



**North Country Regional Workforce Development Board
Regional Workforce Development Board Meeting
Friday, September 14, 2018**

OneWorkSource, Plattsburgh, NY

8:30 AM

MEMBERS PRESENT: Deb Cleary, Shana Macey, Joey Varin, John Vermette, Fran Wynn, John Bernardi, Erin Hynes, Alan Smith, Stephen Shafer, Mimi Lane

MEMBERS EXCUSED: Dan Alexander, Maryellen Cooke, Garry Douglas, Sylvia Getman, Scott Henderson, Becky Leahy, Michelle LeBeau, John VanNatten, Carol Calabrese, Michele Friedman, John Donoghue, Brian Post, Pam Dority

OTHERS PRESENT:

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

Guests – Greg Hart, Kathy Bishop, Joyce Marinelli, Sheri Sauve

GUEST PRESENTATION: Amanda Vitullo presented information regarding Center for Economic Growth and the Manufacturing Intermediary Apprenticeship Program. Sylvie will send copy of the presentation to the group.

Call to Order

John Vermette called the meeting to order at 9:26a.m.

The approval of Sheri Sauve as the NYSDOL Wagner-Peyser Representative for the NCWDB will be voted on following the Approval of Policies on the agenda.

Approval of 6/08/2018 Meeting Minutes

The minutes of the June 8, 2018 meeting were approved with a motion by Joey Varin and seconded by Erin Hynes.

Finance Report

Kellie reported that toward the end of July/beginning of August we received some of 2018 funds. Our 2016 funds are complete and 2017 funds are on track to being drawdown.

The NCWDB Financial Report was approved with a motion by Alan Smith and seconded by Joey Varin.

Approval of Complaint and Grievance Officers

The appointment of Kathy Bishop (Clinton) and Joe Campbell (Franklin) was approved with a motion by Erin Hynes and seconded by Mimi Lane.

The approval to give authority to the NCWDB Executive Director to name future Complaint and Grievance Officers was approved by Erin Hynes and seconded by Fran Wynn timer.

Approval to give NCWDB Executive Director Authority to Transfer DW Funds

Sylvie reported that in the past, when DW funds needed to be transferred to Adult, that it requires Board approval, which unless there is a scheduled board meeting can hold up the process for months. The original technical advisory states that the board can give authority to Executive Director do this on annual basis without Board approval. However, when funds are transferred, the Board Chair has to sign off on it. To streamline this process, we are looking for a motion to institute the technical advisory.

Kellie noted that counties can't start sending transfer requests yet, as funds are not available yet. Kellie will let counties know when funds are available.

Approval to give the NCWDB Executive Director authority to transfer DW funds to/from Adult as needed per TA16-6 dated July 27, 2016 was approved with motion from Erin Hynes and seconded by Fran Wynn timer.

Approval of Policies

John Bernardi presented policies for approval. Five items are needed for approval, and they have been processed through the Governance Committee. He reported that the staff did a great job updating the policies and they are now ready for approval by the Board.

Sylvie stated that the Youth ISS policy was sent to the Board in August. Due to medical/HIPAA laws, they do not want medical information to get on the OSOS database. The last sentence was changed to ensure medical information will only be placed in file, but not on database.

The approval of the following policies was approved with a motion from Joey Varin and seconded by Deb Cleary.

- **Non -Income Eligible Youth Policy**
- **Definition of Youth Who needs Additional Assistance**
- **ISS Policy**
- **ETPL Policy**
- **Revised Self-Sufficiency Policy**

Approval of Sheri Sauve as the NYSDOL Wagner-Peyser Representative

The approval of Sheri Sauve as the NYSDOL Wagner-Peyser Representative for the NCWDB was **approved with a motion from Alan Smith** and seconded by Stephan Shafer.

OWS Consortium Update

Alan Smith reported that they met in July and everyone is reaching their benchmarks. Next steps are reviewing results of survey. They anticipate wrapping it up in early October.

Business and Education Forum Update

Sylvie reported that we have reserved a date for the 5th edition of the Business & Education Forum. It will be held at Hotel Saranac on Wednesday, November 7, 2018. Sylvie reported that we are working on solidifying panelists with assistance from Greg Hart. Stephan Shafer reported that the date might be a conflict for a large Superintendent meeting. Sylvie said she will keep that as consideration for next year's forum.

Executive Report

As a follow up to the discussion at our June meeting, regarding the NCCC proposed School of Technology. Sylvie was asked to participate on the board for this project; she noted that there was good representation from North Country, but not many businesses were in attendance. Alan Smith reported that the plan for future School of Technology is to be held in old Lowe's building in Ticonderoga, with hopes of preparing students to be entrepreneurs. Sylvie also stated that the President of NCCC is leaving the college in April, so the future plans for the school may change. She will keep the Board updated regarding the NCCC project.

Other Business

Sandra Geddes was introduced to the Board as the new Executive Administrator. Sylvie reported that there is a meeting set up with Mike Carpenter regarding the CCC project for utilization of the dorms for drug rehabilitative housing. Sylvie said she will arrange a meeting with interested parties to discuss opioid epidemic and how we can provide resources to the community.

Motion to adjourn at 10:14 a.m. made by John Bernardi and seconded by Erin Hynes and approved by all present and voting.

Respectfully Submitted,
Erin Hynes, Board Secretary
