

**Saratoga-Warren-Washington Workforce Investment Board
Meeting Minutes
December 12, 2018**

**Saratoga Bridges Administrative Offices
16 Saratoga Bridges Blvd.
Ballston Spa, New York 12020**

Attendees: Michael Billok, Corbin Daugherty, John Herrick, Penny Hill, Mike Munter, Peg Murphy, Elizabeth Parsons, Dominick Patrignani, Mike Perez, Caelynn Prylo, John Wheatley, Karen Winne

Guests: Jen McCloskey, Bill Resse, Wendy Skawinski, Dave Conroe, Kim Haviland, Patrick Brown, Michael Baker, Makenzie Gardner, Doug Leavens, Pam Kaiser

Meeting was called to order by Chairman Mike Perez at 8:11

1. Welcome & Introductions: Mike Perez

Mike acknowledged our new WDB staff member, Pam Kaiser, Associate Director.

2. Approval of Minutes: Mike Perez

The minutes of the October 24, 2018 WDB meeting were reviewed. Motion to approve deferred due to lack of quorum.

3. Executive Director Items – WDB “Road Map” – 14 WIOA Board Oversight Responsibilities

Doug commented on the board’s reset plan introduced last March comprised of the board’s two primary responsibilities, eight “what & why” priorities and the 14 board functions listed below which were individually reviewed:

- (1) Writing and Approving the Local Plan & Regional Plan**
- (2) Workforce Research and Regional Labor Market Analysis**
- (3) Convening, Brokering and Leveraging – Workforce System Partners & Business Organizations**
- (4) Employer Engagement in Local System & Develop Sector Strategies**
- (5) Career Pathways Development**
- (6) Promoting Proven and Promising Practices**
- (7) Technology Improvements for Local System Operations**
- (8) Program Oversight & Continuous Improvement**

- (9) Appropriate Use/Management of Program Funds**
- (10) Performance Negotiations**
- (11) Selection of Center Operators and Service Providers**
- (12) Coordination with Education Providers**
- (13) Budget and Administration**
- (14) Accessibility for Individuals with Disabilities**

- 4. Program Presentations: Dave Conroe**
 - a. Business Services Offerings & Definitions**
 - b. Implementation of the new Business Services Tracking Protocol**

Dave presented a list of current business services available through the WIOA title I funds overseen by the WDB that the three Centers have available. He also discussed the new Business Services data collection system that is under development to be implemented in January. It was noted that business services are also provided by NYS DOL staff (Kim Haviland) located in two of the three career centers. Dave finished by explaining that the center staff had been asked to develop a common protocol to use the data collection tool.

- 5. Board discussion – Business Services Presentation Comments & Update of Website**

Board members reacted to Dave’s presentation with a series of comments. Peg Murphy suggested board members could reference the business services in their discussions with others and we should include business services on the website. Peg also asked if each center has their own website and questioned whether a job order that is placed at a center is distributed to all centers and will it also link to our website. Dave commented each center does have their own website and that we may need to ensure further the sharing of job orders.

Other comments were that businesses don’t know about the centers and that our services are not being communicated. John Herrick suggested public service announcements.

Patrick Brown from NYS DOL offered comments about their efforts to reach out to businesses and expand services.

Finally, Doug commented that all the input from board members regarding the new website had been incorporated into the final design and thanked all for their time providing that input along with comments about how we can improve how well known we are.

6. Executive/Connections Team: Mike Perez

a. By-Laws - CEO Approval and Update

Discussion was held to amend bylaws article VI Section 1 to re-word non-private membership to read “up to three other non-private sector members”. Motion to approve deferred due to lack of quorum.

b. Youth Services Procurement

Doug discussed the contracts between the centers and youth service providers and our need for board approval. Motion to approve deferred due to lack of quorum.

c. Center Budgets for PY18

No discussion held. Motion to approve deferred due to lack of quorum.

7. Team Progress Reports

Mike commented that we will devote time at each meeting to review the progress of the board teams. Discussion Points:

a. Connections (Mike Perez)

Mike commented that the connections team reviews the progress of each of the teams and ensures adherence to the work plans. Further, their oversight is important to facilitate new and enhanced activities within the teams.

b. Resource and Development (Doug Leavens presented for Joe Serafini).

Today’s presentation on business services was the result of a more in-depth review of business services being conducted by the R&D team to identify what currently exists and develop data for our activities.

c. Business Needs (Corbin Daugherty)

Corbin commented that they had a productive meeting and are starting to move faster now. They will initially target manufacturing with a focus on logistics, which will touch manufacturing and distribution centers as well. The B.E.S.T. team initiative will be starting up and they reviewed a “to do” list to initiate. This effort will invite education, economic development, chambers and workforce entities to create a planning team to convene businesses by sectors to identify, analyze and suggest initiatives to address needs stated by businesses.

8. Center Activities - Training Report – PY17: Dave Conroe

Dave presented aggregated information for the three Career Centers to show an “area-wide” perspective on the training done in PY17. The review included expenditures for training, details such as what occupational training was supported and at what facilities, and other training related to on the job training (OJT) and the Trade Act program.

9. Finalize draft meeting calendar.

No concerns were raised about the 2019 meeting dates.

10. Board Member Comments

Peg Murphy commended the great work of the teams and the Centers

Mike Perez mentioned the need to make use of the website to cut down on a variety of emails going out to board members so they are not overloaded.

Doug mentioned the website will be the board’s point of contact with information posted for board members in a password protected board member only section.

Caelynn Prylo mentioned the SUNY Workforce Development Grant where community colleges will work with business partners. This is part of the Five community colleges or 5C initiative. A session was held on October 5 where action plans were discussed and the colleges/businesses began working together.

Meeting was adjourned at 10:05 a.m.

Motion to Adjourn