



SWW Workforce Development Board

Meeting Minutes

of Wednesday, March 29, 2023 Meeting at QUAD, Saratoga Springs NY

thejoblink.org

BOARD MEMBERS PRESENT: Scot Chamberlain, Gary Dake, Dan Dudley, Doug Ford, Kathy LaFond, Tara McCaughey, Elizabeth Miller, Zack Moore, Michael Mastropietro, Mike Munter, Laura Oswald, Turina Parker, Dominick Patrignani, Michael Prime, Tracey Riley, Tricia Rogers, Matthew Rose, Mary Ann Spiezio, Wendy Skawinski, Mark Stratton, Ryan Van Amburgh, John Wheatley. (22)

EXCUSED: Ash Anand, Scott Brazie, Maureen Grabowski, Patricia Klimkewicz, Chris Koval, Joe Serafini (6)

GUESTS: Jen McCloskey (*Saratoga County Career Center*), Liza Ochsendorf (*Warren County Career Center*), Mike Graney (*Warren County Career Center/NEW Student to Careers Development Specialist*) Roberta Davis (*Washington County Career Center*), Dan Paris (*NYSDOL Apprenticeship Training*), Robin Cooper (*Albany Business Review*), Paige Foote (*Maplewood Ice Company*) (7)

STAFF: Gretchen Steffan, Executive Director

Welcome & Introductions of WDB Members, Honored Guests and Staff by Chairman Munter.

1. Approval of February 3rd Meeting Minutes - Action Item

Motion to Approve: by Gary Dake **Second:** Dominick Patrignani,
Discussion: None; **Vote:** Approved unanimously.

2. Approval of RFP for SWW – Branding, Website & Social Media

Motion to Approve: by MaryAnn Spiezio **Second:** Doug Ford
Discussion: None; **Vote:** Approved unanimously.

3. Presentation - One Stop System Operator Introduction of Zoe Vandermeulen of Action

Collaboration. Ms. Vandermeulen provided an overview of the One Stop Operator function, current clients and experience across the NYS workforce development board system, target time windows for our work and reporting plans for work outcomes for the SWW LWDA.

4. Presentation by Max Schelkopf on Engage-by-Cell Technology...

5. Approval Engage-by-Cell Technology Purchase & Implementation - Action Item

Motion to Approve: by Elizabeth Miller **Second:** Dan Dudley
Discussion: None; **Vote:** Approved unanimously.

6. Presentation by Daniel Paris, Apprentice Training Representative of the NYSDOL-Division of Employment & Workforce Solutions...Mr. Paris provided an overview of Registered Apprenticeship, which includes on-the-job training, related instruction, conducted by employer/sponsors using industry-specific standard training outlines. This work results in becoming a full-time employee, that produces high quality work, has an increasing scale of wages, that attends a minimum of 144 hours of related instruction per year, and operates under close supervision of a skilled worker. Once these criteria are achieved the apprentice receives a NYS Certificate of Completion. The benefits for business are a highly skilled workforce, thoroughly trained and working at



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increased levels of efficiency and productivity. Employee benefits include learning skills that can be used throughout a lifetime, earning a salary while being trained, increase salary levels as skills grow, upon completion have little-to-no student debt, and earn a credential from NYS upon graduation to qualify for highly coveted career opportunities. Mr. Paris educated the group on how to become a sponsor of a NYS Registered Apprenticeship Program, Funding options, and available NYS tax credits. The NYSDOL Apprenticeship Training staff can provide free-of-charge details and technical assistance on setting up apprenticeship training programs, which can help build a steady supply of competent workers because employers have invested in their future by training them in-house.

