

**Saratoga-Warren-Washington Workforce Investment Board  
Meeting Minutes  
June 6, 2018**

**The Travelers Building  
333 Glen Street, 2<sup>nd</sup> Floor  
Glens Falls, NY 12801**

**Attendees:** Corbin Daugherty, Mark Fish, John Herrick, Karrie Hill, Ann Luby, Laura Oswald, Elizabeth Parsons, Mike Perez, Caelyn Prylo, Tracey Riley, Joe Serafini,  
**Guests:** Edmund Applegate (NYS DOL), Mike Bittel (ARCC), Scott Brazie (ACCESS VR), Lou Buck, Dave Conroe, M. Gardner (GF), Chris Hunsinger, Bill Resse, Lisa Scaccia, Robert Weinman (GF)

Meeting was called to order by Vice-Chairman Mike Perez at 8:07 a.m.

**1. Welcome & Introductions: Mike Perez**

- Career Center Directors Conroe, Hunsinger and Scaccia each recognized and thanked Bill Resse and Lou Buck for their service and leadership as the SWWWDB's Executive Director and Associate Director respectively.
- Mike asked the following new WDB members to introduce themselves:
  1. Though not in attendance, Tracey Aust from Glens Falls Hospital was recognized and welcomed to the WDB.
  2. Turina Parker, WSWHE BOCES' new Director of Adult Education & Literacy
  3. Mike Bittel, recently appointed President and CEO of the ARCC

**2. Approval of Minutes:**

- The minutes of the meeting held on March 28, 2018 were reviewed and approved.  
Motion to Approve: Corbin Daugherty  
Seconded: Karrie Hill

**3. Executive Committee: Mike Perez**

**a. Executive Committee Report**

- Mike announced that Doug Leavens was selected to fill the WDB's Executive Director's position upon Bill Resse's retirement effective July 1, 2018. A successor to fill Lou Buck's position as Associate Executive Director will be appointed prior to Lou's stepping down on June 30, 2018.
- Bill Resse reviewed for the committee the status of WDB membership and outlined the remaining transition activities yet to be accomplished.

**b. Resolutions Request:**

- A resolution requesting approval of the WDB's final budget of \$96,400 covering the period July 1, 2018- June 30, 2019. The budget represents a \$1,100 decrease from the current year's budget.  
Motion to Approve: John Herrick

Seconded: Laura Oswald

- A resolution requesting Adult & Dislocated Workers and Youth Services delivery in Washington County.  
Motion to Approve: John Herrick  
Seconded: Ann Luby
- Request resolution requesting amending resolution for One-Stop Career Center Operator Services.  
Motion to Approve:  
Seconded:
- Nominations for WDB Vice-Chair  
Approval of Corbin Daugherty who has been nominated for the position of Vice-Chair. Mike Perez will become Chair and Peg Murphy Vice-Chair on July 1, 2018.  
Motion to Approve: Laura Oswald  
Seconded: Tracey Riley
- A resolution adopting NYSDOL's Complaints and Grievances Procedures appointing Bill Resse to serve as Grievance Officer and Lou Buck as Hearing Officer. Upon their retirements, the Executive Committee will name their successors.  
Motion to Approve: Corbin Daugherty  
Seconded: Mark Fish

#### 4. Team Progress Reports

##### a. Business Needs Team Corbin Daugherty

Corbin reported that the Business Needs Team had met on May 1<sup>st</sup>. The team reviewed its following scope of its duties along with its mission:

- Identify the most appropriate methods to connect with the business community to determine workforce needs and to implement initiatives to collect information.
- Review information of business needs and then prioritize and make recommendations for actions to be taken by the WDB.
- Also, review data from other sources.
- Initiate a subcommittee of regional workforce related entities to assist the Team and convene businesses by sectors for this purpose. We have named this the team BEST: Business Engagement Services Team.

Looking at the Work Plan, the team focused on the BEST concept and the next steps to implement it. Materials the team reviewed are in your packet. The concept was well received by team members prompting Shelby Schneider to comment that the Work Plan would serve as the Workforce Development "Playbook" for the 3 counties.

##### Next Steps:

- Plan and schedule the BEST organizational meeting.
- Determine the first sector to focus on and initiate plans to convene businesses.

**Work Plan: Doug Leavens**

Doug provided an overview and explanation of the Work Plan commenting that the plan is intended to demonstrate specifically what is being accomplished by each team and what questions should be to the target audience. He further stated that, in the future, discussions will focus only on what items are specifically identified in the plan.

**b. Connections Team Doug Leavens**

In brief, Doug suggested that the Connections Team basically serves as the “air traffic controller” directing the WDB’s various teams.

**c. Resources & Development Team Joe Serafini**

Joe shared comments concerning the initial project under taken by the Resources & Development Team which involved the Career Center certification process conducted for the 3 Career Centers. He indicated that the focus of the team’s work was on each Center’s customers, Center services and outreach to the business community.

