

# Workforce Development Board of Columbia & Greene Counties

## Minutes for July 18, 2017 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

Chair Terri Drobner called the meeting to order at 5:34. Members and guests were welcomed. New member, Mrs. Mary Gerlach/Key Bank, was welcomed to the board.

**Present:** Barbara Arisohn, Lindsay Arp, Carolyn Dongara, Terri Drobner, Chris Foster, Myra Garcia, Mary Gerlach, Tony Jones, Maryanne Lee, Ann Luby, Kathryn Nelson, Joe Sacchetti, Lisa Thomas, Cindy Tipple, Michael Torchia, Jane Wais, Terry McGee Ward, M. A. Wiltse, Karen Wolff and Joe Wolodkevich

**Consultant:** Katy Drake

**Excused:** Frank Alguire, Debra Armstrong, Mark Fingar, David Lester, Florence Ohle, Mary Prazma, Kathy Roop, Joshua Taylor, Deb Tuttle, and Mike Veeder

Proxy Votes Received from Frank Alguire and Mark Finger

**Guests:** Nancy Bell (DOL), Maureen Boutin (Workforce Office) and Susan Gallagher

**With 20 out of 31 members in attendance, a quorum was present.**

### STATUS OF VACANCIES

Recruitment is in process for a Columbia County business representative.

### ACCEPTANCE OF MINUTES

Ann Luby made a motion to accept the board meeting minutes for April 11, 2017. Carolyn Dongara seconded the motion and the minutes were approved by the board.

### CORRESPONDENCE

The following correspondence was available for member review:

#### **Letters Sent:**

*April 12, 2017 Letters sent to CLEOs regarding the One Stop Operator Procurement and Internal Controls Agreement*

*April 12, 2017 Letters sent to CLEOS regarding approval for update to the CG WDB By Laws*

*April 25, 2017 Letter to the CLEOS regarding the Quarterly Report*

*May 16, 2017 Letter to the CLEOS regarding the fully executed WIOA Internal Controls Agreement*

*May 30, 2017 Letter to Superintendent Potter, BUFSD, regarding PY17 Youth Contract*

*June 7, 2017 One Stop Operator Agreement for Signatures*

*June 8, 2017 WIOA Title IB Adult and Dislocated Worker Transfer Request*

#### **Letters Received:**

*April 28, 2017 Notice of Obligational Authority from NYSDOL*

*May 2, 2017 Letter from Nancy Bell, NYSDOL regarding monitoring review*

*May 17, 2017 letter from James Boudreau, CPA/DEWS-QA-FOTA regarding PY15 sub-recipient monitoring review*

*May 17, 2017 Greene County Board Re-Appointments*

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*May 30, 2017 Summer Youth Employment Program Allocation Information from Acting Commissioner Gibson/Columbia DSS*

*June 19, 2017 Notice of Obligational Authority from NYSDOL regarding transfer of funds request*

*June 19, 2017 Signed One Stop Operator Agreement received*

*June 30, 2017 Email from Nancy Bell, NYSDOL regarding One Stop Operator Designation*

## **COMMITTEE MEETINGS**

Committee reports were distributed prior to the meeting and reviewed by committee Chairs and Vice 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 fourth quarter of PY16. Core & Intensive Services were outlined and compared to last year's service numbers; enrollment numbers are down, as well as the use of services. Additional information in the Participation Report included: Skill Development and Training Services, Unemployment Rates, and Marketing & Outreach Efforts. The Quarterly Local Job Bank Activities were not available again this quarter. It was noted that Questar III Adult Education classes (TASC) are being offered this summer.

A tentative PY17 budget was presented. Columbia Greene is expecting budget cuts of approximately \$88,000 for PY17. To try to manage these cuts, the part time office assistant position will not be filled, the part time consulting Workforce Office Director may fully retire in January and youth contracts were eliminated or reduced for PY17. Once finalized, the budget will be presented to the Board for approval at the October meeting. It was noted that 20% of the allocation will be for training funds.

The new transfer of funds process under WIOA was discussed. Board approval will be required to transfer funds between Adult and Dislocated Worker for PY16 and for transfers in the future. The Executive Committee brings before the Board a resolution to approve a transfer of \$6,000 from Dislocated Worker to Adult for PY16. The reasoning for the transfer request was discussed and the board was assured that no customer would be denied services based on this transfer. **Karen Wolff made a motion to approve the \$6,000 transfer from Dislocated Worker to Adult for PY16. Carolyn Dongara seconded the motion. MA Wiltse abstained from the vote. With all others in favor, the motion was carried.** Katy will forward meeting notes to NYSDOL to verify board approval for the transfer.

