

**The Fulton, Montgomery & Schoharie Counties
Workforce Development Board**

SPECIAL Board Meeting

Wednesday, October 3, 2018

Amsterdam Workforce Career Center

I. Opening and Attendance:

Welcome: Laurie Bargstedt, Secretary to the Board, called the meeting to order at 4:35 p.m. Laurie was filling in for the Chairman of the Board, Scott Stevens, because he was unable to attend the meeting.

Members Present: Laurie Bargstedt, Kerry Brunner, Marty Callahan, Roger Cusano, Christopher Darling, David Fariello, Andrea Fettinger, Pamela Goldswor, Keith Gros, Melissa Johnston, Kathleen Kilmartin, James Law, David Morrow, Karen Miller, Michael Peters, Judy Petroski, Don Snoop, Jeannette Spaulding, Jeffrey Stark, and Peter Stearns

Excused: Kenneth Rose and Scott Stevens

Absent: Rita Franko, Arthur Graulich and Tina Sweet

Also present: Mary Hill, Program Director, FMS Private Industry Council, Inc.

Staff to Board present: Gail Breen, Beverly Ball, and Kim Skiff

II. Action Items:

- **Resolution BY 2018-01:** Upon the recommendation of the Executive Committee:
Acceptance of the amended By-Laws.
 - Motion: Jeffrey Stark Seconded by: Jim Law
 - Discussion: There was no discussion
 - Vote: All were in favor
 - Motion Carried

III. Adjournment:

Motion: Jeff Stark Seconded by: Judy Petroski
Meeting Adjourned at 4:38 p.m.

**The Fulton, Montgomery & Schoharie Counties
Workforce Development Board**

Board Meeting

Wednesday, October 3, 2018
Amsterdam Workforce Career Center

IV. Opening and Attendance:

Welcome: Laurie Bargstedt, Secretary of the Board, called the meeting to order at 4:38 p.m. Laurie presided over the meeting, as Chairman Scott Stevens was unable to attend the meeting.

Members Present: Laurie Bargstedt, Kerry Brunner, Marty Callahan, Roger Cusano, Christopher Darling, David Fariello, Andrea Fettinger, Pamela Goldsweyer, Keith Gros, Melissa Johnston, Kathleen Kilmartin, James Law, David Morrow, Karen Miller, Michael Peters, Judy Petroski, Don Snoop, Jeannette Spaulding, Jeffrey Stark, and Peter Stearns

Excused: Kenneth Rose and Scott Stevens

Absent: Rita Franko, Arthur Graulich and Tina Sweet

Also present: Mary Hill, Program Director, FMS Private Industry Council, Inc.

Staff to Board present: Gail Breen, Beverly Ball, and Kim Skiff

- V. Presentations:** Laurie shared that unfortunately the presentation on the Summer Youth Employment Program (SYEP) would not be given tonight. Jen Swart, Senior Youth Coordinator, fell and broke her ankle, and Ann Peconie, the SYEP site supervisor scheduled to speak, had a conflict. Mary Hill, Program Director, shared that there was 101 youth in the program this year. That number is slightly down from the 105 youth served last year. Mary stated that the decrease was due to the minimum wage increase, which causes less youth to be able to be served for the summer. She shared that it was a successful year and that the Johnstown Animal Clinic in Fulton County hired a high school junior, Creative Connections in Montgomery County hired 2 boys to work after school and weekends for 10 hours a week, and Schoharie County had one youth hired as substitute Janitorial staff at the Cobleskill Richmondville School. She shared that there were 2 new worksites in Montgomery County (Woodrow Wilson Townhouses and the Law Offices of Fabrizia Rodriguez). 2 new worksites in Fulton County (Johnstown Animal Clinic and Wildlife Sports & Educational Museum), and 7 new worksites in Schoharie County (The Studio for Arts and Crafts, The Broom Closet, The Donna Lavigne Agency, Super 8 Motel, Schoharie Home Center and the Joshua Project in Richmondville and Central Bridge).