7. Information Exchange – School Counselor Activity... Tara McCaughey of Global Foundries and Doug Ford of Curtis Lumber discussed their recent interactions with local school counselors. **Ms. McCaughey recently met with 50 school counselors to discuss apprenticeship opportunities at GlobalFoundries within the Semiconductor industry.** Manufacturers have a variety of opportunities for graduating students and provide options that may or may not include college, which was helpful for school counselors to know. **Mr. Ford described the Workforce Development Coalition event on March 3rd at WSWHE BOCES for 86 School Counselors to educate and inform on jobs within the Construction Trades,** with various speakers and a takeaway reference guide, which includes businesses, job opportunities, internships, scholarships available and resources for those interested in a career in the trades. The group was provided with salary expectations for these trades, along with the plethora of opportunities available in our region, with a degree, without a degree or without college debt. Now the school counselors have additional information and tools, to help them, help our youth make better informed career decisions. He added, our WBD group process is bringing divergent voices and organizations together that are working together to bring businesses, schools, students and their parents together toward common purpose.

8. Committee Updates

- a. Mike Munter reported that the **Executive Committee** met with Gretchen on March 15th about compliance issues, the upcoming MOU, Local Plan Update, Board Membership Status, Program & Fiscal Monitoring, Virtual Reality Technology, Cell Engagement Technology, Board Effect implementation, status of the One Stop System Operator, Career Center Operations, Budget, Website Redevelopment & WDB/System Rebranding, Committee Progress, and our Board agenda. Gretchen will expand upon later in the agenda.
- b. The **Youth Committee** report by Mark Stratton, Committee Chair. Our 2nd meeting was March 22nd and we added 4 new members, Mike Graney the new Warren County Student to Careers Development Specialist, Adrienne Snow the Coordinator of Early College High School Programs from the Ballston Spa School District, Leah Breeyear the Program Specialist from the Warren & Washington County Youth Bureau and Kimberly Manney the new Youth Counselor at the Washington County Career Center. We learned about the Summer Youth Employment Program (SYEP) and the details of curriculum elements. We learned about the Workforce Development Coalition that started at Curtis Lumber, and a March 3rd meeting at BOCES with 86 School Counselors in attendance to provide an overview on employment opportunities in the trades. We discussed other agencies that would add value to our group and identified GF Youth Center, Big Brothers/Big Sisters, Probation Departments, and perhaps someone from the Mental Health field. We explored curriculum



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development on the 5 elements we identified in January to build up youth. The group discussed how integrate this curriculum into our school systems, and how to get better parental involvement in career selection for youth. We discussed a mechanism through BOCES to help our Career Center Youth Counselors provide incremental assistance to districts in SWW. Lastly, we discussed Job Fair and Career Fair models.

- c. The **Business Needs Committee** report by Gary Dake. We're always going back trying to prioritize, what are the issues we need to get to first. Right now, we're really focusing on childcare. There are tons of anecdotal information, but we need to break the problem down because you have large daycare providers, small daycare providers, and many unregistered daycare providers in people's homes that aren't even in the data anywhere. So, we've got to break it down a little bit more, and ensure we have sound data. We continue to monitor what's happening with QUAD, and whether the concentration of employers in the Saratoga Industrial Park is enough critical mass to have a corporate sponsored daycare. Is there another replicable model outside our area that we can learn from? We're also working on **transportation**. The whole WDB heard from CDTA here in February. So, we're trying to figure out how to proceed. The Lake Champlain Lake George, Regional Transportation study is still being put together. We're keeping an eye on that and particularly Gretchen and I are looking at the exit 16 and exit 17 corridors. If we can get together with some employers in that area and get enough support for a bus route to come over the mountain from Corinth, that would be a great pathway for people to be able to get employment. We talked about **trades** too. We're going to spend some more time on apprenticeships, and we've had some recent conversations about **broadband**. We've learned a lot about broadband mapping, and know there are many broadband-related jobs coming to our area. There are currently discrepancies in the Federal mapping process, which affects funding. There will be broadband jobs here, but we aren't sure quite how they need to be filled, and where they're going to be, but we're keeping a very close eye on that one. We also have to keep our eye on the whole **machine tool industry**. In our discussions we must distinguish between CNC Machining vs Manual Machining. The number of employees needed in the process are very different. With CNC machining, a trained individual can operate several machines at once. With manual machining, there needs to be one technician per machine. Our area has a significant industry cluster and we need more employees as there are many upcoming retirements in this field. We're trying to figure out how we want to attack that.
- d. **Resource & Development** Committee report by Gretchen Steffan for Ash Anand. The Center Directors provided an operational overview to the committees, detailing activity for SYEP, EMT 2023, Job Fairs at regional schools and their work with SAIL (*Southern Adirondack Independent Living Center*) for the Disabled and A4TD (*Associates for Training and Development*) for Seniors. **Advocacy & Youth Committee Support Crossed Over...**Suggestions included: *Credits for working with technology instructors to obtain a Certificate in Technology. Have students take 1 CTE program before graduation. Expanding CTE availability. Perhaps utilizing study halls and repurposing that time to career development. LPN and CNA could be a 1-year program with clinical experience. Phlebotomy, Medical Assistant, EMT and Paramedic too. An accelerated nursing program can work if students are 17 and will be 18 when they complete the program so they can be licensed. Many students don't know what they want to do. If so, have them do internships and explore career options. A flex option for students, like the New Visions Program, which is 1 year. Does it need to be 1 year? Perhaps a summer program, in-person, so students can visualize themselves*



