



Workforce Development Board of Sullivan, Inc.

Robert Green, Chair
Laura Quigley, Executive Director

Minutes of February 26, 2019 – Full Board Meeting

Members Attending: Robert Green- Chairman, Jacob Lerner – Vice Chairman, Dory Alport – At Large, Judy Balaban- Secretary, Jim Boxberger, Christopher Cerrone, Roy Dalton, Christine Knickerbocker, Peggy Marchese, Jaime Schmeiser, Claire Taggart, Marcia Valdes, Donna Willi.

Others Attending: Laura Quigley- CWD/ Executive Director, Loreen Gebelein-CWD/Special Projects Coordinator, Alana McGinnis- CWD/Business, Klu Padu – Sullivan County Community College, Sharon Ferber, CWD/Administrative Assistant, Nicole Congelosi, Supervisor NYSDOL.

Meeting called to order @ 8:04am

Board Business:

1. Approval of December Board Meeting Minutes – Robert Green
Unable to Approve minutes as we did not have a quorum.

Introduction of New Members – Christopher Cerone, Local 17 and Roy Dalton, DVJC.

2. Notice regarding Jeff Bank Signature cards:

Bank Accounts with Jeff Bank

In order to update the owners on our current accounts with Jeff Bank the following members are to be removed as signers: Eugene M. Kelly, Secretary; Jacqueline Leventoff, Treasurer; Joyce A. Salimeno, Past Chairman; and Judy Balaban-Kraus, Vice Chairman.

Robert S. Green, Board Chairman and Laura Quigley, Director are to remain as signers on the accounts and Eugene M. Kelly, treasurer; Judy Balaban, Board Secretary; Jacob Lerner, Board Vice Chairman; and Dory Alport, Member At-Large are to be added as signers to the accounts. All signers will have the power only to write checks, and there must be two signers on all checks.

3. Director's Report – Laura Quigley
Highlights:

All employment statistics remain strong. Employees from the closing Monticello Raceway have many employment opportunities available to them.

Liberty High School would like to start an internship program with the County similar to the program run by the Academy of Finance at Monticello Central School. These positions will be for credit. There are six students ready to start. The program provides a half a credit for 54 hours of work. One goal is to expand internships to include other schools in the County.

The Job Fair is scheduled for April 16, 2019 from 12:00 – 4:00 at The Sullivan Hotel in Rock Hill.

Jaime Schmeiser of the Sullivan County Chamber of Commerce has asked me to partner with her to form a workforce coalition. One of the goals is to provide messaging to recruit job seekers from outside of Sullivan County to gain employment and possibly relocate to Sullivan County.

4. Ms. Gebelein then gave the One Stop System Operators Report. They are still waiting for a referral form from the State. In the interim she is working on a form to be use between the partners. The county just received licenses for Adobe "In Design" program to be used to develop our own brochures. Olga Campos mentioned at the last partners meeting there is a foundation grant for college tuition assistance for any student between the ages of 18 – 24 going to a community college. Updating the County website regarding partner information.
5. Ms. Gebelein then gave the fiscal report. Still waiting for a report from the State regarding the audits done in October of 2018. She is waiting for documentation to be completed to update the Jeff Bank Accounts as stated above. She then reviewed the PY 17 & PY18 Budgets.
6. Business Services update –Ms. McGinnis reports the quarterly business newsletter was sent out in January. She would appreciate any feedback or suggestions. The calendar of recruitment events for 2019 has been created and distributed. The Career Readiness program is ready to begin this month. This program is available to any job seekers and businesses and will be provided at the Career Center. The first session will be March 28 & 29, 2019 and April 4&5, 2019 from 11:00am – 5:00pm.
7. The Board then discussed challenges in the workforce including hiring individuals with barriers such a mental health, physical disabilities, ex-offenders and drug/alcohol addictions. The other barriers include transportation and child care. As this subject has a broad range, the discussion had to be tabled due to time constraints and will be revisited at a future meeting.
8. Mr. Green asked for a motion to Adjourn at 9:15am.
Motion: Claire Taggart
Second: Dory Alport
All in favor- Meeting Adjourned.



Workforce Development Board of Sullivan, Inc.

