**ST. LAWRENCE COUNTY WORKFORCE DEVELOPMENT BOARD**

**MEETING MINUTES**

**June 14, 2023**

**CALL TO ORDER:**

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

**Members Present:**  Dallas Sutton, Shena Patrick, Ruth Doyle, Dave Evans, Zvi Szafran, Dale Rice, Ben Dixon, Jack Backus, Eowyn Doud, Brian Bush, Katelyn Autry-Agen, Lynn Blevins, Ron McDougall, Ellie Sullivan-Stripp, David Ferris, Scott Hilyard, Chris Coffey

**Others Present:** Pam Lewis – WDB, Penny Taylor – WIOA, Konstantin Sikhaou – NYSDOL, Zach – Chamber of Commerce Intern

**Absent:** Louanne King, Christine Sampson-Downs, Ryan Schermerhorn, Lynn Pietroski, Marijean Remington, Peter Reiter

**MINUTES:**

Mr. McDougall moved and Ms. Doyle seconded a motion to accept the 3.8.2023 WDB Mtg. minutes; approved unanimously.

Mr. McDougall moved and Ms. Autry-Agen seconded a motion to accept the 4.19.2023 Executive Committee Mtg. minutes; approved unanimously.

**CHAIRPERSON’S REPORT:**

Mr. Sutton tabled any discussion concerning adding members to the Executive Committee until such time that Ms. King assumes the role of WDB Chairperson. Ms. King will be the WDB Chairperson beginning 7.1.23.

**COMMITTEE REPORTS:**

N/A

**NEW BUSINESS:**

Resolution: Approving Agreement between the SLC WDB and the One Stop Network Operator (Approved by Executive Committee on 4/19/23)

Moved/seconded by Doud/Doyle; Approved unanimously

Resolution: Establishing the WIOA PY23 Budget

Moved/seconded by Doyle/Backus; Approved unanimously

Resolution: Contracting Payroll Services for PY23 Summer TANF Youth Program

Moved/seconded by McDougall/Doyle; Approved unanimously

Resolution: Modifying PY21 Budget for the NY SCION Initiative

Moved/seconded by Blevins/Backus; Approved unanimously

Resolution: Modifying the Financial, Administrative and Program Review Guide

Moved/seconded by Doyle/Coffey; Approved unanimously

Resolution: Approval to Request Waiver from 80% Obligation Requirement for PY2022

Moved/seconded by McDougall/Doyle; Approved unanimously

Resolution: Modifying the Priority of Service Policy for WIOA Title I Program

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

Discussion: Board members requested Technical Advisory pertaining to Priority of Service Policy (emailed to Board on 6/15/23)

Resolution: Modifying the Disruptive Customer Policy

Moved/seconded by Hilyard/Backus; Approved unanimously

Resolution: Modifying the Electronic Media and Internet Policy

Moved/seconded by Doud/Coffey; Approved unanimously

Resolution: Approving Local Plan Modification (Amended)

Moved/seconded by McDougall/Backus; Approved unanimously

Amended Resolution (WIOA to replace WIA) & Local Plan Modification (Educational Services to replace Manufacturing on page 3)

Resolution: Modifying the List of Demand Occupations

Moved/seconded by McDougall/Backus; Approved unanimously

Resolution: Approving North Country Regional Plan Modification

Moved/seconded by Dixon/Hilyard; 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.

Membership Roster: Ms. Lewis provided the Board members with an updated roster and were requested to review their information and to contact her with any necessary changes.

Update on MOU, MOA’s, Youth Contracts, WDB/One-Stop Network Operator status and One-Stop Career Center Certification:

* Ms. Lewis informed the Board that the MOU is complete with all required signatures and will be submitted to NYS DOL.
* Per a conversation at the last board meeting concerning MOA’s/Youth Contracts to cover the 14 youth elements, Ms. Lewis stated that MOA’s have been received that cover all 14 youth elements for both in-school and out-of-school youth.
* The last youth contract (Seaway Valley Prevention Council) is due to expire on June 30, 2023. We are requesting to contract with them under the TANF Summer Youth Employment Program for their Connections Program.
* The status concerning the SLC WDB assuming the role of the One-Stop Network Operator on ongoing. The agreement that was just approved by Resolution will be sent to NYS DOL this afternoon, and they will then have all of the documentation they requested. Board members will be notified when final approval from NYS DOL has been received.
* Ms. Lewis informed the Board that a Technical Advisory was issued concerning the One-Stop Career Center Certification. This Certification must occur at least once every three years, but due to COVID, the last certification was done in 2018. The Certification addresses three criteria categories; Accessibility, Effectiveness of the network, and Continuous Improvement of One-Stop Centers and delivery systems. This Certification includes the One –Stop Career Center as the Comprehensive Center as well as Massena & Ogdensburg Department of Labors as Affiliate sites.
* Mr. McDougall requested an update on the Summer Youth Employment Program (SYEP) – Ms. Lewis informed the Board that this year’s SYEP will be 6 weeks long. The youth attend orientation on July 5th & 6th, and start at their worksites on July 10, 2023. We received approximately 220 applications, have about 49 worksites which equals to about 129 slots. We are still looking for additional worksites, especially those that have work to fit the younger youth (14-15 year olds). We expect to place about 90 youth (80 on the County’s payroll, and 10 on payroll through staffing agency).