## **NEW BUSINESS**

### **One Stop Operator Procurement and MOU under WIOA**

As of June 30, 2017, NYSDOL approved the selection of the Columbia Greene One Stop Operator. The contract can be extended for no more than 4 years (PY21). All parties have signed off on the Internal Controls Agreement and the One Stop Operator Agreement.

After several revisions the Columbia Greene MOU Part One- Service Delivery has been submitted to NYSDOL for approval and signatures and is in review with state partners. No further action is required until the MOU is returned with state signatures. MA Wiltse discussed part two of the MOU- Infrastructure costs. It is believed that only the partners who are physically located at the center will have to participate in the Infrastructure Cost section of the MOU. Part

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two is due for submission to NYSDOL for November 15, 2017 in hopes of being in approved and finalized by the January 1, 2018 due date.

### **Local Planning under WIOA**

The area local plan will be due in Fall 2017. A section of the local plan regarding Title II procurement will be due on July 30, 2017. As the board does not meet again until October, the Executive Committee brings before the Board a resolution to grant the Executive Committee authority to approve the Title II procurement planning piece for July 30 submission to NYSDOL. The complete local plan will be brought before the Board in the fall for full approval. **Tony Jones made a motion to grant the Executive Committee the authority to approve the Title II planning piece for July 30 submission. Myra Garcia seconded the motion. The motion carried with all in favor.** Katy will forward out the Title II planning questions from NYSDOL to Chris Foster, Carolyn Dongara and MA Wiltse for input. Once finalized, the planning piece will go to the full Board for review and the Executive Committee for approval.

### **PY17 Youth Contracts**

Youth Council Chair Terry McGee Ward reviewed the meeting notes from the May Youth Council meeting (See committee reports attached). The Youth Program Project budget will be reduced from \$151,354.68 in PY16 to \$125,000 for PY17. Funds to support all three current youth contracts are no longer available as this cut comes on top of over a \$10,000 cut for PY16. The Youth Council recommendations for PY17 funding were presented.

**Michael Torchia made a motion to accept the Youth Council's resolution to renew the Catskill TASC Program contract for PY17 for up to \$56,862.00. Maryanne Lee seconded the motion. M.A. Wiltse abstained from the vote. The motion carried with all others in favor.**

**Michael Torchia made a motion to accept the Youth Council's resolution to renew the YES Program contract for PY17 for up to \$67,650. Kathryn Nelson seconded the motion. M.A. Wiltse abstained from the vote. The motion carried with all others in favor.**

**Maryanne Lee made a motion to accept the Youth Council's resolution to not renew the last year of the Bridge Program contract, serving in-school youth work experience, for PY17 due to the drastic reduction in funding for the upcoming year. Myra Garcia seconded the motion. M.A. Wiltse abstained from the vote. The motion carried with all others in favor.**

### **Economic Development Updates**

Tony Jones, Columbia County Economic Development, shared information on the Broadband Initiative for the county, which is moving forward. Tony also discussed the Hudson application for the Governor's downtown revitalization program. Tony share that the application is strong, and even if it does not win the full \$10,000,000 award many of the plans may move forward in order to revitalize the area from 2nd Street to the Waterfront.

Tony also shared information on the five day youth leadership conference that the CEDC ran in conjunction with the Chamber.

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## **CFA 7**

MA Wiltse shared information on the Round 7 Consolidated Funding Application (CFA) which will address the shortage of truck drivers in the counties. The application will seek funds (approximately \$45,000) to locally train CDL B drivers with a driving class being offered next summer by the Kingston CDL school at Columbia Greene Community College. The application seeks to serve the unemployed and the under employed. The CDL B training is a three week course and covers training for buses, fuel delivery and small box trucks. Truck driving is the most popular training in Columbia Greene since the LPN program end.

## **GOOD AND WELFARE**

Thanks to Frank Alguire, Carolyn Dongara, Terri Drobner, Mary Prazma, Mike Veeder, Terry McGee Ward and Karen Wolff for their time and efforts in serving on the sub -committee for the One Stop Procurement.

