

The Fulton, Montgomery & Schoharie Counties Workforce Development Board

Annual Board Meeting

Wednesday, June 2, 2021

Zoom & Conference Call

(Due to COVID-19 Pandemic)

- I. Call of Meeting to Order:** The meeting was called to order at 4:35 p.m. Marty asked all Board Members and guests to place their name and organization into the chat box for attendance purposes. He shared that this meeting is the Annual Meeting of the FMS Workforce Development Board, Inc. and is not a typical Board Meeting primarily because we hold the Election of Officers for the upcoming year and adopt a 3-month operating budget at the annual meeting. Our regular meetings usually start with a special presentation of interest to Board Members and conclude with a Board Member Go Round where Board Members and Partners can share what is happening in their Business or Organization. He invited guests to join us at our next meeting in September to share information about their Business or Organization.

Welcome: Marty introduced Tracy Paradise, Montgomery County Department of Social Services as a guest.

Outgoing Board Members were presented with Certificates for their Outstanding Service and Dedication to the Fulton, Montgomery and Schoharie Counties Workforce Development Board. Members receiving recognition were: *Erin Clemens*, Beechnut, *Amy McCray*, CG Roxane, *Karen Miller*, Jack Miller's Tractor & Truck, Inc., and *Mark Mincher*, Operating Engineers, Local 158. Certificates will be mailed to recipients.

Board Members present by Zoom: Wendy Adams, Donna Becker, Elijah Braemer, Kerry Brunner, Martin Callahan, David Fariello, Andrea Fettinger, Pamela Goldswor, Melissa Johnston, Kathleen Kilmartin, Karen Miller, Donna Pesta, Amy Rogers, Ken Rose, Andrea Scribner, and Jeff Stark

Board Members present by Conference Call: *None*

Board Members excused: Laurie Bargstedt, Roger Cusano, Arthur Graulich, Amy McCray, Mark Mincher, Lani Pertell, Don Snoop, and Jeannette Spaulding

Board Members absent: *Erin Clemens, and Peter Stearns*

Also present: Mary Hill, Director of Program Services, Private Industry Council

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

II. Report of Committees:

Accountability and Return on Investment Committee:

- **Resolution BY 2020-13** – 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 21-22 Short-Term, 3 Month Budget Plan, Beginning 7/1/21 and Ending 9/30/21**
 - **Motion:** *Jeff Stark* Seconded By: *Don Snoop*
 - **Discussion:** Andrea shared that the final allocation schedules for the formula funding have been received and the three month budget has been built using the anticipated formula funding for the three month period using a 30% carry in. The carry in amount is subject to change as a result of our application for a state waiver of the 80% expenditure obligation. Also the TANF funding for youth is still an estimate pending notification of the new allocations for 2021. If you looked at the budget, the desk rent is the total income expected for that three month period of time. She stated it is important to say that this three month spending plan gets us ready for the full budget that will be presented in September. We do the 3 month spending plan to make sure that we have dotted our I's and crossed our T's before all of the funding comes in. The Workforce Development Board's budget includes costs for the Board staff, the overhead costs and infrastructure costs for three months and the PIC budget includes costs for PIC staff, and overhead and training for that three month period.

She shared that we've been doing this for the last five years and that it really has helped us move forward and make plans. She thinks particularly this year after COVID, we're fortunate in that Department of Labor is allowing us to submit a waiver to carry-in all unexpended PY'20 funds. She thinks we are in a very good place right now moving into the future.

Gail added that we've been doing this three month budget for a number of years. Then 5 years ago we considered the wisdom of passing a 12 month budget in June when we may not yet know how much money we're going to get. So we thought that rather than possibly submitting multiple revisions, why not do a three-month budget. And then, in September, we can give the Board a more accurate 12-month budget. It doesn't mean we still might not have to do a revision. We might get an extra partner that comes into one of the Center and wants to pay desk rent. However, it does cut down on the amount of times that we have to bring something like this back to you to be voted on.

