



**Workforce Development Board of Sullivan, Inc.**

**Robert Green, Chair**  
**Laura Quigley, Executive Director**

*Minutes February 11, 2020 - Full Board Meeting*

**Members Attending:** Robert Green- Chairman, Jacob Lerner – Vice Chairman, Dory Alport – At Large, Gene Kelly – Treasurer, Judy Balaban- Secretary, Olga Campos, Roy Dalton, Freda Eisenberg, John Emminger, Tara Kammarada, Christine Knickerbocker, Peggy Marchese, Angela Patella, Jay Quaintance, Jaime Schmeiser, Susan Schmitt, Ray Stanishia, Marcia Valdez.

**Others Attending:** Laura Quigley- CWD/ Executive Director, Loreen Gebelein, CWD/Full charge Bookkeeper, Sharon Ferber, CWD/Administrative Assistant, , Lyle Mincheff- CWD/Youth Coordinator, Stephen Gida, ShopRite/Wakefern, Dawn Ciorciari, - Bold Gold Media.

Meeting called to order @ 8:02am

**Board Business:**

1. Approval of December 2018, May, September and December 2019 Meeting Minutes and September 2019 Board Meeting Minutes – Robert Green  
Motion: Gene Kelly  
Second: Dory Alport  
All in Favor

2. Board Officer Elections  
Nominating Committee: Stacy Cohen & Jim Boxberger (presented at last meeting)  
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\*

\*For Account Purposes – Gene Kelly was formerly Treasurer and is now At- Large.  
Dory Alport was formerly At- Large and is now Treasurer. All others remain as formerly appointed.

Call for motion to approve Nominating Committee recommendations:  
Motion: Jaime Schmeiser  
Second: Ray Stanishia  
All in Favor

3. Resolution – Increase OJT maximum reimbursement from \$6000 to \$8000. Ms. Quigley briefly explained the On the Job Training program to the new members.  
Motion: Jay Quaintance  
Second: Judy Balaban
4. Director's Report – Laura Quigley  
Highlights:

WIOA performance measures for 1<sup>st</sup> quarter PY 2019 were presented. If anyone requires further explanation please contact Ms. Quigley.

Regionally, Workforce Development Directors are collaborating on a grant application for the Governor's Workforce Initiative Grant. Locally, this will provide funding for training as well as a financial literacy that will attach to the Career Readiness Training.

Career Readiness training is being well received. An RFP is being developed that will look to take portions of Career Readiness and add a Customer Service component that we could also provide to the business community.

Work is underway with Fisher Mears for Marketing/Communication services. Results from the employment survey are being analyzed and will be presented at the May 2020 meeting. The marketing plan for Center for Workforce will be rolled out by June 2020.

We are continuing to work on the jail program that will allow us to work with youth currently in jail. In addition, CWD has developed a structured partnership with the County's Probation department to work with adults as well. They will provide a space and a computer for the CWD Youth Coordinator to meet with potential participants. We will continue to develop programs for career readiness, employment planning and case management services and plans to address issues as they arise.

We have been working with BOCES and the College to help them partner and provide programs needed for Adult Education and for youth to complete their GED.

We are planning the 2020 Job Fair with a tentative date of May 5, 2020. We will have a planning session next week and more information will be provided.

Monticello School District's Academy of Finance students have dedicated a computer for the 2020 Census. When customers come in to have their taxes done they can also complete a census form.

Unemployment is up in December to 4.9%. The rise can be attributed to the end of the severance packages for the Monticello Racetrack's displaced workers.

5. Freda Eisenberg gave an update on the 2020 Census and encouraged all to spread the word regarding the importance of completing the Census. Federal and State campaigns will begin soon for recruitment for Census takers as well as for the general population to complete the census.
6. Loreen Gebelein gave the One Stop Operator report. Referral forms and the policies and procedures are now in effect. Ms. Gebelein will begin tracking the results as they are turned in. CWD has begun to use these forms internally and those results will also be reported. Ms. Gebelein will also be meeting with the Executive Board to obtain updated signature cards for Jeff Bank. The next Partner's meeting will be held directly following the Workforce Board meeting today.
7. Ms. Quigley gave the business report. A mini job fair was held at the Crawford Library in Monticello on Saturday, February 8<sup>th</sup>. They had 5 businesses represented and 45 attendees. Other mini job fairs are being planned around the county at similar locations.
8. John Emminger representing the NYSDOL gave a power point presentation on *Hiring Incentives for Applicants with Criminal Convictions*. He then went on to explain the Federal Bonding Program and other tax incentives and sources for training funds available for business.

Mr. Green called for a motion to adjourn the meeting at 9:04am.

Motion: Jaime Schmeiser

Second: Gene Kelly

All in favor