**ST. LAWRENCE COUNTY WORKFORCE DEVELOPMENT BOARD**

**RECORD OF ACTION/MEETING MINUTES**

**September 9, 2020**

**CALL TO ORDER:**

Mr. Sutton called to order the meeting of the St. Lawrence County Workforce Development Board at 8:09 A.M at the Human Services Center upstairs conference room.

**Members Present In-Person:** Jack Backus, Lynn Blevins, Ron McDougall, Dallas Sutton, Dave Evans and Donald Hooper.

**Via Zoom:** Rich Daddario, Dale Rice, Zvi Szafran, Ruth Doyle, Dave Ferris, Felicia Dumas, Shena Patrick, Peter Reiter and Leo Villeneuve.

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

**Via Zoom:** Penny Taylor – WIOA.

**Absent:** Ellie Sullivan-Stripp, LouAnne King, Peggy Fockler, Sue Caswell, and Ryan Schermerhorn.

**MINUTES:**

Mr. Blevins moved and Mr. McDougall seconded a motion to accept the June 3, 2020 meeting minutes; approved unanimously

**CHAIRPERSON’S REPORT:**

Mr. Sutton asked for a moment of silence in memory of Tom Plastino.

Mr. Sutton introduced the newest member David Ferris from Claxton Hepburn Medical Center.

**OLD BUSINESS:**

Resolution: Modifying St. Lawrence County Workforce Development Board Bylaws re: telemtgs

Moved/seconded by McDougall/Hooper; Approved unanimously.

Mr. Sutton explained the changes made to the bylaws. Change of staff name on page 2 and changes to page 5 under meetings. It now will be added that WDB meetings may only be held via conference call or remote technology in the event that an Executive Order issued from New York State or St. Lawrence County makes it impossible to hold an in person meeting that allows for a quorum to conduct the business of the Workforce Development Board. All virtual meetings will follow the appropriate public notice requirements for meetings, the public will be able to attend by phone or virtually and all meetings will be recorded, transcribed and posted to the WDB website.

Resolution: Modifying WIOA Youth Incentive Policy

Moved/seconded by Backus/Blevins; Approved unanimously.

Mrs. Lashua explained that after the youth incentive policy went into effect the One-Stop staff had found some issues within the policy where they felt some of the language should be changed. Staff met as a ground to discuss the confusion with the language and made slight changes to make it clearer to understand.

Facebook Page – St. Lawrence County One-Stop Career Center

The One-Stop Career Center now has a Facebook page, which is updated often with current information. Please like the Facebook page and also encourage your friends to like the page as that will make our information reach more people. Due to the schools not being in session we advertised the Summer Youth Program on our Facebook page and website and we were very successful at getting applications and worksites electronically.

Coryer Contract Update

Mr. Lashua states that a letter was sent to Coryer Staffing after the Workforce Development Board in June where it was voted not to renew the contract with Coryer Staffing. It was noted in the letter that due to WIOA law sub-monitoring is required. The letter encouraged Coryer to submit missing or correct billings by August 31, 2020. WIOA staff did not receive a response from Coryer Staffing and an additional letter was sent via email on August 24, 2020. Records previous submitted by Coryer Staffing were incorrect and didn’t meet the FOTA guidelines. The Coryer contact is now complete and nothing further will be conducted.

**NEW BUSINESS:**

New Principal Account Clerk – Beth D’Luhosch

Beth has been working closely with Penny now for 2 months. She is a great addition to the One-Stop Staff.

Resolution: Modifying the PY19 Workforce Innovation and Opportunity Act Budget

Moved/seconded by Zvi/Doyle; Approved unanimously.

Mrs. Lashua explained that additional funding was granted in the amount of $571.14 due to Puerto Rico having unobligated PY18 funds. Funds were divided up between the Workforce Development Boards.

Resolution: Contracting Payroll Services for PY20 Summer TANF Youth Program

Moved/seconded by McDougall/Backus; Approved unanimously.

Mrs. Lashua explains that the county had requested payroll services be contracted with a private staffing service because of potential COVID liability to summer youth employees. CorTech/Penski staffing service is willing to supply the payroll services for the Summer Youth Program.

Resolution: Modifying the Contract for the Executive Director of the Workforce Development Board

Moved/seconded by McDougall/Backus; Approved unanimously.

