



SWW Workforce Development Board

Meeting Minutes

of December 8, 2021 Online (ZOOM) Meeting

thejoblink.org

BOARD MEMBERS PRESENT: Ash Anand, Michael Bittel, Scott Brazie, Scot Chamberlain, Gary Dake, Dan Dudley, Maureen Grabowski, Patricia Klimkewicz, Michael Mastropietro, Tara McCaughey, Zack Moore, Mike Munter, Turina Parker, Dominick Patrignani, Tracey Riley, Wendy Skawinski, Mary Ann Spiezio, Ryan VanAmburgh, John Wheatley. (19)

EXCUSED: Mark Fish, Michael Kelly, Kathy LaFond, Laura Oswald, Caelynn Prylo, Shelby Schneider, Joe Serafini (7)

GUESTS: Jen McCloskey, Liza Ochsendorf, Traci Ross, Roberta Davis, Nancy DeStefano (BOCES)

STAFF: Gretchen Steffan, Executive Director

Welcome

Vice-Chairman Munter facilitated the meeting and welcomed all.

1. Approval of October 20, 2021

Motion to Approve both: by Gary Dake **Second:** Zack Moore

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

2. Approval of Policy Revision: Self-Sufficiency

Motion to Approve both: by Michael Bittel **Second:** MaryAnn Spiezio

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

3. Presentation on BOCES Career & Technical Education (CTE) Programs

Nancy DeStefano, Assistant Superintendent for Instructional Programs at WSWHE BOCES provided an overview of CTE programming, highlighting popular programs, sharing marketing insights and information on their CDL program.

4. Fiscal Monitoring Update

Jen McCloskey provided a summary of the recently completed Fiscal monitoring. We await a final report of outcomes.

5. Committee Updates

- a. **Executive Committee** report by Mike Munter informed that updates to the SWW by-laws are forthcoming, as is Board Recertification. Committee progress is being made, Monitoring was completed for PY20, and significant discussion occurred on NYS DOL's Disability Resource Coordinator Pilot, which Gretchen will discuss during the Operations update.



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- b. Business Needs Committee** Gretchen Steffan reported that the committee continued its work on the CDL initiative and working through multiple elements of a project plan.
 - c. Resource & Development Committee** Gretchen Steffan reported on behalf of Ash Anand. The Center's provided a Monitoring overview of recent auditing, and how they are addressing safety issues at the Center's. Career skills training still happening virtually. Jen McCloskey provided an EMT program update on her work with HVCC. Ryan discussed Career Jam for 8th and 9th grade students. A committee marketing discussion occurred, about methods to improve getting the word out about Career Center offerings, and presence in the community. It was decided that marketing messages need reinvention, need to be cohesive, more people need to know what we can do for business and job seekers, including OJT, career pathway development, and funding available to support this work.
- 6. Center's Operations Report** Jen McCloskey, Liza Ochsendorf and Traci Ross. Traci Ross will be leaving LEAP and her last day is Friday, December 10th. Roberta Davis is the new Assistant Director for the Career Center and is acting as the director of career services within the agency. Emily Fagle, currently the Finance Director will be serving as LEAP's interim Executive Director during the transition to new agency leadership. Board members extended their good wishes to Traci. Jen reported an uptick in security concerns at the Saratoga Center and they are working to resolve them. All Centers are participating in regional virtual career development workshops, and attendance continues to be good. The Capital Region Career Centers are participating in NYSDOL's virtual Career Fairs to have a presence and be available to connect with locals who may need assistance. Both Warren and Washington Center's reported on utilization statistics for funding CDL, LPN, CNA and Machine Tool programs. Completion/graduation rates of these programs are good, and Centers offer continuing support for career pathway development. Many completing their programs, already have job offers with notable wage rates. Youth programs are also doing well. Technology shortfalls for customers served are an item of interest, as dollars may be available to procure technology resources for loan in the near-term.
- 7. WDB Operations Update** Gretchen Steffan updated the WDB on the MOU, Priority Occupation List, Implementation of Quarterly Monitoring, Equal Opportunity compliance, upcoming certifications by NYSDOL, administrative process, policy development and NYSDOL's Disability Resource Coordinator Pilot program.
- 8. Proposed Board 2022 Calendar for PY21&22** Gretchen Steffan provided a draft calendar. Modifications will be made via e-mail for comment and approval.
- 9. Additional Opportunity for Board Member Announcements / Comments** Gretchen Steffan reported that Caelynn Prylo wanted us to mention a new SUNY Adirondack/Plattsburgh Certificate Program starting in Spring of 2022 on Supply Chain Management. Caelynn will be sending program information to the group. Jen McCloskey asked for WDB recommendations for Saratoga County business members.
- 10. Adjournment Motion:** by MaryAnn Spiezio **Second:** Michael Mastropietro 9:45 am