

**Saratoga-Warren-Washington Workforce Investment Board  
Meeting Minutes  
April 5, 2017**

**Saratoga Bridges Administrative Offices  
16 Saratoga Bridges Blvd.  
Ballston Spa, New York 12020**

**Attendees:** Barbara Arisohn, Kyle Brock, Greg Chanese, Corbin Daugherty, Mark Fish, John Herrick, Penny Hill, Doug Leavens, Ann Luby, Mike Munter, Laura Oswald, Elizabeth Parsons, Dominic Patrignani, Michael Perez, Tracey Riley, Joe Serafini, John Wheatley, Diane Wildey, Karen Winne

**Guests:** Edmund Applegate, Nancy Bell, Kevin Brassler, Lou Buck, Roberta Davis, Kim Haviland, Chris Hunsinger, Caelyn Prylo, Bill Resse, Jim Ross, Lisa Scaccia, Shelby Schneider, Robert Smith, Michelle Waite, Leza Wood,

**Meeting was called to order by Vice Chairman Mike Perez at 8:03 a.m.**

1. **Welcome & Introductions:** Mike Perez
  
2. **Approval of Minutes:** Motion to Approve: Dour Leavens/Laura Oswald  
Seconded: Penny Hill
  
3. **Executive Committee** Mike Perez
  - a. **Executive Committee Report**
    - Kevin Brassler, Retention & Acquisition Manager at Quad Graphics will be appointed to the WDB
    - Shelby Schneider will replace Marty Vanags as a WDB member from Saratoga County
    - Warren County is in the process of identifying a new WDB member to replace Vandra Dagles who tendered her resignation.
    - Bill Resse reviewed the on-going efforts with developing the MOU and implementing the process for securing a One-Stop Operator as required under WIOA legislation. Also the newly required need for agreements with the career center service providers and new branding to be used by all partner agencies.
    - Reviewed the expenditure reports & status
    - Reviewed a draft of the WDB's operating budget for 2017-2018 noting that the proposed budget is less by \$100 than the current year and includes \$2,400 to support the One-Stop Operator with the position to be in place by July 1, 2017. The budget will be approved by the 3 county CEOs and adopted by the WDB at the June 2017 meeting.
    - Bill alerted the WDB to the potential for a reduction in WIOA funding for the coming year which will adversely impact training further adding that future projections are not promising.

- Lisa Scaccia mentioned that, as a result of the looming budget cuts, she has brought some programming in-house (Youth Program) and eliminated one staff member. She is also told counselors to encourage One-Stop clients to consider other sources of funding.
- Chris Hunsinger indicated that he has leveraged funds from other sources including a grant from the AHEC to support CAN & LPN training.

4. **Presentation: SUNY Adirondack Business Central**      **Michelle Waite, Coordinator of Career Connections**

Ms. Waite shared an overview of the “College Central Network which serves as a “one stop” resource where:

- employers can post job opportunities and students can post their resumes
- the College can list upcoming activities and events
- consortium of 18 colleges

5. **Update on WIOA Implementation and Board/Center Activities**      **Bill Resse**

Bill provided a summary of the required functions of a WDB and the requisite steps for implementing the provisions of WIOA.

- **Memorandum of Understanding (MOU)**

**Part I:** a narrative intended to outline and define the role of and the interaction between the WDB and its federally funded partners to be in place by July, 1 2017.

**Part II:** specifies the financial obligations of each partner to be finalized by the end of 2017.

The focus of the MOU will be on the accessibility to the workforce system both programmatically and physically.

- **One-Stop Operator**

The operator of the One-Stop Career Centers will be responsible for ensuring that the mandated partners identified in the MOU are providing the services outlined in the MOU. The operator will also be required to meet periodically with all the partners to review and discuss ways to potentially improve the “collaboration and coordination” in the delivery of services programmatically and physically for both job seekers and businesses.

A procurement document is being developed for the purpose of issuing an RFP to potential operators and is due to be completed by July 1, 2017.

- By July 1, 2017, both an Adult and Youth Service agreement is expected to be completed.
- The Career Center certification process has to be approved by the WDB with the actual process carried out by the WDB’s Workforce Resource and Development Committee on an ongoing basis.
- RFPs for the WDB’s new website are in the process of being evaluated and scored.
- Policy reviews will be developed over the next few months.
- Work will begin on the Regional Plan and local workforce plans over the course of this year per forthcoming state guidance.

## 6. Board Member Spotlight Leonard Bus Sales, Inc.

### **Corbin Daugherty, HR Manager**

With the benefit of a corporate video, Corbin gave a quite interesting presentation on his new employer. During his presentation, Corbin drew particular attention to the fact that he was experiencing great difficulty hiring qualified people most notably with the skill set required for diesel service technicians. Greatest difficulty happened to be in Leonard Bus operations in Middletown and Garden Park.

