**ST. LAWRENCE COUNTY WORKFORCE DEVELOPMENT BOARD**

**MEETING MINUTES**

**October 18, 2023**

**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, Shena Patrick, Dave Evans, Zvi Szafran, Dale Rice, Jack Backus, Eowyn Doud, Brian Bush, Ellie Sullivan-Stripp, David Ferris, Chris Coffey, Marijean Remington, Peter Reiter

**Others Present:** Pam Lewis – WDB, Ali Webbinaro – NYS DOL, Breana Evans – SLL BOCES, Koby Jordan – SLL BOCES

**Absent:** Dallas Sutton, Ruth Doyle, Ben Dixon, Katelyn Autry-Agen, Lynn Blevins, Ron McDougall, Scott Hilyard, Christine Sampson-Downs, Ryan Schermerhorn, Lynn Pietroski,

**MINUTES:**

Ms. Doud moved and Mr. Backus seconded a motion to accept the 6.14.2023 WDB Mtg. minutes; approved unanimously.

Mr. Backus moved and Mr. Rice seconded a motion to accept the 6.26.2023 Executive Committee Mtg. minutes; approved unanimously.

Mr. Backus moved and Mr. Reiter seconded a motion to accept the 8.1.2023 Executive Committee Mtg. minutes; approved unanimously.

**CHAIRPERSON’S REPORT:**

**COMMITTEE REPORTS:**

N/A

**NEW BUSINESS:**

Resolution: Authorizing Negotiation of Lease Agreement between St. Lawrence County Workforce Development Board and St. Lawrence County (Approved by Executive Committee on 6/26/23)

Moved/seconded by Coffey/Doud; Approved unanimously

Resolution: Establishing Contract for Connections Program through Seaway Valley Prevention Council (Approved by Executive Committee on 8/1/23)

Moved/seconded by Szafran/Coffey; Approved unanimously

Resolution: Appointing Executive Committee Members

Moved/seconded by Szafran/Reiter; Approved unanimously

Resolution: Amending Supportive Services Guidelines (attached procedure update & items received verification form)

Moved/seconded by Reiter/Rice; Approved unanimously

**OTHER BUSINESS:**

Staffing Update:

* Larry Fetcie is retiring as of July 29, 2023, with his last day in the office being July 23, 2023. His position was downgraded from a Senior Employment Coordinator to a Senior Employment & Training Counselor (mainly due to the fact that the individual is no longer responsible for the One-Stop Network Operator duties).
* Heather Owens was promoted to the Senior Employment & Training Counselor position leaving us with a vacant Employment & Training Counselor position. The vacancy was approved to be filled at the June 5, 2023 Board of Legislators meeting.
* We still have a vacant Senior Account Clerk position and have started the process for hire and should be interviewing for position soon.

**STAFF REPORTS:**

**Fiscal Manager/Title I**

Ms. Taylor provided the following information:

* We are spend out in PY22 in Adult, Dislocated Worker & Youth, and should be spent out in PY 22 Admin in November.
* We have not received the remaining PY23 allocations for Adult & Dislocated Worker.
* Projections are showing that we will need to do a transfer from Dislocated Worker to Adult in January – it will most likely be between $100,000 - $150,000.
* We are down in enrollments for the Fall and will need to increase enrollments if we are going to make the 80% benchmark for 6/30/24.
* FOTA completed their Fiscal Review, they reviewed the 9/1/22-12/31/22 Qtr as well as the sub-monitoring and property management. Preliminary report is NO FINDINGS, but it still needs to be reviewed by Albany. They did have the following recommendations: More secure labeling of inventoried items – requisition for label maker was submitted; Recommended an additional form be created to improve accountability of received items by participants – covered by resolution that updated Support Service Policy.
* Ms. Taylor wanted to thank the Board for all of the support they have given her, and stated that it was a pleasure to work for the WIOA Program, she has enjoyed the challenge and has gained a lot of knowledge and experience.

**One-Stop Network Operator**

Ms. Lewis reported that there has been three Partner Meetings since the last WDB meeting as outlined in the submitted One Stop Network Operator Report. In addition, a One-Stop Network Operator Committee has been formed and includes WDB Members: Ben Dixon (Chair), Dave Evans, Brian Bush and Shena Patrick. This committee represents the firewall between the duties performed by the “Executive Director” and the duties performed by the “One-Stop Network Operator”. The committee will meet as needed, but at least once a quarter to go over duties performed by the One-Stop Network Operator prior to the submission of the One-Stop Network Operator Report at the Quarterly WDB Meetings.

Doud moved/Szafran seconded; Approved unanimously

**NEXT MEETING:**

January 10, 2024

**ADJOURNMENT:**

Szafran moved/Rice seconded that the meeting adjourn at 10:01 a.m. by unanimous consent.

Respectfully submitted by Pam Lewis, Executive Director, SLCWDB