

**Saratoga-Warren-Washington Workforce Investment Board
Meeting Minutes
November 1, 2017**

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

Attendees: Corbin Daugherty, Leslie Dorsey, Mark Fish, John Herrick, Penny Hill, Doug Leavens, Ann Luby, Mike Munter, Peg Murphy, Laura Oswald, Elizabeth Parsons, Dominick Patrignani, Caelyn Prylo, Tracey Riley, Shelby Schneider, John Wheatley, Karen Winne
Guests: Edmund Applegate, Lou Buck, Roberta Davis, Kim Haviland, Chris Hunsinger, Eric Reed, Bill Resse, Jim Ross, Lisa Scaccia, Amanda Virtullo (CEG)

Meeting was called to order by Chairman peg Murphy at 8:10 a.m.

- 1. Welcome & Introductions: Peg Murphy**
 - a. New WDB members Caelyn Prylo and Karrie Hill were introduced**

- 2. Approval of Minutes: Motion to Approve: Penny Hill
Seconded: Ann Luby**

- 3. Executive Committee: Peg Murphy**
 - a. Executive Committee Report**
 - **Status of membership was reviewed with 3 vacancies in Saratoga County and a vacancy for the position of ARCC director. Peg recognized Barbara Arisohn for her years of service on the WDB.**
 - **Bill discussed the Local and Regional Plans**
 - **Bill also shared information regarding the RFP for a One-Stop Career Center Operator. Since only one response to the RFP had been received from a firm outside New York State which proposed to perform the associated duties remotely, NYS DOL will allow a "Sole Source" selection. A candidate has been identified and will be proposed for approval at the December WDB meeting.**
 - **Bill has been working on the RFP required for the selection of a service provider for Washington County. New state guidelines under the WIOA legislation will only allow public agencies that are a party to the local three-county multi-jurisdictional agreement receive the WIOA funds for service delivery without requiring a competitive procurement. Since the current Washington County provider is a non-profit a procurement was required. The RFP is due to be sent out later in November with proposals due in December.**
 - **Peg announced that Seeley Machine had received the New York Association of Training & Employment Professionals (NYATEP) 2017 Business**

Leadership Award. The award was presented to Craig and Larie Seeley at NYATEP's Annual Conference in October. Seeley Machine was recognized for the company's commitment to workforce education and training as evidenced by their contributions to and active participation over the past 5 years in the Adult Machine Tool Technology training program coordinated by local employers, the SWW Workforce Development Board and WSWHE BOCES.

- Peg gave a brief update on the inaugural "Career Jam" held at TEC-Smart on October 25th. The SWW Workforce Development Board along with SEDC and WSWHE BOCES sponsored the very successful event the first in this greater region.
- The WDB Business Needs and Resource & Development standing committees have met and reviewed goals and scope of duties in preparation of upcoming meetings.

b. Resolutions:

A. Approval of Transfer Request to transfer up to 100% of Dislocated Worker Funds to Adult:

- Motion to approve: Doug Leavens
- Second: Mike Munter
- Approved unanimously

Comments:

- Lisa Scaccia commented that there have been fewer Dislocated Workers (DW)* due to the low unemployment rate. Chris Hunsinger added that those accessing Adult Worker funding outnumbered Dislocated Workers 2:1 and 3:1 when it came respectively to the number of trainees and the money spent on training. The Centers have been forced to look for other sources of funding to collaborate with such as the HPOG grant through SUNY Adirondack. Lisa further commented that the loss of 50% federal funding for training made it necessary for her to downsize by eliminating 2 staff members. Washington County EOC (which operates several other programs beyond the WIOA workforce programs) has also downsized from 13 staff in 2016 to a current level of 6.

(* DW means unemployed and unlikely to return to same occupation or, unemployed due to a mass layoff or closure or, homemakers reliant on another family member's income and is no longer supported by that income, and other similar provisions for other groups of individuals).

