

**Saratoga-Warren-Washington Workforce Investment Board
Meeting Minutes
October 24, 2018**

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

Attendees: Tracey Aust, Michael Billok, Michael Bittel, Scott Brazie, Corbin Daugherty, Leslie Dorsey, Mark Fish, John Herrick, Penny Hill, Ann Luby, Peg Murphy, Laura Oswald, Turina Parker, Mike Perez, Caelyn Prylo, Shelby Schneider, Joe Serafini, Dona Stone, John Wheatley

Guests: Deb Bishop, Dave Conroe, Chris Hunsinger, Doug Leavens, Jen McCloskey, Bill Resse

Meeting was called to order by Chairman Mike Perez at 8:09 a.m.

1. **Welcome & Introductions:** Mike Perez
 - Mike acknowledged our most recent board members (Tracey Aust, Michael Bittel, Scott Brazie, Dona Stone and Turina Parker) as well as those that have joined within the past year (Michael Billok and Caelynn Prylo).

2. **Approval of Minutes:**
 - The minutes of the meeting held on June 6, 2018 were reviewed and approved.
Motion to Approve: John Herrick
Seconded: Peg Murphy
Approved unanimously

3. **Presentation:** Peg Murphy and John Herrick, both past board chairs, were acknowledged for their contributions to the workforce board over the years.

4. **Executive Director Items – WDB Roadmap/WIOA Governance and Leadership:**
 - a. We have four board teams – Connections, Needs, Resource and Development and the Youth team to be organized.
 - b. Posed the questions: Do all board members have a good understanding of the system and services provided? And, do board members have a good understanding of our reset?
 - c. Doug suggested we need to look at what we have done in the past and what we want the future to look like to determine what we are to do in the present to guide ourselves.
 - d. Reviewed board priorities for “What and why “we do on the board and teams
 - i. Private sector business focus
 - ii. Adhere to 14 WDB oversight functions
 - iii. Guided by our reset plan, team work plans and local workforce plan
 - iv. Establish clear direction and priorities

- v. Make sure we are known
- vi. Unified approach of work performed at centers
- vii. Form partnerships with entities pursuing initiatives consistent with our mission
- viii. Establish system and program outcomes for accountability
- e. Our only focus is workforce – only organization in the 3-county area with that sole focus.

5. Executive/Connections Team report: Mike Perez

a. Mike introduced the following resolution requests:

- A resolution requesting approval to transfer funds from the dislocated worker (DW) funds to the adult services fund per NYS DOL and WIOA guidelines – total transfer authorized for \$160,000 or up to 33.5% of total DW allocation – see agenda attachment.
Motion to Approve: Peg Murphy
Seconded: Laura Oswald
Approved unanimously
- A resolution requesting amending our youth services policy regarding the definition of “Youth Needs Additional Assistance” for determining youth program eligibility. NYS DOL requires the following to be added to this policy to specify that in addition to the barriers to employment listed for eligibility, that, for those not meeting the income guidelines, we add:
“ In accordance with Section 129(a)(3)(A)(ii) no more than 5% of the individuals under this section may be persons who would be covered individuals, except that the persons are not low-income individuals.”
Motion to Approve: John Herrick
Seconded: Peg Murphy
Approved unanimously

6. Program Presentation: New SWW Workforce Board website

- a. Doug mentioned that the roll out plan for the new website is part of the board meeting packet
- b. Dave Conroe and Chris Hunsinger displayed the website for the board and commented on key sections – primary customers are board, business and job seekers.
- c. Comments from board members included: is there the ability to post a job, can people find this site and to add links to board members websites
- d. Doug mentioned that this is continually subject to updates and that he wants board member comments to be included in the final version prior to release. A link to the test site will be shared with all members to allow them to make any suggestions.
- e. Ongoing updates will be handled by Saratoga Career Center taking the lead with the other centers and the board section will be handled by the board staff.
- f. Plan to go live within two weeks

7.. Team Progress Reports

a. Connections Team Mike Perez

Mike commented on the ongoing transition and mentioned the committee reviewed team reports and progress to date.

b. Business Needs Team Corbin Daugherty

Corbin reported that the Business Needs Team had met in September and continued efforts on their work plan:

- Will take a sector approach to obtaining specific business needs by sector
- Manufacturing may be best sector to start with
- 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.
- Discussed approach for BEST to engage business with round-robin and facilitated sessions.
- Will kick priority ideas to R&D team to develop
- Shelby had referred to the approach as “workforce playbook”.

Next Steps:

- Plan and schedule the BEST organizational meeting.

c. Resources & Development Team Joe Serafini

Joe reported that the R&D Team had met in September and continued efforts on their work plan:

- The team is working on identification and processes related to center services (#’s 1&2 of work plan).
- The part A recertification process has been completed and we are working on parts B&C related to inventory of existing services and how services are delivered with the initial focus of Business services.
- We reviewed a draft flow chart of center business services
- We will be looking for the development of data related to services provided and will use the existing state data management system (OSOS) where possible and develop our own collection systems as well.
- This will look at how many services are used and to what extent

Next Steps:

- We will review a final version of business services available
- Review a business services flow chart of how key functions are completed and other related materials

8. Center Activities

a. Center staff reviewed the summer youth employment program and will review a report of occupational training activities at the next board meeting

b. Summer Youth Program key points:

- Funding is primarily through the state level TANF (social services) funds

- Eligibility is income based for ages 14-20 years of age
- Primary service is a work assignment at a worksite identified by the program with an assigned supervisor from that site. We also offer financial literacy training and some support services such as transportation assistance and clothing
- Challenges:
 - Many of the youth are younger (14-15)
 - Labor laws for younger youth
 - Appropriate job sites and geographic location/spread of sites
- We try to address interests and geographic needs of youth
- Non-eligible youth are referred to other jobs
- Chris noted 8 of 52 youth were hired on and longitudinal info to be shared

9. Draft meeting schedule

- Board members were asked to review the 2019 draft meeting schedule and to let Doug know if there were any issues

10. Board discussion – Approaches to becoming known

- Board members were asked to respond to Doug regarding ways we could ensure we become better known and to any suggestions for the website.

11. Comments

- Ann Luby announced that this was her last meeting
- Doug pointed out the included calendar of upcoming events

Adjournment: Meeting was adjourned at 10:05 a.m.

Motion to Adjourn: Ann Luby

Seconded: Laura Oswald

Approved