

COUNTY OF ULSTER

Workforce Development Board

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Jen Metzger,
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Sharon Williams, Director

Ulster County Workforce Development Board Meeting July 16, 2025 Minutes

MEMBERS PRESENT – Jim Ferraro, John Eickman, Keith Blair, Frank Falatyn, Dan Whalen, Mike Iapoce, Jeanne Lipscomb, Tiziana Rinaldi, Chris Marx

MEMBERS ABSENT –Michael Berg, Sean Brix, Tina Buono, Ashima Butler, Alex Cordova, Jess Davis, Tamika Dunkley, Peter Harris, Jana Kantor, Domenica Murray, LaQuesha Matthews-Reed, Joe McDole, Angela Patella

ALSO PRESENT - Sharon Williams, OET Director/WDB Director, Faith Golden, OET Deputy Director, Amanda LaValle, Deputy County Executive, Renee Pugliese, OET, Leah Gherardi, RCAL, Jen Mullan, Central Hudson, Jon Lindgren, Communications Workers of America, Nejla Liias

The meeting was called to order at 8:05 a.m. by Jim Ferraro, WDB Chair. There was no quorum.

1. OPENING – JIM FERRARO, BOARD CHAIR:

Jim started the meeting.

2. APPROVAL OF MINUTES – JIM, CHAIR

There was no quorum, therefore the previous Minutes from January 2025, March 2025 and May 2025 were not voted on.

3. NEW MEMBER UPDATE – SHARON WILLIAMS, DIRECTOR

Sharon gave a review of what services OET provides and what the WDB does. The WDB oversees OET and reviews policies. OET is co-housed with NYSDOL to create a one-stop center. The County Executive officially appoints new members to the Board.

Sharon welcomed new members. Each new member introduced themselves and gave brief overview of their background:

Leah Gherardi, RCAL

Jen Mullan, Central Hudson

Jon Lindgren, Communications Workers of America

Nejla Liias, Global Health Visions

The rest of the attendees introduced themselves.

4. DEMAND OCCUPATION LIST/LOCAL PLAN DEVELOPMENT UPDATE – SHARON WILLIAMS, DIRECTOR

Every five years we are tasked with developing a Local Plan of Workforce Development by NYS Department of Labor; the last time it was updated was 2021 and it expired June 30, 2025. Sharon has been updating this plan. It goes to NYSDOL first for a draft approval, then will go to the Board to review. The Demand Occupations List is created to identify those positions in Ulster County that we think are viable. Our data analyst provided a list for us to consider. We can add positions that we feel are up and coming. Hopefully we can finalize this occupation list by the September meeting. Discussion followed. Sharon asked the members to review the list and provide feedback/suggestions.

5. WDB BYLAW UPDATE - SHARON

Bylaws have been under review by our County Attorney's Office. Initial draft has been submitted to Executive Committee for review and they had to ditch the old bylaws and start all over again. The second draft will go back to the County Attorney. Hopefully there will be something to show the Board before the September meeting, so then it can be voted on. Jim will stay on as Chair until the Bylaws are completed. The Board can nominate who the next Chair will be (for a two-year term). The next appointed Chair will have an abbreviated term through June 2027. The Chair is responsible for building the Executive Committee. There is no longer a line of succession. The Chair must be a business representative. Board members automatically have a two-year term.

6. FINANCIAL REPORT – FAITH GOLDEN, DEPUTY DIRECTOR

Faith presented the finances and charts, and did a review for new members. We get an annual allocation which starts July 1st, then we get two Notices of Obligational Authority which come over the course of the program year. The first one comes after July 1st which releases 10 – 15% of the annual allocation to us. Then the rest is released to us sometime after October 1st. By the end of the program year (June 30), we are required to spend 80% of the Adult, Youth and Dislocated Worker funding. They have been allowing requests for waivers from that 80% obligation.

At the beginning of the last program year Faith requested permission from the Board to transfer \$15,000 of Admin money and \$20,000 of DW money back into Adult spending. We are where we want to be.

2025 Budget – Starting July 1st through June 30th, 2026 is our PY2025 funds – we know our allocations over the course of the program year. What we don't know is our OTDA funds, what we'll have for our Summer Youth Employment Program next year. We get money from Department of Social Services for SYEP. The Youth Employment Program is a newer program which has the same eligibility, but is during the academic year (start recruiting in September). Faith budgeted to allow for pay increases from the County salary study and negotiations, as well as for increased health insurance, but if those don't end up happening, the funds will move back into availability for training.

Vote will take place at next meeting in September due to no quorum.

7. UPDATES – SHARON WILLIAMS

SYEP: SYEP is in full swing. The 5 week program is halfway through. We have placed 120 youth. Normally we have three summer staff as part of our team at OET to help work on this program, but this year we have only two and they are doing a wonderful job with everything.

Rural Welcoming Initiative Fellowship: Tiziana gave an update.

The goal is to reach new people and find new labor pools. For the Welcoming Week, they created survey flyers and distributed them all over the County. To date, they received 35 back. They found that people don't know who they are and/or have never heard of them. 17 came back from a mini-drive that Tiziana

did on July 2nd. They will continue to look at the data that came in through the surveys. The background info will be sent out to new members so that they have the information.

8. MOTION TO ADJOURN – JIM FERRARO

Jim asked for a motion to adjourn. Motion made by Mike Iapoce, seconded by John Eickman. All in favor, none opposed. Meeting adjourned at 9:04 a.m.

**ULSTER COUNTY WORKFORCE DEVELOPMENT BOARD
NEXT MEETING:**

**Wednesday, September 17, 2025
8:00 AM**