The Department of Labor is allowing everyone to request a waiver and will be approved, based on a satisfactory explanation of why we were not able to spend the required 80% of the PY'21 funding. We received a waiver last year, and she expects we'll get that waiver this year and, again, it gives us dollars that we haven't spent. We can spend those funds in this program year. We believe that come September, there will be a large increase in funding for training, both from employers and from jobseekers who want to continue to their education.

Vote: All were in favor.

- **Motion Carried**

- **Resolution BY 2020-14** – Upon the recommendation of the Accountability and Return on Investment Committee: **Be it resolved that the FMS Workforce Development Board, Inc. accepts the proposal of Philip Beckett CPA, P.C. for Single Audit Services for 3 years commencing on July 1, 2021.**

- **Motion:** *Elijah Braemer* Seconded By: *Kathleen Kilmartin*

- **Discussion:** Andrea shared that there was an RFP sent out to all of our partner's staff, published in newspapers, posted on the website, and sent to five local accounting firms for Single Audit Services. We received one single proposal from Phil Beckett, CPA. Based upon the Fiscal Manager's (Kim's) review, the requirements as set out in the published RFP look very good. Based upon Kim's knowledge and experience with this firm, their understanding of our accounting needs and processes, and the review of their favorable references, we recommend the acceptance of Phil Beckett's proposal and continued use of his firm to manage our accounting and single audit requirements. He has not raised his pricing over the previous three years he has served our agency. After discussion with the other committee members on the Accountability Committee, we agreed to move this forward to the full board for vote.

- **Vote:** All were in favor.

- **Motion Carried**

Next Meeting: *June 25th, at 3:30 p.m. by Zoom, if needed. Otherwise the next meeting will be held on Tuesday, August 24th, at 3:30 by Zoom.*

Business Services and Employer Engagement Committee: Pam shared that an outdoor Job Fair was held on May 26th at FMCC. It was sponsored by FMCC, FM Chamber and FMS Workforce Solutions. Fifty three businesses attended, and there were over 50 participants in attendance. Pam stated that she felt the Job Fair went well and that participants were able to walk around and visit employer's tables. Marty Callahan stated that the weather was perfect, if not a little too warm. He shared that they were able to meet with around 8-10 potential candidates. He felt they got their name out there and were able to network with other agencies and employers in the area. He hopes we are able

to do another Job Fair soon with the same format and that the numbers will be higher as people start coming off of unemployment.

Gail stated that she was glad that Marty felt it was worthwhile as we were nervous that maybe only 10 or 15 job seekers would come because across the state the turnout has been very low. She stated that with the exception of one young man that could have been dressed a little more professionally, she saw people showing up with resumes in their hands looking like they wanted to go to work and appeared to be definitely interested in the businesses present. They weren't just shopping, they were looking for a job.

Gail shared that as of yesterday, we have another job fair booked. Nancy Reccio has been busy talking with the Riverfront Center in Amsterdam. She has talked with Joe Tessiero and he will allow us to have an indoor Job Fair, on July 28 from 10 to 12. It will be upstairs in the mall. It may still be warm, but not as bad as being on the outside asphalt parking lot. We are going to require that people wear masks and that they abide by social distancing. It's a little different from being outside, but we are excited and the announcement will go out very soon about the Montgomery County Job Fair.

And finally, Schoharie County, Gail will be talking to the head of the Chamber in Schoharie County and also Doug Cater who runs the Sunshine Fair. We are hoping the Chamber will sign on as a co-sponsor and maybe Doug will allow us to use a building on the fairgrounds at no cost. We don't know if that's going to happen, the Sunshine Fair is August 10th to the 15th, so it would be sometime in late August. We're hoping it'll either be on a grassy area, or it will be inside.

That means that we will have offered a Job Fair in each of the three counties over the summer and we're excited about that.

Next Meeting: *Thursday, June 17th, 2021 at 8 am. by Zoom.*

WIOA Partners Committee: Did not meet.

Next Meeting: *Friday, June 4th at 9:00 a.m. by Zoom.*

Workforce Systems Oversight Committee: Did not meet.

