

**Saratoga-Warren-Washington Workforce Investment Board  
Meeting Minutes  
April 10, 2019  
Travelers Building  
333 Glen Street, Glens Falls, NY 12801 – Second Floor**

**Board Members Attending:** Scott Brazie, Corbin Daugherty, Leslie Dorsey, Mark Fish, John Herrick, Mike Munter, Peg Murphy, Turina Parker, Elizabeth Parsons, Mike Perez, Caelynn Prylo, Tracey Riley, Shelby Schneider, Joe Serafini, Wendy Skawinski, Dona Stone, John Wheatley

**Guests:** Claire Murphy, MaryClare Crandall, Chris Hunsinger, Kathy Albert, Ryan VanAmburgh, Jen McCloskey, Kim Wegner, Ben Driscoll

**Staff:** Doug Leavens, Pam Kaiser

**Meeting was called to order by Chairman Mike Perez at 8:15**

**1. Welcome and New Member Introductions (10 of 14 WIOA Responsibilities)**

Mike introduced Wendy Skawinski who replaces Ann Luby (retired) as the Department of Labor's (DOL) designee to the Board. Wendy is the DOL manager for our 3 county area and is typically located in the Warren Career Center.

**2. Approval: Minutes**

**a. October 24 & December 12, 2018 meetings**

*\* Motion to Accept: Corbin Daugherty ; Seconded: Peg Murphy (Motion Carried).*

Board action was needed to approve the minutes of the October 24 meeting since we did not have a quorum on December 12, and also for the December 12 meeting (the February 12 meeting was cancelled due to inclement weather.

**3. WIOA 1 & 8 - Executive Director Items:**

**a. WDB "Road Map" – Relationship of WDB to Career Centers**

Tabled until the June meeting due to technology-related issues.

**b. System Updates: Job Posting Protocol, WDB Re-Certification, Bylaw approval, Job Discovery, Dave Conroe Retirement.**

Doug briefed the Board accordingly. (1) The Management Team has created a draft job posting protocol in response to a question raised at the December Board meeting that we were unable to fully answer at the time, about how jobs are posted in the Career Centers. As a result, the intent of the protocol is to document how jobs are posted area-wide within and among the three Centers. A draft will be made available at the next Board meeting. (2) The Board has been recertified by the DOL. (3) As of 1/28/19, the County Executive Officers in the 3 counties have officially concurred with the Board's bylaws. (3) Job Discovery was held on April 3<sup>rd</sup> at SUNY

Adirondack. (4) The retirement on April 5<sup>th</sup> of Washington County Career Center's Director, Dave Conroe, was acknowledged, as was Dave's service to the system. In about a month, the new director will be announced by LEAP.

**4. WIOA 3, 4, 5, 6, 12 - Program Presentations:**

**a. Career Jam Presentation**

Career Jam is one example of an important event that represents the core of what this workforce system is about. Kim Wegner (BOCES), Ryan VanAmburg (SEDC) and Board member Peg Murphy representing the 3 core partner agency key players who orchestrated the event, provided an update about the second Career Jam event this past October. The Board received an account of the work done to prepare for the event, some data that helps depict the effectiveness of the initiative and an overall sense of how this event is perceived by students and participating School Districts. Discussion that followed included the following points. Word of mouth and positive reviews has been helping to build momentum and as a result, attendance increased from 800 in the first year to 1700 students in the second year. Connecting to schools and/or PTAs and getting parents involved was discussed. Board member Mark Fish, Superintendent of Greenwich, reported that Career Jam was very much on the radar for Greenwich and other area school districts by year two, unlike year one, which would account for a large increase in attendance. Board members emphasized the importance of measuring outcome and discussed best methods to collect such data. Increasing participation on the planning team by Board members, community college representatives, etc. was suggested as one way to strengthen the planning team and a broader collaborative effort.

**5. WIOA 4 & 8 - Board discussion – Identifying System Business Services**

As part of an ongoing initiative to have full Board discussions to get ideas from members about services and priorities deserving focus, the topic of Business Services was addressed. The following concepts were identified, and will be prioritized so the best ideas can be worked on and added to our regional services.

**Business Services Brainstorm**

- Outreach (Centers will plan to actively promote current business service offerings to the business community.)
- Transportation System (Participate in efforts to find area-wide solutions to transportation barriers experienced by a large number of individuals who seek to go to work and work-related activities such as training.)
- Incentive Program Assistance (Build platform to assist businesses in navigating the complexity of the variety of incentive programs and business services, for example, tax credits.)
- Training (Develop training and support approach for businesses who seek to expand hiring of persons from non-traditional populations.)

