

**Saratoga-Warren-Washington Workforce Investment Board  
Meeting Minutes  
June 14, 2016**

**The Tower  
333 Glen Street  
Glens Falls, NY 12801**

**Attendees:** Lynn Ackershoek, Barb Arisohn, Kyle Brock, Vandra Dagles, Mark Fish, John Herrick, Penny Hill, Doug Leavens, Peg Murphy, Elizabeth Parsons, Michael Perez, Jennifer Pickering, Tracey Riley, Joe Serafini, John Wheatley, Diane Wildey, Karen Winne

**Guests:** Nancy Bell, Lou Buck, Dave Conroe, Dan Cullen, Lisa Donovan, Cathy Goodwin, Kim Haviland, Chris Hunsinger, Lisa Scaccia, Bob Smith, Bill Resse, Jim Ross, Kevin Wells.

**Meeting was called to order by Chairman Peg Murphy at 3:05 p.m.**

**Welcome & Introductions: Peg Murphy**

Peg welcomed the new and old board members in attendance. Noted that we are in the new location of the Warren County Career Center on the 3<sup>rd</sup> floor as well as the board staff office on the second floor. This represents the first formal meeting of the new Workforce Development Board.

**Resolutions: Peg Murphy**

- **Approval of draft WDB Budget as presented**  
Motion: John Herrick  
Second: Doug Leavens  
Approved: Unanimously
- **Approval of the of Transfer of Funds from Dislocated Workers to Adult**  
Motion: Penny Hill  
Second: Doug Leavens  
Approved: Unanimously
- **Transition Authority for Board Policies & Officers**  
Motion: Kyle Brock  
Second: Doug Leavens  
Approved: Unanimously
- **Approval of Youth Services Contract**  
Motion: Mike Perez  
Second: John Wheatley  
Approved: Unanimously

**Draft Bylaws & Committee Structure Bill Resse**

Bill explained the purpose of sharing the draft bylaws was to ask the WDB to review and submit by July 1, 2016 any comments to the WDB staff . The draft bylaws will then be presented to each county's CEO for their approval barring any required changes.

Bill also asked the WDB to review the role and responsibilities of each WDB standing committee and indicate on which committee they would prefer to serve when requests are sent out..

### **Executive Committee**

### **Peg Murphy**

Peg advised the board that the Executive Committee had met on June 1<sup>st</sup> and discussed the following matters:

- **WDB Certification:** the SWW WDB received official certification on May2, 2016. Peg also informed the board that it yet is in need of four new members from the private sector.
- **Next Steps** required in the transition from WIA to WIOA including addressing partnership agreements, engaging business and career center service provisions – some of which are subject of upcoming final regulations.
- **Status of 2016-2017 Funding:** funding for PY 2016 has been reduced across the state with the SWWWDB taking a 10.5 % reduction of almost \$200K. Some of the reduction can be attributed to the amount of the State's set aside. The set aside was increased this year from 10% to 15% some of which helps support the state's Consolidated Funding Application (CFA) initiative.
- **Reviewed the Bylaws**

### **Board Duties & Key points Related to New/Expanded Roles**

### **Bill Resse**

Bill shared with the board a hand out listing the roles and responsibilities of the WDB drawing particular attention to significant changes resulting from the provisions of WIOA. Bill also apprised the board that arrangements have been made to bring nationally known and highly regarded consultant Greg Newton to the SWWWDB in late June. Greg will conduct training sessions on WIOA for One-Stop staff, board members and partners.

### **Presentation: Workforce Observations from Visit to Intel in Oregon:**

### **Penny Hill**

Penny shared highlights of her April trip to Intel in Hillsborough, OR. She drew attention to the fact that, despite having a wealth of entry level job opportunities available, Intel was still experiencing difficulty hiring employees especially women and minorities.

### **Brief Update on Recent Activities:**

### **Career Center & Board Staff**

- Lisa Scaccia provided the financial report.
- Chris Hunsinger shared and discussed the One-Stop system report.
- Lou Buck delivered a final report on the Adult Machine Tool Technology training program indicating that 12 students completed the intensive and highly successful 500 hour program. Of the 12 students, 3 students have been hired to date by local machine shops; 3, students are currently engaged in the interview process; 4 students are now positioned as a result of the training to receive promotions or salary increases from their current employers; and 2 students are involved in job searches.
- Bill Resse gave an update on the Introduction to Craft Brewing training program which concluded in April with 14 students completing the training. This regional initiative which involved the 3 Capital Region WDBs along with the Fulton Montgomery Schoharie WDB will stage a second training program in October. Peg added that one of the best results of this initial training initiative was the development of the 2 year degree program at Schenectady County Community College.

- Bill advised the board that WDB staff had moved to a new office located on the 2<sup>nd</sup> floor of 333 Glen Street.
- Chris Hunsinger indicated that the Warren County Summer Youth Program has 93 applicants of whom 45 will be selected and placed in approx. 15 available work sites.
- Lisa Scaccia announced that Saratoga County through Captain, the County's Youth Program subcontractor, had 75 applicants for the 50 work sites available.
- Bill offered kudos to the 3 Career Centers for exceeding or successfully meeting federal program performance standards.
- Bill also discussed New York Wired's most recently developed E Learning program the "Career Pathways Portal." The SWWWDB has been chosen to pilot the new program and Bill added that staff would be considering a few local employers and agencies to try out the program.
- New York Wired's Liz Donovan explained that her company has been partnering with WDBs across the state to promote with employers their on-line learning programs as a way for employers to upgrade the skills of under employed workers. New York Wired is in the process of mapping by industry different occupations and the associated skills of each job title in order to develop career pathways. An individual's skills attainment could then be assessed by the company's on-line "Prove It" tool. Liz also briefly discussed the company's new on-line tool which assesses an individual's cognitive ability. She concluded her brief presentation by mentioning that New York Wired provides consulting services for individual companies.

**Board Members Comments:**

- Diane Wildey advised the board that SUNY Adirondack had received a Health Profession Opportunity Grant (HPOG) in collaboration with two other community colleges, SCCC and FMS. The 5 year grant provides annual funding of \$3 million to support the tuition of eligible individuals enrolling in non-credit programs involving training as a CNA and Home Health Aide. The grant also supports transition to credit programs such as pre-RN, RN, and the Criminal Justice Substance Abuse Program (CJSAP). The grant will also cover the cost of wrap around services to assist in removing barriers to employment.

**Next Steps:**

- Bill referred to a handout entitled "Key Implementation Activities to be Developed Next" and briefly addressed each of the items outlined.
- Peg asked the board to spend some time considering over the next month or so a committee assignment and advising Bill or Lou on which committee they would like to serve.
- Peg also suggested that the WDB members would be polled to elicit input regarding what topics presenters and types of presentations they would like to hear at upcoming board meetings. One suggestion proffered by John Herrick was a presentation on the Employees Resource Network (ERN).

**Adjournment:** The meeting was adjourned at 5:00 p.m. on a motion made by John Herrick and seconded by Lynn Ackershoek.