

**Saratoga-Warren-Washington Workforce Investment Board
Meeting Minutes
June 27, 2017**

**333 Glen Street - The Traveler's Building
Glens Falls, New York 12801**

Attendees: Barbara Arisohn, Kevin Brasser, Kyle Brock, Corbin Daugherty, Mark Fish, John Herrick, Penny Hill, Doug Leavens, Ann Luby, Peg Murphy, Laura Oswald, Elizabeth Parsons, Tori Riley, Tracey Riley, Shelby Schneider, Karen Winne

Guests: Ryan Van Amburgh, Edmund Applegate, Lou Buck, Kim Haviland, Chris Hunsinger, Caelyn Prylo, Bill Resse, Jim Ross, Lisa Scaccia, Robert Weinman

Meeting was called to order by board Chair Peg Murphy at 8:08 a.m.

1. Welcome & Introductions: Peg Murphy

**2. Approval of Minutes: Motion to Approve: Corbin Daugherty
Seconded: Barbara Arisohn**

3. Executive Committee Peg Murphy

a. Executive Committee Report

- Status of membership was reviewed with the following members stepping down from the SWWWDB: Vandra Daigles, Judy Kelley and Joe Serafini.
- The steps in the transition to WIOA were reviewed along with the time line for development and adoption of the MOU and Center Operator.
- The new branding for the One-Stop Career Centers and the WDBs "America's Job Center" was discussed.
- Reviewed the expenditure reports & status
- Reviewed a draft of the WDB's operating budget for 2017-2018. by July 1, 2017.
- 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.

b. Resolutions:

A. Approval of draft WDB Budget

- Motion to approve: John Herrick
- Second: Corbin Daugherty
- Approved unanimously

B. Transition Authority for Officers

- Motion to approve: Doug Leavens
- Seconded: Barbara Arisohn
- Approved unanimously

C. Modification of Previous Resolution for Service Providers

- Motion to approve: Shelby Schneider

- **Seconded: Laura Oswald**
- D. Approval of Youth Services Contract Extensions**
 - **Motion to approve: Laura Oswald**
 - **Seconded: Corbin Daugherty**
- E. Approval to Execute/Submit WIOA Planning and Transitional Documents and Agreements**
 - **Motion to approve: Doug Leavens**
 - **Seconded: Tori Riley**
 - **Approved unanimously**

6. Presentation: Career Jam Proposal

Ryan Vanamburgh, SEDC

Ryan shared very preliminary information about a “Career Jam” being proposed by SEDC for this 3 county region. Based upon a highly successful event staged last spring in Jefferson County, Career Jam is intended to give 8th and 9th grade students early exposure in their secondary school years to prospective job and career opportunities which exist in this region. Employers representing industry clusters across the region will provide “hands-on” activities designed to engage and give students an experiential introduction to various job opportunities which hopefully serve to pique their curiosity and interest. Ryan indicated that subsequent meetings will be held with key partners to confirm their interest in holding an inaugural Career Jam in this region and then begin discussing and planning the event.

4. Presentation: Adult Machine Tool Technology Training Program Lou Buck, et.al.

Lou introduced the presentation by providing a brief overview of the training program which covered its origins, development and employer involvement highlighting the key role play by area machine shops. He then introduced Jason Viele, the AMTT instructor, Ed Leonard, Shop Supervisor at Seeley Machine and Tim Hack, a recent AMTT graduate and machinist at Seeley Machine. Each of the presenters shared information from their individual perspectives about the training program. The presentation prompted a number of questions and comments followed by a lengthy follow up discussion.

5. Update on WIOA Implementation

Bill Resse shared information covering implementation of the WIOA legislation..

7. Update on board/Center Activities

a. Board Operations:

- Bill provided an update on the grant funded “**Pathways Project for Advanced Manufacturing**” advising the project was initiated with a SWOT analysis along with a survey of regional manufacturers including personal interviews intended to derive feedback covering employment needs and skills expectations for entry level employees. Both were conducted by the Center for Economic Growth(CEG) as Project Manager. Deliverables for the project include: curriculum for a pre-manufacturing training program, information to build awareness of the manufacturing industry particularly targeting younger

people and a “Career Ladder Pathway” model to be posted on the WDB website.

- Bill also discussed recent developments with **NY Wired**. Representatives from the company and Bill met with various organizations in the health care industry to share information about how their organizations could benefit from NY Wired’s on-line programs specifically developed for the health care industry. Bill cited as an example of the benefits which could be derived from industry specific programs involving a chemical engineer who successfully completed an on-line course on Project Management vs. traveling out of state to attend similar training.
- Bill concluded his comments by informing the WDB that a contractor has been identified and engaged to construct the WDB’s new website.

b. Center Directors

- Lisa Scaccia informed the WDB that 75 youths have been signed up for the Summer Youth Program with employment opportunities in both the profit and non-for-profit sectors. She also announced that a “Career Fair” would be staged on July 11th for much needed seasonal workers in Saratoga.
- Chris Hunsinger commented that outplacement efforts have been conducted for dislocated Genpak employees. He mentioned the Warren County Career Center participated in a hiring event held in April in Lake George as well as another in May held by the Lake George Chamber of Commerce. Additional job fairs were staged at 333 Glen Street on May 25th and at the same location with NYS DOL on June 12th. The Summer Youth Program has enrolled 44 youths.
- Dave Conroe shared the news that of the 5 staff members at the Washington County One-Stop, unfortunately 3 had been diagnosed cancer. Dave further advised that while Katie Foster has returned to work, highly respected and longtime counselor Carolyn Galloway sadly passed away in the spring after a protracted battle with cancer. Program activity included the enrollment of 35 youth in their Summer Youth Program.

8. Labor Market Update Jim Ross, NYS DOL Labor Market Analyst

Jim provided the following comments:

- Jobs in the Glens Falls area and the Capital Region were at a record high level.
- Unfortunately, there are not enough people to meet the job demand.
- The population in Warren and Washington Counties was declining while Saratoga County was enjoying an increase in its population numbers.
- Jim concluded his remarks by making the astute observation that the overall area was experiencing more deaths than births.

9. Board Member Comments

Ann Luby commented that the Glens Falls grant funded “Downtown Revitalization Project was underway.

Adjournment: The meeting was adjourned at 10:00 a.m. on a motion made by John Herrick and seconded by Penny Hill.