Maureen Boutin thanked local manufacturing businesses for their participation in the NEG Regional Sector Partnership project. Katy will forward out the report from CEG on the advanced manufacturing pathways project. The report has many interesting insights on career paths and recruiting in the area of advanced manufacturing.

The meeting adjourned at 6:26 p.m.

<b>PY 17 Full Board Meeting Schedule</b>	
<b>Tuesday, October 17, 2017</b>	<b>5:30 p.m.</b>
<b>Tuesday, January 16, 2018</b>	<b>5:30 p.m.</b>
<b>Tuesday, April 17, 2018</b>	<b>5:30 p.m.</b>
<b>Tuesday, July 17, 2018</b>	<b>5:30 p.m.</b>

## **Business Services Committee**

June 22, 2017 8:30 am

### **OJT (On the Job Training)**

There were no OJT contracts to review. The critical workforce challenge at this time is recruitment.

### **HR Roundtable/JSEC**

The **HR Roundtable** met on April 19, 2017 from 8:00 - 9:15 at CGCC. Mr. Bob Francis from NYSDOL presented on safety. The May JSEC training on Diversity had nineteen attendees. John Bagyi, will be the speaker for the October 12th Training on NYS Paid Family Leave.

### **Metrix/NY Wired**

As a follow up to the discussion at the March 23 Business Services Meeting, Maureen reported that the Career Center will fund no cost six month Metrix courses for employed workers earning under \$16/hour. Interested businesses can purchase an annual license for \$199 per person for employees earning \$16/hour and above. The committee discussed the value of the training options under Metrix.

### **CGCC Career Fair, April 11, 2017**

Maureen provided a detailed overview of the April Career Fair. Eighty vendors (67 businesses, 8 agencies and 5 schools) registered. 241 job seekers attended; down from 377 in 2016. A Job Fair Prep Workshop was held with 23 attendees present. Job seeker data was reviewed along with exhibitor evaluation information.

### **REDC - Round 6/Sector Partnership NEG Update**

The Columbia Greene Workforce Office was approved for up to \$42,630 in workforce funding to train 12 truck drivers. MA shared the goals and the results of the grant as of 6/22/17. The training grant started on 2/1/17 and will run through to 1/31/18.

### **Enhanced Career Services Grant**

The Columbia Greene Workforce Office was awarded up to \$24,700 for the Enhanced Career Services grant through NYSDOL to serve up to 40 Dislocated Workers. The grant focuses on resume writing supports and Metrix online learning. Results of the grant were presented, with 40 customers receiving resume development and 95 customers utilizing Metrix On -Line Learning (121 unique customers were served under this grant). The grant ended June 30th. Maureen was commended on her work for this grant. **Note: The Enhanced Career Services grant has been given a "no cost" extension to 6/30/2018.**

### **Workforce Development Institute Grants**

Maureen provided a handout outlining the businesses currently working with WDI within the two counties. Opportunities under WDI grants were discussed. Projects are generally training, safety or equipment related. Maureen is scheduling visits with the WDI representative on a monthly basis.

## **NEG Regional Sector Partnership Development**

The pathways project for advanced manufacturing, a four month intensive study, was completed under CEG's lead. Key findings and recommendations were reviewed for the committee. The full report was distributed with the meeting notes and to Board members (following the meeting).

## **Executive Committee**

**July 12, 2017 5:30**

### **Membership**

Re-appointments for PY17 have been finalized. Recruitment for a Columbia County business representative is in process.

### **PY17 Budget Update**

The budget projections from DOL indicate the CG WDB budget may be reduced by approximately \$88,000 for PY17. These cuts, on top of all the previous years' cuts, will make providing services even more challenging. To offset these costs, the part time secretary/front desk position will not be filled. The part time Director position may end in December as well, with MA possibly retiring full time. The Youth Council was not able to recommend funding for all three youth contracts for PY17. The new Technical Advisory (#17-6) regarding WIOA Title 1B Adult and Dislocated Worker Transfer Requests was reviewed. Columbia Greene has requested to transfer \$6,000 from Dislocated Worker to Adult funds. The approval for this transfer is contingent on ratification from the Board. Karen Wolff made a motion to recommend approval of the \$6,000 transfer from Dislocated Worker to Adult funds. Carolyn Dongara seconded the motion. All in attendance were in approval. The resolution to transfer funds will be brought before the full Board on July 18, 2017.