**STAFF REPORTS:**

**Fiscal Manager/Title I**

Ms. Taylor stated that throughout the meeting, items on the Fiscal Manager’s report have already been discussed (budget, staffing, SYEP update).

**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.

Ms. Lewis highlighted a few key items from the submitted One-Stop Network Operator Report:

* Electrical Apprenticeship Program – Ms. Doud indicated that she currently has openings for electricians. Mr. Fetcie will pass on the information to those recently certified.
* Enrollments/Graduations for Post-Secondary Nursing students.
* Enrollments in various St. Lawrence-Lewis BOCES Programs to include: Heavy Equipment Operator, Clinical Medical Assistant, Phlebotomy, Welding, and Medical Billing & Coding.
* SUNY Canton Crest CDL Training – training cohorts for March, June, and August are full. Next class is availability is scheduled for October 26, 2023. The class size is 5. Fifteen active students in the last 3 months. Seven successfully completed program, obtained their CDL A Licensure and 6 have obtained employment. Eight remain in the training pipeline.
* Business Services – monthly career fairs continue to be well attended by both employers and job seekers.
* BOCES hosted job fairs at all three Tech Centers that were very well received. They are currently working on Teacher Certification training. Adult Education Department is in the process of applying for the “Workforce Opportunities for Rural Communities” grant through the Employment and Training Administration (ETA), U.S. Department of Labor.

Mr. Sutton open the floor to any “Partners” that wished to address the group:

* Ms. Patrick stated that the DOL hosted a recruitment in Massena for TSA and had 12 individuals attend.
* Mr. Dixon highlighted a number of events in the works to include: BOCES Tours scheduled for 10/7/23, 1/23/24, and 3/26/24; SUNY Canton tour on 9/19/23; Accepting applications for the upcoming St. Lawrence Leadership Institute 23-24 Program (Ms. Lewis is scheduled to participate in the program); monthly Lunch & Learn workshops focused on Workforce Development; County Chamber and IDA attending job fairs at Fort Drum; and that the IDA is still has ARPA funding for various initiatives.
* Dr. Szafran requested clarification on the requirement for a student requesting funding assistance for the Nursing Program. Ms. Lewis explained the WIOA Eligibility requirements. Received Two Million Restore NY grant for downtown Canton Revitalization Project. Project will include an Entrepreneur Center, commercial space, and residential units.
* There was a lengthy discussion concerning workforce development activities going on and the need to match training to workforce needs as well as being able to reach those marginalized populations that need help the most. Mr. Evans expressed the need for Local and Regional Plans as well as individual Strategic Plans to have the most accurate information possible to provide the information needed to apply for workforce development/training grants. Plans should not just be words on paper. There was further discussion concerning the need to develop formal and direct pipelines. One of the main problems is obtaining qualified teachers for those career pipelines/apprenticeships. There is constant endeavors to bring business to St. Lawrence County, but what happens when they come, will we have the employee they need. Air Projects is looking to build the Massena Green Hydrogen Facility. This is a huge project that will employ many individuals, initially construction workers. Mr. Hilyard indicated that construction unions have signed on by engaging in project labor agreements.
* Ms. Doyle gave an update on some things going on in the County: She states that the County is at a crisis point with concerning Highway employees, many of which are transitioning to town jobs. We see issues with the county mechanics leaving for positions with better pay. The lack of Nurses is always an issue, especially in the Correctional Facility. The County is currently down 6 dispatchers from the 17 they employ. To get more individuals interested in county employment they are waiving the civil service fees for caseworkers, and they are working with the state to obtain a waiver for the civil service transition period that would allow more individuals to step right in to positions for a period of one year. They have stepped into some of the DOL virtual job fairs as well as holding their own job fair. We are in a period of decentralization and have developed three highway outposts (Potsdam, Russell, Lisbon) so that highway workers do not have to return to Canton. The Department of Social Services has opened satellite offices in Ogdensburg and Massena. Since these satellite offices have been opened, we have not lost a caseworker to other employment.

Doyle moved/McDougall seconded; Approved unanimously

**NEXT MEETING:**

September 13, 2023

**ADJOURNMENT:**

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

Respectfully submitted by Pam Lewis, Executive Director, SLCWDB