



# SWW Workforce Development Board

## Meeting Minutes

of Wednesday, June 21, 2023 Meeting at QUAD, Saratoga Springs NY

thejoblink.org

**BOARD MEMBERS PRESENT:** Scott Brazie, Scot Chamberlain, Gary Dake, Paige Foote, Maureen Grabowski, Tara McCaughey, Elizabeth Miller, Zack Moore, Mike Munter, Laura Oswald, Turina Parker, Michael Prime, Tracey Riley, Tricia Rogers, Matthew Rose, Mary Ann Spiezio, Wendy Skawinski, Mark Stratton, Ryan Van Amburgh, John Wheatley (20)

**EXCUSED:** Ash Anand, Dan Dudley, Doug Ford, Patricia Klimkewicz, Chris Koval, Kathy LaFond, Michael Mastropietro, Dominick Patrignani, Joe Serafini (9)

**GUESTS:** Jenniffer McCloskey (*Saratoga County Career Center*) Liza Ochsendorf (*Warren County Career Center*), Roberta Davis (*Washington County Career Center*), Shelley Smith (*LEAP*) (4)

**STAFF:** Gretchen Steffan, Executive Director

### Welcome & Introductions of WDB Members, Honored Guests and Staff by Chairman Munter.

#### 1. Approval of May 24<sup>th</sup> Meeting Minutes - *Action Item*

**Motion to Approve:** by Gary Dake **Second:** Maureen Grabowski

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

#### 2. SWW WDB PY23 Budget & Fiscal Presentations – then *Action Item*

Gretchen Steffan, Executive Director presented the SWW WDB Budget to the WDB, along with a PowerPoint slide deck with budget highlights and category explanations (*attached*).

Jenniffer McCloskey, Fiscal Manager & Director of the Saratoga Center provided a fiscal update covering our PY20 carryover fund balance, PY21 accrued expenditures, ER-NDWG spending and anticipated allocations for PY23. She shared PY20 & PY21 training data and identified that the most popular training disciplines are: CDL, LPN, Phlebotomy, Machine Tool, and Welding.

#### Approval of SWW WDB PY23 Budget – *Action Item*

**Motion to Approve:** by Maureen Grabowski **Second:** Ryan VanAmburgh

**Discussion:** Some; **Vote:** Approved with 17 in favor, 2 recusals due to being employees of Saratoga County Administration, and 1 abstention. Vote table detail below:

Scott Brazie-Approve-Washington	Zack Moore-Approve-Warren	Matthew Rose, Recusal-Saratoga
Scot Chamberlain-Recusal-Saratoga	Mike Munter-Approve-Saratoga	Wendy Skawinski-Abstain-Saratoga
Gary Dake-Approve-Saratoga	Laura Oswald-Approve-Washington	MaryAnn Spiezio-Approve-Washington
Paige Foote-Approve-Washington	Turina Parker-Approve-Washington	Mark Stratton-Approve-Washington
Maureen Grabowski-Approve-Warren	Mike Prime-Approve-Saratoga	Ryan VanAmburgh-Approve-Saratoga
Tara McCaughey-Approve-Saratoga	Tracey Riley-Approve-Warren	John Wheatley-Approve-Warren
Elizabeth Miller-Approve-Warren	Tricia Rogers-Approve-Warren	



# SWW Workforce Development Board

## Meeting Minutes

of Wednesday, June 21, 2023 Meeting at QUAD, Saratoga Springs NY

[thejoblink.org](http://thejoblink.org)

### 3. PY22 Fund Transfer Request – *Action Item*

A budget fund transfer request for up to \$100,000 from Dislocated Worker to Adult. Our Fiscal Agent noted that all participants eligible for the Dislocated Worker program, will be enrolled in the Dislocated Worker program, and no eligible participant will be denied services, including training services, due to transfer of funds.

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

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

### 4. LWDA Local Plan Update & New Policy... Ms. Steffan informed the group of the status of the Local Plan and Regional Plan, and asked the WDB to approve the new Adult Priority of Service Policy as presented.

### 5. SWW WDB NEW Policy-Adult Priority of Service – *Action Item*

**Motion to Approve:** by Laura Oswald **Second:** Gary Dake

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

### 6. Committee Updates –

- a. Mike Munter reported that the **Executive Committee** met on June 7<sup>th</sup>, and added Tara McCaughey from GlobalFoundries to the Executive Committee as the new R&D Committee Chair, replacing Ash Anand. We then discussed a range of issues, which included: Compliance, Board Membership Status, Grants, Technology, Committee Progress, the Career Centers, the Board agenda, and wrapped up the meeting with an expansive discussion on the WDB Budget.
- b. Gary Dake, **Business Needs Committee Chair** provided an update on recent developments on the Exit 16 & 17 corridor initiative. Forward progress is being made.

### 7. Center's Operations Report...Jenniffer McCloskey reported the **Saratoga Center** is very involved in the Summer Youth Employment Program (SYEP), their program is at capacity and orientation begins shortly. The EMT program enrollment is at 8 students, and they are getting started next Monday (6/26). Roberta Davis reported for the **Washington Center**. They are also busy with the SYEP, and are excited about implementing Engage-By-Cell (*texting technology*) as a communication tool with youth in the program. GED students are currently testing with good results. They are getting requests for individual training accounts for LPN, CDL and other healthcare career pathways. **Warren Center** is also very involved with SYEP and have scheduled orientation for the youth. Their \$523K in ARPA funds are supporting youth with disabilities who will benefit from a Job Coach, who is returning after positive results last summer. They will also be piloting Engage-By-Cell for the SYEP, and have been introducing the Transfr-VR technology with some districts, with good results. 3 WDB members have been reappointed and 2 new appointments are forthcoming. Both SAIL & A4TD have established office hours at the Warren Center, to support the disabled and senior populations desiring job skills. They are preparing to launch a publicity campaign for recruiting more home-based child care providers. Three



# SWW Workforce Development Board

## Meeting Minutes

of Wednesday, June 21, 2023 Meeting at QUAD, Saratoga Springs NY

[thejoblink.org](http://thejoblink.org)

more youth passed their GED test, which will open more spots for the Fall. Dan Dudley completed Warren's Center Certification, and they await language registration forms from NYSDOL to finish it.

- 8. WDB Operations Update** Gretchen Steffan reported on upcoming compliance matters, which included the Local Plan, Regional Plan, and Center's Certification. Program & Fiscal Monitoring are on target as we approach the end of our fiscal year. Grant collaborations are complete for the Northern Border Grant. We received the 80% Obligation Waiver for PY22. SYEP Allocations from ODTA totaling \$491,843 for the SWW system. Gretchen reported the status of the HVCC CDL collaboration, status of the Branding-Website-Social Media project and their collaboration with Engage-By-Cell, and lastly shared a summer project list.
- 9. Additional Opportunity for Board Member Announcements / Comments...** Wendy Skawinski inquired about meeting location for future WDB meetings, and offered the 333 Glen Street site in Glens Falls as an option for future consideration.
- 10. Adjournment at 10:00 am**

**Next SWW WDB Meeting  
Wednesday, October 18, 2023  
at QUAD in Saratoga  
from 8-10 am**