Robert Green, Chair
Laura Quigley, Executive Director

Minutes of May 14, 2019 – Full Board Meeting

Members Attending: Robert Green- Chairman, Jacob Lerner – Vice Chairman, Dory Alport – At Large, Gene Kelly – Treasurer, Jim Boxberger, Denise Burgio, Olga Campos, Stacy Cohen, Roy Dalton, Christine Knickerbocker, Peggy Marchese, Dan O’Shea, Ray Stanishia, Donna Willi.

Others Attending: Laura Quigley- CWD/ Executive Director, Klu Padu – Sullivan County Community College, Sharon Ferber, CWD/Administrative Assistant, Angela Patella- ACCES –VR, Scott Palermo- President- BOCES Adult Education, Career and Tech.

Meeting called to order @ 8:04am

Board Business:

1. Approval of December 2018 and February 2019 Board Meeting Minutes – Robert Green
Unable to Approve minutes as we did not have a quorum.

Introduction of Guests:

Angela Patella will replace Dan O’Shea who is retiring.
Scott Palermo in for Susan Schmitt.

2. Director’s Report – Laura Quigley
Highlights:

Request for Proposal for Youth services was issued in April. We received four responses that are being reviewed.

Request for Proposal for Marketing/ Communication services was issued. We received three responses that are being reviewed.

County put together a Census Count Committee to encourage county residents to complete the Census questionnaire. Census tied to many funding sources. In addition to assisting with recruiting Census workers, the Career Center will be available to residents to complete the Census on line.

Developing a program that will allow CWD to work with inmates in county jail before they are released. This program works with inmates to provide guidance and services so when they are released they will be in a better position to for success and have a positive connection in the community.

Launch of the Governor’s \$175 million Workforce Initiative that is going through the Regional Economic Development Councils (REDC). Funding areas include public/ private partnerships to advance 21st century skills focusing on SUNY/CUNY systems, employer driven skills to help employers upgrade the skills of their current workforce, workforce solutions that allow local WDB’s to apply for regional grants. The regular REDC CFA funding process includes funding for child care and the Child Care Council is looking to apply for funding to increase the number of child care providers.

The unemployment rate for March is 4.2%. When comparing March 2016 with March 2019 data, Hospitality jobs have increased from 8% of total jobs to 15% of total jobs. Education & Healthcare and Government still make up roughly 50% of County jobs.

3. Business Services Update – Peggy Marchese reports hiring event on May 22 - Interim Healthcare, CRVI, Suburban Propane and Car Corner will be hiring.
4. Job Fair Update - Sharon Ferber reports that 63 Businesses and Service Providers participated and 109 job seekers attended. Positive response on the location from both job seekers and employers. Attendees came from Sullivan, Orange, Ulster and Genesee County. As of this date, six job seekers reported employment resulting from Job Fair.
5. Ms. Quigley presented the new Sullivan County Transportation Plan. There will be two public routes, Monticello to Liberty and the reverse with several stops throughout the county. The route will travel at 2 hour intervals, between the hours of 5:30am to 5:30pm with an express route starting the day. The routes will be free for the first 90 days with a small fare being attached at the end of the 90 day period. The routes will likely start in September and run from Monday through Friday. Expanded routes may be added in the future. Information will be available on the County Website.
6. Ms. Quigley discussed the On the Job Training (OJT) program which provides assistance to businesses to train new employees. This program allows for the businesses to receive reimbursement for 50% of the trainee's salary for up to six months or \$6000.00. These should be full –time permanent positions. Through funding from several grants 50 – 60 training spots are available. For more information and criteria regarding this program please contact Laura, Alana McGinnis or Sharon Ferber.

Mr. Green asked for a motion to Adjourn at 8:55am
No quorum - All in favor- Meeting Adjourned.



Workforce Development Board of Sullivan, Inc.

Robert Green, Chair
Laura Quigley, Executive Director

Minutes September 10, 2019 – Full Board Meeting

Members Attending: Robert Green- Chairman, Jacob Lerner – Vice Chairman, Dory Alport – At Large, Gene Kelly – Treasurer, Judy Balaban- Secretary, Jim Boxberger, Denise Burgio, Olga Campos, Christopher Cerrone, Roy Dalton, Freda Eisenberg, Christine Knickerbocker, Peggy Marchese, Angela Patella, Jaime Schmeiser, Chris Schmidt, Susan Schmidt, Ray Stanishia, Claire Taggart, Donna Willi, Robert Wong.