## 7. Update on Board Operations/Center Activities

### **Board Operations: Bill Resse**

- **MOU Meetings:** The first meeting with mandated partners was held on March 28<sup>th</sup>. Future meetings will be scheduled to further detail the agreement provisions with the submission process occurring in May.
- **Craft Brew Training:** Board staff and the One-Stop Career Centers participated in the 3<sup>rd</sup> round of this employer driven program that was initially developed as a partnership between local commercial brewers, S'tdy Community College and the SWW Workforce Board with other area workforce boards joining the initiative. The centers provided tuition funding to qualified candidates and assisted with referral and screening of candidates .
- **Manufacturing Sector Grant:** The SWWWDB has collaborated with the Columbia Greene WDB and the Capital Region WDB on a Manufacturing Sector Grant receiving \$50,000 in grant funding. Due to be completed by July 1<sup>st</sup>, the focus of the grant is on identifying skills gaps in individuals entering manufacturing jobs, training which could address these skills gaps, any skills which could be transferable to positions in Advanced Manufacturing and the development of a career path template which could be used by employers as a career awareness tool for recruitment purposes.
- **ELearning:** NY Wired will be making a presentation in May to healthcare organizations on their Metrix Learning System which can be used for recruitment and screening and to address entry level employment assessment and training.
- WDB staff has discussed collaborating with Saratoga Prosperity Partnership on use of their Customer Relationship Management software
- **Momentive Performance Materials:** A shout out was given in support of WDB member Dominic Patrignani for the yeoman's service he was providing his union members during the protracted strike at the company's Waterford facility.

### **Board Operations: Lou Buck**

- Lou provided an update on the Adult Machine Tool Technology training program informing board members that of the 12 students who began the program in October, 11 students would be completing the training 5 of whom have already secured gainful employment with area machine shops. A graduation ceremony and reception is scheduled to be held at BOCES on May 9<sup>th</sup>. Doug Leavens Doug commented that other industries would be considered for replication of the model used to develop the AMTT.

### **Career Centers**

#### **Washington County**

- Roberta informed board members that she had met with 75 GE employees. 16 individuals have completed training under the Trade Act and 10 will complete their

training in June. On the topic of layoffs, Mike Perez mentioned that GE has laid off employees at the company's operations in Niskayuna. Ann Luby commented that a number of these employees happened to be engineering PhDs as GE changed its emphasis with regard to R&D.

#### **Warren County**

- Chris Hunsinger recapped the annual March "Job Discovery" job fair which drew 80 regional businesses and 300 job seekers to the SUNY Adirondack campus. He also indicated that the Career Center was collaborating with the Lake George Chamber of Commerce on a job fair to be held in Lake George in May specifically for the hospitality industry.

#### **Saratoga County**

- Lisa Scaccia said Center staff were gearing up for the Summer Youth Program and had already begun recruiting students. She also mentioned that staff were providing Metrix ELearning licenses to the Saratoga DSS. Recruitment events to be staged in April and May. Training money would be on hold with the exception of providing training for veterans as well as disabled clients. The Center would help fund some of the \$3,000 individual training cap while encouraging clients to look elsewhere for funding to help cover the cost of training. An effort is being made to push Metrix learning with job seekers.

#### **Health Partnership Opportunity Program Grant (HPOG)**

**Diane Wildey, SUNY  
Adirondack**

Diane advised board members that the HPOG Grant was now in year # 2 with 3 years remaining. The grant targets TANF eligible individuals and provides education and training for entry level positions in the healthcare field.

#### **8. Labor Market Update**

**Jim Ross NYS DOL Labor Market Analyst**

Jim provided the following comments:

- End of the year revisions for 2016 showed employment growth in Glens Falls as well as Warren and Washington Counties.
- The unemployment rate declined in NYC while in Upstate NY the rate flat. The seasonally adjusted rate in Glens Falls was among the lowest in the state at 4.5%.
- The population in Warren & Washington Counties was declining while Saratoga and Albany Counties were both enjoying a growth in their populations.
- Jim concluded his presentation with the incisive comment: "Job numbers are good, unemployment is down but we are running out of people!"

#### **9. Board Member Comments**

**Laura Oswald** shared the comment that broadband providers are experiencing difficulty finding linemen. She also mentioned that Washington, D.C. is featuring a "Warriors for Wireless" training program targeting veterans while HVCC has a training lineman program specifically directed at National Grid.

**Adjournment:** The meeting was adjourned at 9:30 a.m. on a motion made by Diane Wildey and seconded by Elizabeth Parsons.