- Support Business Access to a Diverse Applicant Pool (Offer businesses a focused way to connect with potential applicants in ways that augment conventional methods of communicating career opportunities, for example, Veteran programs or disability advocacy groups.)
- Assist Businesses to Create their Own Outreach Programs (Help businesses seeking to connect with students, recent graduates and other potential candidates to develop in-house outreach programs to connect with emerging job candidates.)
- Career Centers will provide a single point of access to multiple resources for Businesses seeking assistance.

**6. WIOA 4 & 11 - Executive/Connections Team: - (Mike Perez)**

**a. By-Laws - CEO Approval and Update**

*\* Motion to Approve: John Herrick; Seconded: Peg Murphy (Motion Carried).*

The Connections Team previously took action on this time-sensitive item, as allowed by the bylaws, and made the following recommendations. Bylaws pertaining to Connections Team (executive) membership were reviewed by the Connections Team, and changes were recommended for succession planning purposes. The proposed amendment removed constraints on committee membership, thereby allowing for Team members to be selected from veteran Board members who bring institutional memory to the Connections Team.

**b. Partner Operator Position**

*\* Motion to Approve: Peg Murphy; Seconded: Corbin Daugherty (Motion Carried).*

The Connections Team previously took action on this time-sensitive item, as allowed by the bylaws, and made the following recommendations. With the resignation of Leeza Wood as far back as July 2018, the board needed to approve a new operator for that position. The Connections Team recommended to the Board the approval of Lisa Sciacca for that position beginning on 3/27/19 (as per date of approval by the Connections Team) and terminating on 6/30/19.

**7. WIOA 8, 9, 11, 13 - Center Activities**

**a. Youth Services Procurement**

*\* Motion to Approve: John Herrick; Seconded: Corbin Daugherty (Motion Carried).*

The Connections Team previously took action on this time-sensitive item, as allowed by the bylaws, and made the following recommendations. The current prevailing youth services contracts between the Centers and BOCES and the Council for Prevention for PY18 are recommended for Board approval.

**b. Center Budgets for PY18**

*\* Motion to Approve: Peg Murphy; Seconded: Joe Serafini (Motion Carried).*

The Connections Team previously took action on this time-sensitive item, as allowed by the bylaws, and made the following recommendations. Of the Board's 14 areas

of responsibilities, several are connected to overseeing budgets and resources, primarily #9 “appropriate use/management of program funds”. The Connections Team, whose work plan in part focuses on system budgets including Career Centers, has reviewed the 3 Center budgets on behalf of the full board. The Connections Team recommended that the full Board approve the Center budgets accordingly.

**8. WIOA 3, 8, 9, 13 - Team Progress Reports**

**Focus of Discussion Points:**

- a. Connections Team Scope of work**
- b. Fiscal Health of the System**

The Board is periodically apprised of the work happening within the various Teams to be aware of the activities and products that are produced so that the full Board understands all aspects of the system. The Connections Team which has several distinct responsibilities was reviewed. Over the past 9 months, this Team focused on establishing a renewed Board agenda, monitoring the work of the other 2 Teams and discussing larger, more strategic elements of the work plan associated with this Team. Two major items were discussed: (1) a status report on the Connections Team work plan elements & the establishment of refined priorities for the Team to work toward and (2) an initiative to study the “Fiscal Health of our System” to be sure we are capable of achieving our priorities and strategically use fiscal information as the basis for addressing service gaps in our system.

**9. WIOA 3 - Board Member Comments**

Members shared comments and updates about their organizations, news and workforce-related topics that would potentially impact the area system and our collective work. Mike commented that job openings have tripled in six months at SI Group. Leslie reported that Bank of America has announced tellers will be paid \$20 hourly. Members discussed new mandate for hourly workers to receive up to three hours paid time off to vote. Turina announced a job fair on May 29<sup>th</sup> at the BOCES Hudson Falls location, as well as a new entry level office technology program at the BOCES Saratoga location. Caelynn announced the C5 Initiative’s Earn and Learn pilot program. Corbin asked whether there is a role for this board in the C5 Initiative, or a role for the Career Centers to play in getting people referred into the Earn and Learn pilot. Shelby announced the Saratoga County Manufacturing Index event to be held April 17<sup>th</sup> at the Gideon Putnam Hotel would feature panelists from Global Foundries, Quad Graphics and Espey.

**10. Adjournment**

**Meeting was adjourned at 10:07 a.m.**