### **Transition to the Workforce Innovation and Opportunity Act (WIOA)**

The procurement of the One Stop Operator was finalized and approved by NYSDOL on June 30, 2017. The Internal Controls Agreement and One Stop Operator Agreement have been finalized. Part 1 of the Memorandum of Understanding (MOU) for Columbia Greene, focusing on service delivery, has been submitted to NYSDOL and is waiting for approval from State Ed. Many thanks to Carolyn Dongara for chairing this committee and overseeing this process. Part 2 of the MOU regarding infrastructure costs will be due to NYSDOL by November 15th in hopes of being finalized by all required partners by the January 1, 2018 due date. MA Wiltse has a working template from the Greg Newton's June training session. While official guidance for part 2 of the MOU is pending, the chart to address cost sharing is believed to be set and ready for use.

### **Monitoring**

Adult, Dislocated Worker and Youth file reviews will be set up for August. If applicable, TAA monitoring will occur in the summer as well.

### **Local Planning**

The Columbia Greene local plan will be due to NYSDOL in Fall 2017. A section of the local plan regarding Title II procurement is due on July 30, 2017. Guidance from NYSDOL on the Title II procurement requirements has been received. A TA regarding the Local Plan requirements in full is still pending.

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Carolyn Dongara made a resolution requesting that the Board grant the Executive Committee authority to approve the Title II procurement planning piece for the July 30 submission to NYSDOL. The complete local plan, including the Title II piece, will be brought before the Board in the fall for full approval. Karen Wolff seconded the motion. All present were in favor.

### **PY17 Youth Program Contracts**

Following the May 11, 2017 Youth Council Meeting, the Executive Committee received an update regarding the PY17 youth projects budget and the Council's recommendations regarding contract renewals. The youth project budget will go from \$151,354.68 in PY16 to a projected \$125,000 for PY17. The Council was concerned that continued reductions to all programs would cut the programs too deeply to remain effective. WIOA requires a focus on Out of School Youth. After deliberation (See May 11 Youth Council Notes for specifics), the Council made the following contract recommendations:

- The Catskill TASC Program contract for PY 17 was recommended at \$56,862.00
- The YES Program contract for PY17 was recommended at \$67,650.00
- The Council recommended that the Board not renew the Warren Street Academy contract serving in school youth for work experience for PY17 based on the drastic funding reductions.

### **Consulting Workforce Director's Contract for PY17**

The Consulting Workforce Board's Director contract was renewed for PY17. (Thank you!)

### **Good and Welfare**

- Thanks to all participating in the One Stop Operator Procurement process-- Terri, Mike, Karen, Carolyn, Frank, Terry and Mary!

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**Youth Council Meeting Notes**

May 11, 2017 2:30 p.m.

The PY16 youth budget and PY17 youth budget projections were distributed to all Council members in advance of the meeting for review. The meeting began with a PY16 youth budget review:

<b>PY 16</b>						
<b>Program</b>	<b>Amount of Funding</b>	<b>Youth Wages</b>	<b>Total Work Experience Cost</b>	<b>Work Experience Percent</b>	<b>Out of School Amount</b>	<b>Out of School Percent</b>
Catskill -- OSY	\$56,918.00	\$0.00	\$0.00	0	\$56,918.00	100%
YES-OSY & Work Experience	\$74,722.45	\$33,000.00	\$58,728.62	79%	\$74,722.45	100%
Bridge-- ISY & Work Experience	\$19,705.23	\$8,730.00	\$19,705.23	100%	\$0.00	0%
<b>Total Projects</b>	<b>\$151,345.68</b>	<b>\$41,730.00</b>	<b>\$78,433.85</b>	<b>52%</b>	<b>\$131,640.45</b>	<b>87%</b>
<b>PY 16 Planned Budget (includes non-contracted costs)</b>	<b>\$236,500.00</b>		<b>\$78,433.85</b>	<b>33%</b>	<b>\$204,892.13</b>	<b>87%</b>

For PY17, the budget projections show more than a \$33,000 cut (from \$236,500 to \$197,000) in Columbia Greene Youth funding. These cuts are on top of last year's cuts of more than \$10,000.

