

Workforce Development Board of Columbia & Greene Counties

Minutes for January 19, 2016 5:30 p.m.

Columbia Greene Community College

MISSION: The C-G WDB will provide leadership, influence, focus and oversight for the local workforce development system. *Strategies to Achieve Vision and Mission:*

- Promote collaboration between economic development, education and training resources.
- Measure system performance for quality improvement.
- Promote the system with the public

WELCOME

Chairman Veeder called the meeting to order at 5:32. Members and guests were welcomed.

Present: Frank Alguire, Barbara Arisohn, Debra Armstrong, Lindsay Arp, Betty Betts, Tracy Cantele, Carolyn Dongara, Terri Drobner, Mark Fingar, Chris Foster, Maryanne Lee, David Lester, Ann Luby, Kathryn Nelson, Florence Ohle, Karen Schoonmaker, Lisa Thomas, Cindy Tipple, Deb Tuttle, Mike Veeder, Terry McGee Ward, M. A. Wiltse and Joe Wolodkevich

Excused: Nancy Costine, Dan DeVinney, Gladys Dysard, Mary Prazma, Joe Sacchetti, David Scott and Donna Williams.

Proxy Votes Received: Dan DeVinney

Consultant: Katy Drake

Guests: Maureen Boutin (Workforce Office), Dennis DiDonato (Berkshire), Jeff Friedman (Greene Chamber) and Susan Gallagher (DOL).

With 23 out of 31 members in attendance, a quorum was present.

STATUS OF VACANCIES

A Greene County business representative is back in recruitment.

ACCEPTANCE OF MINUTES

MA Wiltse made a motion to accept the board meeting minutes for October 20, 2015. Maryanne Lee seconded the motion and the minutes were approved by the board. Ann Luby abstained from the vote as she was not in attendance at the October meeting.

CORRESPONDENCE

Secretary Frank Alguire made the following correspondence available for member review:

Letters Sent:

- November 6, 2015 Letter sent to Ms. Nancy Bell, DOL regarding PY 13 & PY14 Monitoring Review.
- November 11, 2015 Letters sent to Chairman Lewis and Chairman Grattan regarding the agreement regarding internal controls of the administrative structure (WIOA compliance).
- November 11, 2015 The WIOA quarterly report was sent to Chairman Lewis and Chairman Grattan.
- November 30, 2015 Letter sent to Mr. Dan Kalbfliesh, The Bridge Program, regarding WIOA Youth Eligibility Requirements.
- December 10, 2015 Support letters sent regarding the need for local TASC testing.
- December 23, 2015 Letter sent to Superintendent Potter, Berkshire Union Free School, accepting the submitted corrective action plan.
- January 11, 2016 Letter to President Campion regarding the Board's support for the CGCC's Services Support Proposal.

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Letters Received:

- October 23, 2015 Letter from Karen Coleman, DOL Notice of Obligational Authority (NOA).
- October 30, 2015 Letter from Karen Coleman, DOL, revised NOA for additional TAA funds.
- Dated November 19 (Rec'd) December 3, 2015 Corrective Action Plan from Superintendent Bruce Potter, Berkshire Union Free School District.
- November 24, 2015 Letter from Tony Joseph, DOL regarding Common Measures Performance.
- November 27, 2015 Signed approval from Chairman Lewis for bylaws received
- January 6, 2016 Signed approval from Chairman Murell for bylaws received

COMMITTEE MEETINGS

Committee reports were distributed prior to the meeting and reviewed by committee Chairs at the meeting. Committee reports are attached to the minutes for reference.

ONE STOP DIRECTOR'S REPORT

MA Wiltse reviewed the Columbia Greene One Stop Center Participation Report for the second quarter of PY15. Core & Intensive Services were outlined and compared to PY14 service numbers. As the economy continues to improve, less people are looking for jobs and new registrants continue to be down from last year. Additional information in the Participation Report included: Skill Development and Training Services, Unemployment Rates, Quarterly Local Job Bank Activities and Marketing & Outreach Efforts. As the unemployment rate is low, especially in Columbia County (3.5 % in November), on site recruitments have increased as local businesses seek qualified workers. The Greene unemployment rate for November was 5.1%.

