

The Fulton, Montgomery & Schoharie Counties Workforce Development Board

Annual Board Meeting

Wednesday, June 3, 2020

Zoom & Conference Call

(Due to COVID-19 Pandemic)

Marty Callahan, Board Chairman, reviewed the Etiquette and Rules for the meeting.

He stated that Beverly would be muting all lines for those joining by Zoom. For those joining by Conference Call, he asked members to please mute their own line. This would allow us to proceed through the meeting with as little distraction as possible. He asked Board Members to hold all questions or comments until the end of each committee presentation. At that time, he would ask for questions and comments. Marty shared that for those attending by Zoom, they could raise their hand or write in the chat box on the bottom center of the page and that Beverly would unmute them. He stated that they may still have to unmute themselves as well. Those attending by Conference Call would have to unmute themselves and ask to be heard.

I. **Call of Meeting to Order:** The meeting was called to order at 4:35 p.m.

Welcome: Martin Callahan, Board Chairman, introduced Board Members, Elijah Braemer, Senior HR Manager from Dollar General and Lani Pertell, HR Director from Don Brown's Bus Sales. This is their first meeting since they became Board Members. He also introduced Cricket Thomas-O'Dell, WDI, as a guest. He thanked Beverly and Gail for putting the meeting together and said he hoped everyone was staying healthy and safe.

Board Members present by Zoom: Laurie Bargstedt, Donna Becker, Elijah Braemer, Kerry Brunner, Martin Callahan, Erin Clemens, Roger Cusano, David Fariello, Andrea Fettinger, Pamela Goldswor, Melissa Johnston, Kathleen Kilmartin, Mark Mincher, Lani Pertell, Donna Pesta, Judy Petroski, Amy Rogers, Andrea Scribner, Donald Snoop, Jeannette Spaulding, and Peter Stearns

Board Members present by Conference Call: *None*

Board Members excused: Wendy Adams, Arthur Graulich, Amy McCray, and Karen Miller

Board Members absent: Ken Rose and Jeff Stark

Also present: Mary Hill, Director of Program Services, Private Industry Council and Cricket Thomas-O'Dell, Workforce Development Institute (WDI)

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

II. Report of Committees:

Accountability and Return on Investment Committee: Andrea stated that Kim reviewed the FMS WDB Report for April 2020. As of April 30, 2020, both the WDB & PIC budgets should be at 83.33% expended. The WDB expenditure level is slightly more at 84.13%, due to some expenses related to the COVID and equipment that had to be purchased. The Private Industry Council expenditure rate was at 65.22%. This is due largely to unspent training dollars.

Gail and Kim presented a proposed 3-Month Plan budget and provided a detailed explanation of each line item. Using estimated early Program funding releases, PY19 Carry In, estimated PY20 TANF Summer funding, estimated needed funding for the TET-DWG Grant, and desk rent income, total funding available for the three month period is \$837,244. Total estimated expenditures for the WDB and PIC is \$597,452. This leaves a reserve of \$239,792. This plan indicates that if the PY'20 TANF funding is received as expected, there are adequate resources available to fund operations for the 3 month time period, July 1 through September 30, while still maintaining a required 20% carry-in for PY'21, as part of the reserve.

Gail reported that, because of shortfalls in the state coffers, the Division of the Budget has been holding cash requests up to two weeks or more, resulting in some areas laying off or furloughing staff. Cash requests, that are usually received the week following the request, are now being received at least 2 weeks late.

Gail shared that while we have been receiving our cash requests late, with some forward planning we have been able to pay our staff and bills in a timely manner.

- **Resolution BY 2019-10** – 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 7/1/20 and Ending 9/30/20**
 - ⊖ **Motion:** Andrea Fettinger Seconded By: Donald Snoop
 - **Discussion:** There was no discussion.
 - **Vote:** All were in favor.
 - ***Motion Carried***

Next Meeting: *The next Committee meeting is scheduled for Tuesday June 23rd, at 3:30 p.m. This meeting will be held by Zoom or at the Amsterdam Center.*

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

Next Meeting: *To Be Determined*

WIOA Partners Committee: Judy shared that we had planned a Partner's meeting for March, but because of COVID-19 it was cancelled. There is a Partner's meeting scheduled for this Friday, June 5th, beginning at 9:00 via Zoom. All Partners were sent an invitation, and Judy is hoping for lots of attendees. The goal of this meeting is to do a Partner go-round so people can share how they are handling COVID-19 and working remotely. Gail shared that any Board Member is welcome to attend any Committee Meeting. If you are interested in what is happening with our other Partners and you send Beverly an email, she will send you the Zoom invitation. She stated that the meeting is from 9:00-10:30 and anyone is welcome to sit in and listen to what other Partners are doing.

