

Workforce Development Board of Columbia & Greene Counties

Minutes for July 28, 2015 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 5:33.

Present: Frank Alguire, Debra Armstrong, Betty Betts, Tracy Cantele, Carolyn Dongara, Terri Drobner, Chris Foster, Maryanne Lee, David Lester, Kathryn Nelson, Florence Ohle, Lisa Thomas, Cindy Tipple, Deb Tuttle, Mike Veeder, Terry McGee Ward, Donna Williams and M. A. Wiltse

Excused: Barbara Arisohn, Nancy Costine, Dan DeVinney, Gladys Dysard, Mark Fingar, Kary Jablonka, Ann Luby, Mary Prazma, Joe Sacchetti, David Scott, Karen Schoonmaker and Joe Wolodkevich

Proxy Votes Received: Barbara Arisohn, Dan DeVinney, Mark Fingar, Ann Luby, Karen Schoonmaker and Joe Wolodkevich.

Consultant: Katy Drake

Guests: Nancy Bell (DOL) and Maureen Boutin (Workforce Office)
With 18 members in attendance, a quorum was present.

Chairman Veeder welcomed all to the first meeting of the Columbia Greene Workforce Development Board. The following new members were welcomed to the Board: Ms. Tracy Cantele, The UPS Store; Mr. Chris Foster; Questar III; Ms. Maryanne Lee, Saturn Industries; Ms. Lisa Thomas, The Healthcare Consortium and Ms. Donna Williams, Field Goods.

Due to several members needing to leave the meeting early, the agenda was adjusted to present the youth information first. Terry McGee Ward, Chair of the Youth Council, reviewed the Youth Council update (committee report in meeting packet). Information was provided on the monitoring of the YES and the Bridge Program for PY14. Program evaluations for both the YES program and the Bridge program were available at the meeting for Board review.

An overview of the process for the review of the PY15 Youth Program proposals was provided. The PY15 Youth RFP was issued on June 3, 2015 and closed on July 6, 2015. Five proposals were received. A subcommittee of the Youth Council meet with representatives from each program that submitted a proposal for funding. The highest scoring proposals were recommended to the full Youth Council. The Youth Council reviewed all award recommendations and crafted a resolution for PY 15 youth funding. The Council also recommended an increase in the stipend for the Catskill Program Coordinator. The recommended awards will meet the **75% funding requirement for Out of School Youth** and the **20% work experience** funding requirement. The Executive Committee supported the

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Council's funding recommendations, including the Program Coordinator increase, by bringing the following resolution before the full Board:

Program Recommended for Funding:	Amount of PY15
Catskill-- OSY	\$61,330.00 (full funding)
YES-- OSY & Work Experience	\$77,334.45 (full funding)
Bridge-ISY & Work Experience	\$22,335.00 (partial funding-work experience)
Total	\$160,999.45

Frank Alguire made a motion to approve the Youth Council's PY15 youth program funding recommendations. Florence Ohle seconded the motion. MA Wiltse abstained from the vote, due to her involvement with the YES program. The motion was carried with all others in favor, including the six proxy votes. Funding awards were presented as one resolution to ensure the total youth funding to be allocated met the new WIOA requirements of 75% on OSY and 20% on work experience.

STATUS OF VACANCIES

The membership roster for the new Workforce Development Board was included in member packets. A Greene County business representative is in recruitment.

ACCEPTANCE OF MINUTES

MA Wiltse made a motion to accept the board meeting minutes for April 28, 2015. Debra Armstrong seconded the motion and the minutes were approved by the board.

CORRESPONDENCE

The following correspondence is available for member review:

Letters Sent:

- May 1, 2015 Information sent to the CLEOs regarding the WIOA local designation
- May 25, 2015 Letter to transfer funds from Dislocated Worker program to Adult program
- May and June Recruitment letters
- June 3, 2015 Letters sent to Superintendents and local youth service providers regarding the PY15 youth RFP.
- June 8, 2015 Letter to Nancy Bell, DOL regarding PY13 Youth Program Monitoring
- June 17, 2015 Letters sent to the CLEOs regarding the CG Workforce Development Board Certification

Letters Received:

- June 2, 2015 Notice of Obligational Authority (NOA)- Approval of the transfer of funds
- June 12, 2015 NOA Initial allocation of funding for PY15 with new reporting changes (20% minimum expenditure for youth work experience & 75% funding on Out of School Youth)

COMMITTEE MEETINGS

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

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A discussion on restarting the Employee Enhancement Program was held in response to the challenges businesses are having regarding work readiness skills and work ethics for entry level workers. The Employee Enhancement Program was a four week training series that covered professionalism and work place ethics for incumbent workers. A discussion on the Employee Enhancement Program will be added to the next Business Services meeting agenda.