VI. Action Items:

- **Resolution BY 2018-02:** Acceptance of the minutes from the June 13, 2018 Annual Board Meeting
 - Motion: Andrea Fettinger Seconded by: Don Snoop
 - Discussion: None

- Vote: All were in favor
 - Motion Carried
- **Resolution BY 2018-03**: Upon the recommendation of the Accountability and Return on Investment Committee: Acceptance of the Fulton, Montgomery and Schoharie Counties Workforce Development Board, Inc. BY 18-19 Annual Budget – Beginning July 1, 2018 and Ending June 30, 2019
 - Motion: Andrea Fettinger Seconded by: Mike Peters
 - Discussion: None
 - Vote: All were in favor
 - Motion Carried
- **Resolution BY 2018-04**: Upon the recommendation of the Accountability and Return on Investment Committee: Approval of the revised Fulton, Montgomery and Schoharie Counties Workforce Development Board, Inc. Cost Allocation Policy
 - Motion: Peter Stearns Seconded by: Judy Petroski
 - Discussion: None
 - Vote: All were in favor
 - Motion Carried
- **Resolution BY 2018-05**: Upon the recommendation of the Accountability and Return on Investment and Workforce Systems Oversight Committees: Approval of the Fulton, Montgomery and Schoharie Counties Workforce Development Board, Inc. Securing and Protecting Personally Identifiable Information (PII) and Personal, Private and Sensitive Information (PPSI) Policy
 - Motion: Mike Peters Seconded by: Marty Callahan
 - Discussion: Gail shared that we have always been very careful to make sure that files and other information are in a place that customers or other businesses cannot see them. When Melissa Johnston started she shared that her previous work location used the saying "Control, ALT, Delete...before you leave your seat." We have now shared that slogan with staff and Beverly will be making signs to place around desk pods and walls to remind staff when leaving their workstation to lock their computers.
 - Vote: All were in favor
 - Motion Carried
- **Resolution BY 2018-06**: Upon the recommendation of the Accountability and Return on Investment Committee: Approval of the Fulton, Montgomery and Schoharie Counties Workforce Development Board, Inc. Retention of Records Policy
 - Motion: Andrea Fettinger Seconded by: Marty Callahan
 - Discussion: Laurie asked how long we keep records on customers. Gail explained that the Retention of Records Policy covers both customer and financial records. Mary shared that we are required to keep customer records for 8 years and financial records for 10 years. Gail and Mary explained that we receive funding that must be spent within 2 program years. NYSDOL, which

holds back about 15% in the Governor's set aside, usually has an additional year in which to spend that funding. Then NYSDOL has another year to reconcile it with the federal government. Until NYSDOL reconciles its records with USDOL, we have to hold the local records for them or until a year after their final audit of the records is complete.

- Vote: All were in favor
- Motion Carried

- **Resolution BY 2018-07**: Upon the recommendation of the Accountability and Return on Investment Committee: Approval of the revised Trade Act and WIOA Title I Dislocated Worker Integration Policy

- Motion: Andrea Fettinger Seconded by: Peter Stearns
- Discussion: Gail shared that the original Trade Act and Dislocated Worker Integration Policy was passed in May of 2004 under WIA. Now that we are under WIOA, we needed to update this policy to reflect WIOA changes. The name of the act changed from WIA to WIOA, Workforce Solutions was changed to Workforce Career Centers and other language was updated to meet the current WIOA law. Gail shared that some policies are easily fixed, while others require a lot more thought. Laurie thanked Beverly for catching the errors and for fixing them on the policy. Gail shared that Gina Papa was the Program Management Specialist that would normally have written and updated policies. When Gina left we hired a replacement but it didn't work out. Our funding has been decreasing and rather than refilling the position, we chose to replace her with a team of current staff. Mary Hill as the One Stop System Operator, Beverly who did a lot of the background for Gina, and Gail are the team that is developing the program policies that then go back to Nancy Bell for her review and suggestions. They then go to the appropriate committees for review, suggestions and recommendations to go to the full board for voting.
- Vote: All were in favor
- Motion Carried

VII. Information Sharing:

Accountability and Return on Investment Committee: Don shared that Kim provided a very nice financial report and that we are financially on target. He stated that the full financial report is available online for review. Don shared that the one area that we are still spending too much money on is the Technology area and that he, along with Kim and Gail are working on this. The current contract with Spectrum has expired, and they are trying to negotiate a new rate. Don shared that their original contact person is no longer at Tech II, our technology intermediary, but the new person seems to be right on top of things and he is hopeful to see the rate come down. He hopes to have a resolution within the next couple of weeks. He stated that Gail shared information on the IF MOU and Center Costs and that it is available online for review. Performance Negotiations were discussed along with how to keep ourselves situated to best serve our customers. Andrea thanked Kim for all the work she has been doing and said that she has been doing a great job.

