**ST. LAWRENCE COUNTY WORKFORCE DEVELOPMENT BOARD**

**MEETING MINUTES**

**March 9, 2022**

**CALL TO ORDER:**

Vice-Chairman Blevins called to order the meeting of the St. Lawrence County Workforce Development Board at 8:30 a.m.

**Members Present:**  In Person: Lynn Blevins, Jack Backus, Ron McDougall, Dave Evans, Dr. Zve Szafran; Via ZOOM: Ruth Doyle, Rich Daddario, Felicia Neahr, Dale Rice, Ben Dixon, Shena Patrick, Peter Reiter, Ellie Sullivan-Stripp, Marijean Remington, Louanne King, Eowyn Hewey, David Ferris, Lynn Pietroski

**Others Present:** Larry Fetcie – WIOA, Penny Taylor – WOIA, Barbara Lashua – Executive Director, Pam Lewis – Assistant to the Exec. Director, Terrie Clothier-Johnson – DRC

**Absent:** Christine Sampson-Downs, Ryan Schermerhorn, Dallas Sutton, Brian Bush

**MINUTES:**

Ms. Doyle moved and Mr. Backus seconded a motion to accept the 3.9.22 WDB Mtg. minutes; approved unanimously.

Mr. McDougall moved and Mr. Backus seconded a motion to accept the 3.30.22 WDB Ex. Comm. Mtg. minutes; approved unanimously.

**CHAIRPERSON’S REPORT:**

Ms. Lashua introduced Terrie Clothier-Johnson as the recently hired DRC (Disability Resource Coordinator). Ms. Lashua explained that Ms. Clothier-Johnson was hired through the NY SCION 3 year $100,000/year grant and that it is expected that after the three years the position will be self-sufficient.

Ms. Clothier-Johnson expressed her excitement with the position and the thought of working with all of the partners to make the program successful. She also spoke briefly about her first three weeks, filled with numerous trainings, and connecting with other DRC’s from surrounding areas.

**PRESENTATIONS:**

None

**COMMITTEE REPORTS:**

None

**EXECUTIVE SESSION:**

Mr. Blevins requested that all WDB staff excuse themselves and requested a motion to enter Executive Session at 8:43 a.m., Ms. Doyle moved and Ms. King Seconded. Discussion held concerning matters leading to the employment of an Executive Director. Motion requested to end Executive Session at 8:51 a.m., Mr. McDougall moved and Ms. Doyle seconded; Approved unanimously

**NEW BUSINESS:**

Resolution: Contracting for Executive Director Services; Moved/seconded by King/Backus; Approved unanimously

Resolution: Amending the Job Description of the WDB Executive Director – Approved by Executive Committee on 3/20/22; Moved/seconded by Szafran/Daddario; Approved unanimously

Resolution: Amending the SLCWDB’s WIOA EO & Non Discrimination and Complaint Processing Procedures Policy – Approved by Executive Committee on 3/20/22; Moved/seconded by Daddario/King; Approved unanimously

Resolution: Appointing New Local Equal Opportunity Officer – Approved by Executive Committee on 3/20/22; Moved/seconded by McDougall/Backus; Approved unanimously

Ms. Lashua explained that the DOL is notified whenever there is a change in the EO and by appointing the Executive Director as the EO the process is much more efficient and streamlined. Ms. Doyle expressed her thanks for the work Ms. Lashua put into settling this issue.

Resolution: Authorizing Execution of a MOU Between the SLCWDB and the St. Lawrence Co. One-Stop Partners; Moved/seconded by Daddario/King; Approved unanimously

Ms. Lashua explained that the MOU has been ready for signature, but given that as of 7/1/22 there would be a new Executive Director, the decision was made to delay signatures until that time.

Resolution: Contracting Payroll Services for PY22 Summer TANF Youth Program; Moved/Seconded by King/Daddario; Approved unanimously

Ms. Lashua explained that the Summer Youth Program would only use the staffing agency for positions that the county deems at a greater risk for potential liability, therefore we hope to maximize the spots that we can put under the county payroll and any others will go through the staffing agency. The use of the staffing agency would be at a minimum due to the fact that it cost approximately $623 per person enrolled with the staffing agency and that money does not go into program but into admin.

Resolution: To Hire Temporary Summer Counseling Assistant for the 2022 TANF and WIOA Funded Summer Youth Program; Moved/Seconded by King/Sullivan-Stripp; Approved unanimously

Resolution: Establishing Contracts for Year Round Youth Service Providers; Moved/Seconded by McDougall/King, Approved unanimously, Mr. Evans Abstained

Ms. Lashua explained that this is the last of a 3 year extension of the original contract. Next year we will have to re-issue a new RFP.

Resolution: Authorizing Issuance of Request for Proposals for One-Stop Network Operator; Moved/Seconded by Daddario/King, Approved unanimously

Ms. Lashua explained that the One-Stop Network Operator is a position required by the Department of Labor (DOL) and that the One-Stop is a system of partner agencies. It is the job of the One-Stop Network Operator to manage those relationships. Mr. Fetcie is currently the One-Stop Network Operator, but is looking to retire in January. Mr. Fetcie holds monthly partner meetings giving each partner agency the opportunity to inform others regarding their agency’s recent and pending activities.

Resolution: Approving Three Month Extension of the One-Stop Operator; Moved/Seconded by Daddario/Sullivan-Stripp, Approved unanimously

Ms. Lashua explained that Mr. Fetcie’s contract as the One-Stop Network Operator is due to end as of 6/30/22 and that the request of a three month extension will allow him to assist whomever is assigned to fill that role.

