

The Fulton, Montgomery & Schoharie Counties Workforce Development Board

Annual Board Meeting

Wednesday, June 5, 2019

Raindancer Restaurant

Amsterdam

I. Call of Meeting to Order: The meeting was called to order at 4:41 p.m.

Welcome: Scott Stevens, Board Chairman, welcomed everyone and thanked them for coming. He introduced new Board Member – *Kaleena Castiglione*, HR Generalist for Century Linen and Uniform, Inc. in Gloversville. He also introduced *Crickett Thomas-O'Dell*, our new contact person for the Workforce Development Institute (WDI).

Board Members present: Laurie Bargstedt, Kerry Brunner, Martin Callahan, Kaleena Castiglione, Roger Cusano, Christopher Darling, Andrea Fettinger, Pamela Goldswor, Arthur Graulich, Melissa Johnston, Kathleen Kilmartin, Mark Mincher, Donna Pesta, Judy Petroski, Amy Rogers, Donald Snoop, Jeffrey Stark, Peter Stearns, and Scott Stevens

Board Members excused: David Fariello, James Law, Amy McCray, Karen Miller and Jeannette Spaulding

Board Members absent: David Morrow and Kenneth Rose

Also present: Mary Hill, Director of Program Services, Private Industry Council

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

II. Report of Committees:

Accountability and Return on Investment Committee:

- **Resolution BY 2018-16** – Upon the recommendation of the Accountability and Return on Investment Committee and the Audit RFP ad hoc Committee:
Be it resolved that the FMS Workforce Development Board, Inc. accepts the proposal for Audit Services in the amount of \$33,300 from Philip Beckett CPA, P. C. for years ending June 30, 2019; 2020; and 2021.

- **Motion:** Laurie Bargstedt Seconded By: Scott Stevens
- **Discussion:** There was no discussion.
- **Vote:** All were in favor.
- ***Motion Carried***

- **Resolution BY 2018-17** – Upon the recommendation of the Accountability and Return on Investment Committee: **Be it resolved that the FMS Workforce Development Board, Inc. accepts the Fulton, Montgomery and Schoharie Counties Workforce Development Board, Inc. BY 19-20 Short-Term, 3 Month Budget Plan, Beginning 7/1/19 and Ending 9/30/19**
 - **Motion:** Martin Callahan Seconded By: Donald Snoop
 - **Discussion:** There was no discussion.
 - **Vote:** All were in favor.
 - ***Motion Carried***

- **Resolution BY 2018-18** – Upon the recommendation of the Accountability and Return on Investment Committee: **Be it resolved that the FMS Workforce Development Board, Inc. approve the revised Procurement Policies as written to meet NYSDOL Fiscal Governance Review recommendations**
 - **Motion:** Scott Stevens Seconded By: Laurie Bargstedt
 - **Discussion:** Gail shared that previously USDOL required any purchases over \$3,000, in terms of procurement, to go out to a bid process. They have increased that to \$10,000, which gives us a lot more flexibility. Our NYSDOL fiscal monitor encouraged us to increase it as well. This will give us greater flexibility with smaller purchases.
 - **Vote:** All were in favor.
 - ***Motion Carried***

No meeting in June or July, *unless otherwise specified.*

Next Meeting: Tuesday, [August 27th](#), at 4:30 p.m., in the Amsterdam Center

Business Services and Employer Engagement Committee: *Did not meet.*

No meeting in June or July, *unless otherwise specified.*

Next Meeting: Thursday, [August 15th](#), at 8:00 a.m., in the Amsterdam Center

WIOA Partners Committee: The committee did not meet. However, Judy shared that the next meeting is Friday, June 14th and that there will be a speaker discussing accommodations, working with people with disabilities and the services available for individuals with disabilities.

Fall Meeting: Friday, [September 6th](#), at 9:00 a.m., in the Amsterdam Center

Workforce Systems Oversight Committee: Don explained that due to a power outage and technical difficulties with the Cisco unit, the meeting was cancelled. Gail stated that we found out later that it was an issue with Spectrum, as we lost our telephones as well.

No meeting in June or July, *unless otherwise specified.*

Next Meeting: Wednesday, [August 28th](#), at 8:00 a.m., in the Cobleskill Center

Executive Committee:

Code of Conduct: Scott shared that each year the Board is required to sign a Code of Conduct. This form is part of the annual audit process. He asked that each board member sign and return the form to Kimberly at the end of the meeting.

III. Report of Executive Director:

Gail shared that she is a mentor for the P-Tech program. Last week the Ag-Tech program had a competition with their sophomores. Teams of three talked about Plant, Human and Animal Reproduction. She was amazed what the 14-year old's learned. She shared that one group compared a painted turtle to a human and to a potato. After their presentation, they were required to answer questions from the faculty members and Gail. One thing they talked about was that you could get albino turtles, but it is caused by a recessive gene. Gail asked if it was the male or female that carries the recessive gene. A student answered that for the recessive gene to work, both parents must carry it. The student also shared that there was no evidence that it is always a recessive gene, sometimes it is just a genetic flaw. Gail was very impressed by their knowledge. She encouraged Board Members to think about becoming a mentor and shared that it doesn't take more than 1 hour or two every couple of months.

