

Quarter 4 Board Meeting

Meeting Details

Chairperson:	Wendy Adams Rosa
Date:	6/3/26
Time:	5:09 PM – 6:25 PM
Location:	The Fancy Farmer
Attendees:	Wendy Adams Rosa, Olivia Ash, Donna Becker, Jacyn Buchanan, Ashley Capobianco, Christine Carioto, Christie Davis, Keith Filangieri, Pamela Goldswer, Tonya Hays, Dwayne Illsley, Brian Jones, Angelia Kehl, Kathleen Kilmartin, Amy Rogers, Brendan Scoralick, Sarah St. Andrews (17)
Staff:	Gina Papa, Kim Skiff, Heather Pettit, John Goldswer
Excused:	Jeanne Cannatella, Laurie Ingleston, Ashley LeBlanc, Amanda Manginelli, Lani Pertell, Donna Pesta, Ken Rose, Jeannette Spaulding, Ann Trojan

Agenda Item

Call to order – The meeting was called to order at 5:09 PM

Agenda Topic	Discussion
Welcomes and Introductions	Wendy Adams Rosa, Chairperson, welcomed everyone and thanked them for coming. A quorum was recognized by the chair.
<u>Resolution BY 2025-12</u> Acceptance of minutes from 3/4/26 Board Meeting	Donna Becker made the motion to accept: Ashley Capobianco seconded the motion, all were in favor.
<u>Resolution BY2025-11</u> Election of Executive Committee Members for Board Year 2026-2027.	Wendy Adams Rosa for Chairperson – Brendan Scoralick made the motion to accept: Pamela Goldswer seconded the motion, all were in favor. Amy Rogers for Vice Chairperson – Jaclyn Buchanan made the motion to accept: Keith Filangieri seconded the motion, all were in favor.

	<p>Sarah St. Andrews for Secretary – Dwayne Illsley made the motion to accept: Angelia Kehl seconded the motion, all were in favor.</p> <p>Kathleen Kilmartin for Fulton County Member at Large – Donna Becker made the motion to accept: Ashley Capobianco seconded the motion, all were in favor.</p> <p>Christie Davis for Montgomery County Member at Large – Keith Filangieri made the motion to accept: Christine Carioto seconded the motion, all were in favor.</p> <p>Donna Pesta for Schoharie County Member at Large – Christie Davis made the motion to accept: Kathleen Kilmartin seconded the motion, all were in favor.</p>
<p>Resolution BY2025-13 Acceptance of request to transfer funds between Dislocated Worker and Adult PY26 Funds on a case-by-case basis.</p>	<p>Jaclyn Buchanan made the motion: Tonya Hays seconded the motion, all were in favor.</p> <p>Discussion: Gina explained that the Board is required to convene a meeting to approve fund transfers for each individual case. This blanket policy authorizes the appropriate Committee to meet as needed and approve such transfers on the Board’s behalf.</p>
<p>Report of the Executive Director</p>	<ul style="list-style-type: none"> • The Executive Director highlighted key items from the report included in the board packet. • No budget was presented for approval at this meeting; WIOA funding and carry-in numbers are only estimates at this time. • Several funding streams support operations, but WIOA remains our largest funding source • WIOA funding has been reduced by approximately 10% at the State level • FMS is expecting a 19% funding cut; all these funds are calculated by a formula, not based on performance • FMS can apply for a waiver to carry over all unspent funds from the current year. • The board discussed that 20% of WIOA funds are reserved to carry over to the upcoming year to ensure operations can run smoothly until funding is available in October.

	<ul style="list-style-type: none"> • Spoke about the importance of community partnerships • Workforce development efforts extend beyond the Centers and include system-wide coordination and strategy. • Approximately 3,000 individuals were served in the last 12 months. <ul style="list-style-type: none"> ○ Regional labor data shows the total “labor force” is 58,000 individuals, with 56,100 employed, and 2,400 unemployed ○ The hidden labor pool is 9,000-12,000 individuals, which is also a potential workforce • Despite funding uncertainties, confidence was expressed in the organization’s ability to adapt and continue delivering services effectively.
<p>Report of the One-Stop System Operator</p>	<ul style="list-style-type: none"> • In the operator's absence, Gina highlighted key items from the report included in the board packet. • A grant application has been submitted to support digital literacy training at local libraries. While awaiting funding decisions, initial steps are being taken to establish services within library spaces. • Libraries were identified as accessible community locations, particularly for individuals with transportation barriers. • Multiple job fairs and recruitment events have been held both inside and outside workforce centers. • Increased focus on customized recruitment events for individual businesses. • 29 individuals enrolled in GED programming, 7 participants have successfully passed all required sections, and 4 participants are in the process of completing the remaining sections. • SYEP is funded through the Office of Temporary and Disability Assistance (OTDA). Counties may administer the program directly or allocate funding to the Workforce Board. SYEP serves youth ages 14-20, with approximately 300 youth enrolled throughout our three counties. Youth can earn up to \$3,000 with hours and incentives.
<p>Report on the RETI Project (Renewable</p>	<ul style="list-style-type: none"> • Over the past 1.5 years, the RETI grant focused on providing hands-on learning opportunities and skill-