The next meeting is scheduled for October 23rd at 4:30 p.m. in the Amsterdam Career Center.

Business Services and Employer Engagement Committee: Laurie stated there was a Mature Worker Mini Job Fair held in Fulton County. Nine businesses had agreed to participate, but only 4 actually participated. They were Hannaford, CG Roxane, Taylor Made Products and the Flower Shoppe. They had 40 applicants and hires are pending. The Office for the Aging also presented a *Medicare 101 Information Session*. There was also one Mini Job Fair in Montgomery County, with 8 businesses, 34 applicants, and 3 hires pending. There were 4 recruitments in Schoharie County, all Companies of JJ Young, with a total of 21 applicants and 11 hires. Nancy shared that Centro Civico will be having a joint job fair with FMS Workforce Solutions System at the Amsterdam Career Center. It is specifically targeting people who have relocated to Amsterdam from Puerto Rico as a result of the Hurricane Maria devastation. They are all Spanish speaking, so they are targeting businesses that have Spanish/Bi-lingual speaking supervisors. She shared that Chris reported the Mini-Job Fairs and recruitments have kept him quite busy. He also stated that although General Electric announced lay-offs, we have not seen many of the people resulting from that action yet. We expect to see more of them in the future. Melissa, our new DOL Office Manager, said that she had previously been part of the Business Services Unit at NYSDOL and felt that she would bring additional expertise in Rapid Response and Employer Engagement to the Business Services Team. Gail acknowledged that we originally had a much larger Business Services Team, but that it had been reduced over the years due to decreases in funding. She said that Melissa's expertise and enthusiasm would be welcomed.

The next meeting is scheduled for October 23rd at 8:00 a.m. in Amsterdam Career Center.

Executive Committee: Gail shared that the primary reason for the meeting was to revise the By-Laws. The focus of the revisions was basically word-smithing but they also discussed the number of Board Meetings held annually. Originally, the Board met 12 times a year, then 10, then 8, but we still found we could not get a quorum together during August. We will now have 7 meetings a year with our Annual meeting in June and then no meeting again until September.

The second revision was changing the name of the Emerging Worker Committee, this was a committee of organizations dealing with customers who were coming back into the workforce. WIOA described the committee as "Special Populations" - those with a barrier such as out of school young people with no work experience, people with emotional or physical disabilities, formally incarcerated people, people with drug and alcohol addictions, older workers or people on public assistance. We were holding meetings of that committee as well as the WIOA Partners Group. After reviewing the membership of both committees, we found that many were the same members. Instead of asking them to attend two meetings, we combined these two groups into one Committee, which will meet quarterly, going forward. At the June Annual meeting, we discussed changing the name to the WIOA Partners Committee, and this revision to the By-Laws makes it official. We have already had two meetings and are pleased with the attendance at these meetings.

Gail explained our administrative firewall for newer Board Members. Because we are a 501c3 and we have Workforce Innovation and Opportunity Act dollars, as well as the potential for other funding, NYSDOL was concerned that the Board could decide to spend money on an activity or other expenditure that was not necessarily authorized under WIOA. NYSDOL required, and assisted us in developing a satisfactory firewall. Gail stated that she has two positions; she is an employee of the Board, but she also oversees the Board to ensure that the voting is an appropriate use of WIOA dollars. While reviewing the By-Laws, Gail noticed that, although we had always required them, there was not anything about obtaining original receipts for things such as out of town travel expenses to conferences. This has now been added to the By-Laws as well.

Next meeting: TBD

WIOA (MOU) Partners Committee: Judy shared that at the most recent meeting we reviewed the Referral and Tracking Forms developed by Mary Hill. We have found that the partners are fairly consistent in utilizing them. They are filling them out and reporting the numbers of referrals made as well as the numbers of who followed through. We look forward to eventually having an approved Referral and Release Form that will be utilized across the state that will allow us to share information about specific individuals, as opposed to simply numbers of individuals served. Every Workforce Development Area across the state wants a Release Form, however some State Agencies are sticklers, and proposed releases are being reviewed by each state agency's counsel's office. Judy shared that we appreciate all the efforts the partner agencies are taking to make this process work.

