

# COUNTY OF ULSTER

## Workforce Development Board

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Sharon Williams, Director

### **Ulster County Workforce Development Board Meeting January 21, 2026 Minutes**

**MEMBERS PRESENT** – Keith, Blair, Sean Brix, Leah Gherardi, Jen Mullan, John Eickman, Jon Lindgren, Jeanne Lipscomb, Frank Falatyn, Domenica Murray, Nejla Liias, Tina Buono, Jim Ferraro, Dan Whalen, Chris Marx, Angela Patella, Mike Iapoce from SUNY Ulster - Stone Ridge, NY

**MEMBERS ABSENT** –Michael Berg, Ashima Butler, Jess Davis, Peter Harris, Joe McDole, Tiziana Rinaldi, Holly Tubby

**ALSO PRESENT** - Sharon Williams, OET Director/WDB Director, Faith Golden, OET Deputy Director, Amanda Lavalley, Deputy County Executive, Suzette Haas, Assistant County Attorney, Dustin Bryant, Rondout Roasting Company and Planet Woodstock Music, Renee Pugliese, OET

The meeting was called to order at 8:00 a.m. by Sean Brix, WDB Chair. There was a quorum.

#### **1. OPENING – SEAN BRIX, BOARD CHAIR:**

Sean started the meeting and welcomed everyone. Sean reminded everyone that our goal is to try and help all the people in our community find better training opportunities and better employment. Introductions were made around the room.

#### **2. APPROVAL OF MINUTES – SEAN, CHAIR**

Sean asked for a motion to approve Minutes from November 2025. Motion made by Jim Ferraro, seconded by Keith Blair. All in favor, none opposed. Minutes approved.

#### **3. STAFFING UPDATE – SHARON WILLIAMS, DIRECTOR**

We are still looking to fill the vacant position for Disability Resource Coordinator here at OET. The first interviews were conducted this week. Interviews will continue and the goal is to have the position filled by the second quarter.

We will have two more vacancies due to staff retiring. Janet Rigaux will be retiring February 28, 2026 and William McDonough will be retiring around May 2026. We are in the process of reclassifying the positions and determining what our needs are. Postings for those Employment & Training Coordinators positions will hopefully go out in the next few weeks. We are also looking internally to see if there are any OET staff members who are eligible to apply.

#### **4. DATA POINTS/MEASURES OF SUCCESS – SEAN/SHARON**

We are accountable to NYSDOL for measures of success. Our goal is to share those measures of success with the Board also the data reports for unemployment and job vacancies that the State puts out. Data Analyst Johny Nelson, NYSDOL sends out raw data once a month for us to review. We will be sending that info out to help in decision making. Ulster County is listed as Kingston Metro Market area.

#### **5. FINANCIAL REPORT – FAITH GOLDEN, DEPUTY DIRECTOR**

Faith went over the charts from December 2025, which was about halfway through the program year. We are on target on Adult spending, a little behind on Youth spending and Dislocated Worker spending. We've got about six months left to spend that on training. We have more DW funds than Adult, therefore we will probably request permission to transfer money from DW to Adult funding. Dislocated Worker definition is basically anyone who is on unemployment.

No info yet on disbursements for July 1<sup>st</sup> 2026 for the next program year. SYEP preparations and recruitment will start in February. The SYEP information will state that the program is pending funding. We probably won't have that information until May.

We are entering the opening of a fiscal audit with the State. We completed a program audit in January 2026. We only had one finding on an area we can improve. For the next 2 ½ weeks, we will be busy ensuring that we meet the requirements.

#### **6. DEMAND OCCUPATION LIST UPDATE – SHARON WILLIAMS, DIRECTOR**

This is a list of positions that the Board feels are in-demand in the County and needed by industries. The list was last approved in 2023. One of our goals is to update that list. The Executive Committee met last week to review that list and also Johny's data. We will refer to that data towards the end, but put it on hold right now. A list of industries that we are going to focus on was in the meeting packet. We are hoping that there is a training attached to each position, but it is not required. We are going to reach out to the point person listed on the sheet for each industry to gather input and put that together with the other data we received. Sharon will then create a spreadsheet to be sent to everyone for feedback.

If anyone would like to participate in any of these discussion groups or ad hoc committees, please let Sharon know.

Discussion followed. Suggestion was made to possibly add categories or subcategories, determine in-demand titles and check if they have an ONET code. Also, if anyone knows an Information Technology contact to gather input from, please let Sharon know.

Please get all info back to Sharon by March 4<sup>th</sup>, 2026. She will compile it and it will be reviewed at the next Executive Committee Meeting around March 11<sup>th</sup>. First draft of the data will be presented to the Board at the March 18<sup>th</sup> WDB Meeting.

#### **7. MOTION TO ADJOURN – SEAN**

Sean asked for a motion to adjourn. Motion made by Frank Falatyn, seconded by Domenica Murray. All in favor, none opposed. Meeting adjourned at 8:45 a.m.

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

**Wednesday, March 18, 2026  
8:00 AM**