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there. More options for shorter bites for information. *Perhaps a pilot for an experiential learning opportunity for industries vs companies.* Perhaps 100 students, broken down to 20 per company to experience what it's like to work there. Some Youth Committee crossover here. **Financial Literacy RFP...** Target audience is kids and adults. Need to provide information in manageable bites and basic. *Looking at the Ever-Fi product, which seems to fit our needs, and provides financial education curriculums for students in grades 4 through 12. Each program offers a range of scenario-based activities, allowing students to engage.* We will explore further... **WDB Benchmarking...** Some suggestions we are already in-process to integrate into our system. like Branding, Media Relations, Social Media and a communication strategy. There is amazing work being done in the NYS systems, and we need to share our story. Perhaps with an Annual Report, being involved in the Economic Development realm, or meeting more frequently than every other month. Perhaps teaming up with another WDB to share a compliance officer. **WDB Engagement with Office of New Americans...** We are gathering information to assess next steps for WDB endeavors with refugee and immigrant populations.

9. Center's Operations Report by Roberta Davis (Washington County Career Center) for all 3 Centers. All centers are prepping for SYEP (*Summer Youth Employment Program*), contacting school counselors, students, parents, adding worksites, getting applications finished and processing them across the three counties. All Centers are receiving ITA's (*training sponsorship requests*), and are busy with wrapping Youth GED (*General Educational Development*) programs. The GED candidates are having trouble with testing scheduling to complete their program, which is a systemic problem within NYSED. A number of Job Fairs will be completed in April and to date have been well attended and successful in bringing employers and potential employees together.

10. WDB Operations Update Gretchen Steffan reported on upcoming WIOA compliance on the MOU, the Local & Regional Plan Update, EO Quarterly Reporting, Board Membership reporting, Monitoring, One Stop System Operator implementation, Grant Reports, NYSDOL Meetings, Policy Development, Career Center Service Delivery, Committee Progress, Board Meeting Agendas/Minutes/Website/Meeting Postings. NYATEP Advocacy in Albany on 3/21, advocating for Income Disregard legislation. Supporting SUNY Schenectady P4P Grant (*ESD*). REDC meetings. NYSDOL will be allocating 5 Transfr-VR headsets to SWW WDB, and training is upcoming.

11. Additional Opportunity for Board Member Announcements / Comments...None...

12. Adjournment at 10:00 am

Motion to Adjourn: by Dominick Patrignani Second: Doug Ford

Discussion: None; **Vote:** Approved unanimously.

Next SWW WDB Meeting Wednesday, May 24, 2023 at QUAD in Saratoga from 8–10 am