

Saratoga-Warren-Washington Workforce Investment Board
Meeting Minutes

June 12, 2019

Saratoga Bridges

16 Saratoga Bridges Blvd, Ballston Spa, NY 12020

Board Members Attending: Mike Billok, Corbin Daugherty, Mark Fish, John Herrick, Penny Hill, Mike Munter, Peg Murphy, Turina Parker, Elizabeth Parsons, Dominick Patrignani, Mike Perez, Caelynn Prylo, Tracey Riley, Shelby Schneider, Wendy Skawinski, John Wheatley, Karen Winne

Guests: Kat Schwencke, Chris Hunsinger, Jennifer McCloskey

Staff: Douglas Leavens, Pam Kaiser

Meeting was called to order by Chairman Mike Perez at 8:05

1. Welcome and New Member Introductions (10 of 14 WIOA Responsibilities)

Mike welcomed Board members and guests to the meeting and reviewed some general concepts intended to maximize the efficiency of business during the meeting. (1) Mike pointed out that citations are included for each agenda topic that tie back to one or more of the major 14 Board responsibilities, and he will briefly review them while moving through the order. (2) Mike reviewed a standing request introduced at the April Board meeting, that guests who wish to bring new information to the Board please do so through Doug Leavens to be considered for a future agenda item.

2. Approval: Minutes

a. April 10, 2019 meeting

* Motion to Approve: Peg Murphy; Seconded: Mike Munter; Approved
Board action was needed to approve the minutes of the April meeting.

3. WIOA 3, 6, 8, 12, 13, 14 - Program Presentations: *Deferred to Next Meeting*

a. Bringing Greater Definition to the Term “Partners”

b. How the Funding Works and the PY19 System and Center Allocations?

The two presentations originally scheduled for this meeting to increase the awareness of the Board about our system “partners” and how our funding works were deferred, in the interest of time and given the number of resolutions.

4. WIOA 8, 11, 13 - Executive/Connections Team: - (Mike Perez)

a. Informational Items

Mike introduced the informational items that provide context for the resolutions phase of the agenda, then turned the floor over to Doug for detailed explanations.

i. Board Renewals

A total of 5 Board positions were identified for renewal. Of these, two individuals from Saratoga County chose to renew. In Warren County, one person chose to renew and the other two positions are being cultivated by the Warren County director to be filled in the near future.

ii. JJ Young Contract

Renewed annually, this is the outsourced entity that processes the Workforce Development Board office's operating expenses. Their fees are included in the annual WDB Budget.

iii. Acceptance of WIOA Funds

These funds must be accepted annually, where Saratoga County is the grant recipient, and all WIOA funds flow through this point to the three county Workforce system (Career Centers and WDB office).

iv. Operator Contract

This contract is for the Memorandum of Agreement (MOU) Partner Operator, a per diem position filled via formal Request for Proposal. The current Operator will not be renewing. The purpose of this position is to facilitate referrals among workforce partners that serve different functions supporting individuals in getting and keeping employment. It is a mandated function of the Board. An RFP is currently out for this purpose and we are looking for candidates to respond.

v. Local/Region 4 Year State Plan – Status

Every four years, each workforce area submits a WIOA plan to show how the system intends to function and what the priorities will be. Currently, our area is in year 4, and a new plan will be developed in the near future and submitted to DOL. The plan will be informed by and reflective of the Board's strategic plan and workplan.

vi. Dislocated Worker Transfer Status

In PY18, the Board was asked to support a transfer of up to \$160,000 from the Displaced Worker funding stream to the adult funding stream. This Board approval allowed our system to make this transfer request of the DOL. The Board was informed that approx. \$130,000 was actually approved by DOL. For PY19, the Board was informed that a similar transfer request may be made in the new program year, which is likely to be made at the next Board meeting in October.

b. System-based Approvals

These three system-based approvals have been reviewed by the Connections Team, and are recommended for approval by the full Board.

i. PY19 LEAP (Learning-Employment-Assistance-Partnership) DW/Adult & Youth Extension (motion) * Motion to Approve: Peg Murphy; Seconded: Dominick Patrignani; Approved

The proposed LEAP contract for 2019 is Year 2 of a contract between Saratoga County and LEAP on behalf of the Board. The original contract began 7/1/2018 and it stipulates the ability to extend LEAP for up to 3 total years in order to continue providing Career Center services in Washington County on behalf of our 3 County Workforce Development System.

ii. PY19WDB Budget (motion) * Motion to Approve: Mike Munter; Seconded: Corbin Daugherty; Approved

The proposed WDB PY19 budget is representing no increase over PY18 funds.

- iii. **WDB Membership Modification (motion)** * Motion to Approve: John Herrick; Seconded: Peg Murphy; Approved
The proposed membership modification would reduce the Workforce Development Board from 29 to 27 members. Elimination of two slots effectively reduces quorum requirements while maintaining Board structure compliance; the Board was informed that there is one open business position in Saratoga County and one optional CBO position in Warren County. It was noted that no individual is negatively impacted by the overall reduction.

5. **WIOA 8, 9, 12, 13 – Center-based Approvals**

These two system-based approvals have been reviewed by the Connections Team, and are recommended for approval by the full Board.