Next Meeting: To Be Determined

Workforce Systems Oversight Committee: Donna shared that there was no Center traffic for the month of April as Centers were closed. All staff continue to work remotely.

During the period of April 6th – May 1st there were 5,786 activities logged by the PIC staff. 295 Business/Employer Contacts were made, 2,286 Correspondences were made to partner staff and customers; including informational distributions on COVID-19, job skill preparation and links. There were also 399 Customer Services and 2,111 Partner Sharing such as emailing partners and sharing employer's valuable information on a range of topics. Upon review of the first two weeks of May, we noticed the Partner Sharing number has skyrocketed. It increased by over 1,600 in just the first two weeks of May. Mary shared that it is mostly due to sharing information on the requirements of re-opening and how to safely re-open businesses. There was one new Employed Worker Contract for a Fabric Product Sales Expeditor at Electro-Metrics and one TET-DW OJT at Home Helpers for a Records Management Clerk. There were also 2 TET-DW CRT's: One at Bryant & Stratton for a Medical Tech Program and one at New Horizons for a Red Hat RHCSA Certificate. We had 18 Virtual Metrix Registrations with 70 courses completed by 14 customers.

The Leadership Team (Mary Hill, One-Stop Operator; Melissa Johnston, NYSDOL Local Manager; Pam Levy, Assistant Director of Catskill Center for Independence, and Gail Breen) have been meeting twice a week, on Monday to discuss plans for the upcoming week and on Thursday to discuss how they are working and make any necessary changes. In the past the Leadership Team only met once every 3 weeks.

Mary said Partner Sharing increased by over 1,600 in just the first two weeks of May. Unfortunately, our Youth numbers are almost non-existent at this time. A recent article in a local newspaper reported that only 50 to 60% of high school juniors and seniors were engaged in on-line learning during COVID-19. Her staff is very excited to get back into the Centers, but at the same time, they are also nervous about coming back to the Centers. They are hopeful about hearing about the Summer Youth Employment Program soon. All services will be provided on-line and youth will receive a stipend based on the number of activities completed. Mary hopes that some employers will be willing to participate in Zoom meetings with the youth, describing their companies/industries and the jobs available there, as well as perhaps providing a virtual tour of their facility.

Early in the pandemic, when the Centers first closed, DOL staff were providing reemployment services to UI recipients by telephone and email. But by April all DOL staff had been transitioned to UI only and trained to assist with UI applications instead. Most recently, the majority of DOL staff have been working on the Pandemic Unemployment Assistance (PUA) which is available to self-employed, independent contractors, and others

who might not be eligible for traditional UI benefits. Unfortunately, PUA requires staff to manually enter data into an aging mainframe after it is gathered from the PUA applicant. All DOL employees have a requirement of 15 hours of overtime each week. Melissa says that everyone is looking forward to once again being in the Centers and providing re-employment services.

The Leadership Team had finalized a plan to “Re-Imagine, Re-Design, and Re-Open” the Centers, with plans to re-open to staff only on June 1. Staff will be in the Centers Monday, Wednesday, and Friday. The Centers may open on an appointment only basis on June 15 to jobseekers, youth, and employers, only. UI Recipients must continue to use the NYS DOL UI telephone numbers and website for questions regarding their UI claims. There will be no DOL staff on site to answer questions. The doors will be locked and customers with an appointment are required to show ID before entering. Wearing of masks is a requirement for both staff and customers. If customers refuse to wear a mask, they will be served by phone or email, only. A date for re-opening the Centers for walk-in customers has not yet been determined. We will also be developing a shorter version of our Plan that can be posted on partner websites, such as Chambers and Counties. Our web address will be included that drives customers to a more detailed opening Plan.

