



North Country Regional Workforce Development Board Meeting

Minutes for: April 1, 2020

Location: **REMOTE – UberConference Call Due to the Covid-19 Pandemic @ 8:30 a.m.**

BUSINESS MEMBERS PRESENT: Dan Alexander, Deb Cleary, Maryellen Cooke, Garry Douglas, Steven Frederick, Scott Henderson, Mimi Lane, Becky Leahy, Greg MacConnell, John VanNatten, Joseph Varin, John Vermette

of Business Members Present: 12

BUSINESS MEMBERS EXCUSED: Cassandra Beauregard, Eugene Fox, Jay McGrath, Derek Tracy, Fran Wynn

of Business Members Excused: 5

WORKFORCE MEMBERS PRESENT: Dale Breault, Carol Calabrese, Michele Friedman, Brian Post, Sheri Sauve, Alan Smith

of Workforce Members Present: 6

WORKFORCE MEMBERS EXCUSED: Marie Benedict, John Bernardi, Erin Hynes, John Kowal, Matt Osborn

of Workforce Members Excused: 5

OTHERS PRESENT:

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

Guests: Anthony Hayden, Joyce Marinelli, Chris Rosenquest, Russ Kinyon

Introduction of New Board Members

John Vermette did a roll call of the board members, where each member introduced themselves to anyone new attending the meeting.

Call to Order

John Vermette called the meeting to order at 8:40 a.m.

Approval of Minutes

A motion to approve the January 10, 2020 minutes was made by Joey Varin, seconded by Garry Douglass and approved by all present and voting.

Approval of Financial Report

- Approval of NCWDB financials

Kellie informed the board that we have been on track up until the COVID-19 pandemic, which caused closings. This will skew our PY18/19 percentages a bit, unless the requirements are waived for this period of time.

A motion to approve the NCWDB financials was made by John VanNatten, seconded by Michele Friedman and approved by all present and voting.

- NYSDOL PY18 Sub Monitoring Letter

The audit was completed in September with one finding that has since been resolved.

Approval of Board Member Resignations

Approval of the following resignations from the North County Regional Workforce Development Board:

- Steven Frederick, Clinton Community College
- Steven Shafer, FEH BOCES
- Pam Dority, ACCES VR

A motion to approve the above listed NCRWDB resignations was made by Maryellen Cooke, seconded by Joey Varin and approved by all present and voting.

New Board Members Approvals

Approval of the following new board members for the North County Regional Workforce Development Board:

- Steven Frederick, Paul Smiths College
- Dale Breault, FEH BOCES
- Dr. John Kowal, PhD, Clinton Community College

A motion to approve the above listed new NCRWDB members was made by Garry Douglas, seconded by John VanNatten and approved by all present and voting as well as by the State of NY.

Executive Committee Report

COVID-19 Plan of Action Update – We sent out our plan of action at the beginning of the pandemic and everything thus far is proceeding well. All OneWorkSource offices have been closed to customers as of March 17, 2020. We are working from home unless in office work is needed. The phones have been forwarded to voicemail and our partners are able to check the voicemail from home. DOL has had a massive increase in service needs due to the pandemic

and are handling it as swiftly as possible. Sylvie and Kellie have been working from the office and practicing social distancing. A mass press release was sent out notifying the public our new operational status. Sylvie will be using the EMSI database to investigate the potential impact this pandemic will have on our region's workforce.

WIOA FY 2020-2021 Funding – Unfortunately funding will decrease for youth and dislocated workers as well as adult. Further changes may result due to the pandemic.

Local & Regional Plan Submission – This has been filed with DOL and updated with our colleagues. In Franklin and Essex counties it was accepted with no changes.

One-Stop Operator RFP – Attendance was by phone only. Our current One-Stop Operators were the attendees. We will wait for proposals to see how we will move forward with the RFP.

FY16—18 NYSDOL Review – We have not yet received the letter, but we are aware that there were some findings but nothing of any significance and all will be resolved.

Internal Youth Program Review – We have two (2) new youth program providers. Both have been working closely with Katrina and everything is going well thus far.

Executive session was called off by the board members as it was not needed at this time.

Meeting Adjourned

A motion to adjourn the meeting was made by John VanNatten at 9:13 a.m., seconded Scott Henderson and approved by all present and voting.

Future Board Meetings Location Reminder

A reminder that the next Regional Board meeting is scheduled on May 8th, 2020 @ 8:30 a.m. The location may be remote during the pandemic and 'Stay in Doors' mandate. Documents and reminders to follow via email in the coming weeks.

Respectfully Submitted,
Erin Hynes, Board Secretary