Doug commented that this first initiative of the team was now completed further stating that the DOL’s scoring certification rubric focused on “attributes” which have nothing to do with the level and quality of services provided by the Centers.

**5. Update – Board/Center Activities**

**a. WDB Staff**

**Lou Buck reported the following:**

√ graduation ceremony and reception for the 5<sup>th</sup> rendition of the Adult Machine Tool Technology training program would be staged that evening at BOCES. He advised the WDB that of the 8 students who have successfully completed the training program, 6 are now employed either as a result of the training or had been employed and will now have the opportunity to become an entry level machinist at their places of employment.

√ the 2<sup>nd</sup> Career Jam event will be held on October 18<sup>th</sup> at the Adirondack Sports Complex.

**Bill Resse reported the following:**

√ NYS DOL has hired a new manager to replace Jim Corey.

√ the 3 Career Center directors have submitted a Dislocated Workers grant which would provide \$112,000 to help offset Center salaries.

√ the Career Ladders grant for manufacturing received by the SWWWDB and Capital District WDBs required some refining which will be supported by the money remaining the grant.

√ the development of the new website is nearing completion and should be up and running this summer.

√ the MOU is in the stages of final approval and the inaugural meeting of the partners will be held in the very near future.

**b. Center Activities**

Lisa Scaccia commented that her staff was getting geared up for the Summer Youth Program targeting employers to urge them to take on a youth for the duration of the program. Lisa also indicated that they will continue to host a Job Fair on the 2<sup>nd</sup> Thursday of the month.

Chris Hunsinger reported that the Warren County Career Center held a Job Fair in May targeting BOCES students who were about to graduate. He further added that, overall, attendance at Job Fairs has been low.

Dave Conroe reported that they printed every 2 weeks NYS DOL's job listings.

Elizabeth Parson commented

**Comments:**

- Elizabeth Parsons mentioned that Ft. Hudson had conducted a job fair which drew a number of prospective candidates despite it being a rainy day. The job fair targeted BOCES "service level" students, but, in retrospect, should have focused on health care occupations. She also suggested, in the future, it would be better to extend personal invitations to prospects.
- Caelynn Prylo mentioned that SUNY Adirondack conducts "sector focused" job fairs.
- Bob Weinman added that Global Foundries does personal outreach and a "pre-fair" allowing GF to review and assess candidate applications before the actual job fair event.

**c. Center Presentation: Summer Youth Employment Program Center Directors**

- Chris Hunsinger shared the following comments about Warren County's 8 week long program:
  - √ the purpose of the program is to provide eligible youth age 14-20 with opportunities for work experience where, ideally, they will learn skills, workplace behavior, responsibility and the rigors of work which will motivate them to return to school. Students earn a paycheck and are taught how to keep a checkbook.
  - √ students are recruited through the public schools, foster care and the homeless.
  - √ in addition to age, eligibility for the program requires that families be under 200% of the poverty level equating to annual income of \$50,200 for a family of 4.
  - √ BOCES is contracted with to hire a chef who also serves as a mentor/teacher to a work crew comprised of 8-10 students. The student work crew is actively involved in the preparation of lunch for low income families and served each week day at East Field. The staples for lunch are purchased by the Community Action Agency in Glens Falls.
  - √ Each of the 28 work sites is visited by staff on a weekly basis.
  - √ \$109K was received this year from NYS to underwrite the cost of the Summer Youth Employment Program which has enrolled 47 students vs. the 43 enrolled last year.
- Lisa Scaccia provided the following information about Sartoga County's program which begins between the last week of June and July 6<sup>th</sup>.

√ Saratoga had received \$215K in NYS funding for the program. The funding will provide students with a wage of \$10.40/hr. with a \$1.00 increase mid-summer.  
√ in addition to the actual work experience, students will also learn “soft skills” through on-line Metix e-Learning.

√ mentors will conduct work site visits on a regular basis to ensure the students are doing what they should be doing.

- Dave Conroe reported that Washington County had received \$40,000K in NYS funding for the Summer Youth Employment Program.

6. Board Member Discussion

- Mike Perez thanked board members for attending the morning meeting. He suggested it would be beneficial at future WDB meetings if board members could share what they felt was working/not working in terms of recruiting employees. He asked if they could also share their experience with “referral marketing.”
- Caelynn Prylo announced that SUNY Adirondack’s “Manufacturing Day” would be held on Friday, October 5<sup>th</sup>.
- Next WDB meeting: Wednesday, October 24<sup>th</sup> at Saratoga Bridges

**Adjournment:** Meeting was adjourned at 10:13 a.m.

**Motion to Adjourn:** John Herrick

**Seconded:** Laura Oswald