For PY17, the youth contracts will need to be reduced by \$26,000, as the Workforce Office absorbed over \$6,000 of the cuts for PY17. The youth project budget will go from \$151,354.68 in PY16 to a projected \$125,000 for PY17.

The Council was reminded that the Workforce Innovation and Opportunity Act (WIOA) requires 75% of funding be spent on out of school youth. A minimum of 20% must be spent on work experience. The youth contracts were last bid out for PY15. The youth project awards allow for an additional two years of funding based on performance and available funds, so PY17 is the last year of the potential two year contract extension.

During the discussions, clarification was provided on the following points:

While the PY17 program year runs from July 1, 2017 to June 30, 2018, the youth contracts run from August 1, 2017 to July 31, 2018.



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The Catskill TASC program generally serves students ages 16 - 18 (although older students can enroll) from many different school districts in the two counties. The program is NOT only for Catskill students. The Catskill program is a NY State Education certified Alternative High School Equivalency Preparation Program (AHSEPP). Enrolling in one of these programs is the only way 16-18 old students can take the TASC exam. The rules governing these programs also requires that students attend classes 4 days per week.

The work experience funding in the YES budget serves students in both the YES program and the Catskill TASC program.

The Catskill TASC program was under spent in PY15 by over \$10,000. It is expected that the Catskill TASC program will be under spent again this year. This is based on the expenditures to date and the fact that no science teacher was hired in PY16.

The YES program serves students ages 18 - 21 from both counties in a college setting.

The tuition for the YES program is paid out of the YES budget. The college offers the YES program at a cost of approximately \$1,000 per student for the first twenty students. After the first twenty enrollments, the cost of tuition is waived.

Enrollment and TASC awards are down significantly from previous years. This is believed to be due to the shrinking youth population in the counties and likely the change in testing from the GED to TASC. Catskill's required change from three to four days a week is also believed to have significantly impacted enrollment. It is also the hope that part of the reduction is due to more students staying in school until graduation. Enrollment numbers for PY16 are as follows:

Program	Total Enrolled Students	TASC -- year to date
Catskill	20 ( 4 Carry-in from PY15. 16 new students)	9 TASC
Warren Street Academy (formerly Bridge)	11 (6 Carry-in from PY15. 5 new students)	n/a-- in school program
Yes	28 (6 Carry in from PY15. 22 new students)	8

Last year, the Council cut all three youth contract budgets to offset the more than \$10,000 cut in youth program funding. This year the Council discussed if continued cuts across all three programs would impact all three programs' ability to meet the set goals and requirements.

The Council discussed that there are no other known programs within the two counties that serve students who drop-out between the ages of 16 - 18. It is unclear where students would be served if Catskill did not offer the TASC program. The Council also recognized that students in the 18 - 21 age bracket would not be welcomed in available TASC preparation programs due to the lack of state aid for this age group. Priority for local TASC testing is given to those enrolled in preparation programs.

The Council discussed that the work experience is a small part of the Bridge Program/Warren Street Academy as this program serves in -school youth. Per our last program visit, work experience for the enrolled students does not start until later in the second semester (approximately April). Berkshire Union Free School District may be able to find other funding options for work experience.

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Further limiting or eliminating funding to the Warren Street Academy would impact the enrollment of new students in the program for PY17; current students would be followed by the Workforce Office. Eligible Warren Street Academy students could gain work experience through the Summer Youth Employment Program (SYEP); several students have worked the SYEP in past summers.

Based on their involvement in the YES program, MA Wiltse and Mark Decker recused themselves and left the meeting room for the discussion on youth funding recommendations for PY17.

With great consideration in meeting the WIOA funding requirements on out-of-school youth (75%) and work experience (20%) and on serving the most critical needs, the Youth Council passed the following resolution:

A motion was made to eliminate funding to the Warren Street Academy (formerly Bridge) and drop the YES Work Experience Budget to \$22,000 in order to meet the PY17 projected funding cuts at a total budget of \$124,512.00.

The result is that the Catskill budget for PY 17 will be \$56,862.00. The YES budget will be \$67,650.00.

The Council discussed that should Catskill not expend their allotted funds, a recommendation may be made in the future to use that carry over for work experience through the YES program (serving youth in both Catskill and the YES program) in PY17. The Council also discussed that if Catskill is significantly under budget this year, the Council may want to require quarterly funding requirements to prevent end of the year budget surprises.