**ST. LAWRENCE COUNTY WORKFORCE DEVELOPMENT BOARD**

**MEETING MINUTES**

**October 16, 2024**

**CALL TO ORDER:**

Ms. King called to order the meeting of the St. Lawrence County Workforce Development Board at 8:34 a.m.

**Members Present:**  Louanne King, Jack Backus, Ben Dixon, Lauren Hughes, Dale Rice, Zvi Szafran, Scott Hilyard, Dave Evans, Shena Patrick, Ruth Doyle, Dallas Sutton, Naresh Singh, Ellie Sullivan-Stripp

**Others Present:** Pam Lewis – WDB, Adam Peters – WIOA, Sean Hennessey – NYS DOL, Patricia Wilson – NYPA, Koby Jordan – SLL BOCES, Breana Evans – SLL BOCES

**Absent:** Ryan Schermerhorn, David Ferris, Marijean Remington, Peter Reiter, Lynn Pietroski, Brian Bush, Chris Coffey, Katelyn Autry-Agen, Ron McDougall

**MINUTES:**

Ms. Doyle moved and Mr. Dixon seconded a motion to accept the 6.12.2024 WDB Mtg. minutes; approved unanimously.

**CHAIRPERSON’S REPORT:**

Ms. King requested that Ms. Lewis introduce Patricia Wilson, Sr. Program Manager – Economic Development/North Country with NYPA. Ms. Lewis informed the Board that based on the June Quarterly meeting discussion where the Board Members looked to have more structured and relevant discussions during the Board meetings and suggested bring in a moderator/facilitator with experience guiding discussions. who filled the vacant Senior Account Clerk positon as well as inform the Board as to the award presented to the SLC WDB/One Stop Career Center. Mr. Michaud gave a brief introduction. Ms. Lewis asked everyone in attendance to introduce themselves.

**COMMITTEE REPORTS:**

N/A

**NEW BUSINESS:**

Resolution: Modifying Agreement Between the St. Lawrence County Workforce Development Board and the One-Stop Network Operator

Moved/seconded by Sutton/Dixon, Abstained by Doyle; Approved unanimously

**OTHER BUSINESS:**

Staffing Update:

* Ms. Lewis informed the Board that Brandon Michaud – Senior Account Clerk took another position within the County and that we just finished the interviews to fill that position. We have offered the position to Paige Whitton, and she accepted. Once she starts in a couple of weeks, the One Stop Career Center will be fully staffed.

WDB Membership:

* Ms. Lewis informed the Board that Lynn Blevins elected not to be reappointed to the Board and has officially resigned from the Board. Had discussion on filling Board vacancy.

Lease Negotiation (NYS DOL & OTDA) updates and additional discussion points:

* Ms. Lewis informed the Board that the Lease Negotiation NYS DOL continues. The one holding point that was holding things up was the issue of times when the County has a holiday but the State is still working (day after Thanksgiving and Christmas Eve day). After a discussion with Ms. Doyle, we proposed that the State could still come in to the office on those days the County is closed only if there are two individuals working, and that the front door remains locked. They can put a sign up for someone to call if they need to see someone and then the LSR would let them in. They have all of the necessary paperwork and the next step is up to them. The current lease does not expire until 6/30/25).

PY 23 Performance Measures/Performance Negotiations:

* Ms. Lewis informed the Board that all St. Lawrence County pass all PY23 Performance Measures except for the Adult Priority of Service. Ms. Lewis explained that the Adult Priority of Services is an issue all over the State and that most of the LWDA’s are not passing that measure, but that we did have about a 10% increase from last year.
* Ms. Lewis informed the Board that NYSDOL had performance negotiations for PY 24/25, and that the percentages they proposed were sufficient based on the last two years numbers. After a discussion with Ms. King, it was decided that no negotiation was needed and that St. Lawrence County would accept their proposed figures.

Fiscal Review/Program Review:

* Mr. Peters informed the Board that a Fiscal Review was conducted and that it went very well. FOTA (Financial Oversight and Technical Assistance) still considers St. Lawrence County a low risk county. There will be a couple of findings, but they have been rectified and we do not expect any corrective action.
* Ms. Lewis informed the Board that a Program Review was conducted and they it went very well. The NYS DOL Monitors were very pleased with how quickly the materials requested were provided, and that it made the whole process go smoothly. There were a couple of finding, but they have all been resolved and they do not expect any corrective action.

Office of Just Energy (OJET) Renewable Energy Training Initiative (RETI):

* Ms. Lewis informed the Board that she was submitting a proposal for NYS DOL Office of Just Energy (OJET) Renewable Energy Training Initiative (RETI). This is part of the New York Power Authority State funding, the NYS DOL will issue $4 million to interested Local Workforce Development Boards (LWDB’s). St. Lawrence County is eligible to request $175,000. Ms. Lewis has had discussions with local training institutions to determine if there is training available that fits within the parameters of the training initiative and she has received information needed to complete the proposal.

**STAFF REPORTS:**

**Fiscal Manager/Title I**

**One-Stop Network Operator**

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

**NEXT MEETING:**

January 8, 2025

**ADJOURNMENT:**

McDougall moved/Dixon seconded that the meeting adjourn at 10:20 a.m. by unanimous consent.

Respectfully submitted by Pam Lewis, Executive Director, SLCWDB