Next Meeting: *The next Committee meeting is scheduled for Wednesday, June 24th, at 8 a.m. This meeting will be held by Zoom, Conference Call, or at the Cobleskill Center.*

Executive Committee: Marty shared that two years ago Gail requested to drop back from full-time to an 80% position. This had been very successful, and she had enjoyed the Friday's off – although she's always been available by emails and voice mails for anything that couldn't wait until Monday. However, since mid-February, when COVID-19 began to impact us directly, she has been working full time – still at 80% salary. She requested that the Executive Committee, as Personnel Committee, change her status back to 100%, retroactive from February 15 and through June 30, 2020. This would not present a financial issue since our budget is significantly underspent. The Committee agreed and also suggested that Gail might consider staying on full time for an additional few months until we return to some degree of normal operations.

Code of Conduct: Marty 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. Forms can be emailed to Kimberly at kskiff@fmsworkforcesolutions.org or mailed to FMS Workforce Development Board, Att: Kimberly Skiff, 2620 Riverfront Center, Amsterdam.

- III. Report of Executive Director:** Gail shared that her report is in the board packets that were emailed to members. She reiterated again how well the Leadership Team works together for the common goals of the FMS system. Not all areas are fortunate enough to have the equivalent of our Leadership Team. It is the Leadership Team that sat down together and really talked about how we are going to provide services going forward. This goes back to the whole “Re-imaging, Re-Designing and Re-Opening Plan.” Mary Hill is the One- Stop Operator through the Private Industry Council and

oversees the day-to-day operations of the Centers. We actually opened to staff on Monday, June 1st. Staff were in offices on Monday and Wednesday setting up and rearranging the space and will be back in the office again on Friday. Shields are up, distancing markers are being put in place, and resource rooms are now set up to only see half of the customers. Gail stated that when Partner staff are ready to come, we are all set for them. Catskill Center for Independence will probably return soon. Schoharie County Department of Social Services returned last week. We don't know yet about ACCES-VR or HFM BOCES. And, we don't yet know when Department of Labor will return, although we have received calls from the property side of DOL to make sure we are set up the way that fits State requirements. It will then be up to the other side of the house at DOL to decide when they can release staff from all the DOL Unemployment Insurance work and bring them back to do the reemployment services. We don't expect to see customers until at least June 15th and only then by appointment. We are part of the Mohawk Valley Region where numbers have been good, but if any numbers start to bump up here or in the Utica area, it will set us all back. We are hopeful as people continue to follow social distancing and do for others what they hope they will do for them (such as wearing masks and social distancing), we will be able to continue to move forward.

Gail recognized the WIB staff for their hard work during the trying times of COVID -19 and in preparing for the Annual Meeting. She also told Board Members that this would be Judy Petroski's last meeting as she is retiring. There is already a replacement who we expect to welcome in the fall. Many Board members thanked Judy for her years of service to the Board and wished her well on her retirement. Judy mentioned that she is retiring from the state, but she will be continuing to work in another manner. Judy said it has been a pleasure to work with the Board and that it has been a tremendous opportunity. She said that FMS is one of the best run Workforce Development Boards and she is on two of them. She stated that the commitment and support of everyone is an amazing thing to observe. She believes we will all enjoy working with Allene Monaghan, Director of Counseling in her office.

IV. Election of the Executive Committee Members for Board Year 2020-2021

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

- Resolution BY 2019-11:** Election of the Executive Committee Members for the Board Year 2020-2021

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 Andrea Fettinger made the motion to accept **Martin Callahan as Chairman 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 **Donald Snoop as Vice-Chairman of the Board**; Elijah Braemer 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**; Melissa Johnston 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 Judy Petroski made the motion to accept **Andrea Fettinger as Member at Large of the Executive Committee; Fulton County**; Laurie Bargstedt 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 Peter Stearns made the motion to accept **Jeffrey Stark as Member at Large of the Executive Committee; Montgomery County**; Elijah Braemer 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 Melissa Johnston made the motion to accept ***Karen Miller as Member at Large of the Executive Committee; Schoharie County***, Don Snoop 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 2019 -12** - Acceptance of the minutes from the February 5, 2020 Board Meeting
 - **Motion:** Judy Petroski Seconded: Laurie Bargstedt
 - **Discussion:** There was no discussion.
 - **Vote:** All were in favor.
 - ***Motion Carried***

VI. Adjournment:

- **Motion:** Mark Mincher Seconded: Peter Stearns
- ***Motion Carried*** - *The meeting adjourned at 5:13 p.m.*

No July or August Board Meeting
The next meeting is scheduled for September 2, 2020