OLD BUSINESS

Workforce Innovation Fund (WIF) Evaluation

The formal evaluation on the three year, 13 county, WIF grant was received this week. As the full evaluation is over 150 pages, an Executive Summary will be provided to the board with the meeting minutes. Columbia Greene was the most successful WDB area in setting up two step career path contracts. Maureen Boutin was recognized for setting up 41% (correction from agenda) of the STEM career path contracts.

Workforce Innovation and Opportunity Act (WIOA)

The Columbia Greene WDB bylaws have been approved by both county Chairman with no revisions or additions. Frank Alguire made a motion to finalize the bylaws. Ann Luby seconded the motion. The motion carried with all in favor. Each board member received an electronic copy of the bylaws, in addition to the hard copy provided at the meeting.

One Stop Center Procurement and Certification Process

At the October meeting, the Board discussed the requirement under WIOA of having to develop a request for proposals (RFP) for operation of the One Stop Center. This remains on hold with information and guidance to be provided from DOL within the next month.

NEW BUSINESS

Memorandum of Understanding (MOU) for WIOA

A kick off meeting to discuss the MOU process was held on January 5, 2016. At the board meeting, the mandated partners under WIOA discussed the status of the MOU process. Barbara

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Arisohn (ACCES VR) and Chris Foster (Questar III) reported that formulas for cost sharing have not yet been determined, so as of now any MOU negotiations are on hold until further guidance is received from their administration. DOL is hoping to put out a discussion paper within the next month to provide some guidance to local areas on the MOU process.

Career Services Committee

This committee will be established during the upcoming quarter and meet once MOU discussions can begin. The committee will be made up of mandated partner representatives and a few business representatives. The duties of the committee are outlined in the bylaws. This committee will focus on continuous quality improvement, in addition to coordinating with providers on workforce investment activities.

Speed Networking

Prior to the Board meeting on January 19th, Maureen Boutin hosted a speed networking session for job seekers. Five job seekers and five board members met in speed networking style, with the job seeker able to work on their introductions and professional approach. Board members in attendance saw value in the session. As the need arises, Maureen will set up more networking sessions in the future. Many thanks to the board members who participated: Kathryn Nelson, Terri Drobner, Karen Schoonmaker, Mark Fingar and Chairman Veeder.

Local TASC Testing (Test Assessing Secondary Completion)

In December, board members were called on for advocacy in regards to Questar III not being awarded funding to provide TASC testing locally. No local testing sites would drastically impact local TASC programs as students often do not have means to travel over an hour on consecutive days for testing. Immediately following the letter writing campaign, it was determined that Questar III will offer TASC testing six times a year. Two sessions will be open to the general public. The other four sessions are for individuals in prep programs. The testing is set up this way to encourage adults and youth to enroll in a TASC program, as students in formal programs tend to have a greater success rate. Unfortunately, Questar III will not be reimbursed for administering the TASC tests. TASC testing will now need to occur during the week at Questar III when the site is already opened and staffed.

Economic Development Updates

Frank Alguire, Greene County Economic Development, Planning and Tourism, reported on three new Catskill Main Street projects. 394 Main Street, The New York Restaurant and Verdigris Tea are now open on Main Street Catskill. Frank also shared information on Wellness RX, a homeopathic drug store in Tannersville and the healthy French cuisine restaurant opening in the spring in Athens.

Nancy Costine, Columbia County Economic Development, was unable to attend the meeting, but did provide a written summary of current Columbia County projects:

The CFA award to the Hudson Valley Creamery Local Dairy Production Conversion Project. The project was awarded \$500,000 in ESD Grants and \$500,000 through the Excelsior Jobs Program to assist in purchasing equipment and converting the plant for the ability to process local goat milk for cheese. The project is expected to result in 25 additional jobs.

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Also, CEDC is in the beginning stages of developing a Strategic Plan. It is anticipated that the plan will be complete by April 2016.

