

**Saratoga-Warren-Washington Workforce Investment Board  
Meeting Minutes  
October 23, 2019  
Travelers Building - 333 Glen Street, Glens Falls, NY 12801**

**Attendance**

BOARD MEMBERS: Scott Brazie, Corbin Daugherty, Mark Fish, Mike Irish, Kathy LaFond, Mike Munter, Laura Oswald, Turina Parker, Elizabeth Parsons, Dominick Patrignani, Caelynn Prylo, Shelby Schneider, Joe Serafini, Wendy Skawinski, John Wheatley. GUESTS: Megan LaPorte. STAFF: Doug Leavens, Pam Kaiser.

**Meeting was called to order by Vice Chairman Corbin Daugherty at 8:05**

**1. Welcome and New Member Introductions**

Corbin welcomed Board members and guests to the meeting. He introduced two new board members: Mike Irish of the Fort William Henry Hotel and Conference Center and Kathy LaFond of Glens Falls Hospital, and Megan LaPorte who is the new Career Center Director for Washington County/LEAP.

**2. Approval: Minutes**

**June 12, 2019 meeting**

**\* Motion to Approve: Mark Fish; Seconded: Mike Munter; Approved**

Board action was needed to approve the minutes of the June meeting.

**3. Executive Director Item: The Role of “Intermediaries” in the Workforce System**

Doug presented an overview of the private sector led 27-member Workforce Development Board’s composition as guided by legislation. The Board is comprised of 51% (14 members) private sector businesses. The majority of the remaining 13 members represent public sector “intermediaries” such as Economic Development Corporations, BOCES, Chambers of Commerce, Community Colleges, ACCESS-VR, K-12 Schools and Union/Apprenticeship. Intermediaries are defined as entities who act as a link between people/organizations in order to bring about an agreement. These intermediaries are resources the workforce system (Board and Centers) can access to coordinate area-wide workforce development initiatives. The Board discussed where we are at in this potential accessing and coordinating process.

**4. Needs Team Report (Corbin Daugherty)**

**a. Sector-based Work Plan Progress – Logistics and Warehouse Initiative**

Corbin presented context for the above named initiative using the Needs Team workplan. The initiative was designed to obtain information from the private sector to identify needs of the business community in our region within this sector. This initiative came about as Saratoga County Prosperity Partnership was doing a warehousing logistics index event, and partnered with the Board through the needs team. This is a strong case for workforce initiatives leveraged via an intermediary. The Logistics and Warehouse sector was surveyed in Saratoga, Warren and Washington counties to assess and prioritize area-wide workforce needs. Corbin introduced Board member Shelby Schneider, Index coordinator, to present the results of the survey taken by industry representatives. Workforce challenges were identified, including availability of training resources and warehouse staffing shortages. The most beneficial training identified was CDL and Forklift training. The survey is still open, more participation is sought from Warren and Washington counties. Next steps are to redistribute a refined survey focusing exclusively on workforce needs, and to get participation from additional employers in all three counties. The Needs Team will work with the data to create the greatest positive impact and advise the R&D Team.

**5. Executive/Connections Team Report: (Corbin Daugherty on behalf of Mike Perez)**

**a. Informational Items**

**i. Plain language description of Board Operating Principles for PY19 (deferred – lack of time)**

**ii. Fiscal Health of the System**

The Connections Team is obligated to look at the fiscal health of the system, to understand the nature of Board priorities, and to target the funds to achieve specific programmatic initiatives following the priorities.

**iii. Summer Youth Program Presentation – Center Directors**

The summer youth program was presented by Megan LaPorte. There were \$506,712 funds to spend on summer youth programming in the three county area. Some highlights: youth receive guidance in areas of financial training, dressing for work, speaking with supervisors. Transportation is a challenge. Employment counselors go to businesses to locate jobs to match youth interests. An example is to place an applicant in Head Start if child oriented in career aspirations such as teacher or social worker. Turina sees the positive impact of this program on students with disabilities, and asked the Board if they could do anything to help with providing job slot matches for student interests.

**b. System-based Approvals**

**i. Dislocated worker transfer (December Meeting)**

Deferred to December when Centers get more accurate figures; there is a two year time limit for carry over of funds.

**6. R&D Team Report (Joe Serafini)**

**a. Business Services and Training Data Review for PY18**

This report came from the work of the R&D Team, essentially collecting data that was not previously available. The WIOA Center Services data was previously embedded in a larger data set that included other non-WIOA services. The services represented in this report are funded by Title 1 WIOA funds only and are overseen by this Board. The purpose of the data is to identify trends and what is happening at the Centers.

**7. Program Presentation (Executive Director)**

**a. Business Services Framework for Developing a Comprehensive Plan**

Doug presented a framework with 7 areas of focus for Business Services planning: (1) Business Outreach, (2) Intermediary Outreach, (3) Attention to Existing Services, (4) Working with the “Partners”, (5) Establishment of Systems, Structures or Documents, (6) Ties to DOL, (7) Navigation of Existing Organizations & Structures that Support Businesses. The intent is for the Center Directors to use this framework to construct a comprehensive business services plan which they will present to the Board in December.

**8. “Members Corner”**

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

**9. Adjournment**

*\* Motion to Adjourn: Mike Munter; Seconded: Dominick Patrignani; Approved*

**Meeting was adjourned at 10:00 a.m.**