



Workforce Development Board of Sullivan, Inc.

Robert Green, Chair
Laura Quigley, Executive Director

Minutes December 12, 2023 - Full Board Meeting

Members Attending: Robert Green- Board Chairman, Jacob Lerner – Board Vice Chairman, Dory Alport- Board Treasurer, Jim Boxberger, Matthew Bliefernich, Heather Brown, Olga Campos, Stacy Cohen, Nicole Congelosi, Loreen Gebelein, Christine Goodhart, LaQuesha Matthews-Reed, Joan Patterson, Jaime Schmeiser, Donna Willi.

Others Attending: Laura Quigley- WDB, Executive Director, Jennifer Wrage, SUNY Sullivan, Sharon Ferber, Division of Community Resources, Administrative Assistant

This meeting called to order at 8:05 AM. Quorum was met with 15 voting members present.

Board Business:

1. Approval of September 12, 2023 minutes.
Motion: Stacy Cohen, Seconded: Jim Boxberger; All in Favor
2. Election of Officers: Nominating Committee
Slate of Officers: Chairman – Jacob Lerner
Vice-Chairman-Dory Alport
Treasurer- Denise Burgio
Secretary- Claire Taggart
Immediate Past Chair– Robert Green
Motion to Close Nominations: Donna Willi, Seconded: Joan Patterson, All in Favor

At this time a plaque was presented to Robert Green in recognition of his years of service to the Board.

3. Resolution: The Bylaws provide the authority to the Executive Committee of the Board to approve certain actions impacting WIOA Title1B programs and funds between quarterly meetings. Under WIOA we are permitted to transfer monies we receive between the Adult and Dislocated Workforce funding streams to ensure all expenses and services are covered and provided. The full Board is informed of all actions at the next quarterly meeting.

The Executive Committee unanimously approved the transfer of \$50,000 of Program Year 2022 Adult funds to Dislocated Worker funds on June 7, 2023. The transfer does not impede the ability to continue services to those customers who would be eligible for Adult funding.

Motion: Jaime Schmeiser, Seconded: Heather Brown, All in Favor

4. Director's Report Highlights – Laura Quigley

- ✓ Three Board strategic planning groups have each met twice and emailed ideas and feedback in between. Each group, Adult and Dislocated Workers; Youth; and Business, have developed goal statements to be approved by the full board.
- ✓ The Regional Plan was updated by the Directors and submitted to New York State Department of Labor (NYSDOL). Approval by NYSDOL was received.
- ✓ NYSDOL issued guidance on reestablishing the Regional Business Services Teams that were in place prior to the pandemic. The guidance provided criteria and guidelines on representation and expected outcomes. The first meeting was held December 1.
- ✓ The Youth Internship program is underway. The program is under the Division of Community Resource's Youth Bureau. The internship program is a partnership with the Chamber of Commerce and the schools. Students attending Monticello Central School's St. John Street Community School have completed the training and internships are being developed. A partnership with Sullivan West is being developed and discussion with Liberty continues. Additional schools reached out with interest.
- ✓ Last year the Youth Bureau brought 10 students from Monticello High School to a Thursday Legislative committee day. The students had a meeting afterwards with Legislators, the County Manager, county Treasurer and the County Attorney. The meeting was a huge success and several schools have expressed an interest.
- ✓ The Move Sullivan transit expansion continues to do well with 26,154 riders for the 3rd quarter.
- ✓ Sullivan County unemployment rate for October was 3.3% up from 2.6% in October of 2022.

5. One Stop Operator Report– Loreen Gebelein

- ✓ Career Center continues to remain steady serving 636 clients in November.
- ✓ In-house recruitments for September were 2 with 9 businesses represented and 55 job seekers. In the month of October there were 4 recruitment events with 13 businesses represented and 86 job seekers. In November there were 4 recruitment events with 9 businesses represented and 83 job seekers. Hiring statistics for the year are being gathered and will be reported at the February meeting.
- ✓ Currently under two audits, one for NYSDOL and one for the Office of Temporary and Disability Assistance (OTDA). The OTDA audit is for the Summer Youth Employment Program.
- ✓ The CWD is under contract with Work Readiness LLC and Fallsburg High School. The intent is to begin February of 2024.
- ✓ The CWD is currently contracting with Literacy Volunteers of America (LVA) for GED and tutoring services and with Kathleen Christie for one on one mental health services.
- ✓ The CWD is reviewing a proposal from HC Staffing and Training for the CNA (Certified Nursing Assistant) Program. They will provide the instructor and BOCES will provide the training space that BOCES has in Garnet Catskills Medical Center.

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

Jacob Lerner presented the newly revised Strategic Planning Goals for 2024-2027 to the Board. The planning goals were reviewed and discussed by the Board.

A motion was called to accept the plan.

Motion: Dory Alport, Seconded: Jacob Lerner, All in favor

Plan is attached to the minutes.

Mr. Green adjourned the meeting at 9:00AM.

Motion: Stacy Cohen, Seconded: Jim Boxberger, All in Favor – meeting adjourned.

The next meeting will be held on Tuesday, February 13, 2024