GOOD AND WELFARE

Ann Luby provided information on the NY State Broadband initiative. The link to additional information and the RFP guideline is as follows: <http://nysbroadband.ny.gov/node/376>

The Executive Committee put forth the following resolution recognizing Maureen Boutin:

- The Columbia Greene Workforce Development Board formally recognizes Maureen Boutin for her extraordinary efforts establishing two-step training contracts under the Workforce Innovation Fund. Under this 11 county grant, Maureen is credited with creating 41% (correction from agenda) of all the two-step training options developed by the partnership.

The Columbia Greene Community College and Workforce Office Career Fair will be held at CGCC on April 19, 2016 from 10:00 - 1:00.

PY15 Meeting & Event Schedule	
CGCC Career Fair, April 19, 2016	10:00 - 1:00
Tuesday, April 19, 2016	5:30 p.m.
Tuesday, July 19, 2016	5:30 p.m.

The meeting adjourned at 6:28 p.m.

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Business Services Committee

December 17, 2015 8:30

OJT (On the Job Training), Maureen Boutin

Maureen Boutin provided a hand out detailing the thirty trainees to date (2012- 2015) with two step WIF contracts. It was noted that sixteen trainees successfully completed the OJT contracts and remain employed with the company, and three contracts are still in process. Maureen reported that there were no WIOA OJT contracts to date for PY15 as the focus prior to December had been on OJT support through the Workforce Innovation Fund (WIF) grant. In 2016, the Workforce Office will focus on WIOA funded OJTs as the Workforce Innovation Grant funding ended in December 2015. As of December 2015, three contracts with companies are in process with WIOA OJT contracts with due diligence as the first step.

The committee discussed the best way for job seekers to market themselves in regards to their eligibility for OJT funding. The committee recommended a business card with the pertinent information. Extensive marketing already occurs with local businesses, however, the presentation of the card by job seekers is a professional way for them to let businesses know they are eligible for OJT funds.

HR Roundtable/JSEC, Maureen Boutin

The HR Roundtable met on November 18, 2015 with a guest speaker on Commercial Investigations and Background Check Information. The next Roundtable meeting is scheduled for Wednesday, February 10, 2016 at CGCC.

Columbia Greene JSEC will be hosting a presentation on **January 21, 2015** on Medical Marijuana and the Workplace by Elizabeth Grogan/ Wilson Elser Law Firm.

Workforce Innovation Fund, MA Wiltse

MA provided the committee an overview of the WIF Grant formal evaluation. It was noted that Columbia Greene had developed 38 Two Step contracts, over 45% of the total number of contracts created by the consortium. The evaluation is clear that the success of individualized two step contracts was based on the efforts of each center's Business Services Rep. The committee congratulated Maureen Boutin on her success with the two step contracts and WIF grant.

Soft Skills Training Update, MA Wiltse

MA shared information on a pilot program being developed with the Hudson Development Corporation and Hudson city employers. The training program will focus on soft skills in relation to the sectors of retail and hospitality with the goal to train potential workers in the city of Hudson to work in Hudson. The first step is to get a group of employers together. HDC so far has recruited a

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couple of Bed and Breakfast and a restaurant. More will happen after the holiday. If the program is successful, additional classes may be scheduled outside of Hudson as well, focusing on soft skills for job seekers or new employees.

Eligible Training Provider List under WIOA, MA Wiltse

The purpose of the ETPL is to present all the WDB approved schools and training providers that are eligible to receive WIOA training funds through the ITA system. WIOA requires that states establish an application procedure for training providers and programs to maintain their eligibility and the eligibility of their programs. The ETPL is designed to be a tool for participants seeking training to identify appropriate providers and programs, along with providing relevant information such as cost and program outcomes. Under the NY transition procedures, programs that were eligible under WIA Title I remain eligible under WIOA until June 30, 2016. More guidance from DOL will be available in the future. The committee discussed the challenges of having training providers comply with the requirements, especially in the area of reporting on job placements & training outcomes.