ONE STOP DIRECTOR'S REPORT

MA Wiltse reviewed the Columbia Greene One Stop Center Participation Report. Core & Intensive Services were outlined for the all four quarters of PY14 and compared to PY13 service numbers. As the economy continues to improve, less people are looking for jobs and new registrants are down again 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.

The PY15 WIOA Current Planned Budget was presented. MA provided a brief overview of the funding streams and the changes in funding amounts from last year.

OLD BUSINESS

Workforce Innovation and Opportunity Act (WIOA)

The Columbia Greene Workforce Development Board submitted the membership roster to the Department of Labor for review. The WDB has been initially approved as in compliance, even with one business representative still in recruitment. The 2015 Local Workforce Development Area Initial Designation approval letter was received just yesterday. The next significant step in the transition will be the drafting of the bylaws. Using a template from the Department of Labor, the bylaws will be drafted for Executive Committee review for September. Once approved by the committee, the draft bylaws will be distributed to all board members for review. Once approved by the Board, the bylaws are then required to be submitted to the CLEOs for final approval.

An election of officers will take place in July 2016 following the approval of the bylaws. Current WIB officers will continue to serve until the election. As the Vice Chair position is currently vacant due to Tony Zibella's recent retirement, Chairman Veeder will appoint a Vice Chair per the current bylaws to serve until the upcoming election. The Vice Chair is required to be a Columbia County business representative. The Vice Chair appointment will be finalized for the next Board meeting.

Updates on the changes of services under WIOA will be provided to board members on a quarterly basis. The most significant change navigated since the start of WIOA on July 1, 2015 have been the changes in youth services reviewed earlier in the meeting. The greater focus of Out of School youth is believed to be a positive change.

NEW BUSINESS

Executive Committee Appointment

Ms. Carolyn Dongara (The Management Advisory Group) was appointed to fill the Greene County Business Representative vacancy on the Executive Committee.

Summer Youth Employment Program (SYEP)

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Ninety five youth were placed in private and public work sites for five weeks of work experience under the Summer Youth Program. The program serves youth ages 14 - 18. Unfortunately, since the program start on July 6th, several youth have already dropped out of the work experience program. The funding from the youth dropping out will be used to extend some youth an additional week of work. A full review of the SYEP will be provided at the fall meeting.

County Economic Development Reports were not available at this meeting.

GOOD AND WELFARE

The WIF STEM Camp-- Aerospace Institute for Teens is set to run August 3- 6, 2015 at Columbia Greene Community College.

The meeting adjourned at 6:40 p.m.

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Business Services Committee

June 11, 2015 8:30

OJT (On the Job Training), Maureen Boutin

Information was distributed on the OJTs for PY14. To date, there have been 28 trainees with two step contracts through the Workforce Innovation Fund (WIF) grant. Ten of those contracts have been successfully completed with the trainee retained. Nine contracts are still in process. The status of the other nine were reviewed, noting 5 are otherwise employed and the status of the other four remain unknown.

HR Roundtable/JSEC, Maureen Boutin

The HR Roundtable met on April 22, 2015 with 18 professionals in attendance. Cathy Bucci, NYS DOL Occupational Analyst, presented information on the topic of Employee Handbooks. The next meeting is scheduled for June 24th at CGCC.

A survey is being conducted through the HR Roundtable members to identify and prioritize upcoming training topics for JSEC.

The committee discussed the proposed \$15 minimum wage for fast food service workers.

An update was provided on the hiring at Ferguson. The company has committed to 75 jobs for the first year of operation. Management interviews occurred in May. Hourly jobs are posted with interviews most likely being held in late June at the Cocksackie-Athens School. A second round of hiring is anticipated for August.

Workforce Innovation and Opportunity Act (WIOA), MA Wiltse

The Workforce Investment Board will start transitioning to the *Workforce Development Board* under the Workforce Innovation and Opportunity Act for July 1, 2015.

Columbia Greene Career Fair, April 28, 2015

Four hundred and eighteen (418) job seekers attended the April 28th Career Fair. Sixty-four (64) businesses, four (4) educational agencies and six (6) community agencies attended the fair. Maureen reviewed the exhibitor evaluation results with the committee. Thirty four (34) job seekers utilized the resume review services. Thirty five (35) attended the Career Fair Preparation Workshop.

