



**WDB In-Person Meeting  
December 13, 2023**

**TC3 Biz Center, Main Street Cortland, NY**

**Member Present:** William Andre, Amy Buggs Heather Burnham, Emily Cameron, Joe Clare, Trisha Hiemstra, Keiko Kimura, Kelly King, Carrie Knight, Nicole Meeker, Peter Naughton, Brian Noteboom, Shannon Phillips, Patrick Sheppard, Dan Welch, Chris White, Carrie Whitmore, Heather Wineburg

**Excused:** Kay Breed, Jackie Newton Peter Schug, Michelle Spadacino, Kansas Underwood

**Absent:**

**Present via Zoom:** Demetrius Murphy

**Guests:** Jaime Squires, Melanie Velardi, Chris White

Notification of the virtual meeting was posted on the Cortland Works and Cayuga Works website allowing the public to send in questions. No questions were received. Nicole Meeker brought the meeting to order at 8:34 a.m.

**Attendance and Introductions:** Amy introduced Chris White from NYS Department of Labor here to present the findings from the Employer and Job Seeker survey that was performed by NYSDOL earlier this year.

**I. Public Comments:**

**II. New Business:**

- a. **Approval of the October 26, 2023 Board minutes:** Motion By: Dan Welch Seconded By: Brian Noteboom All in Favor
- b. **Res. 2-2023: Approval of Revised Monitoring & Oversight Plan:** Motion By: Carrie Whitmore Seconded By: Nicole Meeker - All in Favor
- c. **Res. 3-2023: Approval of Revised OJT Policy:** Motion By: Heather Wineburg Seconded By: Trish Hiemstra - All in Favor

**III. Reports:**

- a. **Fiscal/Budget Report-**None at this meeting
- b. **Review E&T Director Reports:** attached
- c. **Discussion Items:**

**IV. Committee Reports-**

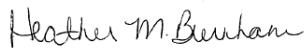
- a. **Board Maintenance:** We still need a couple of business members to add to the membership. Please think about who we might be able to ask join the board. The Board Maintenance Committee also is asking that the membership be thinking about who they will vote for the position of Board Vice Chair, names were presented at this meeting. The Board members voted at today's meeting and the results ended in a tie between Carrie Knight and Demetrius Murphy. Demetrius was unable to attend in person so Amy will reach out to him and notify him of the results. Carrie indicated that if, because of his previous experience, he wanted to serve in that role, Carrie would be ok with that. Amy will notify the board of the results of the conversation.
- b. **Youth Advisory:** This committee met to discuss the monitoring requirements for the youth program. Under the old WIA legislation, members of the Youth Committee

needed to complete the yearly review. Under WIOA legislation, this is no longer the case. The E&T Directors have been asked to perform the review of all enrolled participants as well as monitoring a sample of youth files quarterly and report their findings to Amy. Amy will then share those results to the youth committee and submit the results to the NYSDOL Program Monitors.

**WDB Director's Report**-See attached.

With no further business to discuss, a motion was made to end the meeting by Heather Wineburg, seconded by Brian Noteboom. The meeting adjourned at 10:19am.

Respectfully submitted,



Heather Burnham