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Mrs. Lashua explains that her contract with the Workforce Development Board states that her earnings should not exceed $48,000.00 annually. Due to Mrs. Lashua having a NYS retirement she cannot exceed $35,000.00 annually, she is requesting the amount to decrease to $30,000.00 annually. With the other $18,000.00 she requests to hire an assistant to the Director.

Resolution: To Hire an Assistant to the Executive Director of the Workforce Development Board

Moved/seconded by Backus/McDougall; Approved unanimously.

Mrs. Lashua states that with the $18,000.00 left over in the budget after decreasing her earnings due to limitation set by the NYS Retirement system she would like to hire an assistant to the executive director. The assistant would average 10 hours/week at approximately $26.92/hour, assisting in numerous duties that would benefit the Workforce Development Board.

**OTHER BUSINESS:**

Nomination Committee for Election of Officers

Mr. Sutton explains that a nomination committee needs to be formed for the upcoming election of officers. Elections will be held at the next meeting, January 13, 2021.

Potential New Board Member

Lynn Pietroski is currently employed with The Arc Jefferson-St. Lawrence. She has a Master’s degree in Public Administration, and a Bachelor’s degree in Interdisciplinary Studies. Lynn is very active in the community and serves on many boards including the Jefferson County Workforce Development Board. Mr. Sutton believes Lynn would be a good asset to the St. Lawrence County Workforce Development Board. If anyone has any questions or concerns you can reach out to him and discuss them.

**STAFF REPORTS:**

Fiscal Manager/Title I

Mrs. Taylor reports that we did hit the 80% required in everything by June 30, 2020. A waiver with the DOL was applied for just in case we did not hit the 80%. The Summer Youth Program was a success, 54 youth were served. Due to the lack of participants and fewer worksites money may have to be returned to OTDA. Not as many youth were placed as normal and we could be giving back as much as $100,000.00. Around 6 youth will continue to work through the end of September, then we will have the final amount and it will be reported at next board meeting. Ruth Narrow is retiring her last day of work will be September 11, 2020 and Pam Lewis will be retiring in December 2020. We will ask the Board of Legislatures for permission to fill at least one of their titles in hopes a new hire will start by January. We have received a lot of request for training for fall classes with SUNY Canton and Adult Education classes at BOCES. There will not be a FOTA review conducted for this year.

One-Stop Network Operator

Mr. Fetcie reports that Partners have continued to meet every month via zoom. The career centers in Massena and Ogdensburg are closed and the Canton career center is currently not open to the public. WIOA staff and DSS employment staff are working in the office at 50% capacity to conduct business and to be there answering the phone. Services are provided to the public the best way possible over the phone and virtually. Eligibility interviews and assessments have been conducted over the phone or via zoom. Also Summer Youth interviews were done over the phone. The state did allow for the TANF documents to be signed and scanned and the original documents were then received in the mail. Currently there is no Department of Labor staff in any of the career centers. The DOL staff is working from home and the bulk of their work is processing unemployment claims. Also Acces-VR is not at the career centers during this time, and both agencies are down employees due to the state hiring freeze. The Summer Youth Program will conclude at the end of September, the majority of participants completed their work experience last Friday to prepare for returning to school. A few participants will work until the end of the month and possibly be transferred to the year round WIOA youth work experience program. The SUNY Canton Crest center has received a grant in the amount of $57,000.00 which will go toward tuition for students looking to get their CDL-A license. The grant will cover about 2/3 of their tuitions cost, leaving a balance of about $1,500.00, which we could consider helping qualified individuals. The Crest Center will also receive $20,000.00 which can be used towards the purchase of their own truck. 3 students were impacted by the COVID shut down and they returned to their training on August 3, 2020. 3 new participants started in August as well and another 3 will start at the end of September. They are trying to work in smaller groups and modified the curriculum to provide less classroom time and more seat time in the truck. Service providers such as the colleges are all back in session. We are funding 14 electrical apprentices for their classroom training for the 2021 session starting September 14th and funding 5 LPN students at the Jefferson-Lewis BOCES. Nearly 60 interested customers were assessed for funding for the upcoming BOCES Adult Education classes. These classes are being offered on a hybrid platform. Dave Evans added that they have also been offering the 5 hour course online and have serviced over 200 people virtually. So far the hybrid classes have been very successful.

**NEXT MEETING:**

January 13, 2021

**ADJOURNMENT:**

McDougall moved/ Backus seconded that the meeting adjourn at 8:51 A.M. by unanimous consent.