



North Country Regional Workforce Development Board Meeting

Minutes for: September 13, 2019

Location: Adirondack Health - Redfield Conference Room, Saranac Lake, NY

Time: 8:30 a.m.

BUSINESS MEMBERS PRESENT: Cassandra Beauregard, Maryellen Cooke, Mimi Lane, Greg MacConnell, Jay McGrath, Derek Tracy, John VanNatten, Fran Wynn

of Business Members Present: 8

BUSINESS MEMBERS EXCUSED: Dan Alexander, Deb Cleary, Garry Douglas, Eugene Fox, Scott Henderson, Becky Leahy, Joseph Varin, John Vermette

of Business Members Excused: 8

WORKFORCE MEMBERS PRESENT: John Bernardi, Carol Calabrese, Pam Dority, Steven Frederick, Michelle Friedman, Brian Post, Sheri Sauve, Alan Smith, Stephen Shafer

of Workforce Members Present: 9

WORKFORCE MEMBERS EXCUSED: Marie Benedict, Erin Hynes, Matt Osborn

of Workforce Members Excused: 3

OTHERS PRESENT:

Staff: Sylvie Nelson, Kellie Lathrop, Gabrielle Galy, Joshua Kretser

Guests: Jane Carpenter, Kathy Bishop, Joseph Campbell, Anthony Hayden

Introductions and Community Presentation

Joseph Bosley, HR Representative at Pretech Precision gave a brief presentation.

Call to Order

John Vermette called the meeting to order at 8:34 a.m.

Due to lack of a quorum the attending board members agreed to make unofficial votes on agenda items for the Executive Board to do a blanket approval at their next meeting.

Approval of Agenda

A motion to approve the agenda was made by Steven Frederick, seconded by Alan Smith.

Approval of 2019 NCWDB Strategic Plan Presentation

A motion to approve the 2019 NCWDB Strategic Plan Presentation was made by Steven Frederick, seconded by Fran Wynn timer.

Approval of Policies

- **NCWDB Sexual Harassment Policy**
- **NCWDB Cost Allocation Plan**
- **OWS Self-Sufficiency Policy Update**
- **OWS OJT Policy Update**
- **OWS ITA Policy Update**

Approval of Reviewed NCWDB Bylaws

A motion to approve the policies and NCWDB Bylaws was made by John Bernardi, seconded by Michele Friedman.

Executive Director's Report

Manufacturing day 2019 – Manufacturing day is coming up on Wednesday October 2, 2019 and will be held at the IAM building at Clinton Community College. They are expecting a great turnout of students from various schools, as well as businesses. Gabrielle will be one of the guides for the students. We appreciate the opportunity to join in with our fellow partners and are looking forward to participating; ETS always does an outstanding job with planning the event

Business & Education Forum 2019 – The Business & Education Forum is also coming up on Thursday, October 17th at the West Side Ballroom in Plattsburgh. It will be an all-day event with lunch included. Invites and save the dates will be emailed out and we are expecting a large turnout. This forum will focus on the issue of childcare in the workforce. We will be bringing an expert to come speak on the topic and have built a great agenda with a handful of eager participants. This event is free, and we encourage you to join.

Approval of Regional Board Meeting Minutes from June 7, 2019

A motion to approve the minutes from June 7, 2019 motion made by Alan Smith, seconded by Fran Wynn timer and approved by all present and voting.

Approval of Financial Report

- **Approval of Current NCWDB Financials**
 - **PY 19 money has been received and our second round of monies should be coming shortly. We were recently audited for our PY 18 money, subrecipient monitoring, etc., with no findings or issues.**
- **Approval of Transfer of Adult & DW Funds for FY 19-20**

- Program years are July 1st -June 30th, and every year we ask the board to do a blanket approval for each PY. It was approved by the Executive Committee to transfer funds for the program period of July 1, 2019-June 30, 2020 from Adult and DW Funds.

A motion to accept current NCWDB financials made by Maryellen Cooke, seconded by John Bernardi and approved by all present and voting.

Networking & Other Business

Joshua Kretser, Opioid Grant Coordinator, gave a brief presentation and summary on how the program's been going thus far. National Dislocated Worker Grant targets individuals who have been unable to obtain employment through conventional job search techniques and are in most need of enhanced services. This project serves dislocated workers with multiple barriers to employment including a lack of basic skills, older workers, education that does not match current job market for similar jobs, existing mental health or substance abuse condition that impedes finding work, or a long separation from the workforce that has eroded skills that were not strong to begin with. He has successfully connected with individuals in need of the grant through building relationships with agencies and partners. He has found some difficulties with the lack of funds for marketing but hopes to reach more people through word of mouth.

Meeting Adjourned

A motion to adjourn the meeting was made by Carol Calabrese at 9:50 a.m., seconded Steven Frederick and approved by all present and voting.

Future Board Meetings Location Reminder

A reminder that the next Regional Board meeting is scheduled on Friday, November 8th and will be held at the AEC, in Saranac Lake at 8:30 a.m. Documents and reminders to follow via email in the coming weeks.

Respectfully Submitted,
Erin Hynes, Board Secretary