- 4. Presentation: The Pathways Project for Advanced Manufacturing Amanda Vitullo,
Director, Economic Development Services,
Center for Economic Growth (CEG)**

Amanda walked the Board through a PowerPoint presentation on the federally funded, manufacturing sector project that was awarded to CEG by the workforce boards in the greater capital region. Grant development included coordinating input with a broad group including education, economic development, business and others. Deliverables included more than just development of the study. Other deliverables included, business/employee surveys and interviews, creation of an inventory of existing manufacturing related programs, research and creation of a career ladder tool to identify occupational levels of progression in a manufacturing setting displaying required skills, education, etc., and research of pre-employment related manufacturing training programs with the goal of identifying the feasibility of creating such a program locally. HVCC has pursued development of such a training program.

**5. Board Member Input: Top Workforce Problems and Needs Facing Your Organization
Corbin Daugherty, et.al.**

Corbin commented that the biggest problem facing employers was recruiting employees. He further added that to more adequately address the problem, the WDB needed more board members representing the private sector in order to leverage their talent. With that talent, he suggested that the WDB should directly focus on solutions to this problem.

John Herrick contended that the biggest issue facing employers was the shortage of workers. In his estimation, this issue could perhaps best be addressed by immigrating people to this region.

Bill pointed out that the Workforce Planning Team (ICEED) would be an ideal committee to develop ideas and initiatives to pursue potential solutions in addition to the charge for the Resource and Development committee. Laura Oswald offered that we should isolate and select a possible solution to the problem which the WDB could have an impact on. Shelby Schneider added that a way to measure the results would have to be developed for any solution proposed.

Peg proposed that the WDB invite someone from the REDC, perhaps Joe Dragone, to take part in the discussion.

Mark Fish made the observation that there was a disconnect between the students attending BOCES and those going to college leaving behind the students in the middle who either don't qualify for BOCES and don't want to go to college. He commented that great job opportunities exist for these students which they and their parents must be made aware of. Mark Suggested that a career fair targeting high school juniors and seniors might be worth pursuing to provide awareness.

6. Update on Board/Center Activities

- a. Bill Resse shared information covering the following Board Activities:
 - Capital Region Workforce Coalition
 - Press conference staged at HVCC covering Penny Hill's grant funded manufacturing initiative referenced in the above study
 - New Career Center branding required by USDOL and NYSDOL

- Status of the WDB's new website – meeting with developer to plan final product
- Status of the Adult Machine Tool Technology training program – new cycle planned to begin in November.

b. **Lisa Scaccia** gave an update on the training, funding and activity of the Saratoga Career Center:

DEI Initiative: training funds spent by the 3 Career Centers for the 3 year period:

Saratoga County: \$42,413

Warren County: \$13,514

Washington County: \$4,383

Total: \$60,310

Other Training Funds PY 16: training covered 59 individuals:

Adult: \$55,914

Dislocated Worker: \$3,000

TAA: \$43,482

Total \$102,396

Summer Youth Program (TANF): \$197,892 (training funds covered 89 youths)*

*\$1.00/hr. raise was awarded mid-summer to youths with no unexcused absences and effective evaluations by their worksite supervisors.

Chris Hunsinger provided the following update:

Training Funds PY 2016: training covered 46 individuals

Adult & Dislocated Worker: \$62,000

TAA: \$94,000

Total: \$156,000

Summer Youth Program (TANF): \$99,704 (training funds covered 45 youths)*

- Youths were engaged in work at private, public and CBO work sites, Operation Food Chain. WIOA youth working year around were involved in projects as members of the Work Crew.

Job Fairs: two job fairs were held in September and October.

Roberta Davis gave the following update on Washington County:

Training Funds PY16:

Adult & Dislocated Worker: \$58,000

TAA: \$196,259

Total: \$254,259

Summer Youth Program:

42 Out of School youth were served 22 of whom received their TASC and 10 are now attending school. Some youth are at BOCES, Modern Welding and Bryant Stratton while others are employed by the ACE Distribution Center.

There were 38 In School youth served at 26 different work sites.

Adjournment: The meeting was adjourned at 10:10 a.m.