The next meeting is scheduled for December 7th 9:00 a.m. in the Amsterdam Career Center.

Workforce Systems Oversight Committee: Don shared that as reported over the last few months, the traffic coming in our doors is down. Year-to-date it is down a little bit from last year. This all goes back to the fact that in most areas we are just over 4% unemployed, which means that we are pretty close to full employment. The people that are left that we are trying to find jobs for are those that are requiring a lot more attention and skill sets. Don stated that he feels our numbers will continue about where they are and does not anticipate them dropping a lot more from last year. Don shared that Gail and Beverly are doing a great job keeping our numbers on track. Gail and Mary are coming up with proposed Performance Standards that make sense for us so that we do not have to look at the same numbers as they do in Long Island or other urban markets. He also announced that we have a new Center partner for the Amsterdam and Gloversville Centers. Laurie shared that two of the competitive grants she was awarded were specifically written to have seats in the Workforce Centers in Amsterdam and Gloversville. These grants were for Integrated English Literacy and Civics Education and for Corrections Education. Anyone who has had a criminal offense and has been in a county jail or is living in a transition setting will be able to be helped with the basic skill development they need to avail themselves to entry-level job opportunities and training opportunities. Similarly, they will be helping English Language Learners focus on Career Pathways in Healthcare, Manufacturing, Warehousing and Transportation. The funds have allowed them to develop space agreements so that staff are on site at the FMS Workforce Centers. Don stated that the rest of the report is available online for review.

The next meeting is scheduled for October 24th at 8:00 a.m. in the Cobleskill Career Center.

V. Environmental Scanning:

Gail shared that she is thrilled that HFM BOCES is now a center partner. The more partners that we have in the system the better off we are because we can do a "warm handoff" to our center partner staff. Staff can walk the customer right over to the partner staff and make the introductions. Gail stated that we (FMS) applied for a NYSDOL Trade and Economic Transition Dislocated Worker Grant. There is substantial Dislocated Worker Rapid Response money available at the Federal level, and they asked all the states to apply on behalf of their WIB's. New York State asked the WIB's to submit a proposal for what they would do with the money and how much they wanted. They then took the proposal and rolled them into one grant for \$8 million dollars. Much of that money would go to New York City, but we applied for \$100,000. The grant would be for two years. NYSDOL has stated that they are not ready to commit to accepting what people proposed yet, but just needed the numbers to send in. Our portion would fund a new position to work with Workforce Advisor and Business Services Representatives as well as provide additional training dollars for customers eligible under this grant. This staff person would go out to businesses and colleges to meet with Dislocated Workers to assess what services they need, such as On the Job Training or Classroom Training. Gail

stated that she had learned during a conference call with NYSDOL that it could be two months before we hear about the award on the local level.

Our Infrastructure MOU that was submitted last March was returned for some minor changes. Gail shared that one of the changes was that it said WIOA and should have said WIOA Title I, with the subcontractor name. Kim and Beverly made the changes and it was resubmitted to DOL.

Gail shared that Linda Serdy, SUNY Cobleskill has resigned and has accepted a new position at the college and is part of their recruitment team for adults. Gail stated that she met with someone whom we believe will be Linda's replacement. She is head of Career Development at the college. Her name has been sent to the Schoharie County Board of Supervisors and we hope that she will be at our December meeting. She is very excited at the prospect of joining the Board.

Gail and Mary will be presenting a workshop at the upcoming NYATEP conference in Syracuse. They will be presenting on the Referral Process that our WIOA partners developed. The WIOA partners are proud of their process, and Gail hopes that many people will show up for the workshop.

We will be reconvening the Manufacturers Sector Strategies Group to explore apprenticeships. Chris Darling has been working with the Workforce Development Institute (WDI) and Center for Economic Growth (CEG) on apprenticeships. We feel we need to expand because frequently more than one business has the same need. We will be meeting with Dan Cullen from WDI and Amanda Vitullo from CEG. The original Manufacturers Group consisted not just of the manufacturers but also agencies or organizations that may have customers and job seekers that might be good for those jobs. Gail stated the meeting will be held during the first or second week of November and that everyone would receive an invitation.