Resolution: Establishing the Workforce Innovation and Opportunity Act Budget; Moved/Seconded by King/Backus, Approved unanimously

Ms. Lashua went over budget changes. Dr. Szafran and Mr. Blevins suggested adding a third column totaling the current funding year as well as the roll-over from the previous year to depict a more accurate view of current funding availability. They requested an amended resolution. Ms. Taylor made the requested changes.

**OLD BUSINESS:**

Update: Staffing

Ms. Lashua explained that a vacancy request has been submitted to hire a Senior Account Clerk and the process is moving forward. There is still a ½ position for an Employment & Training Counselor that will not be filled at this time. Ms. Lashua announced that Penny Taylor has taken a promotional position with the Department of Social Services and will be leaving by the end of the month but that she will be available to assist with the transition until a new hire is trained. Ms. Doyle agreed with that statement.

Update: Lease status, In-Home Care Proposal, Board Member Recruitment, Summer Youth Employment Program

Leases - Ms. Lashua explained that all leases are up to date and that we expect to receive payment from DOL shortly. She went on to state that the payment issues with OTDA continue and will require monitoring.

In-Home Care Proposal - Ms. Lashua stated that In-Home Childcare Bootcamp was funded through the SLC ARPA funding totaling $200,000. There are upcoming meetings scheduled to begin final touches on the program portion and that advertising will begin shortly for a fall start up.

Summer Youth Employment Program – Ms. Lashua explained the One Stop received an additional $71,000 for this year’s TANF Summer Youth Program. To date the staff have completed 108 interviews, received 212 applications, and currently has 134 available slots, which involves 55 worksites. In addition, participating youth will have the opportunity to earn up to $300 worth of incentives (attending the Connections Program (work readiness/leadership) and by having an exemplary final evaluation).

Ms. Lashua informed the Board that the IDA has applied for ARPA funding for the “Good Jobs Challenge”, but has not heard anything yet. This is part of the Workforce Pipeline program that they are looking to develop.

Ms. Lashua stated that Board recruitment is still needed. She went on to explain that for the Business side, individuals referred must have policy making authority and hiring/firing duties. Ms. Neahr informed the Board that she has taken another position and is moving out of St. Lawrence County. She does have someone that she will recommend as her replacement and will get that information to Ms. Lashua.

Ms. Lashua took the opportunity to tell everyone how she has thoroughly enjoyed working with the WDB and the staff at the One Stop. She stated that they are exemplary employees and that she has been impressed by their professionalism and dedication. She was grateful for all of the help they have provided to her during her tenure. Mr. Daddario stated that as a long term board member he has recognized the work the staff of the One Stop does and thanked Barb for the work she has done. He also wanted to commend those who worked together to get all of the leases up to date and collect the back rent.

Mr. Blevins questioned the CDL program. Ms. Lashua explained the program continues to move forward and that the IDA was given APRA funding through the county. In addition, the WIOA program has also funded some tuition for that program. Mr. Blevins discussed the need for Driver’s Education for youth and thought it would be a good fit as part of the Summer Youth Program. Ms. Lashua explained to the board that right now the focus is on serving out-of-school youth, but there has been talk in the WDB Directors’ call to increase the percentages to service more in-school youth. Mr. Backus mentioned that it would be good to add skidsteer training to the CDL program. Dr. Szafran will look into whether or not it is something that (driver’s education/skidsteer training) can be developed or added to an existing program.

Ms. Lashua requested that the Board review the current website as there will be an RFP issued in the near future.

**OTHER BUSINESS:**

Mr. Dixon gave a brief update regarding items the SLC Chamber of Commerce is currently working on. Mr. Dixon explained that as part of the Workforce Pipeline committee, in addition to the CDL program and Good Jobs Challenge that Ms. Lashua mentioned, they are also working on training programs for splicers for the Telecom/Electric Industries, Business Roundtables, and Resident Recruitment as a way to try and meet our workforce needs in the county. Mr. Dixon went on to mention the tours that took place at three BOCES tech centers, which included 75 business representatives. Citec is building up a work readiness program. There has been recent activity in looking at Fort Drum as a workforce source, working with their Boots to Business entrepreneurship program which is a transitional program for solders. Another exciting development is the Military Spouse Economic Empowerment Zone. This program helps military spouses and partners connect with employment opportunities in the region. The lead entity for this program is the US Chamber of Commerce, and along with several organizations from Jefferson, Lewis, and St. Lawrence Counties.

**STAFF REPORTS:**

Fiscal Manager/Title I

Ms. Taylor submitted her report to the Board for their review. She informed the Board that the funding steams are expected to be approximately 85 % spent out in Adult, Dislocated Worker, Youth and Admin. Ms. Taylor explained that the DOL requires 20% of funding be spent on Youth Work Experience and that as of the end of May, we are at 39.25%. She informed the Board that the DOL’s next review will be sometime this summer. Ms. Taylor stated that she will be putting an ad in the required papers next week for Summer Staff.

One-Stop Network Operator

Mr. Fetcie submitted his report for Board review. Mr. Fetcie pointed out from his report is that the DSS unit is now reporting to a new Commissioner, Joseph Seeber, and that one of their staff, Nicole Garriques, has been promoted to a Senior Employment & Training Counselor position. He gave a brief breakdown for partner staffing at the One Stop Career Center to include the Massena and Ogdensburg DOL locations.

Motion to approve the One-Stop Operator Report was moved by Mr. McDougall and seconded by Mr. Backus; Approved unanimously.

Program Monitoring Update

Mr. Fetcie informed the Board that the DOL has not released the performance measures for the 1st quarter yet, but that the in-house monitoring is going well.

**NEXT MEETING:**

September 14, 2022 (location to be determined)

**ADJOURNMENT:**

Mr. McDougall moved/Mr. Backus seconded that the meeting be adjourned at 9:49 a.m. by unanimous consent.