- a. **PY19 Youth Services Procurement (motion)** * Motion to Approve: Peg Murphy; Seconded: Mike Munter; Approved
The vendor for these services, BOCES, was awarded based on the procurement processes associated with the two Centers requiring the service provision. The proposed PY19 Youth Services contracts allow Warren and Washington Career Centers to contract with BOCES for education support services to out of school youth to earn High School completion credentials (TASC). Saratoga Center needs no subcontract as these services exist within the county service structure.

Discussion followed about the out of school youth population; these are youth who have dropped out of school and would not otherwise earn a diploma at this time. As this topic was addressed, Board members had several questions as listed below requiring clarification. Such clarification was offered by the Executive Director.

- What is the success rate of the TASC services?
- What is the need and can we meet the need?
- What/where are these funds?
- Is this in conjunction with youth work experience?
- Does the county track this?
- Does BOCES collect data on success rate?
- Is there a financial need/to build an electronic system to track this type of data?

Follow up questions were asked about funding splits between adult and youth categories; the R&D Team will look into the details of funding for youth services.

- b. **PY19 Center Budgets (motion)** * Motion to Approve: John Herrick; Seconded: Peg Murphy; Approved
The Connections Team reviewed the proposed PY19 Career Center budgets in greater detail this year. This information has helped to describe specific details about the fiscal/operational issues related to budgeting as an overview for the Board and as it addresses its oversight of the three county area workforce system.

Questions arose regarding the details of Carryover, which can be 20% of PY18 allocations. Discussed was the fact that Washington county has a relatively large figure by comparison to other counties. Overall, there are implications for cash flow.

As a reminder, the Board was asked to recall the discussion at the last Board meeting where they heard the Connections Team will be reviewing the fiscal health of the entire system. The purpose is to better understand the fiscal system and to determine its effectiveness in funding priorities of the Board.

6. WIOA 4 & 8 - Board Discussion – Year in Review - Accomplishments by the Board/Board Teams

The Board Discussion section of the agenda is intended to prompt the full Board to discuss “big picture” items beyond what are discussed in the Board Teams.

For the annual organizational business meeting, a “Year in Review” was presented as part of the Connections Team initiative to get ideas from members about services and priorities deserving focus. Board members submitted a list of accomplishments they feel have been achieved since July 1, 2018, using the 8 WIOA Priorities as a topic guide. These 8 Priorities are (1) private sector focus, (2) adhere to 14 WIOA Board oversight responsibilities, (3) guided by reset work plan & local plan submitted to NYS, (4) establish a clear direction and requisite priorities, (5) make sure we are known, (6) “unified approach for work performed by our Centers, (7) form partnerships with entities initiating work consistent with our mission, (8) establish system and program outcomes for accountability.

The results were summarized in a 2x2 table entitled “WDB Accomplishments PY2018” which listed 40 accomplishments sorted by the 8 priorities. Accomplishments such “outreach to the county CEO’s”, “reviewing board makeup and members that are active and participating” and “discussions with Career Center Directors related to business services” were listed. The priorities with the fewest comments were related to becoming known and forming partnerships with other workforce entities.

Does “being known” relate to the Board being known? The Executive Director made it clear that the Board being known is not the priority but instead, ensuring the workforce system is known so we can increase our effectiveness and have a greater impact in our region. Moreover, the system should be most known to businesses who are hiring and to job seekers.

Board members were laudatory in their comments about the accomplishments posted to date and look forward to engaging in the system to drive accomplishments for PY19

7. WIOA 3 & 8 - Executive Director Items: WDB “Road Map” – Relationship of WDB to Career Centers

This standing agenda item provides information about the strategic plan. The Executive Director spoke about the last piece of the Board’s plan which relates to oversight and relationship to the Career Centers. In order to fulfill its oversight responsibilities, the Board needs to understand the function of the Career Centers. The Mirror Model that was presented shows graphically how the Centers and Board have mirrored management responsibilities; and how the Management Team is at the intersection of the two entities. The Management Team is where much of the Board’s work is translated into concrete tasks and carried out in the system.

It was noted that the “mirror” depiction was only designed to show the relationship of the Board to the Centers. It is understood that the Centers have other entities that have requirements for them, including the Counties and DOL. The Board was reminded that it only has WIOA oversight responsibilities as it relates to the Career Centers; the Department of Labor (DOL) and Counties have influence over the Centers; and the Board works within its obligations as detailed in the law.

8. WIOA 3, 8, 9, 13 - Team Progress Reports

Discussion Points:

a. Connections Team Areas of Focus for PY19 & Yearly Outcomes

The Connections Team met to fill in its work plan; in PY19 the team paid attention to 7 priorities. These priorities were shown in a graphic to depict this to the Board; it has also been shared with the Center Directors as a few of the items are central to their work in consultation with the Connections Team.

The Needs Team reported they had previously identified Logistics and Warehousing as a priority for outreach to a specific sector. The team as agreed to partner with the Saratoga Prosperity Partnership on a Warehousing and Logistics sector event on July 23rd.

9. WIOA 3 - Board Member Comments

The whole Board was invited to discuss items relevant to the workforce system.

10. Adjournment * Motion to Adjourn: Caelynn Prylo; Seconded: John Herrick; Approved

Meeting was adjourned at 10:00 a.m.