



North Country Regional Workforce Development Board

Friday, December 4, 2015

FEH Boces

Malone, NY

8:30 AM

MEMBERS PRESENT: Dan Alexander, Maryellen Cooke, Garry Douglas, Michelle LeBeau, Bill Murphy, John VanNatten, Fran Wynn timer, John Bernardi, Carol Calabrese, Victoria Duley, John Donohue, Ray Hawksby, Erin Hynes, Brian Post, Steve Schafer

MEMBERS EXCUSED: David Coryer, Susan Delehanty, Becky Leahy, Richard LePage, Shana Macey, Neil McGovern, Elaine Reynolds, John Vermette, Dr. Mark Davey, June O'Neill, Marie Benedict, Pam Dority

OTHERS PRESENT:

Staff –Sylvie Nelson, Meg Senecal, Kellie Lathrop

Guests –Michele Friedman, Alan Jones, Kelly Smart, Anthony Harden, Colin Read, Joe Campbell and Sheri Sauve

Call to Order

John VanNatten called the meeting to order at 8:47am

WIOA Update:

Steve Shafer welcomed group to FEH Boces and briefly explained what programs they have at the facility. FEH Boces is moving into a P-Tech program in September with North Country Community College for Health and Human Services. They are also starting a coding and gaming class.

- **Approval of Workforce Development Board Minutes, motion by Garry Douglas**
Seconded by Brian Post and approved by all present and voting.

Board Certification Update

John VanNatten stated we have transitioned into Workforce Development Board. We are ahead of our peers around the State and we are getting clarification on board approval. Sylvie Nelson is hoping to have this completed in the next few weeks.

Executive Committee

The Executive Committee needs to have structure formed. Garry Douglas nominated: John VanNatten for President, Bill Murphy for Treasurer, Erin Hynes for Secretary, and Elaine Reynolds for second Chair.

Approval of Executive Committee Nomination

- **Approval of Executive Committee nominations, motion by Garry Douglas, seconded by John Bernardi**

Creation of Governance Committee

John VanNatten asked all board members to service on chair and volunteer, would like new individuals on board to volunteer. The committees are being formed to help make sure by-laws are being followed and hopefully add new members. John Bernardi offered to chair Governance committee. Dan Alexander suggested all members be on the one committee. Sylvie Nelson wants each board member at a local level as well. John Bernardi suggested these committees be held via conference call.

Creation of Finance Committee

Bill Murphy offered to chair finance committee.

Creation of Board Development Committee

Fran Wynn would like to chair the Board Development Committee and Victoria Duley offered to be part of this committee, but not chair. The purpose of this committee is to oversee staff development.

NCWDB Financials

Kellie Lathrop provided the current WDB financials. There is nothing new to report. We are now fully funded for program year '15. Kellie to make revision of dates on sheets. There was a motion to move dislocated worker funds to adult funds. There is \$91,000 approved to be moved and the New York State DOL needs board approval to make this transfer official. John VanNatten needs to send approval and the minutes are needed to also make this transfer occur. Each county has already let Kellie know how much needs to be transferred. This is not broken down by region as New York State views us as a whole and the money is given to us in one lump sum then divided amongst counties. Joe Campbell said this help keep track of everything. Kellie did state the money could be switched back later if needed.

Approval of WDB Finances

- **Approval of finances with amended dates for 2016, motion John Bernardi, Seconded by Erin Hynes and approved by all voting**
- **Approval of DW to Adult Fund Transfer for FY15-16 motion by John Bernardi, seconded by Bill Murphy and approved by all voting**

Franklin County Report

Joe Campbell stated Franklin County met in September and 14 people attended. Another meeting is scheduled at beginning of January. It was discussed what the council would like from Joe such as training and what businesses would need from OneWorkSource centers and help give a chance to view trends in the area.

Essex County Council Report

Alan Jones said all was well except a few layoffs. There is talk of potentially consolidating space and moving people into their office rather than moving their own office. Sylvie Nelson would like to recruit more participants and John Bernardi agrees with Garry Douglas people need to stay relevant with the councils. Dan Alexander feels it would be helpful for board members to visit centers and view how each one works.

Hamilton County Council Report

Bill Murphy and council agreed Dana and her assistant to do a presentation on OJT. The council is also working on a 3 year plan.

Clinton County Council Report

Sheri Sauve said the county council met in September where Mary Goddeau resigned and Elaine Reynolds has been appointed chair. It was well attended and individuals are being recruited. Plattsburgh office passed customer service indicator report that counts towards the region. Plattsburgh also did well on the Migrant Seasonal Farmworker Audit, REA Audit and the Veterans Audit. Plattsburgh location is soon to be site for Civil Service Testing. The next meeting is in two weeks.

Executive Directors Report

The audit for FY'13 went well. WDB is to sign a MOU has been signed with Franklin County Social Services and is to be signed by Clinton County shortly. Sylvie Nelson is now a board member with the Health Institute. Career Connect is to be hosted in May and hoping to slightly change the format of how it has been done in the past. The NYATEP conference went well, Board Member Maryellen Cook stated she found it very beneficial and feels we could benefit from that information at future board meetings. P-Tech involvement has been increasing and now in partner with Malone P-Tech.

Program Report

Meg Senecal mentioned the Youth Committee is meeting next Tuesday at CV-Tec Plattsburgh campus. Brian Post, Meg Senecal, and Sylvie Nelson are attending the Youth Finance seminar in Boston the week of December 7. Meg has been doing site visits around the region. The Governance Committee is to approve forms in the future.

Other

Victoria Duley mentioned Clinton Community receiving MFI and is chairing a Designated Steering Committee. Maryellen Cook mentioned her organization has entered a Best Learning Practices completion and requested people put in for submission. The new CEO starts at the Casino on December 7, 2015.

Motion to Adjourn at 9:51.m. motion by Victoria Duley, Seconded by Brian Post and approved by all present and voting.

Respectfully Submitted,
Erin Hynes