Next Meeting: *June 23^d, at 8:00 a.m. by Zoom, if needed. Otherwise the next meeting will be held on Wednesday, August 25th, at 8:00 a.m. by Zoom.*

Executive Committee: Marty shared that each year the Board is required to sign a Code of Conduct. Board Members were emailed the form with the Board Documents. 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 shared that we're in the middle of developing our Local Plan, which is due on June 30 and then a Regional Plan with the Greater Mohawk Valley that is due on August 30. It's state and federally required that we have a Local Plan and Regional Plan, and it's also required that the state have its own State Plan.

Gail also shared that last Thursday was the PTECH graduation. Because she was one of the original mentors back in 2015, they asked her if she would be the guest speaker. They wanted her to talk a little bit about her interaction with the students over the years and the kinds of things they focused on such as job keeping and seeking skills.

They talked about two important things; one is that zoom interviews or meetings are no different from an interview or meeting in person; if you arrive "right on time" and sit down in a physical waiting room, you're really not on time because you haven't gotten settled. It's the same way with the Zoom interviews or meetings. If you're not sitting in that Zoom waiting room waiting for the employer to call you, again if you're on time, you're late; if you're five minutes, early you're on time. It was the young people that pointed that out, so she learned from them, as well as they learn from her.

The other thing they talked about was all the skill building they're doing. They're completing four years of high school and two years of college in four to six years, and this is a huge endeavor for them. After completion of their degrees, they may or may not stay and join a local company. Gail gave the example of a very popular song just after World War I – the first line is "How do you keep them down on the farm after they've seen Patee." This was the concern of many in the US that all those Nebraska and Kansas farm boys that went to fight in France and Spain would be so taken by the cities like Paris, that they would want to move to our cities, leaving the family farms.

We might interpret that as "How are we going to keep you In Fulton or Montgomery County after you've seen New York City, or Boston, or San Francisco. Accepting that risk that we might lose you to another city or state, we still want to provide you with the skills necessary for quality jobs – regardless of whether you decide to relocate to a big city or stay in our local community and use those skills to work for local employers. As an example Each freshman class starts with 50 students. 49 students did graduate from PTECH that evening. Some of them did it in four years, some of them did it in five or six years, but there were 49 graduates. One young man completed all six years, four years of high school and two years of college in four years. He has been accepted at the Coast Guard Academy.

IV. Election of the Executive Committee Members for Board Year 2021-2022

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

- Resolution BY 2020-15:** Election of the Executive Committee Members for the Board Year 2021-2022

Officers of the Board:
Chairperson – Pamela Goldswor

Vice-Chairman - Donald Snoop
Secretary - Laurie Bargstedt

The Executive Committee Members at Large:

Fulton County - Andrea Fettinger
Montgomery County - Jeff Stark
Schoharie County – Donna Pesta

- On behalf of the nominating committee *Melissa Johnston* made the motion to accept **Pamela Goldswor as Chairperson of the Board**; *Andrea Fettinger* 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 *David Fariello* made the motion to accept **Donald Snoop as Vice-Chairman of the Board**; *Roger Cusano* 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 *Don Snoop* made the motion to accept **Laurie Bargstedt as Secretary of the Board**; *Amy Rogers* 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 *David Fariello* made the motion to accept **Andrea Fettinger as Member at Large of the Executive Committee; Fulton County**; *Pam Goldswor* 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 **Jeffrey Stark as Member at Large of the Executive Committee; Montgomery County**; *Kathleen Kilmartin* 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 *Wendy Adams* made the motion to accept ***Donna Pesta as Member at Large of the Executive Committee; Schoharie County; Karen Miller*** 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: Pam presented outgoing Chairman Marty Callahan with a Certificate for his Exemplary Service to the Fulton, Montgomery and Schoharie Counties Workforce Development Board as Chairman of the Board June 2019 – June 2021.

- **Resolution BY 2020 -16** - Acceptance of the minutes from the May 5, 2021 Board Meeting
 - **Motion:** *Don Snoop* Seconded: *Marty Callahan*
 - **Discussion:** There was no discussion.
 - **Vote:** All were in favor.
 - ***Motion Carried***

VI. Adjournment:

The meeting adjourned at 4:59 p.m.

No July or August Board Meeting
The next meeting is scheduled for September 1, 2021