Self Sufficiency Earnings

Under the Workforce Investment Board, the self sufficiency rate for the Columbia Greene workforce areas was set at a level of \$16/hour several years back. In the upcoming year, under the transition to WIOA, the board will need to set a new self sufficiency rate for priority of service. MA Wiltse provided a hand out that included information from the self sufficiency earning calculator for

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Columbia and Greene Counties and the WIOA Eligibility Guidelines for the priority of service. In the upcoming program year, this committee will need to make a recommendation to the Board for setting the self sufficiency rate for priority of service for the Columbia Greene workforce area.

New York State Department of Labor Job-Driven National Emergency Grant RFA

"The New York State Department of Labor (NYSDOL) is making up to \$4.4 million in funding available under the Job-Driven National Emergency Grant (JD-NEG) Request for Applications (RFA). The purpose of this RFA is to solicit projects providing work-based training to dislocated workers, with emphasis on long-term unemployed, unemployment beneficiaries likely to exhaust benefits, and foreign-trained immigrant worker populations. These projects will empower participants to re-connect to the workforce and obtain employment." Maureen reviewed eligible applicants, the training options to be supported and award caps, along with information on the eligible trainees. For those interested in more information, please contact Maureen Boutin at the Workforce Office (828-4181).

Sector Partnership National Emergency Grant

The New York State Workforce Development Board has submitted a grant proposal to USDOL focusing on assisting the manufacturing sector in our state with developing a pipeline of skilled workers. Additional information will be shared once available.

Executive Committee

July 20, 2015

Workforce Innovation and Opportunity Act (WIOA)

Membership

The membership roster for the WIOA transition was submitted to DOL with the required signatures the last week in June. Even with one business appointment pending, the Board is in compliance with WIOA requirements. The WDB will be welcoming five new members in July:

- Ms. Maryann Lee, Saturn Industries
- Mr. Chris Foster, Questar III
- Ms. Lisa Thomas, The Healthcare Consortium
- Ms. Tracy Cantele, The UPS store
- Ms. Donna Williams, Field Goods

The committee discussed the one Greene Business Representative vacancy that is outstanding. Katy has been in contact with the AFL-CIO Executive Director regarding an Apprenticeship Program Representative. If an apprenticeship representative is identified for the Columbia- Greene area, the AFL-CIO will make a nomination.

Fiscal Agent Agreement

MA is working on drafting an agreement between the WDB, CLEOs and CGCC in regards to administrative responsibilities and conflicts of interest. The agreement will be ready to present to the Board by the fall WDB meeting.

By Laws

A template for the WDB by laws, created by DOL, was distributed for committee review. Katy will draft the initial set of bylaws using the template for Executive Committee review by the end of

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August. After Executive Committee review, the by laws will be brought before the full board for approval before being sent to the CLEOs for final approval.

Nominations/ Vice Chair Vacancy

The nomination of officers for the newly formed WDB will occur following the approval of the WDB bylaws and as scheduled for July 2016. The current officers will continue to serve until the election occurs. This continuation of the WIB officers, for no more than one year, will be included in the draft bylaws. At this time, a vacancy exists for a Vice Chair, due to Tony Zibella's recent retirement. Current bylaws require the Executive Committee to appoint a business member of the same county (Columbia) to serve out the remainder of the term. The Committee also discussed an appointment of a Greene Business representative to serve on the Executive Committee to replace Mr. John Betts.

Monitoring

PY14 Youth Council Monitoring has been completed. The program evaluations from the YES program visit and the Berkshire Bridge Program visit were shared with the committee. A center audit and an Adult/DW/Youth file review will be scheduled for August.

New Business

The committee reviewed the resolution for PY15 Youth funding:

Recommended for Funding:	Amount of PY15
Catskill-- OSY	\$60,330.00 (full funding)
YES-- OSY & Work Experience	\$77,334.45 (full funding)
Bridge-ISY & Work Experience	\$22,335.00 (partial funding-work experience)

The committee was in agreement with the increase for the Catskill Coordinator position. Frank Alguire made the following motion:

Recommended for Funding:	Amount of PY15
Catskill-- OSY	\$61,330.00 (full funding)
YES-- OSY & Work Experience	\$77,334.45 (full funding)
Bridge-ISY & Work Experience	\$22,335.00 (partial funding-work experience)

Ann Luby seconded the motion. MA Wiltse abstained from the vote due to her involvement with the YES Program. The motion carried with all other members in favor. The above funding recommendation will be brought before the full WDB on July 28, 2015 for final funding approval.

Consulting WDB Director's Contract

The consulting WDB Director's contract was approved for PY15.

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Youth Council Meeting Notes

July 15, 2015 9:00

The Youth Council meeting began by welcoming new member, Mr. Chris Foster. Chris is the Director of Adult Literacy and Incarcerated Youth Programs for Questar III BOCES.

Youth Program Status Updates

A chart on PY14 youth program performance was distributed for member review.