Others Attending: Laura Quigley- CWD/ Executive Director, John Emminger – NYS Dept. of Labor, Klu Padu – Sullivan County Community College, Loreen Gebelein, CWD/Full charge Bookkeeper, Sharon Ferber, CWD/Administrative Assistant, Alana McGinnis – CWD, Business Service Representative, Lyle Mincheff- CWD/Youth Coordinator, Dana Borowski - Sullivan County Human Rights Commission .

Meeting called to order @ 8:04am

Board Business:

1. Approval of February 2019 and May 2018 Board Meeting Minutes – Robert Green
Motion: Jim Boxberger
Second: Jaime Schmeiser
Discussion: All in favor

2. Resolutions : Robert Green
 - A) Increase Wheels for Work Car Loan Amount from \$7,500.00 to \$10,000.00.
Motion: Claire Taggart
Second: Judy Balaban
Discussion: Mr. Green gave a brief overview of the Wheels for Work program for all new members unfamiliar with this program. Ms. Quigley elaborated on the car loan program and added that Sullivan County included \$100,000.00 in the budget to be used for 5 car loans for this year. She is also looking for addition funding thru grants CWD has applied for. All in Favor

 - B) Increase WIOA Training Cap from \$2,700.00 to \$4,000.00
Motion: Donna Willi
Second: Freda Eisenberg
Discussion: Ms. Quigley gave a brief overview of the WIOA training program for all new members unfamiliar with the WIOA program. All in Favor.

3. Director's Report – Laura Quigley
Highlights:

The new Move Sullivan Transportation program is now operational. The program averaged approximately 500 riders for the first week. A customer satisfaction survey is being developed.

Launch of the Governor's \$175 million Workforce Initiative that is going through the Regional Economic Development Councils (REDC). Hudson Valley Workforce Regional Directors have been meeting and targeting populations and services to include in the regional applications. The targeted populations will

include Veterans, individuals with disabilities, single parents, and re-entry (those leaving jail). The targeted support services and industries will be training, transportation and childcare. Each county will create what works for them within these categories. Ms. Quigley has put in for help with childcare for individuals that do not qualify for other assistance. She put in for \$315, 000.00 for Wheels for Work for car loans and insurance assistance as well as assistance to Orange and Ulster counties to set up Wheels for Work in their areas. The grant will also help with setting up literacy programs as well as continuing career readiness and training in construction & healthcare, transportation and hospitality.

CWD is continuing work with the Jail Administration to develop a program that will allow CWD to work with inmates in county jail before they are released. This program works with inmates to provide guidance and services so when they are released they will be in a better position to for success and have a positive connection in the community.

The Career Center is currently holding informational sessions twice per month to inform the public of all the services the Career Center has to offer.

The current labor force in Sullivan County is 40,900. We have never had a labor force this large. The unemployment rate in Sullivan County is currently 3.3%

4. Business Services Update – Ms. McGinnis reports that since June the Career Center has hosted 14 events (both informational and hiring events). We have had 115 job seekers attend these events resulting in 27 hires. OJT funding is still available and Ms. McGinnis encourages all employers to reach out to her and discuss how job training could help. She is also open to discussion for suggestions for the new business newsletter.
5. Dana Borowski was then introduced. Ms. Borowski is the Executive Director from the Sullivan County Human Rights Commission. She gave a power point presentation on the function of the Human Rights Commission. Following the meeting, she e-mail the power point presentation to all the board members. A copy will be kept for our records.
6. Lyle Mincheff was then introduced. Mr. Mincheff is the CWD Youth Program Coordinator. He gave his report on the Summer Youth Employment program for this year. He report that the SYEP program went well this year. He had a younger group of workers than in previous years. SYEP also coordinated with the ENGN program and several youths created short documentary films, two of which Mr. Mincheff shared with the Board members.

Mr. Green asked for a motion to Adjourn at 9:05am

Motion: Dory Alport

Second: Jacob Lerner

All in favor- Meeting Adjourned.



Workforce Development Board of Sullivan, Inc.

