**ST. LAWRENCE COUNTY WORKFORCE DEVELOPMENT BOARD**

**MEETING MINUTES**

**June 9, 2021**

**CALL TO ORDER:**

Chairman Sutton called to order the meeting of the St. Lawrence County Workforce Development Board at 8:02 a.m. via ZOOM.

**Members Present:** Shena Patrick, Ruth Doyle, Ron McDougall, Rich Daddario, Dave Evans, LouAnne King, Dallas Sutton, Zvi Szafran, Peter Reiter, Felicia Neahr, Dale Rice, Sue Caswell, Jack Backus, Eowyn Hewey, Lynn Blevins, Ellie Sullivan-Stripp, Lynn Pietroski, Kendra Martin, Don Hooper, Ryan Schermerhorn

**Others Present:** Larry Fetcie – WIOA, Penny Taylor – WOIA, Barbara Lashua – Executive Director, Pam Lewis – Employment & Training Counselor, Anthony Hayden – NYS DOL

**Absent:** David Ferris

**MINUTES:**

Ms. Doyle moved and Mr. Blevins seconded a motion to accept the 3.10.21 WDB Mtg. minutes; approved unanimously.

Mr. Blevins moved and Mr. Hooper seconded a motion to accept the 3.19.21 WDB Ex. Comm. Mtg. minutes; approved unanimously.

**CHAIRPERSON’S REPORT:**

Mr. Sutton introduced our new member, Eowyn Hewey, from Arconic and Ms. Lashua provided the board with a brief bio. of Ms. Hewey. Ms. Lashua discussed with the board the appointment of Christine Sampson-Downs from ACCES-VR to replace Pam Dority. Mr. Backus made a motion to recommend Ms. Sampson-Downs for a seat on the WDB and Ms. Doyle seconded; approved unanimously.

**DIRECTOR’S REPORT:**

Ms. Lashua discussed the current staffing, noting that the unit was almost completely staffed. An Employment and Training Counselor had been hired but resigned to go back to her previous county position. A Principal Account Clerk has been added to the Fiscal Department and a Keyboard Specialist has started in reception. The unit has also hired another Employment and Training Counselor who is a shared position with the Department of Social Services.

**COMMITTEE REPORTS:**

None

**NEW BUSINESS:**

Resolution: Recommending a One-Stop Network Operator Structure to the St. Lawrence Co. Board of Legislators – Approved by Ex. Comm. 3.19.21

Moved/seconded by Daddario/Hooper; Approved, Ms. Doyle - abstain

Resolution: Adopting an Electronic Signature Policy for the SLC WDB

Moved/seconded by Doyle/Daddario; Approved unanimously

Resolution: Requesting Waiver from 80% Obligation Requirement for PY ‘20

Moved/seconded by Blevins/Pietroski; Approved unanimously

Discussion – Ms. Taylor informed the Board that the NYS DOL has, for the second year, offered a waiver of the 80% expenditure of funds. Ms. Taylor explained that there are two funding streams (Adult & Youth) that are at risk, due to COVID restrictions, lack of traffic in the One Stop Career Center Resource Room, and a decrease in youth looking for employment opportunities.

Resolution: Approving the Workforce Innovation and Opportunity Act Modified Budget for PY 2019

Moved/seconded by Daddario/McDougall; Approved unanimously

Resolution: Establishing the Workforce Innovation and Opportunity Act Budget (PY 2021)

Moved/seconded by Blevins/Daddario; Approved unanimously

**OLD BUSINESS:**

**Review of Expiring/Renewed Board Seats:**

Ms. Lashua reviewed the status of tenures on the WDB. Mr. Sutton expressed to the board the need to continue to reach out to business that may be interested in becoming part of the board.

**DOL sub-lease update:**

Ms. Lashua informed the Board that there have been renewed talks and paperwork exchanged in the attempt to complete the lease with DOL.

**OTHER BUSINESS:**

**Draft Local and Regional Plans:**

Ms. Lashua informed the Board that the Regional Plan was currently out for Public Review, and that the Local Plan will be put on the website and out for public review by the end of this week. The Local Plan will be submitted to NYSDOL by the end of the June.

**In Demand Occupation List:**

Ms. Lashua informed the Board that the In Demand Occupation List was generated as a result of updating the Regional Plan and was submitted to NYSDOL on our behalf by Jefferson County. Discussion centered around the importance of the list in terms of training opportunities and potential job openings in the region.

**SYEP Update:**

Ms. Lashua informed the Board that the prep work for the SYEP program continues and that it appears that a hybrid program, utilizing both the County and a staffing agency as the employer of record would be beneficial. Ms. Lashua explained that the biggest issue faced at this time is how to deal with the 15% administrative cap that drives the number of youth that can be served.

Ms. Lewis explained to the Board the process that is used to recruit employers for the SYEP, both for those employers that are used repeatedly and for those that are specifically job developed based on the applicants’ residence.

**STAFF REPORTS:**

**Fiscal Manager/Title I**

Ms. Taylor submitted her report to the Board for their review. She indicated that she has nothing to add that has not already been covered in previously in this meeting.

**One-Stop Network Operator**

Mr. Fetcie submitted his report for Board review. He explained that the Partners have continued to meet monthly via ZOOM. He reported that the system remains busy as it adapts to changing conditions.

Mr. Fetcie reported that the SYEP interviews were being done via ZOOM and are going well, and that the school systems have been very accommodating in scheduling those interviews. Ms. Patrick spoke to DOL programs and, although there is no talk about DOL staff returning to the centers, her staff will be transitioning back to their previous work duties. Ms. Patrick reported that virtual workshops offered via ZOOM and have been very well received with 1500 participants being registered last month. Ms. Patrick also indicated that the Virtual Job Fair went very well, and the businesses involved were very pleased with the outcome.

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

**NEXT MEETING:**

September 8, 2021 (location to be determined)

**ADJOURNMENT:**

Daddario moved/Doyle seconded that the meeting be adjourned at 8:58 a.m. by unanimous consent.

Respectfully submitted by Barbara Lashua, Executive Director, SLCWDB