<p>Energy Training Initiative)</p>	<p>building programs for job seekers and regional businesses, with an emphasis on clean and renewable energy as well as energy efficiency initiatives. The grant was funded through the New York Power Authority.</p> <ul style="list-style-type: none"> • Partnered with FMCC to deliver an 8-hour EPA certification training for HVAC, weatherization, and advanced building controls; 30 participants completed the course and received certification and a basic tool kit. • Used RETI funds in partnership with AIM to provide customized training for Harva Company (Schoharie County) supporting safe and efficient use of new equipment, including shop math, blueprint reading, and LEAN practices. • Funding was also offered to help trainees overcome barriers such as childcare support, transportation assistance, work boots, and other necessary tools and equipment. • Initial RETI award totaled \$250,000, with an additional \$75,000 awarded due to strong performance and demonstrated need. (Only four workforce areas statewide received additional RETI funding). • Approximately 90 individuals were served through RETI-funded initiatives.
<p>Highlights of Committees/Board Project</p>	<ul style="list-style-type: none"> • Business Services Committee – Amy Rogers <ul style="list-style-type: none"> ○ The committee has transitioned to a more informal, round-table style format to encourage discussion and engagement among business members. ○ Each month features a different topic or presentation followed by an open discussion. ○ Always seeking future discussion topics and businesses to join the conversation. ○ The committee is working on finalizing a new mission statement ○ Meetings are held monthly on the third Wednesday at 9:00 a.m. • Accountability Committee – Gina Papa <ul style="list-style-type: none"> ○ The Accountability Committee was reestablished and is now meeting quarterly to

	<p>strengthen oversight and financial review processes.</p> <ul style="list-style-type: none"> ○ Review year-to-date financial reports at each meeting. ○ Assist in the development of the annual budget once final funding allocations are confirmed. ○ Monitor program performance and outcomes through review of reports. ○ Oversee the annual audit process. <ul style="list-style-type: none"> ● Marketing Project – Christie Davis <ul style="list-style-type: none"> ○ Donna Pesta is Co-chair ○ Collaboration with subcontractor to strengthen partnerships and marketing efforts ○ Quarterly Board Member Newsletter has been active for over a year ○ Rack cards were distributed to Board Members. They are intended to be used to recruit new business partners and potential Board/Committee members. ○ Community Job fair achieved record attendance with over 500 job seekers/students and 73 businesses. ○ Partnered with Advance Media NY on a targeted social media campaign for three months. The goal of this was to increase awareness of workforce services and centers. ○ Campaign successfully increased online visibility and engagement ○ Strong engagement came from the older demographic, now discussing how to capture the attention of the youth. ● THRIVE Project – Sarah St. Andrews <ul style="list-style-type: none"> ○ Multiple Networking and Social events were held to foster connections, including a holiday party and farewell event. ○ Events provided opportunities for new and veteran members to connect, collaborate, and build relationships outside formal meetings. ○ Thrive has hosted 5 leadership lunch and learns. ○ Lunch and learn recordings can be accessed on the password-protected board page on our website.
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	<ul style="list-style-type: none"> • Executive Committee – Wendy Adams Rosa <ul style="list-style-type: none"> ○ Completed an annual review of the Executive Director and implemented the employment agreement that will be signed by the Director yearly.
Resolution BY2025-14 Executive Director Employment Agreement	Ashley Capobianco made the motion to accept: Kathleen Kilmartin seconded the motion, all were in favor.
Transaction of other Business	<ul style="list-style-type: none"> • Code of Conduct – Wendy explained the Code of Conduct and how it is required by the bylaws to be filled out yearly. All board members were encouraged to reach out with any questions regarding policies or agreements.
Adjournment	Meeting adjourned at 6:25 PM

Next Meeting

Date:	September 23, 2026
Time:	4:00 PM
Location:	Zoom

Mission: The Fulton, Montgomery, Schoharie (FMS) Counties Workforce Development Board and Partners envision a customer-focused, universal access, quality-driven system of workforce development services for job seekers and business customers that will provide a competitive, world-class workforce able to fuel a vibrant economy in the FMS WDB region.