VI. Board Member Go Round:

Laurie Bargstedt (HFM BOCES): Adult Education and Corrections classes have started. They are trying to make a real effort this year to get students in at least once a month. They are using more online learning so that students can progress at their own level. Laurie reminded Board Members that they are available to provide learning for basic skills deficient applicants or those that do not have their High School Diplomas. They also provide similar services for English Language Learners.

Kerry Brunner (Richardson Brands Company): He stated that business is good. They have made many changes with their branding and have changed their logo. They are doing a lot of marketing research and R&D work and are also looking at different products lines and packaging and are starting to see positive results.

Marty Callahan (Gehring Tricot Corporation): Stated that the company is doing well. They have seen a lot of growth and have new machinery and training for employees. He shared that the outlook is favorable for the next 2-3 years to continue to grow.

Roger Cusano (Universal Plastics Corporation): Universal Plastics acquired Kintz Plastics a little over 3 months ago. They are still in the transition phase, but business is good. They are doing additional work from their Massachusetts plants but are hard pressed to find new employees. They obtained a couple of employment agencies to help do some of the pre-screening of applicants. They are actively looking to see if they can obtain training for employees and have spoken with FMCC regarding this. They hope to tap into the layoffs from Global Foundries. Their plan is to increase sales output by 50% by the end of next year. They are doing some Capital improvements and expansion on their plant facility. Universal Plastics currently has 80-85 employees in Schoharie County and hope to have over 100 by next spring.

Christopher Darling (Beechnut Nutrition): Still invested heavily in training for all levels of their workforce. They are making good progress with their investment into the apprenticeship programs. They had a big community-feeding program where they fed close to 400 families. They recently formed a partnership with "No Kids Hungry." For every "like" they get on social media they will donate a certain amount of money towards the "No Kids Hungry" program.

David Fariello (St. Mary's Healthcare): Dave shared that the Addictions and Methadone Clinics has moved from Guy Park Avenue to the Memorial Campus. The 4th floor was totally renovated and now will be the Addictions and Methadone Clinic. The Fulton County Clinic has moved into the Argotsinger Building in Gloversville. The building is now almost totally Mental Health Outpatient. The PROS program is located there and focuses on Vocational Training and Mental Health issues. There are plans for the Mental Health Clinic in Montgomery County to move to the Memorial campus next spring.

Andrea Fettinger (Fulton County Office for Aging): Currently doing HEAP applications. Applicants can go to any Office for Aging to get assistance. There are income eligibility guidelines they must meet. They have already processed 400 and will probably do 1,000 total. It is also open enrollment for anyone that has Medicare. If you feel that you have employees whose current plan is not going to cover their needs, they should probably make an appointment with OFA. It is a complicated conversation for some people. Andrea said it is a busy time of year for them, but please continue to make referrals.

Pamela Goldswor (Townsend Leather): Townsend Leather is now going into their 50th year. They had a record-breaking month for shipping. The Leadership Team is working on some personality-based interviewing and training extending from that. They are revamping their professional development cycles by bringing in more technology and emotional development training.

Keith Gros (Keymark Corporation): Business is good. They are taking everyone to the Utica Zoo at the end of the month. He also has a new staff person.

Melissa Johnston (NYS DOL): She shared that she has worked for NYS for about 13 years and with NYSDOL about 9 years. She previously managed 5 Career Centers in the North County; including 3 in St. Lawrence County, one in Jefferson County and one in Lewis County. She stated that she has a strong business background and has worked with Business Engagement. In her current role, in addition to overall activities of NYSDOL staff, she oversees work with Businesses expanding and looking to do recruiting, Posting Jobs, Job Fairs, taking advantage of hiring incentives as well as the other side; contracting, layoffs and programs for Rapid Response, Shared Work, and Layoff Aversion. She stated that numbers are low right now, but that gives us more time to spend with those harder to place customers. All DOL staff have received training recently on Front Line Training, Dealing with Customers, and Promising Practices. The Employment Counselor has received customized training to assist those individual customers with the bigger barriers. She asked members to please contact her if they need her assistance with any of these programs. Mini Job Fairs are being held in Amsterdam every month. We have new accessibility equipment coming to help assist those individuals with disabilities.

