

**The Fulton, Montgomery & Schoharie Counties  
Workforce Development Board**

**Board Meeting**

**Raindancer Restaurant,  
Route 30, Amsterdam**

Wednesday - September 1, 2021

**I. Opening and Attendance:**

Welcome: Pam welcomed everyone and thanked them for coming. She introduced new Board Members; *Danielle Hartwig*, HR Manager at DHL Supply Chain, *Sandra MacDonald*, Human Resource Manager at River Ridge Living Center in Amsterdam and *Christopher Manus*, Business Agent at International Union of Operating Engineers and *Joe Tracy*, Owner of JT's Cycles in Cobleskill. All Board Members and staff introduced themselves.

Members Present: Wendy Adams, Laurie Bargstedt, Donna Becker, Kerry Brunner, Marty Callahan, Roger Cusano, Andrea Fettinger, Pamela Goldswor, Arthur Graulich, Melissa Johnston, Kathleen Kilmartin, Christopher Manus, Donna Pesta, Amy Rogers, Andrea Scribner, Jeff Stark, Peter Stearns and Joe Tracy

Excused: Elijah Braemer, Danielle Hartwig, Sandra MacDonald, Allene Monaghan, Lani Pertell, Don Snoop, and Jeannette Spaulding

Absent: Dave Fariello and Ken Rose

Also present: *Mary Hill*, Program Director, FMS Private Industry Council, Inc.

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

**II. Action Items:**

- **Resolution BY 2021-01:** Acceptance of the minutes from the June 2, 2021 Board Meeting
  - Motion: *Andrea Fettinger* Seconded by: *Jeff Stark*
  - Discussion: There was no discussion.
  - Vote: All in favor
  - Motion Carried
  
- **Resolution BY 2021-02:** Acceptance of the minutes from the August 3, 2021 Special Meeting
  - Motion: *Jeff Stark* Seconded by: *Andrea Fettinger*
  - Discussion: There was no discussion.
  - Vote: All in favor
  - Motion Carried

- **Resolution BY 2021-03:** Upon the recommendation of the Executive Committee: Approval of the revised Personnel Policies
  - Motion: *Marty Callahan* Seconded by: *Donna Pesta*
  - Discussion: There was no discussion.
  - Vote: All in favor
  - Motion Carried
  
- **Resolution BY 2021-04:** Upon the recommendation of the Accountability and Return on Investment Committee: Approval of the revised On-the-Job Training Policy
  - Motion: *Andrea Fettinger* Seconded by: *Peter Stearns*
  - Discussion: There was no discussion.
  - Vote: All in favor
  - Motion Carried
  
- **Resolution BY 2021-05:** Upon the recommendation of the Accountability and Return on Investment Committee: Acceptance of the Fulton, Montgomery and Schoharie Counties Workforce Development Board, Inc. BY 21-22 Annual Budget Beginning July 1, 2021 and Ending June 30, 2022
  - Motion: *Laurie Bargstedt* Seconded by: *Roger Cusano*
  - Discussion: There was no discussion.
  - Vote: All in favor
  - Motion Carried
  
- **Resolution BY 2021-06:** Upon the recommendation of the Accountability and Return on Investment Committee: Approval of the revised Youth Requiring Additional Assistance Policy
  - Motion: *Marty Callahan* Seconded by: *Melissa Johnston*
  - Discussion: There was no discussion.
  - Vote: All in favor
  - Motion Carried
  
- **Resolution BY 2021-07:** Upon the recommendation of the Accountability and Return on Investment Committee: Acceptance of the Single Audit Report for Year Ending 6/30/21
  - Motion: *Andrea Fettinger* Seconded by: *Peter Stearns*
  - Discussion: There was no discussion.
  - Vote: All in favor
  - Motion Carried
  
- **Resolution BY 2021-08:** Upon the recommendation of the Accountability and Return on Investment Committee: Acceptance of the Request to Transfer Funds Between Dislocated Worker and Adult PY21 Funds on a Case-by-Case Basis
  - Motion: *Laurie Bargstedt* Seconded by: *Roger Cusano*
  - Discussion: There was no discussion.
  - Vote: All in favor
  - Motion Carried

### III. Information Sharing:

**Accountability and Return on Investment Committee:** Andrea shared that our Single Audit was just completed by our auditor, Phil Beckett. He reminded us that it is his responsibility to communicate the results to those who are charged with governance, in this case the Accountability and Return on Investment Committee. His firm did not encounter any difficulties during the audit and there are no findings or issues to report.

The total final Program Funding total for BY21 is \$2,170,670; an increase of \$194,622 over BY20.