Robert Green, Chair
Laura Quigley, Executive Director

Minutes December 19, 2019 (snow date)– Full Board Meeting

Members Attending: Robert Green- Chairman, Jacob Lerner – Vice Chairman, Dory Alport – At Large, Gene Kelly – Treasurer, Judy Balaban- Secretary, Stacey Cohen, Christine Knickerbocker, Peggy Marchese, Angela Patella, Richard Riseling, Jaime Schmeiser, Claire Taggart, Donna Willi.

Others Attending: Laura Quigley- CWD/ Executive Director, John Emminger – NYS Dept. of Labor, Loreen Gebelein, CWD/Full charge Bookkeeper, Sharon Ferber, CWD/Administrative Assistant, Alana McGinnis – CWD, Business Service Representative, Lyle Mincheff- CWD/Youth Coordinator, Tim Havas - Exec Director/Sullivan County Legal Aid.

Meeting called to order @ 8:04am

Board Business:

1. Approval of December 2018 and September 2019 Board Meeting Minutes – Robert Green
Unable to approve as we did not have a quorum.

2. Board Officer Elections

- A) Nominating Committee : Stacy Cohen & Jim Boxberger

Two year terms for the following:

Robert S. Green, Board Chair

Jacob Lerner, Board Vice President

Judy Balaban, Board Secretary

Dory Alport, Treasurer

Gene Kelly, At –Large

Call for motion to approve Nominating Committee recommendations:

Motion: Jaime Schmeiser

Second: Donna Willi

On the floor - Unable to send to members for a vote due to lack of quorum. Tabled until the next meeting.

3. Director's Report – Laura Quigley

Highlights:

WIOA performance measures for program year 2018 are attached. If anyone requires further explanation please contact Ms. Quigley.

The **Move Sullivan** transportation continues to thrive with an average of 700 riders per week. The proposed County Budget has passed and there is money in the budget for expansion. Also, the County is looking into grant money to help with the expansion to provide more buses and expanded routes. There is currently a customer satisfaction survey out for all riders and residents to provide comments regarding the current service and ways to improve it, as well as ideas on a fare collection system.

A contract was signed with Fisher Mears for Marketing/Communication services. They can assist with branding and alignment of service. We currently have a survey out for this as well to gather information from both employers and employees. These surveys will run through the holidays.

Employers: <https://www.surveymonkey.com/r/NHCWQPR>

Employees: <https://www.surveymonkey.com/r/33KFPMZ>

We are continuing to work on the jail program that will allow us to work with youth currently in jail and possibly expand to adults the future. We will continue to develop programs for career readiness, employment planning and case management services to better increase their chances to succeed when they are released from jail.

We would like to develop a modules from the Career Readiness training that we could also provide to the business community.

The State and Federal Government issued a RFP for additional funds for a second round of the 'Opioid Grant' that is due by this Friday. These funds are used for assistance to provide employment and training services for those affected by opioid addiction and their families.

4. Loreen Gebelein gave the One Stop Operator report. At today's meeting the Partners will be putting in place the referral forms and the policies and procedures that are going into effect on January 1, 2020. There will also be a tracking and reporting system put in place. DOL will be adding a tab to OSOS to track referrals. They are also looking to tie referrals in with a snapshot of eligibility criteria. Waschitz/Pavloff did our audit for the year ending 6/19/2019. They have filed an e-Postcard which available for review. We will be updating the signature cards at Jeff Bank after the New Year when the positions are approved by the Board.
5. Alana McGinnis gave the business report. She reports that for the year 2019 we had 46 hiring events with over 30 different employers. We had 250 job seekers attend and 45 confirmed hires. She shared the Mini Job Fair schedule with the Board and invited them to book an event. She further shared that we have two employers that have booked through 2020.
6. Ms. Quigley gave the Board information on the 2020 US Census and encouraged all members to spread this information and encourage others to complete the census as this brings funding into our county for public services such as roads and education.
7. Tim Havas, Executive Director, Sullivan County Legal Aid was introduced. Mr. Havas gave the Board information on the New York State Law regarding the employment of people with one or more criminal convictions as well as a brief review of related federal anti -discrimination laws. He further shared information on Certificates of Relief and Good Conduct, the Sealing Law and tax incentives for businesses hiring ex-offenders.

Mr. Green adjourned the meeting at 9:05am - no motion required as we did not have a quorum.