



# SWW Workforce Development Board

## Meeting Minutes

of October 19, 2022 Online (ZOOM) Meeting

[thejoblink.org](http://thejoblink.org)

**BOARD MEMBERS PRESENT:** Scott Brazie, Dan Dudley, Gary Dake, Doug Ford, Patricia Klimkewicz, Kathy LaFond, Michael Mastropietro, Tara McCaughey, Elizabeth Miller, Mike Munter, Laura Oswald, Turina Parker, Dominick Patrignani, Michael Prime, Tracey Riley, Matthew Rose, Joe Serafini, Wendy Skawinski, Mary Ann Spiezio, Mark Stratton, Ryan Van Amburgh, John Wheatley. (22)

**EXCUSED:** Ash Anand, Scot Chamberlain, Maureen Grabowski, Zack Moore, Caelynn Prylo, Tricia Rogers. (6)

**GUESTS:** Jen McCloskey, Liza Ochsendorf, Roberta Davis, Amy Scheiderman <diligent.com> .

**STAFF:** Gretchen Steffan, Executive Director

Welcome...

### 1. WDB Member Updates

- **Michael Kelly** has resigned from our Board. Saratoga County will be identifying a suitable candidate to fill this vacancy.
- **Tricia Rogers**, the new President & CEO of the Adirondack Regional Chamber of Commerce and has been appointed to our Board by the Warren County Board of Supervisors.
- **Elizabeth Miller**, President & CEO of Miller Mechanical, Inc. has been appointed to our Board by the Warren County Board of Supervisors.
- **Caelynn Prylo** the Dean for Continuing Education and Workforce Innovation at SUNY Adirondack, is leaving her position and therefore will be resigning from our Board. We extend our sincere thanks to Caelynn for her years of service, support and good work on our WDB, and wish her much success in her new role.

### 2. Approval of June 29, 2022 Meeting Minutes - Action Item

**Motion to Approve:** by Doug Ford **Second:** Turina Parker

**Discussion:** None; **Vote:** Approved unanimously.

### 3. Approval of OSO RFP - Action Item

**Motion to Approve:** by Mark Stratton **Second:** Elizabeth Miller

**Discussion:** None; **Vote:** Approved unanimously.



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### 4. Committee Updates

- a. Mike Munter reported that the **Executive Committee** met with Gretchen on September 21st about Board and Centers Operations, Membership status, Committee progress, the Truck Rodeo, RFP Status, a potential BOCES Agreement to provide career services for high school seniors who do not yet have a defined career plan and to assist those students in creating a pathway toward employment sustainability, Youth Waivers, Bylaw revision, Program & Fiscal Monitoring, Board Management Implementation, Center's Budgets, and our Board meeting agenda.
- b. **Business Needs Truck Rodeo Sub-Committee** report by Gary Dake. Gary provided an update on the results of the 1<sup>st</sup> SWW WDB Truck Rodeo and hopes for making it an annual event. The Group is coordinating a Childcare initiative and gathering information and data on how we can get the greatest ROI on our efforts. Will be contacting CDTA for a transportation conversation about route expansion. The group is also interested in supporting other organizations in promoting the Trades. Preliminary discussions will occur and the best methods and/or collaborations on how to do that.
- c. **Resource & Development Committee** report by Gretchen Steffan for Ash Anand. The group revisited the teaching assistant issue, intends to create and RFP for Financial Literacy for the Center's use and would like the Center's to make contact with the NYS Office of New Americans to explore opportunities to collaborate.

5. **Presentation on Curtis Lumber, Helping the Trades by Doug Ford...**Doug is currently the President of the Saratoga Builders Association. He has implemented programs and initiatives parallel to our own. He shared his collaborative workforce initiatives with our group.

6. **Presentation on the BOARD EFFECTS Platform, by Amy Scheiderman...**The WDB will be transitioning to Board Effects as their WDB communications platform for board meetings, committee meetings and document storage.

6. **Center's Operations Report** by Jen McCloskey, Liza Ochsendorf, and Roberta Davis... The summer youth employment program has kept the Center's incredibly busy and they reported their success to the committee. GED enrollment is at capacity in all 3 counties with waiting lists. Saratoga's EMT collaboration has yielded excellent results and is gaining regional and state-wide recognition with all 6 in the cohort achieving EMT certification. Students were acknowledged at a ceremony during the Saratoga County Board of Supervisors meeting. The EMT pilot was recently recognized by the NYS School Board Association as a "Champions of Change" recipient. Warren County has a department name change to the Department of Workforce Development to more accurately reflect what they do. They have also partnered with Crandall Library for a recent Job Fair, and Crandall will be administering the check-out process for ARPA-funded laptops for class or training. ARPA-funding is also supporting the hire of a Student-to-Careers Development Specialist, which will be for a 4-year period. Warren County APRA dollars funded a Job Coach for the SYEP, which enabled more students to participate in the program with very successful outcomes. Washington County reported they had 19 who applied to their GED program. They are completing their agency Annual Report, reporting that the Career Center served



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387 adults, 83 dislocated workers and provided 258 basic services appointments and 227 individual services appointments over the last program year. As a small community and county, they are pleased with their results while emerging from the pandemic.

### 7. WDB Operations Update

Gretchen Steffan updated the WDB on supporting committee work (*particularly the Truck Rodeo*) and we are making good progress toward our goals. She acknowledged the volunteers who were so helpful at the Truck Rodeo who included: Mike Munter, MaryAnn Spiezio, Mike Prime, Matt Rose, Jen McCloskey, Liza Ochsendorf, Roberta Davis, Wendy Skawinski, NYSDOL Staff, Saratoga Center Staff, and the Stewart's Staff, whom were remarkable. There has been much administrative process on the Compliance front. Thrilled to report that the Youth Waivers request made to USDOL has been approved, and now we will now be able to use 50% of our Youth Money on In-School Youth. This is huge as we need to allocate more resources to younger students and this waiver will help dramatically. Gretchen reported the bi-annual Performance Negotiations has concluded for PY 22 & 23. We were successful in negotiating our preliminary numbers from NYSDOL down, especially in the Youth categories, where they were projecting double-digit increases in performance. Our Quarterly Program Monitoring (Auditing) is done for PY21, and we had our Program audit, which went well. We await the final report. Fiscal Monitoring (Auditing) of PY21 is currently in-process and going well. Thanks to Jen and her team for such fine work. Centers Certification-upcoming, unknown when. R&D Committee pre-audit in the next month. Gretchen attended the NYATEP Conference in Niagara Falls Oct 2-5. The partnering of Workforce Development and Economic Development is finally happening. Empire State Development had a kick-off meeting on Grant opportunities yesterday, which was very exciting. We are talking with 2 vendors Transfr-VR & EngageByCell about software to help us meet our goals. Gretchen extended Congratulations to Turina Parker and the BOCES Team on CTE Works on October 4th, and to Ryan VanAmburgh on Career Jam's successes at both Siena College in May and at HVCC last week, which is great work for our Youth, and their future. The next Truck Rodeo is being discussed for April 2023 at SPAC!

### 8. Additional Opportunity for Board Member Announcements / Comments

### 9. Adjournment at 10:00 am

**Motion to Approve:** by Elizabeth Miller Second: Mark Stratton

**Discussion:** None; **Vote:** Approved unanimously.

**Next SWW WDB Meeting**  
**Wednesday, December 14, 2022 at**  
**QUAD in Saratoga from 8–10 am**