BY20 Carry-In funds of \$607,195 are in excess of our required 20% total of \$206,113 by 401,082. We have been allowed to carry in the full amount of \$607,195 because the State granted a Waiver of the 20% requirement.

There is a total Reserve of \$394,582. Of this, \$218,936 is for the BY21 required 20% Carry-In leaving a balance of \$175,646 for unexpected expenses.

The full minutes from the committee meeting are available on the website for review.

*Next Meeting: Tuesday, September 28<sup>th</sup> at 3:30 p.m. by Zoom.*

**Business Services and Employer Engagement Committee:** Laurie recognized Pamela Goldswor, previous Co-Chair, for her new responsibility as Chairwoman of the FMS WDB and introduced Amy Rogers as the Committee's new Co-Chair.

Amy shared that we are responsible for submitting a 4-year Local Plan and a 4-year Regional Plan to NYS Department of Labor, each to be updated every two years.

And as a part of our required Plans, we are required to review, and update if necessary, our in-demand occupations. After consulting with our local Business Services Team (Nancy Reccio, Nancy Rogers, and Chris Larrabee) and our NYS regional Labor Market Analyst, we find that existing in-demand sectors and occupations continue to include advanced manufacturing, distribution centers, and healthcare as well as agri-business and farm-to-table enterprises and related industries such as yogurt and beverage (craft brewing, distilling, and wineries).

Nancy Rogers, Business Services Rep, reported that in July we had co-sponsored an indoor job fair at Riverfront Center with the Fulton-Montgomery Regional Chamber of Commerce. There were 40 businesses and 37 registered job seekers in attendance. She said that in a normal year, this would be a very disappointing number of job seekers, but with COVID and all its ramifications, many job fairs were attracting job seekers in the single numbers. The businesses at the Riverfront Job Fair said that although the number of job seekers was lower than usual, the applicants were all very experienced and well qualified.

The full minutes from the committee meeting are available on the website for review.

*Next Meeting: Thursday, September 16<sup>th</sup> at 8 a.m. by Zoom.*

**WIOA (MOU) Partners Committee:** Gail stated that the next WIOA Partners Meeting will be held on September 10<sup>th</sup>. She also shared that Ann Gallagher-Sagaas has agreed to be the Co-Chair with Mary Hill. Ann is from the NYS Commission for the Blind and is a very active member on the committee, sharing many thoughts about local and statewide services and opportunities available to customers. Mary stated she is a great addition to the Co-Chair spot and looks forward to working with her.

*Next Meeting: September 10, 2021 at 9:00 a.m. by Zoom.*

**Workforce Systems Oversight Committee:** Donna shared that in July there were 45 appointments in Gloversville, 165 in Amsterdam and 56 in Cobleskill. Total traffic increased by 49% in the Amsterdam Center as compared to June. Much of the increase came from the Jobseekers attending the Job Fair at the Riverfront Center.

She said that Mary gave an update on the Summer Youth Employment Program. They did not get their usual sites with day care providers and nursing homes this year. With the pandemic, many day care providers and nursing homes are not taking on volunteers. But they do have 21 sites and 48 youth. This is about half the number that are usually on the program, but much higher than last year. Across the state everyone seems to be at about 50% of their usual enrollment. Half of the youth had 100% attendance for the first two weeks of their employment and as a result received a \$100 bonus.

The full minutes from the committee meeting are available on the website for review.

***Next Meeting: Wednesday, September 22, 2021, at 8 a.m. by Zoom.***

**V. Environmental Scanning:**

Gail shared that our Regional and Local Plans have both been submitted. Although they have a lifespan of 4 years, they will require a two-year update.

Gail said that we are expecting an influx of customers in September who are currently on UI. As UI extended benefits will be ending. We have also been encouraging our jobseekers to apply for jobs now rather than waiting until there is more competition for these jobs.

Gail reiterated that while we had four vacancies as recently as May, all have been filled and we now have a full Board.

Gail reminded Board Members that the 4-yr high school, 2-year college program, P-TECH, continues to need business people to act as mentors. They recently had a "meet and greet" for business mentors and new students. Gail is planning to continue as a mentor after she retires.

**VI. Board Member Go Round:** Pam stated that this is where we would normally do a Board Member Go-Round. In the interest of time for dinner being served, she shared that the Go Round will return at the next meeting.

**VII. Adjournment:**

Motion to close the meeting:

Motion: *Peter Stearns* Seconded: *Kerry Brunner*

Meeting Adjourned at 5:17 p.m.

*The next Board Meeting will be held on October 6, 2021 at 4:30 p.m.*