

**Saratoga-Warren-Washington Workforce Investment Board
Meeting Minutes
March 28, 2018**

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

Attendees: Michael Billok, Corbin Daugherty, Doug Leavens, Ann Luby, Mike Munter, Peg Murphy, Elizabeth Parsons, Caelyn Prylo, Tracey Riley, Joe Serafini, Donna Stone, John Wheatley, Karen Winne

Guests: Keith Alexander (NYS DOL) Edmund Applegate (NYS DOL), Lou Buck, Dave Conroe, Chris Hunsinger, Bill Resse, Jim Ross, Lisa Scaccia,

Meeting was called to order by Chairman peg Murphy at 8:15 a.m.

1. Welcome & Introductions: Peg Murphy

- Peg introduced new WDB members Donna Stone, HRM at Newport News Shipbuilding in Rock City Falls and Mike Billok, Esq., an attorney with Bond, Schoeneck and King in Albany.

2. Approval of Minutes:

- The minutes of the meeting held on December 13, 2017 were reviewed and approved.

Motion to Approve: Mike Munter

Seconded: Corbin Daugherty

3. Executive Committee: Peg Murphy

a. Executive Committee Report

- Membership status was reviewed with 2 new members representing Quad Graphics and Glens Falls Hospital who will be joining the WDB at the next meeting in June. We also are expecting future appointments representing the Adirondack Regional Chamber of Commerce and the state voc-rehab agency – ACCES-VR.
- The committee worked on a “Reset” PowerPoint presentation which Doug Leavens will deliver later in the meeting. This “Reset” is intended to enhance the board’s oversight role of service provision to both business and jobseeker customers and take a more proactive approach regarding business workforce needs. Peg acknowledged Bill and Lou for the assistance they provided Doug in developing the presentation.
- Both the Local and Regional Plans have been approved by NYS DOL.
- The Career Center Operator has been identified and approved.
- The Memorandum of Understanding (MOU) has also been approved by NYS DOL.

- Bill reviewed other items related to the transition into WIOA including the development of the financial section for the MOU and the review and input related to local service provider responses to a state RFP for

b. Resolutions Request:

- A resolution requesting approval of the WDB's draft budget of \$96,400 covering the period July 1, 2018 to June 30, 2019. The draft budget represents a \$1,100 decrease from the current year's budget. The budget includes the fee for the new Career Center Operator and a \$3,500 lease extension for the WDB office space. The budget's "Administrative Fee" line item relates to the staffing agency of J.J. Young which provides both payroll and Workers Comp.

Motion to Approve: Mike Munter

Seconded: John Wheatley

Approved

- Requesting resolution ratifying the selection by the Executive Committee of WIOA Adult & Dislocated Workers Services in Washington County per the 12/13/2017 Board resolution designating the committee to do so. The Awardee was Washington County EOC, Inc. for an amount estimated at \$155,000 (subject to actual final allocations) for the period through 6/30/18.

Motion to Approve: Corbin Daugherty

Seconded: Joe Serafini

Approved

- Request resolution requesting amending resolution for One-Stop Career Center Operator Services.

Motion to Approve: Joe Serafini

Seconded: Corbin Daugherty

Approved

c. Nominations for WDB Vice-Chair

- Mike Perez will be the incoming WDB Chair. Corbin Daugherty has been nominated (i.e. "Voluntold") for the position of Vice-Chair. Additional nominations for the position will be received until April 10th.

Peg took this occasion to recognize Jim Ross, NYS DOL LBOR Market Analyst, who has served with NYS DOL for 38 years. Peg thanked Jim for "producing, analyzing and disseminating labor market information" with the SWW WDB and also thanked Board members and Career Center directors and staff who have translated this information into employment opportunities. Jim then introduced Kevin Alexander who will be assuming Jim's very hard to fill position.

4. Brief Committee/Team Comments

a. Business Needs Team Corbin Daugherty

- Corbin stated that he would reach out to the team members not in attendance to get them engaged and involved.
- He also briefly mentioned the ICEED sub-committee which has been formed and with whom the Business Needs Team will collaborate in order to more effectively connect with private sector employers.

b. Resources & Development Team Bill Resse (on behalf of Joe Serafini)

- Bill advised the Board that members of the committee had conducted and very recently completed the certification process for the 3 Career Centers. Comments made during the process will be reviewed by the certification team, formalized, and then submitted to NYS DOL.
- Bill went on to thank the team members involved in the certification: Caelynn, Tracey, Mike and Elizabeth.
- Caelynn commented that she hoped the 3 Center directors felt the process was beneficial for them. Mike added that the process itself afforded a great opportunity to learn what each Center actually does while Elizabeth observed that the directors had spent a great deal of time preparing for the certification.
- Lisa Scaccia commented that the suggestions offered by the certification team would serve to improve and while Dave Conroe added that the process provided an opportunity to take a critical look at things each Center may take for granted.

5. Board Framework Presentation Doug Leavens

Doug walked the Board through a well-conceived and developed PowerPoint presentation entitled “Mission Refocusing: “Hitting the Reset Button”. This most engaging presentation provided a very clear, graphic explanation regarding the WDB’s purpose and structure and the priorities and purpose of each Team.

6. Work Plan Discussion

Board members then broke into their respective teams to have an initial discussion of their work plan.

Adjournment: The meeting was adjourned at 10:05 a.m.