

**Saratoga-Warren-Washington Workforce Development Board
Meeting Minutes
December 6, 2016**

**The Tower
333 Glen Street
Glens Falls, NY 12801**

Attendees: Barbara Arisohn, Kyle Brock, Greg Chanese, Penny Hill, Doug Leavens, Ann Luby, Mike Munter, Peg Murphy, Laura Oswald, Michael Perez, Tracey Riley, Joe Serafini, Martin Vanags, John Wheatley, Diane Wildey,

Guests: Nancy Bell, Kevin Brassler, Lou Buck, Dave Conroe, Dan Cullen, Chris Hunsinger, Lisa Scaccia, Bill Resse, Jim Ross, Shelby Schneider, Leza Wood, Maureen Sager, Nikki Pierre

Meeting was called to order by Chairman Peg Murphy at 8:00 a.m.

1. Welcome & Introductions: Peg Murphy

Peg welcomed everyone and announced Tori Riley of the ARCC as a new member

2. Approval of Minutes: Peg Murphy

Motion: Doug Leavens

Second: Diane Wildey

Approved: unanimously

3. Executive Committee Report Peg Murphy

a. Peg reviewed the November 16, 2016 executive committee meeting. Key items discussed included the following:

- i. Memorandum of Understanding (MOU) between identified partner agencies, county CEOs and the board – plan to develop by 7/1/17 deadline.
- ii. Options for one stop operator selection for 7/1/17 deadline
- iii. Federal requirements for branding of the local workforce system and career centers eff. 11/17 for digital materials and eff. 7/1/17 for additional newly printed/created materials. Should use “American Job Center” or “A Proud Partner of the American Job Center Network”.
- iv. Reviewed results of the board’s 11/9/16 job fair and employer panel. There were 138 attendees with 23 registered businesses and 20 attending.
- v. Also reviewed factors to consider for future center certification process, reviewed board resolutions and financial report, and reviewed guidelines for selecting providers of WIOA adult, dislocated worker and youth services.

b. Resolutions Requested (see attached)

i. Designation of local grant recipient/sub-recipients as E&T services provider

Motion: Doug Leavens
Second: Penny Hill
Approved: unanimously

ii. Designation of Youth Program Operator

Motion: Doug Leavens
Second: Penny Hill
Approved: unanimously

iii. Permission to Proceed with Initial Steps for One-Stop Operator Selection

Motion: Doug Leavens
Second: Penny Hill
Abstain: Ann Luby
Approved: Unanimously

4. Presentation: Upstate Alliance for a Creative Economy Maureen Sager, Project Director

Ms. Sager began her presentation by describing the “creative economy” as being a way of doing business characterized by individuals working together and working inclusively. She estimated that 31,000 jobs currently existed in the Greater Capital Region’s “creative economy” covering such industries as the performing arts, craft brewing, Air B&B and the food industry. She anticipates that approximately 20-30% of the modern workforce ultimately would be engaged in “creative” occupations.

Dan Cullen from the Workforce Development institute (WDI) handed out a comic book developed expressly for young people as a way to introduce them to and promote the great variety of occupations which exist in the “creative economy.”

5. Presentation: SkillUp America – Career Pathways Portal Nikki Pierre, Consultant New York Wired

Ms. Pierre described New York Wired’s initiative undertaken in collaboration with the Capital Region’s four regional Workforce Development Boards. “SkillUp” is intended to assist employers in their efforts to recruit new employees by matching job openings with qualified candidates using the online Metrix Learning System. The system features over 8,000 courses providing skills training, skill upgrades, professional development, assessment, a portal for career pathways and unlimited access to licenses to distribute by the career centers.

Bill Resse added that we had coordinated a presentation of this new initiative in November to various workforce partner agencies to identify interest in making this service available to their clients. The career centers will be following up with those agencies to determine interest and the appropriate steps to take. A similar effort will be made with a couple of business sectors as well. The center directors also commented on the value of the services provided through this service. We will continue to update the board on the progress of this initiative.

