

# ULSTER COUNTY WORKFORCE DEVELOPMENT BOARD MINUTES

MAY 9, 2017

**MEMBERS PRESENT** – Michael Berg, Frank Falatyn, Tammy Gillon, Todd Schmidt, Daniel O’Shea, Sean Mahoney, Tony Marmo, John Eickman, Suzanne Holt, Paul Cassel, Mary Jalloh

**MEMBERS EXCUSED** – Robert Hirsch, Maryann Hildebrandt, Michael Iapoco, James Ferraro, Jeremy Ellenbogen, Jon Levin, Christopher Marx

**MEMBERS ABSENT** - Ellen Anderson, Heidi Rosborough

**ALSO PRESENT** – Lisa Berger, WIB Director; Cynthia Baran, OET Deputy Fiscal Director; Janet Rigaux, OET; Nancy Bell, DOL; Lisa Snyder, OET

**1. WELCOME AND INTRODUCTIONS: Sean Mahoney, WIB Chair**

The meeting was called to order at 3:30 pm by the Chair, Sean Mahoney. A quorum was present.

**2. APPROVAL OF MINUTES: April 4, 2017**

A motion was made by Tony Marmo to approve last meeting’s minutes; seconded by Todd Schmidt.

**3. MOTION TO APPROVE YOUTH BARRIERS POLICY:**

Janet Rigaux explained the Youth Barriers Policy. The policy is geared to out-of-school young people who have a high school diploma. They need to be low-income, or have another barrier. The policy sets the guidelines for youth requiring assistance and how this is documented. The age group is 16-24. Tony Marmo made a motion to approve the policy; seconded by Mary Jalloh. Motion passed unanimously.

**Summer Youth Employment Program 2017:** The dollar amount for SYEP is unknown, though an increase in funding is expected to cover the increased minimum wage. Staff has set a goal of 200 applications. Recruitment has been posted on Facebook and members were asked to like and share with other appropriate contacts. There program was publicized at an event at the Boys & Girls Club. Janet is doing a lot of outreach to the schools as well. There were 140 youth placed in worksites last year. The schools and youth-serving agencies have been very active in recruiting applicants.

**4. FINANCIAL REPORTS: Cynthia Baran, Deputy Fiscal Director**

Cindy advised that spending is on track to reach expenditure requirements. The WIOA Fund Availability Graph was reviewed. Both the Youth and DW categories have a slightly negative balance, which means we are spending into our carry-in for next year. Cindy is hopeful that these will even out by the end of the program year.

Cindy went over Expenditure Detail (in-house and training expenses). We are not offering training at this time – ITAs and OJTs are on hold. We still have Youth Work Experience money available.

Career Pathways: Cindy explained the Regional Grant with Westchester County. Tony Marmo asked about next year’s money. A motion was made by Michael Berg to accept financial report; seconded by Tony Marmo.

## 5. **WDB DIRECTOR'S REPORT: Lisa Berger, WDB Director**

Lisa explained that the budget will be \$147,000 underfunded from last year to this year. There is no expectation that this will change in a positive way. Cindy explained the WIOA/TANF budget sheet. Contract amounts are listed as they are this year. We have draft planning figures only for this year.

The Board will need to accept and pass a budget at the June meeting. Frank Falatyn asked about the possibility of staff cuts, and was advised that OET staff are county employees, and may be moved to other departments if cuts happen. The Executive Board will need to meet and explore options in advance of the next regular Board meeting.

Mary Jalloh noted the impact that the OET budget has on other businesses. OET will apply for a CFA Grant (Consolidated Funding Application), which would be \$100,000 from New York State in order to try to replace some of the money lost through federal cuts. The Department of Labor has \$3 million set aside for private businesses and \$5 million set aside for Workforce Development Boards.

Suzanne Holt discussed the particulars of CFA Grants. She works with businesses to help them apply. She stated if we know of anyone who wants help, Suzanne and staff (grant writers) will assist. The grant application is due July 28<sup>th</sup>, and she explained the application process. A discussion ensued amongst the board regarding the CFA grant process for businesses and the Grants Gateway. Lisa will send out a PDF explaining the process.

Lisa spoke about the One Stop System Procurement. The Request for Proposal was issued after the last board meeting. As previously approved by the Board, staff to the Board are in the process of answering the RFP which is due Thursday, May 11, 2017. Unfortunately, the Federal Government issued new guidance today. The Board encouraged staff to complete and submit the RFP response by the deadline on their behalf. If a new RFP needs to be issued, staff to the Board will answer that RFP. Under the law, the One Stop Operator is to be in place by 7/1/17.

Dan O'Shea sits on the Dutchess, Ulster and Sullivan Boards and noted that other counties are struggling and putting the RFP out again.

The MOU for Service Delivery is supposed to be completed by 5/30/17, so that we may complete the signature process by 7/1/17. We still need information from several partners; Lisa is hoping to get that information soon. Lisa explained the process.

Lisa advised that we have a location to move to, which is located in the building behind Ulster Health Group over on Boices Lane. It previously housed Source HOV. Lisa participated in a conference call between Buildings & Grounds and representatives from the DOL. We have to be out of this building no later than end of August, though that date may be pushed back. The Literacy Zone will be coming with us. The new space is not yet 'move-in ready.'

Mary Jalloh said that she will need to know the particulars before September classes begin. Lisa stated that she will be meeting with Buildings & Grounds every two weeks before the move. Lisa discussed the secure server, etc. She said there will be bus service to our new location and a shuttle between DSS and our building for customers.

**6. MOTION TO ADJOURN:**

Motion to adjourn was made by Sean Mahoney and was seconded by Suzanne Holt. Meeting adjourned at 4:17 pm.

**ULSTER COUNTY WORKFORCE DEVELOPMENT  
BOARD**

**NEXT MEETING:  
Tuesday, June 13, 2017  
3:30 pm  
Room 114**