



## **Minutes for January 11, 2023 FMS Workforce Development Board Meeting**

01/11/2023 | 08:19 AM - 09:30 AM - (GMT-05:00) Eastern Time (US & Canada)

Amsterdam & Cobleskill Workforce Solutions Centers

### **Attendees (14)**

Wendy Adams-Rosa; Donna Becker; Christie Davis; Laurie Bargstedt; Andrea Fettinger; Pamela Goldswor; Laurie Ingleston; Angelia Kehl; Lani Pertell; Amy Rogers; Jeffrey Stark; Donna Pesta; Ken Rose; Peter Stearns

### **Excused**

Roger Cusano, Kurt Davignon, Kathleen Kilmartin, Arthur Graulich, Jack Magliocco, Allene Monaghan

### **Absent**

Christopher Manus, Jeannette Spaulding, Debra Vrooman

### **Staff & Guests**

Gina Papa, Kimberly Skiff, John Goldswor; Derek Langlois

### **Opening, Introductions, and Attendance**

Pamela Goldswor began the meeting and welcomed everyone back to in-person meetings.

Pamela took roll call and determined there were enough members present for a quorum.

The meeting was called to order at 8:19 am.

Pamela welcomed new board member Laurie Ingleston, Manager for the Department of Labor, to her first meeting.

### **Action Items**

### **Resolution BY 2022-04 - Acceptance of the minutes from the September 7, 2022 Board Meeting as written.**

- Motion: Jeff Stark; Seconded by: Andrea Fettinger
- Discussion: There was no discussion.

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- Vote: all in favor
- Motion Carried

### **Resolution BY 2022-05 - Acceptance of the Single Audit Report for Year Ending 6/30/22.**

- Motion: Andrea Fettinger Seconded by: Peter Stearns
- Discussion: There was no discussion.
- Vote: all in favor
- Motion Carried

### **Resolution BY 2022-06 - Acceptance of the Supportive Services for Youth Policy.**

- Motion: Christie Davis; Seconded by: Laurie Bargstedt
- Discussion: There was no discussion.
- Vote: all in favor
- Motion Carried

### **Resolution BY 2022-07 - Acceptance of the Debit Card Policy**

- Motion: Angelia Kehl; Seconded by: Laurie Ingleston
- Discussion: A member asked what the debit card is used for and it was explained it is used for the auto-paying of telephone charges. Another member asked why the charges aren't paid with an invoice/check; it is because the billing party only accepts debit or credit card payments.
- Vote: all in favor
- Motion Carried

### **Resolution BY 2022-08 - Acceptance of the Final Annual Budget Beginning July 1, 2022 and Ending June 30, 2023**

- Motion: Pamela Goldswer; Seconded by: Andrea Fettinger
- Discussion: There was no discussion.
- Vote: all in favor
- Motion Carried

### **Information Sharing/Committee Reports**

#### **Accountability and Return on Investment Committee**

Committee chairperson Andrea Fettinger reported that the committee had been busy with discussions regarding the annual audit, final budget, debit card policy, and youth supportive services policy. The committee also reviewed the financial and program reports each month and received information on the new website and WDB staffing. The search for a new Executive Assistant continues. The next meeting is scheduled for January 24 at 3:30 via Zoom and meeting notes are available in Board Effect.

### **Business Services and Employer Engagement Committee**

Committee co-chairperson Amy Rogers gave a report on the last committee meeting and the discussions that were had. Each month, the committee discusses a particular topic. Recently, many of the businesses and agencies on the call expressed an interest in leadership training so they can move workers into supervisory positions. The next meeting is scheduled for January 19 at 8:30 am via Zoom.

### **WIOA Partners Committee**

Gina reported that this committee meets quarterly and consists of all the partners and agencies that are a part of the Workforce Solutions System - both those that reside in the Centers and those that aren't in the Centers but provide workforce-related services. The meeting is primarily information sharing as a way to keep everyone abreast of the services that are available to our workforce across Fulton, Montgomery, and Schoharie Counties.

### **Workforce Systems Oversight Committee**

Committee chairperson Donna Pesta gave a report on the committee and explained that they are currently conducting oversight of themselves. The group is taking a look at their purpose and what they should be doing, and gathering a better understanding of our complicated system. The committee reviewed some organizational charts that helped everyone see the big picture and how we all work together. The group will also be creating a handbook and manual for more information on all the parts. The next meeting is scheduled for January 25 via Zoom - time to be determined.

### **Environmental Scanning: What's new, what's of interest in our WDB, Region and State?**

Gina reported that she has been in the Executive Director position for a little over a year and has gotten a good look at the systems and processes that are in place. In 2023, we will revisit the missions of the committees, set some goals and plans of action, and ensure that all members are not only providing but also receiving value from their participation. We have many new challenges to face, but also new opportunities and new ways of serving our

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businesses and job seekers. We will also be creating an onboarding process for new members that join the Workforce Development Board..

Gina also referenced a new report that has come from the NYS Comptroller entitled, "New York's Labor Force - Assessing 10-Year Trends and Pandemic Setbacks. The report will be shared in our Board Effect Portal.

### **Board Member Go-Around**

Members shared information on what's happening with their business/organization regarding workforce development, successes from 2022, and plans for 2023.

### **Board Member Feedback?**

Members briefly discussed the use of the Board Effect portal and Gina offered to visit members at their sites if they need assistance using it. John, Kim, and Gina are also available for phone calls or emails to provide support if needed.

### **Adjournment**

The meeting was adjourned at 9:30 am.

### **Next Meeting**

The next meeting will be held on February 8, 2023 - time to be determined via a survey in Board Effect.