



## **North Country Regional Workforce Development Board Meeting**

Minutes for: January 10, 2025

Location: Adirondack Educational Center 711 State Rte. 3 Saranac Lake, NY 12983

**BUSINESS MEMBERS PRESENT:** Katherine Martin, John VanNatten, Maryellen Cooke, Alice Lazore

**#Of Workforce Members Present: 4**

**BUSINESS MEMBERS EXCUSED:** Eugene Fox, Emily Martz, John Vermette, Kassandra Beauregard, Tyler Seabrook, Janet Clark, Todd Ashline, Deb Cleary, Johnny Williams, Becky Leahy, Greg MacConnell, Sue Matton, Dan Alexander,

**# Of Business Members Excused: 13**

**WORKFORCE MEMBERS PRESENT:** Michele Friedman, Erin Hynes, Carol Calabrese, Stacey Fuller, John Bernardi

**# Of Workforce Members Present: 5**

**WORKFORCE MEMBERS EXCUSED:** Matt Osborn, John Kowal, Dale Breault, Christine Downs-Sampson, Brian Post, Alan Smith

**# Of Workforce Members Excused: 6**

**OTHERS PRESENT:**

**NCWDB Staff:** Darcy Staley, Russ Kinyon

**Guests:** Joyce Marinelli, Michele Armani, Joe Campbell

### **Call to Order**

The meeting was called to order at 8:47 a.m. by John VanNatten.

## **Approval of Minutes**

Due to the cancellation of the November 8, 2024 Board Meeting, a vote was made by the Executive Committee on December 5, 2024 to approve the September 6, 2024 minutes.

## **Staffing Changes**

- John VanNatten announced the appointment of Russ Kinyon as the NCWDB Executive Director.

## **Board Member Approval**

**No quorum; however, the Board endorsed Alice Lazore to sit on the NCWDB. A vote will be held at the Executive Committee Meeting.**

## **Apprenticeship Presentation**

- Presenter cancelled due to weather.

## **Youth Committee Report**

- Darcy Staley reported there is an upcoming meeting scheduled for January 28, 2025 and there are no other updates at this time.

## **Financials**

- Russ Kinyon reported financials are on track and the financial process continues to run smoothly. PY23 funds are coming to an end and PY24 funds are being allocated. The process has started for the dislocated worker to adult funds transfer.
- The second NOA for PY24 was announced.
- An upcoming meeting with Clinton County has been scheduled to discuss operations and some updates are currently in progress.

**No quorum; however, the Board endorsed the budget changes with the second NOA. A vote will be held in Executive Committee.**

## **Governance Committee Report**

- John Bernardi noted that the following policies were approved by the Executive Committee on December 5, 2024.
  - Apprenticeship Policy
  - Adult/DW Supportive Service Policy
  - Adult/DW ITA Policy
- A revised Basic Skills Deficiency Policy was introduced to the Board.

**No quorum was present at this meeting, but the Board endorsed the revised Basic Skills Deficiency Policy. A vote will be held in Executive Committee.**

### **Partner Contracts**

Russ Kinyon reported that contracts for CVES, ETS, ACAP and FEH BOCES needed updates and extensions. These contracts were approved by the Executive Committee but require full board approval per DOL request.

**No quorum was present at this meeting therefore the vote will occur at the March Regional Board Meeting.**

### **Executive Director's Report**

- The NCWDB is actively seeking new members to sit on the board.
- The NCWDB has hired for the DRC position funded through the SCION grant. It is the goal for this person to become actively involved with the local businesses and customers.
- Russ Kinyon reported that he would like to see local council meetings in Franklin and Clinton Counties restart. This is a good way to encourage networking.
- Russ Kinyon would like to meet with individual board members to discuss the goals and expectations of the board moving forward.

### **Other Business and Networking**

- Stacy Fuller reported that Veda Galy will be the new Civil Service Program Outreach Specialist at the OneWorkSource Center in Plattsburgh. She will provide assistance to people interested in applying for civil service jobs with the state. DOL has created a new Apprenticeship Business Navigator position for the upstate region. Melissa Baretsky will now serve in that role.
- Darcy Staley reported that WIOA is now serving approximately 15 dislocated worker customers with specialized training. Dislocated worker funding is still available and customers should be referred to one of the WIOA providers for further assistance.
- Michele Friedman reported CVES will begin operations at the IAM this quarter. They will provide additional trainings to the adult population. CVES will also start construction on their new training facility in Plattsburgh. This will also allow for more training opportunities.
- John Bernardi reported that ALICE funds and other resources are available through the United Way. The income guidelines to receive assistance are for those who fall between \$30,000 and \$80,000. Also, a new director has been approved to Catholic Charities so resources from that agency should be made available soon.

**A motion to adjourn the meeting at 9:54 am was made by Michel Friedman, seconded by Erin Hynes and approved by all present and voting.**

**A special Executive Committee Meeting was called to order by John VanNatten at 10:00 a.m..**

John VanNatten introduced the revised budget including NOA2.

**A motion to approve the budget was made by Maryellen Cooke**, seconded by Erin Hynes and approved by all present and voting members.

John VanNatten introduced the Basic Skills Deficiency Policy.

**A motion to approve the policy was made by Erin Hynes**, seconded by Maryellen Cooke and approved by all present and voting members.

**A motion to adjourn the Executive Committee Meeting at 10:02 a.m. was made by Erin Hynes**, seconded by Maryellen Cooke and approved by all present and voting members.

#### **Future Board Meetings Location Reminders**

A reminder that the next Regional Board meeting is scheduled for March 14, 2025 @ 8:30 a.m.

Respectfully Submitted,  
Erin Hynes, Board Secretary

---