**ST. LAWRENCE COUNTY WORKFORCE DEVELOPMENT BOARD**

**MEETING MINUTES**

**March 8, 2023**

**CALL TO ORDER:**

Mr. Sutton called to order the meeting of the St. Lawrence County Workforce Development Board at 8:30 a.m.

**Members Present:**  Dallas Sutton, Shena Patrick, Ruth Doyle, Dave Evans, Zvi Szafran, Dale Rice, Ben Dixon, Jack Backus, LouAnne King, Eowyn Doud, Brian Bush, Katelyn Autry-Agen, Marijean Remington, Peter Reiter

**Others Present:** Pam Lewis – WDB, Penny Taylor – WIOA, Konstantin Sikhaou – NYSDOL

**Absent:** Lynn Blevins, Christine Sampson-Downs, Ron McDougall, Ryan Schermerhorn, Ellie Sullivan-Stripp, David Ferris, Lynn Pietroski

**MINUTES:**

Ms. Remington moved and Ms. Doyle seconded a motion to accept the 1.11.2023 WDB Mtg. minutes; approved unanimously.

Ms. King moved and Mr. Backus seconded a motion to accept the 2.13.2023 Executive Committee Mtg. minutes; approved unanimously.

**CHAIRPERSON’S REPPORT:**

Mr. Sutton informed the board of the formation of a One Stop Network Operator Committee. This committee will provide the oversight of the One Stop Network Operator Duties and is necessary to provide the firewall/transparency required when the same individual is in the role of Executive Director and One Stop Network Operator. Ms. Patrick still wishes to serve on the committee and will be reaching out to her supervisors for approval.

Mr. Sutton discussed the need to add a couple more members to the Executive Committee. He asked that anyone interested contact him or Ms. Lewis. He may also be reaching out to specific individuals to ascertain their interest in sitting on that committee.

Mr. Sutton discussed the desire to form a Website Development Committee to assist in the revamping of the SLC One Stop website. As has been discussed previously, the website is extremely out dated and needs to be redone. Ms. Taylor indicated that there is $10,000 in the budget for website development. Ms. Lewis indicated that she would be reaching out to the County IT Department for assistance on what should be requested on a RFP/RFQ. Ms. Doyle stated that the County is only 18 months in with their new website so the IT Department should have current information. Mr. Sutton request that anyone interested in serving on the committee should contact him or Ms. Lewis.

**COMMITTEE REPORTS:**

N/A

**NEW BUSINESS:**

Resolution: Authorizing the Termination of the St. Lawrence-Lewis BOCES Career Training Programs Contract (Approved by Executive Committee on 9/14/22)

Moved/seconded by Reiter/King; Approved, Evans – abstain

Resolution: To Hire Temporary Staff for the 2023 TANF and WIOA Funded Summer Youth Program

Moved/seconded by Szafran/Autry-Agen; Approved unanimously

Resolution: Authorization for the St. Lawrence County Treasurer to Modify the PY22 WIOA Budget to Transfer Formula Funds from Administration to Adult

Moved/seconded by Reiter/King; Approved unanimously

Bio Sheet for Chris Coffee (Pepsi) – Mr. Sutton requested the board review the bio data sheet for board member consideration.

Resolution: Recommending Appointment to the Workforce Development Board (Chris Coffey)

Moved/seconded by Backus/King; Approved unanimously

**OTHER BUSINESS:**

Ms. Lewis discussed the current staffing, noting that Kyle White was hired for the vacant Employment & Training Counselor position and that Andy Foster was hired to fill the Disability Resource Coordinator position. There is still an opening for a Senior Account Clerk. The civil service test for that job title was given in February and it can take up to 6 months to get the results. Ms. Lewis informed the board that in anticipation of Larry Fetcie’s retirement, a request has been granted to downgrade the position from a Senior Employment Coordinator to a Senior Employment Counselor as Mr. Fetcie’s replacement will not be doing the One Stop Network Operator duties. The SLC BOL approved the position for a Senior Employment Counselor at its March 6th board meeting. The approval at this time will allow us to start the process for hire and get someone in the position while Mr. Fetcie is still available to train the new individual.

Ms. Lewis explained that she was still moving forward with the steps necessary for the Workforce Development Board to assume the role of the One Stop Network Operator. Right now we are waiting on written approval from the CEO, Mr. Forsythe, and a signed agreement between the WDB and Mr. Lewis. The agreement is currently under review so that we make sure we have all bases covered.

Ms. Lewis explained to the Board the process and need of securing MOA’s to cover the 14 youth elements for both in school and out of school youth. Ms. Lewis requested that the board members contact her with any possible agencies/programs that may be interested in working with the WIOA program.

**STAFF REPORTS:**

**Fiscal Manager/Title I**

Ms. Taylor explained the issue concerning the DRC oversight and that the required fix results in us having to return $2,863.75. When questioned, Ms. Taylor stated that this was a State wide issue, not just St. Lawrence County, and that rolling over the unspent money to year two funds is not allowed. In addition, Ms. Taylor explained how the DRC oversight will be allocated going forward so that this will no longer be an issue.

**One-Stop Network Operator**

Ms. Lewis reported that there has been two Partner Meeting since the last WDB meeting as outlined in the submitted One Stop Network Operator Report.

Ms. Lewis highlighted a few of the key issues included in the One Stop Network Operators Report. Ms. Lewis informed the board that the WIOA staff ae working diligently on referrals for the ongoing/upcoming BOCES classes, specifically the two new offerings (Heavy Equipment Operator and Clinical Medical Assistant). There has been a lot of interest in those classes, and there are approximately 11 in the Heavy Equipment Operator class and 16 enrolled in the Clinical Medical Assistance class. Funding for these classes are coming from multiple sources to include WIOA, IDA (ARPA), and the St. Regis Mohawk Employment & Training Program. The CREST Center has a CDL class starting this month and it is full, with about 8 other interested individuals on a waiting list for the June class (date TBD). The NYS DOL continues to hold virtual job fairs and is very pleased with employer/job seeker participation. Ms. Lewis shared that the first cohort of the Family Child Care Training Program was a success with 8 individuals completing the program and becoming registered. This results in approximately 80 day care slots throughout St. Lawrence County. The Workforce Pipeline Committee is working on the next cohort with information sessions scheduled later this month.

Mr. Evans explained to the Board that the Heavy Equipment Operator class came from a collaboration with the Economic Development Advisory Board and the Workforce Pipeline Committee, answering a need from employers needing workers trained is this field. Mr. Evans also indicated that the Clinical Medical Assistant program fills a direct need expressed by the St. Lawrence Health System.

Dixon moved/Backus seconded; Approved unanimously

**NEXT MEETING:**

June 14, 2023

**ADJOURNMENT:**

King moved/Remington seconded that the meeting adjourn at 9:24 a.m. by unanimous consent.

Respectfully submitted by Pam Lewis, Executive Director, SLCWDB