**ST. LAWRENCE COUNTY WORKFORCE DEVELOPMENT BOARD**

**MEETING MINUTES**

**September 8, 2021**

**CALL TO ORDER:**

Vice Chairman Blevins called to order the meeting of the St. Lawrence County Workforce Development Board at 8:10 a.m. via In Person/ZOOM.

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

**Others Present:** Larry Fetcie – WIOA, Penny Taylor – WOIA, Barbara Lashua – Executive Director, Pam Lewis – Assistant to the Exec. Director, Anthony Hayden – NYS DOL

**Absent:** Shena Patrick, LouAnne King, Zvi Szafran, Kendra Martin

**MINUTES:**

Ms. Caswell moved and Mr. Daddario seconded a motion to accept the 6.9.21 WDB Mtg. minutes; approved unanimously.

Ms. Caswell moved and Mr. Daddario seconded a motion to accept the 6.28.21 WDB Ex. Comm. Mtg. minutes; approved unanimously.

**CHAIRPERSON’S REPORT:**

None

**PRESENTATIONS:**

None

**COMMITTEE REPORTS:**

None

**NEW BUSINESS:**

Ms. Lashua discussed the Open Meeting Law and explained that if a board member is attending remotely, their location must be posted so that the public can attend from any location listed. Ms. Lashua went on to explain that on September 2, 2021 Governor Hochul and the State Legislature authorized the continuation of remote meetings, therefore until further notice, remote addresses do not need to be published and open to the public. Ms. Hewey asked about whether or not there was any guidance on when someone can show up for the meeting at a remote location (do you have to allow them to join at any point in the meeting), Mr. Blevins stated that they could show up at any time during the meeting.

Resolution: Modifying the Mileage and Meal Policy

Moved/seconded by Daddario/Caswell; Approved unanimously

Resolution: Modifying the PY ’20 WIOA Budget

Moved/seconded by Daddario/Doyle; Approved unanimously

**OLD BUSINESS:**

Review of Expiring/Renewed Board Seats

Ms. Lashua reviewed the Bio Sheet for Marijean Remington, CEO/Owner of Atlantic Testing Laboratories, Canton, NY. If approved, Ms. Remington would replace Kendra Martin who resigned her board seat due to work demands.

Motion to approve Marijean Remington’s appointment to the WDB moved by Mr. Daddario and seconded by Mr. Sutton; Approved unanimously.

Ms. Lashua pointed out that there are a number of board members whose terms are coming up for reappointment and requested that those individuals contact her concerning whether or not they wish to continue as part of the WDB.

Resolution: Approving the St. Lawrence County Workforce Development Area Local Plan

Moved/seconded by McDougall/Daddario; Approved unanimously

H1B Healthcare Grant Update

Ms. Lashua gave a brief update of the H1B Healthcare Grant stating that there have been a number of applications from neighboring counties. Ms. Lashua also pointed out that this funding does not compete with our funding but supplements it.

**OTHER BUSINESS:**

Update on Staffing

Ms. Lashua discussed the current staffing, noting that the unit was almost completely staffed. An Employment and Training Counselor has been hired (filling Ruth Narrow’s position). The only opening at this time is the Employment and Training Counselor position that Pam Lewis recently retired from. The multi-step process to fill that position has started.

Review of SYEP ‘21

Ms. Lashua informed the Board that the Summer Youth Employment Program has concluded and that there were 82 youth participants. Ms. Lashua pointed out that there were 42 jobsites utilized, and participants included 30 youth with disabilities, and 6 Foster Care Youth. In addition, three incentives were built into the program to include incentives for attendance, attending Connections Program (leadership development), and positive evaluations. Many of the youth participants extended their work experience an additional 1 to 2 weeks. Upon completion of the program, youth participants were given “care packages” that included personal hygiene products and school supplies along with a fire proof/water proof portfolio to keep their important papers secure.

**STAFF REPORTS:**

Fiscal Manager/Title I

Ms. Taylor submitted her report to the Board for their review. She informed the Board that St. Lawrence County was one of the few Workforce Development areas that hit the 80% spending benchmark in each funding stream. She discussed the upcoming Fiscal Monitoring that is being conducted remotely will begin on 9/20/21 and is expected to last 4 weeks. Our area is one of the first areas to be monitored in this fashion. Ms. Taylor stated that the TET funding will be spent out by the end of September.

One-Stop Network Operator

Mr. Fetcie submitted his report for Board review. He explained that the Partners will continue to meet monthly via ZOOM. He gave a brief breakdown for partner staffing at the One Stop Career Center. He informed the Board that the CDL program through the Crest Center has a timeline of September 29th in which the participants must be vaccinated, or they are dropped from the program. Mr. Evans spoke about some new offerings geared toward employers to include Computer Skills for the Workplace, Math for Industry, and a two day class in Excel (Day 1: Formulas, Day 2: Charts & Graphs). Mr. Evans also spoke about the Acces-VR Title IV program not being run through the Adult Education Department. This will allow them to hire job developers and case managers.

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

**NEXT MEETING:**

January 12, 2022 (location to be determined)

**ADJOURNMENT:**

Mr. McDougall moved/Ms. Caswell seconded that the meeting be adjourned at 8:47 a.m. by unanimous consent.