

**North Country Regional Workforce Investment Board  
And  
North Country Workforce Partnership, Inc.  
Friday, November 14, 2014  
Regional Workforce Investment Board Meeting  
AEC Saranac Lake, NY  
8:30AM**

**MEMBERS PRESENT:** Dan Alexander, Marie Benedict, John Bernardi, Hope Coryer, Susan Delehanty, John Donoghue, Mary Goddeau, Ellen Gordon, Ray Hawksby, Erin Hynes, Elaine Reynolds, Bill Murphy, Brian Post, Steve Shafer, John Vermette, and Mark Davey.

**MEMBERS EXCUSED:** Georgia Burkhardt, Carol Calabrese, Pam Dority, Garry Douglas, Rebecca Leahy, Neil McGovern. Roseanne Murphy, James Tooley, Steve Tyrell, John VanNatten, Scott Wilson, and Fran Wynnuk.

**OTHERS PRESENT:**

**Staff** –Sylvie Nelson, Meg Senecal and Kellie Lathrop

**Guests** –Joe Campbell, Sheri Sauve, Kelly Smart and Alan Jones

**Call to Order**

Hope Coryer called the meeting to order at 8:35 a.m.

**Governance**

Elaine Reynolds discussed the process for hiring Executive Director, which began in July. The search team included John Bernardi, Ellen Gordon, Mary Goddeau and herself. The Executive Committee was pleased to make an offer to Sylvie, she accepted. Elaine also spoke about the annual job shadow day which was held on November 5<sup>th</sup> and sponsored by the NCWIB. 12 students from Beekmantown's 8<sup>th</sup> grade class shadowed several local businesses. This event was sponsored by Schluter Systems and Clinton County Employment and Training.

**NCWIB Financials**

Kellie Lathrop stated that the current financials are right on track; we are in better standing at this year than we were at the same time last year. \$11,000 deposit from the ticket to work program was received, Kellie suggested paying down the line of credit with this money. Kellie will discuss this option with John and Sylvie. We also received a deposit of \$2,750 from the P-Tech grant that we co-sponsored.

**Annual Audit**

Annual audits were conducted by Grant Miller from DOL and the fiscal year audit had no findings, staff is still waiting to hear back from Grant regarding the property management audit, which may have some findings. More than likely procedures will need to be put into place regarding inventory tracking in the building.

**Motion to put an inventory procedure into place made by John Bernardi**, Seconded by John VanNatten and approved by all present and voting.

### **Check Signatures**

Kellie also suggested adding Sylvie Nelson to provide signatures for checks and removing Hope Coryer.

**Motion to allow Sylvie to sign checked made by Erin Hynes**, Seconded by John VanNatten and approved by all present and voting.

### **By-Laws Update and WIOA**

Erin Hynes stated that currently the WIB and the Partnership have their own set of by-laws but are governed by one board; something the DOL audit a few years ago wanted fixed. Per the NPRA, a by-laws committee has been formed comprised of one person from each county to revise the by-laws in order to bring them into compliance. Moreover, changes will be made to fix the problems noted by the audit. Additionally, as WIOA comes on line, further bylaws changes may be needed. Erin also provided a spreadsheet from NYATEP that included a comparison of WIA and WIOA and the changes that will be made.

### **NYS DOL Recognition Award**

Sheri Sauve stated that the yearly Employee recognition day was held, all the partners came together. The NYS Department of Labor received the regional award of merit, which was presented by June O'Neil given to the North Country based on the work they do to putting people back to work. Sheri stated that they look at all the job orders in the region and track placements. The North Country has 700 placements; the next closest region was at 403 placements.

### **Youth Council Update**

Brian Post discussed how the youth council relies on updates from program director, and the shift in funding for WIOA. Brian also discussed the possibility of eliminating the requirement of having a youth council under new WIOA legislation. Next meeting is going to be on December 2<sup>nd</sup> where a presentation will be given to Kelly Smart.

### **AmeriCorps**

The deadline for the AmeriCorps application is due December 10<sup>th</sup>. Sylvie will look at current staffing levels and make the decision whether or not to apply for funding this year.

**Motion to Adjourn at 9:55 a.m. Made by Bill Murphy** Seconded by Mary Goddeau and approved by all present and voting.

Respectfully Submitted,

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Erin Hynes