Speed Networking, Maureen Boutin

Maureen presented an idea to create a speed networking session for job seekers to be held before the January board meeting. Job seekers would first attend a workshop on networking and professional presentation and then create a networking card. At the speed networking event, job seekers would meet with volunteer board members in rounds of five minute periods to practice their introduction & "30 second sell". Board members will then provide feedback and offer networking tips. The event will be limited to the number of volunteers and will be held from 4:45 to 5:15 on Tuesday, January 19th at CGCC. Job seekers must attend the workshop scheduled for January 14th to attend the speed networking session on the 19th.

Executive Committee

January 13, 2016

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Membership

The representative appointed to represent Windham Mountain, left Windham before her appointment was finalized. The Board is again recruiting a Greene County business representative to serve. The committee discussed potential new board members. Katy Drake will also reach out to the Greene County Chamber to discuss potential representatives from the mountain area and/or representing tourism.

By Laws

Both CLEOs have signed off on the new CGWDB bylaws. The full board reviewed and approved the bylaws prior to being sent to the CLEOs in October. No changes were made to the bylaws during the county review process. The board will vote to finalize the bylaws at the January 19th full board meeting.

Career Services Committee

A new committee-- Career Services-- will be discussed at the Board meeting. The committee is outlined in the bylaws. The committee will be established and meet in the first quarter of 2016.

Administrative Structure Agreement

The agreement has been signed by both CLEOs and the Workforce Board Chair. The agreement will now be signed and finalized by the college President.

Procurement of the One Stop Center

The committee again discussed the challenges of procuring a One Stop Center (as potentially required under WIOA) versus the consortium approach, used under WIA. This process is on hold while we wait for USDOL to provide final guidance and clarification through the regulations. NYSDOL will be releasing a discussion paper regarding One Stop Procurement, One Stop Certification and the MOU process within the next month.

Monitoring

PY14 Adult, Dislocated Worker and Youth file monitoring occurred in October. General monitoring reports were reviewed with the committee. Youth program visits to Catskill and The Bridge Program were conducted in December 2015. Those youth evaluations will be reviewed by the Youth Council in March and brought before the Executive Committee in April. The YES program will have their PY15 program visit in February. TAA monitoring has been set up for the end of January. A PY15 Center/Policy Audit will be scheduled in the upcoming quarter.

The Youth Council and the Assistant Director of Accounting for CGCC accepted the Corrective Action Plan submitted by The Bridge Program in regards to internal fiscal controls. No further action is required at this time.

In regards to youth eligibility under WIOA, The Bridge Program has met the enrollment criteria for their students for PY15 without needing to utilize the local barrier. No further action is required at this time.

MOUs under WIOA

A kick off meeting to discuss the MOU process was held on January 5, 2016. As more guidance is expected from NYSDOL in the next month, the process is on hold. A discussion on the general MOU

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process in regards to partnerships and cost sharing will be held at the January Board meeting to determine what other partners are being told about the process and requirements under WIOA. The Governor did designate TANF as a mandated partner, but it is thought that this will be more about increased communication and collaboration and will not require TANF staff to be co-located at the One Stop Center.

Speed Networking Session for Job Seekers

At the Business Services meeting, Maureen Boutin presented an idea to create a speed networking session for job seekers to be held before the January board meeting. Job seekers would first attend a workshop on networking and professional presentation and then create a networking card. At the speed networking event, job seekers would meet with volunteer board members in rounds of five minute periods to practice their introduction & "30 second sell". Board members will then provide feedback and offer networking tips. The event will be limited to the number of volunteers and will be held from 4:45 to 5:15 on Tuesday, January 19th at CGCC. Job seekers must attend the workshop scheduled for January 14th to attend the speed networking session on the 19th. As of today, nine volunteers signed up: Joe Sacchetti, Joe Wolodkevich, Mary Prazma, Mark Fingar, Dennis DiDonato, Mike Veeder, Terri Drobner, Karen Schoonmaker and Katy Drake.