6. Update on WIOA Implementation and Board/Center Activities

Bill Resse indicated that over the course of 2017, WDB staff would be working on finalizing the WIOA implementation requirements as well as continue to work on the newly acquired regional manufacturing sector grant to identify key needed manufacturing skills, training opportunities, career pathways model and more. We will continue with the NY Wired –Skill up America project, issue a RFP for a new website and implement, considering the possibility of planning a pre-manufacturing training program as had been done with the Adult Machine Tool Technology training program, and implement the board’s goal of implementing a workforce planning team comprised of education, economic development, and business and workforce agencies to initiate a business sector approach to addressing local workforce needs.

Dave Conroe shared information regarding the Hudson Falls GE facility which has now been shuttered. 68 former GE employees have been processed through the Washington County One-Stop career Center. Dave will provide a written overview report by the next meeting.

Chris Hunsinger briefly discussed the very successful board Job Fair which was staged at 333 Glen Street on November 9th and operated in conjunction with the career centers. He attributed much of the event’s success to the extensive advertising conducted to promote the Job Fair. Chris also advised the board that the Warren County One-Stop career Center was seeing an increase in the number of hard to serve customers many of whom have only a limited facility with computers.

7. Labor Market Update

Jim Ross NYS DOL Labor Market Analyst

Jim provided the following comments:

- The Current Employment Statistics (CES) over the previous 6 months for the 3 county area had improved showing some acceleration in job growth - mainly in Saratoga County but the Glens Falls MSA has also improved.
- The metropolitan NYC area unemployment rate showed an increase while the unemployment rate in Upstate NY was reasonably flat while.
- The population in Upstate NY was declining and the overall population was aging. In some areas, there are labor force shortages. The labor force will limit the economy primarily because many individuals looking for jobs don’t have the requisite skills to fill in demand positions.

8. Board Member Comments

Bill Resse indicated that over the course of 2017, WDB staff would be looking at and considering the need for and the possibility of establishing a pre-manufacturing training program. As had been done with the Adult Machine Tool Technology training program, the region’s employers would play a significant role in this initiative from needs determination to the development of the program.

Ann Luby advised the board that Momentive’s plant in Waterford was still on strike with no new offers on the table. She further added that employees had to be out of work for 7 weeks before they could file for unemployment insurance.

Peg Murphy extended a “thank you” to the members of the WDB for their involvement.

Adjournment: The meeting was adjourned at 10:00 a.m. on a motion made by Diane Wildey and seconded by Doug Leavens.

SWW WDB Resolution Requests
12.6.16

A. Designation of local grant recipients/sub-recipients as E&T service providers
Whereas, the final Workforce Innovation and Opportunity Act (WIOA) federal regulations stipulate that the local Workforce Development Board (WDB) may authorize the local grant recipient to provide Title I adult and dislocated worker employment and training services (career services and access to training services) directly or may competitively procure such services, be it

Resolved, that the SWW WDB subject to WIOA regulations, authorizes Saratoga County, acting as grant recipient, and any designated sub grant recipients identified in the local multi-jurisdictional agreement approved by the NYS Dept. of Labor to directly provide WIOA Title I adult and dislocated worker employment and training services through local WDB authorized career centers.

B. Designation of youth program operator
Whereas, the August 2016 final Workforce Innovation and Opportunity Act (WIOA) federal regulations now stipulate that the local Workforce Development Board (WDB) may authorize the local grant recipient to provide required youth service program elements directly and that those elements not provided directly will continue to be competitively procured, be it

Resolved, that effective 7/1/17 and subject to WIOA regulations, the SWW WDB authorizes Saratoga County, acting as grant recipient, and any designated sub grant recipients identified in the local multi-jurisdictional agreement approved by the NYS Dept. of Labor to directly provide WIOA youth service elements with any elements not directly provided by such recipients to be competitively procured per NYS DOL guidance and applicable procurement guidelines.

C. Permission to proceed with initial steps for one stop operator selection process
Whereas, the final Workforce Innovation and Opportunity Act (WIOA) federal regulations now stipulate that the local Workforce Development Board (WDB) must competitively select a one stop operator which is defined as minimally coordinating partner agency services with in the center but may include additional roles as well and that such operator must be in place eff. 7/1/17, be it

Resolved, that the SWW WDB subject to WIOA regulations and NYS DOL guidance, authorizes the WDB executive committee to proceed with development of a selection process and taking any necessary steps for proceeding with such selection subject to final board approval prior to the award of an operator. Such process may or may not involve identifying a financial amount to allocate for said operator and will need to be in compliance with Saratoga County procurement guidelines.