



North Country Regional Workforce Development Board Meeting

Minutes for: September 11, 2020

Location: **REMOTE VIA VIDEO CONFERENCE**

BUSINESS MEMBERS PRESENT:

Dan Alexander, Deb Cleary, Maryellen Cooke, Garry Douglas, Steven Frederick, Mimi Lane, Becky Leahy, Greg MacConnell, John VanNatten, Joseph Varin, Fran Wynn

of Business Members Present: 11

BUSINESS MEMBERS EXCUSED:

Kassandra Beauregard, Eugene Fox, Scott Henderson, Jay McGrath, Derek Tracy, John Vermette

of Business Members Excused: 6

WORKFORCE MEMBERS PRESENT:

John Bernadi, Carol Calabrese, Erin Hynes, John Kowal, Alan Smith

of Workforce Members Present: 5

WORKFORCE MEMBERS EXCUSED:

Marie Benedict, Dale Breault, Michele Friedman, Matt Osborn, Brian Post, Sheri Sauve

of Workforce Members Excused: 6

OTHERS PRESENT:

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

Guests: Alan Jones, Joe Campbell, Roberta Bly, Anthony Hayden, Russ Kinyon, Buck Bobbin, Kathy Bishop, Joyce Marinelli

Call to Order

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

Approval of Minutes

A motion to approve the June 6, 2020 minutes was made by Garry Douglass, seconded by Steven Frederick and approved by all present and voting.

Note* Our previous Regional Board meeting had a glitch in the recording, due to this error we re-affirmed the June minutes approval; **a motion to re-approve those minutes was made by Garry Douglass**, seconded by Steven Frederick and approved by all present and voting.

Approval of Financial Report

- Approval of NCWDB financials
- We received our first round of PY20 monies in July, which is earlier than our usual August time frame. PY18 is spent and the close-out package was sent to NYS and we continue to spend down our PY19 allotment. Sylvie has applied for the NYS 80% waiver in case we are unable to meet the requirements for Adult/DW/Youth. We are however currently on target to meet our goals. Approval of DW to/from Adult Transfer

Each year we transfer these funds as needed with approval from the board. Once we have approval, we can send the letter for request.

A motion to approve the financials and transfer request was made by John Bernardi, seconded by Dan Alexander and approved by all present and voting.

Approval of Policy

- Approval of Youth Work Experience Policy

John Bernardi addressed the board regarding the purpose of this policy (document provided), noting that the team responsible for this policy made some adjustments and requested the board's approval to proceed.

A motion to approve the Youth Work Experience Policy was made by John Bernardi, seconded by Joey Varin and approved by all present and voting.

Executive Committee Report

- NCWDB Reopening Update / OWS Centers Reopening Update

There has been a lot of change since March of this year. We have done quite well remotely and will be gradually transitioning back to the office in the coming weeks. We implemented safety measures, and the OWS building is still closed to the public. There are still trainings and One-on-One meetings with our partners happening using safe distancing and protocols. We have also provided sanitizing stations all throughout the building.

- Childcare RoundTable Discussion Update

Due to the pandemic we cancelled the in-person discussion and opted to do it remotely. We are working with several partners to present recommendations to our elected officials and have decided to opt out of media at this time. This will be a closed meeting and our board member Garry Douglass will be participating. This forum is planned for September 16 at 10 a.m.

- Upcoming North Country Business & Education Forum

We are looking into how we can conduct our Business Forum remotely. A possible topic of discussion might be how the pandemic is affecting our local area. We also want to touch on

trainings that are still happening and how to push our local economy forward given the shortcomings we are facing.

- **Advocacy Efforts**

We continue our advocacy efforts, sending letters and emails to our elected officials on various topics affecting workforce development. Please let us know if you can help our would like to join in our efforts for more Child Care support.

- **ADDITION DURING MEETING – Revamp of Website**

Our website is almost six years and we hope to update and make it more interactive and functional for us, our partners and clients. We are looking into funding options for this to come to fruition.

- **ADDITION DURING MEETING – Manufacturing Day**

This year’s Manufacturing Day will remote. The group is working hard to figure out how to make this work best for students, teachers, colleges and businesses.

Other Business

- **Conflict of interest Policy**

Please sign and send back to Gabrielle Galy via scanned into email.

- **Networking for members**

Meeting Adjourned

A motion to adjourn the meeting was made by Steve Frederick at 9:25 a.m., seconded Garry Douglass and approved by all present and voting.

Future Board Meetings Location Reminder

A reminder that the next Regional Board meeting is scheduled on January 8, 2021 @ 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
