



**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.