Workforce Innovation Fund Grant Evaluation

At the December Business Services meeting, MA had shared some information from the WIF evaluation. The evaluation reflects that the success of the two step STEM contracts under the WIF grant were largely dependent on the Business Services representative for the local area. Maureen Boutin was acknowledged for her success in setting up over 60% of the two step contracts under the WIF grant. Maureen will be formally recognized by the Board at the January meeting.

Youth Council

December 3, 2015 9:00

The Youth Council meeting began with program updates from Mark Decker, Assistant Director/Workforce NY.

Youth Program Status Updates

Catskill

The Catskill TASC program currently has 18 students enrolled. Twelve out of the eighteen are new students for PY15. One student passed the TASC in November. Five students are scheduled to take the test in December. Three students are involved in paid internships. The class recently toured Columbia Greene Community College and the Workforce Office. The Council discussed the December 2nd program visit. Deb Armstrong and Alan Frisbee joined Katy Drake for the annual program visit. The Program Coordinator, two teachers and all students were met with individually

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to discuss the program. The Catskill Program Evaluation report will be available at the next Youth Council meeting.

The Council discussed **NY State Career Zone**. Career Zone is a site geared for youth to explore careers related to their strengths, skills and talents. www.careerzone.ny.gov. NYSDOL is now requiring WIOA youth participants to have an active account on Career Zone. The Catskill students did a budgeting activity matched with a career search recently in Career Zone.

YES

The YES program currently has fifteen student enrolled. Nine out of the fifteen students are new in PY15. Eight out of the fifteen are scheduled to test in December. Four students are involved in paid internships. A program visit will be scheduled for early 2016.

Berkshire Union Free-Bridge Program

The Bridge Program currently has four students who carried over from last year involved in paid internships. Five new students are in the process of being enrolled. Three Council members and Katy are scheduled to meet with the students and Rick Shea on December 15th for an annual program visit.

The response to the corrective action plan requested in regards to the PY14 fiscal review was received just this morning. The response was dated November 19th and outlined the process the Bridge Program will utilize to ensure separation of duties in regards to finances. The two superintendents on the Council provided information on how small school district's business offices are run and the checks and balances required. The Council found the corrective action outlined acceptable and will forward to Dawn Bucci, Assistant Director of Accounting, for final review.

In School Youth Eligibility under WIOA

New eligibility requirements under WIOA came to the Workforce Office's attention following the November 17, 2015 release of a Training and Employment Guidance Letter. MA Wiltse reviewed the In School Youth eligibility requirements for the Council. A change in regulations not previously identified was noted under the definition of In- School Youth:

The barrier of "needs additional assistance to complete an educational program or to secure or hold employment " is defined locally. To meet eligibility under the local barrier, a letter from an agency or school professional stating that the youth needs additional assistance to complete an educational program or to secure or hold employment is required along with confirmation that the professional has knowledge of the youth's situation and/or capabilities. The change under WIOA is that **not more than five percent** of the In School Youth assisted may be eligible based on the local barrier.

As the Bridge Program will not be serving twenty students in PY15, they would not be able to base eligibility for any of their students on the local barrier. Of the students carrying over almost all (4 out of 5) are eligible based on the local barrier. The regulation change does not impact the students already enrolled, but could limit eligibility for PY15.

A letter was sent to the Bridge Program on November 24, 2015 requesting that the program administrators identify the WIOA eligible students they intend to serve by December 18, 2015 as

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the Board is concerned that a large amount of funding has been allocated to the Bridge Program who now may have difficulty identifying WIOA eligible youth. Mark reported that as of December 2, the four students who have been identified to be served all fall under different eligibility requirements. Base on this, the Council is hopeful that these new requirements will not impact the Bridge's internship program.

Future follow up will be based on the Bridge's response to our request for the listing of WIOA eligible students.

(Update: As of 12/15/15, the Bridge Program has 11 students enrolled. The local barrier was not used for any of the new students enrolled. Eligibility is no longer a concern. No further action required.)

Youth Program Visits

A Program visits for the Bridge Program has been set up for December 15, 2015. The YES Program visit will be scheduled after the new year.