



**North Country Regional Workforce Development Board  
Regional Workforce Development Board Meeting  
Friday, November 9, 2018  
Adirondack Education Center, Saranac Lake  
8:30 AM**

**MEMBERS PRESENT:** Deb Cleary, Maryellen Cooke, Garry Douglas, Sylvia Getman, Scott Henderson, Becky Leahy, Mimi Lane, Sheri Sauve, Carol Calabrese, Michele Friedman, Brian Post, Stephen Shafer, Carol Calabrese, Michele Friedman, Brian Post, and Pam Dority

**MEMBERS EXCUSED:** Dan Alexander, Eugene Fox, Michelle LeBeau, Richard Lepage, Shana Macey, Neil McGovern, John Bernardi, John Donoghue, Erin Hynes, Alan Smith, and John VanNatten,

**OTHERS PRESENT:**

**Staff** –Sylvie Nelson, Kellie Lathrop, Katrina Garrand, Sandra Geddes

**Guests** – Jane Carpenter, Kathy Bishop, Joe Campbell, Russ Kinyon, Renee McFarlin, Greg Hart,

**GUEST PRESENTATION:** Dr. Mark Davey and Mr. Eric Bell presented an overview of plans for the CVES Capital Project.

**Call to Order**

Scott Henderson called the meeting to order at 9:22a.m.

Other Business/Networking:

**Garry Douglas made a motion for a resolution in support of the CVES Capital Project, seconded by Deb Cleary.** Michele Friedman abstained.

Deb Cleary mentioned the AIME program, it's a partnership CV-TEC, Clinton Community College and ETS that assists students in receiving education to ultimately get a position with partnering companies.

She also discussed Manufacturing Day, which was held at the Institute of Advanced Manufacturing that included 10 stations for hands on or experiential opportunities for 11<sup>th</sup> and 12<sup>th</sup> graders in our region. Sylvie said she was impressed with this year's event, that there were many companies, students and everyone appeared to be engaged.

### **Approval of 9/14/2018 Meeting Minutes**

**The minutes of the September 14, 2018 meeting were approved with a motion by Brian Post,** and seconded by Michele Friedman.

### **Finance Report**

Kellie reported that we received the final NOA 2018 money and she will distribute. Hamilton County has not yet spent any of 2017 dollars; Kellie reported that she will or has??distributed the remainder among the three counties to be spent by June 30

**The NCWDB Financial Report was approved with a motion by Becky Leahy** and seconded by Deb Cleary.

### **Executive Director's Report**

**Business & Education Forum** – this event was held on November 7, 2018 at The Hotel Saranac. She said there were approximately 50 people in attendance. The topic was Apprenticeships, and there were excellent panel discussions that included several members from our board. She thanked Greg Hart from Workforce Development Institute for assisting in planning of the forum. Next year, Sylvie would like to expand the invitation to include more schools to encourage attendance.

**Frank Co. OneWorkSource Center Renovations** - Kellie reported that the Franklin County OWS building renovations are complete. Most of the work was done on the exterior of the building to include new siding, new parking lots and a new sign. She said we replaced the fuel tank, installed new doorways, insulation and roof; the building looks excellent. A new drainage system was needed and was installed.

**MOU Infrastructure Funding Update**– finally this week, we received the final template to be approved by DOL. They have made minor suggestions, which we will update and if approved, we will reach out to our partners to move forward.

### **OneWorkSource Consortium Committee Report**

**Staff Survey Meetings Update** - Sylvie reported that we have been conducting staff surveys and compiling comments from surveys. Sylvie will then take those comments and share with operators.

**Quarterly OneWorkSource - Center Report Update** – Sylvie reported that this is when we review the centers to make sure that communication and filing is consistent.

**Customer Service Survey Update** – We received 15 surveys from Clinton County OWS, and just one from Franklin County. Sylvie said she would like to see an increase in customer surveys. Kathy Bishop said she encourages staff to make sure that they are also presenting the survey to customers and ask them to participate. Kellie said they discussed creating a nice sign that will highlight the survey to our customers, and hopefully to increase survey completion. Sylvie said they will continue conversation about incentivizing participants and it will be on the agenda of the next OneWorkSource Consortium meeting.

**Essex County OneWorkSource Center's New Location** – They have moved to the ACAP building on Court Street at the end of October. They have renovated one part of the building specifically for the OWS staff.

### **Youth Committee**

**AT& T Shadow Program** – Katrina reported that the October 26, 2018 AT&T Shadow Program was a success. She said students from Stafford Middle School's 8<sup>th</sup> grade toured Schluter Systems and Mold Rite. She said that we were excited to have a sighting of the CEO at Schluter Systems, who took time to talk to the students during their tour. She also noted that she is expanding her search for touring opportunities to include IAM and NovaBus.

**Client Testimonial**-Brian reported that the committee would benefit from hearing client testimonials. He said they will be discussing this at the next Youth Committee Meeting.

### **Manufacturing Day**

**Career Connect 2019** – Katrina reported that this will be held on May 21, 2019. Several schools are participating and will give training on soft skills, interviewing, and incentivize students to interact with a 'Golden Ticket' reward; which is a random computerized game wheel where the student's name will appear to win a prize.

Sylvie also noted that there had been discussion about integrating the shadow program and Career Connect into other counties, using our template for the program(s) as a model.

### **Other Business**

Sylvie reminded, the AES Building will be under renovations. The March and May meetings will be held at the Board Room at Adirondack Health.

**Motion to adjourn at 10:05 a.m. made by Deb Cleary** and seconded by Sheri Sauve and approved by all present and voting.

Respectfully Submitted,  
Erin Hynes, Board Secretary

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