



Workforce Development Board of Sullivan, Inc.

Robert Green, Chair
Laura Quigley, Executive Director

Minutes February 14, 2023 - Full Board Meeting

Members Attending: Robert Green- Chairman, Jacob Lerner – Vice Chairman, Claire Taggart-Secretary, Dory Alport- Board Treasurer, Gene Kelly – Board Member At Large, Jim Boxberger, Stacy Cohen, Dawn Ciorari, Loreen Gebelein, Christine Knickerbocker, Tom O’Connell, Jay Quaintance, Jaime Schmeiser, Chris Schmidt, Susan Schmidt, Rich Whitney.

Others Attending: Laura Quigley- WDB/ Executive Director, Carol Anstey- NYSED-ACCES-VR, Jennifer Wrage-Sullivan County Community College, Thongdeng Keokham- DVJC, Sharon Ferber- Division of Community Resources/Administrative Assistant

This meeting called to order at 8:07am. Quorum is met.

Board Business:

1. Approval of December 13, 2022 minutes.

Motion: Jim Boxberger; Second: Claire Taggart; All in Favor

2. Director’s Report – Laura Quigley

- ✓ The minimum wage in NYS went to \$14.20 per hour effective December 31, 2022. The minimum wage for Healthcare Aides went to \$16.20 per hour.
- ✓ We are working with BOCES and SUNY Sullivan for a short-term trades program for adults. The program will begin in April with an eight-unit (eight weeks – two classes per week) Construction program. The classes will provide the students with the necessary skills to be hired in this field at the end of the class. This is a pilot program and if successful we will look to expand to other trades in the future.
- ✓ Work has begun on the development and issuing of the Request for Proposal (RFP) for youth services. The bidding out of certain youth services is required under the Workforce Innovation and Opportunity Act (WIOA). The RFP will seek responses from qualified applicants for services to in-school and out-of-school youth. The RFP will be issued in March.
- ✓ The Youth Internship Coordinator position has been reopened and recruitment efforts are underway.
- ✓ Work Readiness Training, LLC was awarded a contract to provide leadership development services to WIOA eligible sophomores, juniors and seniors at Fallsburg High school starting in January 2023. After discussion with the school it was decided to cancel this contract. We will look for another school district and plan for the Fall.
- ✓ Disaster Recovery Grant will be completed at the end of March of 2023. Twenty-one (21) participants have been hired under this grant, sixteen (16) have gone on to become full-time employed.

- ✓ The staff hired as the Disability Resources Coordinator has resigned. Recruitment is underway, however there is a lot of training that has to be completed and only 2 years left on the grant. Discussion is underway on how best to approach this issue.
- ✓ Garnet Health was awarded a planning grant from US Health Resources and Services Administration (HRSA) Rural Health Network to create a comprehensive plan to increase healthcare access to county residents, especially those who do not have insurance coverage. The plan would develop healthcare transportation solutions that would align with Move Sullivan and other county transportation efforts. A consultant was chosen, the contract is executed and work is under way.
- ✓ Move Sullivan expansion began on September 1st and has been well received. Move Sullivan ridership averaged 210 rides per day for the fourth quarter of 2022.
- ✓ Sullivan County unemployment rate for December 2022 was 2.8% down from 3.1% in December of 2021.

3. One Stop Operator Report– Loreen Gebelein

- ✓ Traffic at the Career Center remains steady with 267 clients being served in December and 455 in January.
- ✓ Weekly recruitment events will continue thru the end of February and go to bi-weekly in March. Total Job seekers to date is 109.
- ✓ County end of year fiscal requirements have been met. Annual report submitted, will be published on website upon approval.
- ✓ A Job Developer position has been created and will be filled in house as soon as the resulting vacated position is filled.
- ✓ Training and Development Committee, consisting of many local businesses, agencies and the Chamber of Commerce have been meeting monthly. A small business assistance workshop for Entrepreneur training was a success. The Director of CWD presented “*Finding, Hiring and Managing Employees*”.
- ✓ DOL Updates - Pamela Miller has been introduced as Acting Manager. Virtual Career Centers, Virtual Reality Training and Solutions as well as Digital Literacy will be rolling out soon.

4. Board Discussion- Workforce Development Board of Sullivan Inc. Strategic Plan.

The Board discussed the need to update the Mission Statement and organizational core values. A discussion ensued and a new Mission Statement and Core values Statement were decided upon. It was then decided that the Board members would form three work groups to discuss the goals of the Board which would include Youth services, Adult services and Business services. Members will meet and present goals at the May meeting.

Mr. Green adjourned the meeting at 9:04 AM
 Motion: Stacy Cohen
 Seconded: Jay Quaintance
 All in favor – meeting adjourned.

The next meeting will be on Tuesday, May 9, 2023