Kathleen Kilmartin (Community Health Center): Kathleen shared that the name Community Health Center is a little deceiving. They are not a Health Center, they are a Home Care Agency that serves 7 counties, including Fulton and Montgomery Counties. Their staff take care of people in their homes and have high acuity because they know the length of hospital stay has been shortened for many. They currently have over 300 patients. She spends her time trying to recruit because there is a nursing shortage and the turnover rate is extremely high. It is difficult to hire a new graduate because the acuity of skills is so high. They are looking at orientations and trainings to find creative ways to recruit nursing staff.

James Law (Mohawk Cabinets): They were awarded a grant for their new website and are now reaching many more customers. They are sending product to Oklahoma and Texas. They have found that they are able to now get to the individual parlor owners not just the large manufacturers of ice cream. The parlor owners have specific issues that the manufacturers do not have. Mohawk Cabinets have found that their plastic parts division has tripled over the last 2 years, a lot of it from the website sales. Laurie thanked Jim for once again supplying the Board with Ice Cream. Tonight's flavors are Vanilla and Chocolate with Cherry.

David Morrow (Fulton-Montgomery Community College): FMCC continues to struggle with enrollment and the prognosis is that it will continue to decline. They feel that people are going to work, that they see less value in higher education, and the geo-political scene with the greater difficulties of obtaining a Visa to enter the U.S. as a student also effects enrollments numbers. They have finished some capital projects; major renovation to the PE building and Phase I of the Science Lab. Phase 2 is scheduled to begin next year. They have gotten some great donations.

Karen Miller (Jack Miller's Tractor & Truck Inc.): They have taken on a utility line this summer and have hired two new employees.

Michael Peters (Ironworkers Local #12): Had a good season and looks like a good winter season coming. About a year and a half ago, they bought a 20,000 sq. ft. building by the Albany Airport. They received a \$1,000 grant from their International Association to put a Welding School inside the building. They hope to move into the building this month.

Judy Petroski (ACCES-VR): ACCES-VR has three counselors locally in the satellite office. There will be a new Core Rehab Services contract that will start in January. All applicants have been notified of their award. Many of these services are focused on Youth. There will be an RFP released in January for Pre-Employment Training Services for youth. Under WIOA, they are required to spend a certain amount of money on individuals before they ever get to their door. They are hoping that each satellite office will have up to two providers and that the school districts will be a part of it.

Don Snoop (Midtel Cable TV): Mid-Tel Cable received 3 NYS grants (\$14 million) to build out their Fiber network. They will be bringing it to every one of their customers. They have been working on it for over 18 months and have about another 18 months to go. Contractors were hired to do the heavy work for them. The telephone company has been in existence for 120 years.

Jeannette Spaulding (Schoharie County Community Action Program Inc.): They serve social, emotional and economically challenged individuals, and they still see many people in need even though the unemployment rate is lower. She said that challenges of society are affecting many individuals. EWIC has changed their system from paper checks over to a card system much like a credit card. This change helps to erase the stigma attached and they hope it will raise their number of participants. In addition, they have started the HEAP program for the season. They have rolled out a new database to collect client demographics. This will help with writing grants. Weatherization's Cooling Initiative helped assisted over 44 individuals with the medical challenges by providing them with an air conditioner during the hot summer months.

Jeffrey Stark (IUPAT District Council #9): Schoolwork in the Trades is done and has now softened up a little bit. They are expecting to get going again by the end of November and it looks like it is going to be a good winter. It looks like there will be a project agreement for a new parking garage at the airport. They see many more good projects on the horizon. They are still selectively recruiting. Jeff stated that he did not want people to believe what they hear about there being a severe labor shortage in the Trades, because there is not.

Peter Stearns (Laborer's International Union of North America): At full employment and looks like it will go right through the winter.

VII. Board Member Feedback?

VIII. Adjournment:

Motion: Mike Peters Seconded by: Peter Stearns

Meeting Adjourned at 5:55 p.m.

***No meeting in November.
The next meeting is scheduled for December 5th, 2018 at 4 p.m.***