The Employment and Training Administration of USDOL is taking a different focus with the Workforce Boards. The Boards used to really focus primarily on programmatic issues, such as our Title I youth, adult and dislocated worker programs. ETA is challenging local and state workforce development boards to focus more on how we develop a talent pipeline for our local and regional areas through system agility, business engagement, and connections with all of our partners. Gail handed out an ETA "Call to Action" booklet and asked the members to look it over as summer homework. We have many Board Members that have been with us for a long time and may focus on the way we used to do things. The newer Board members can use this to see the direction that we want to go. We are hopeful that our October Board Meeting will be a Board Member Retreat for either a half or full day. At this retreat we will dig in and see where we want to go from here.

IV. Election of the Executive Committee Members for Board Year 2019-2020

The Nominating Committee recommended the slate of officers as posted below. Scott stated that each position must be voted on separately.

- Resolution BY 2018-19:** Election of the Executive Committee Members for the Board Year 2019-2020

Officers of the Board:

Chairman - Martin Callahan
Vice-Chairman - Donald Snoop
Secretary - Laurie Bargstedt

The Executive Committee Members at Large:

Fulton County - Andrea Fettinger

Montgomery County - Jeff Stark

Schoharie County - Karen Miller

- On behalf of the nominating committee Donald Snoop made the motion to accept ***Martin Callahan as Chairman of the Board***; Roger Cusano seconded the motion.
 - **Discussion:** There was no discussion. There were no other nominations.
 - **Vote:** All were in favor.
 - ***Motion Carried***

- On behalf of the nominating committee Marty Callahan made the motion to accept ***Donald Snoop as Vice-Chairman of the Board***; Arthur Graulich seconded the motion.
 - **Discussion:** There was no discussion. There were no other nominations.
 - **Vote:** All were in favor.
 - ***Motion Carried***

- On behalf of the nominating committee Andrea Fettinger made the motion to accept ***Laurie Bargstedt as Secretary of the Board***; Judy Petroski seconded the motion.
 - **Discussion:** There was no discussion. There were no other nominations.
 - **Vote:** All were in favor.
 - ***Motion Carried***

- On behalf of the nominating committee Laurie Bargstedt made the motion to accept ***Andrea Fettinger as Member at Large of the Executive Committee; Fulton County***; Donald Snoop seconded the motion.
 - **Discussion:** There was no discussion. There were no other nominations.
 - **Vote:** All were in favor.
 - ***Motion Carried***

- On behalf of the nominating committee Martin Callahan made the motion to accept ***Jeffrey Stark as Member at Large of the Executive Committee; Montgomery County***; Mark Mincher seconded the motion.
 - **Discussion:** There was no discussion. There were no other nominations.
 - **Vote:** All were in favor.
 - ***Motion Carried***

- On behalf of the nominating committee Donald Snoop made the motion to accept **Karen Miller as Member at Large of the Executive Committee: Schoharie County**; Roger Cusano seconded the motion.
 - **Discussion:** There was no discussion. There were no other nominations.
 - **Vote:** All were in favor.
 - **Motion Carried**

V. Transaction of Other Business:

- Resolution BY 2018-20** - Acceptance of the minutes from the April 3, 2019 Board Meeting
 - **Motion:** Judy Petroski Seconded: Peter Stearns
 - **Discussion:** There was no discussion.
 - **Vote:** All were in favor.
 - **Motion Carried**
- Resolution BY 2018-21** - Acceptance of the minutes from the May 1, 2019 Board Meeting
 - **Motion:** Kerry Brunner Seconded: Laurie Bargstedt
 - **Discussion:** There was no discussion.
 - **Vote:** All were in favor.
 - **Motion Carried**
- Presentation to outgoing Chairman, Scott Stevens**

Martin Callahan presented outgoing Chairman, Scott Stevens with a certificate "In Recognition of Exemplary Service to the Fulton, Montgomery & Schoharie Counties Workforce Development Board, Inc. 2014 – 2019 and as Chairman of the Board June 2017 – June 2019." Marty wished him well on behalf of the Board and staff.

Scott said that he had a fantastic time as Board Member and Chairman. He stated that in his mind he isn't ready to leave, but that in 23 days he would be retiring. He will be doing some traveling with his wife and has a "honey-do" list on the home side. He thanked the membership, Gail and the WDB staff for their help and assistance in making his job as Board Chairman so easy.

VI. Adjournment and Dinner:

Scott Stevens made a motion to adjourn the meeting; Donald Snoop seconded the motion. *Motion Carried* - The meeting adjourned at 5:10 p.m. and dinner was served.

No July or August Board Meeting
The next meeting is scheduled for September 4, 2019