14,000) that we have until 9/30/2022 to spend. Ms. Taylor explained the NYS DOL annual review was complete. Whereas in the past they were all separate (financial management, property management, procurement, sub monitoring, and closeout), this year they were combined into one review which was done remotely. Ms. Taylor stated that we had a clean review. It was also noted that St. Lawrence County was the first local area to have a remote fiscal review and was chosen due to the fiscal unit’s diligent record keeping/preparation and ease in which previous reviews were conducted.

One-Stop Network Operator

Mr. Fetcie submitted his report for Board review. He gave a brief breakdown for partner staffing at the One Stop Career Center to include the Massena and Ogdensburg DOL locations. Mr. Evans spoke about the new grants that SLL BOCES has received. They have received 4 grants, all of which are 5 year awards totaling approximately 3 million over that 5 year period. Mr. Evans stated that one of the main issues they are having at this time is securing qualified teachers. Mr. Evans expressed an interest in the crossover possibilities of the DRC program and BOCES and stated that he has had conversations with ACCES-VR concerning the services available to those with disabilities and how that will tie to the DRC position/Ticket to Work program. Ms. Patrick spoke about her staffing in the DOL offices and her feeling that the DOL as a whole is moving forward toward getting things back to normal.

Motion to approve the One-Stop Operator Report moved by Ms. King and seconded by Mr. Backus; Approved unanimously.

**NEXT MEETING:**

March 9, 2022 (location to be determined)

**ADJOURNMENT:**

Ms. Pietroski moved/Mr. Dixon seconded that the meeting be adjourned at 9:44 a.m. by unanimous consent.