Catskill

The Catskill TASC program has 18 students enrolled, with four students on the waiting list for September. For PY14, 18 students passed the TASC exam. Six students did not pass the exam, and four of those students have remained in the classes. The program will be taking time off, for both the students and the teachers, in August. The Catskill TASC did submit a proposal for youth funding for PY15.

YES

For PY14, 13 students from the YES program passed the TASC. Five students did not pass, with three of those students still enrolled in the program. The YES program is running through July in hopes of keeping the students engaged. The YES program submitted a proposal for youth funding for PY15.

Berkshire Union Free-Bridge Program

At the last meeting in March, the Bridge program did not have any students enrolled in the work experience component funded through WIA. A letter was sent to the Bridge Program expressing the Council's concerns and informing the Bridge Director that this year's performance may impact future funding. Communication improved following the March letter. Representatives from the Bridge program attended the April WIB meeting to provide a quick update on the program. Student enrollments began on April 17, 2015. The program year ended with ten students enrolled in WIA funded work experience. Work sites included American Glory, Animal Kind and the Hudson Boys & Girls Club. An article and the link to a YouTube video showing the success of one of the Bridge students was sent to the Council members via email prior to the meeting. Katy Drake, Consulting WIB Director, visited the site for a monitoring visit on June 10. Katy met with Mr. Shea and two students. Mr. Shea shared the challenges the program faced in securing outside work sites and completed paperwork from the students. The Bridge program submitted a proposal for youth funding for PY15.

Action Item:

Programs that have work experience components next year should include a random monitoring visit to at least one worksite.

PY14 Youth Program Visits

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Thanks to Deb Armstrong, Bernie Mack and Jessica Nabozny for their time in visiting the YES program. The YES program evaluation and the Bridge Program evaluation were reviewed by the Council.

Internships

For PY14, the YES program had twelve paid internships with ten opportunities leading to unsubsidized employment. The Catskill program had two internships. Internship sites included NYS Parks, Hudson Day Care, CMH and a resort.

National Work Readiness Credential

Due to a change in vendors, the NWRC exam is not available at this time. The Workforce Office is unable to purchase vouchers for students to take the test. If the exam and class materials again become available, the youth program will continue to offer the NWRC class as it has proven to be a valuable tool.

PY15 Youth Proposals

As CGCC submitted a proposal for funding, Mark Decker and MA Wiltse excused themselves from the discussion on PY15 youth funding.

A subcommittee of the CG Youth Council met on July 9, 2015 from 9:00 - 2:30 to meet with program representatives regarding PY15 youth program proposal submissions. Five proposals were received in response to the RFP issued in June. A chart outlining the program, funding request, proposed number of students to be served, cost per student, ISY/OSY status, work experience, credential and proposal rating was reviewed by the Council.

Working with \$150,000 as the Youth Program budget for PY15, the following recommendation for PY15 funding were proposed:

Recommended for Funding:	Amount of PY15
Catskill-- OSY	\$60,330.00 (full funding)
YES-- OSY & Work Experience	\$77,334.45 (full funding)
Bridge-ISY & Work Experience	\$12,335.00 (partial funding-work experience)

Alan Frisbee abstained from the vote, as Greene Probation is noted as a partner for the Catskill TASC program proposal. The motion was carried with all others in favor. Larry Krajeski had to leave the meeting following this vote.

MA Wiltse returned to the discussion. The RFP stated a funding range of \$120,000 - \$180,000, with \$150,000 expected to be awarded in PY15. MA reported that for PY15, approximately \$160,000 is available. The Council discussed awarding the additional \$10,000 to the Bridge program to further fund their proposal.

The following recommendation for funding was proposed:

Recommended for Funding:	Amount of PY15
Catskill-- OSY	\$60,330.00 (full funding)

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Recommended for Funding:	Amount of PY15
YES-- OSY & Work Experience	\$77,334.45 (full funding)
Bridge-ISY & Work Experience	\$22,335.00 (partial funding-work experience)

Alan Frisbee and MA Wiltse abstained from the vote. The motion carried with all others in favor. **The Council verified that these awards will meet the 75% funding requirement for Out of School Youth and the 20% work experience funding requirement.**

The Council also discussed the Catskill TASC Program Coordinator's stipend/salary. Communication with the Coordinator has been exceptional since Ms. Zwoboda took the position. Ms. Zwoboda receives one third of what other Coordinators have received in the past. The Council feels strongly that if funding allows, Ms. Zwoboda should receive additional compensation, bringing her closer to past Coordinators' salary.

Funding recommendations will be brought before the Executive Committee on July 20th and the full Board on July 28th.

TASC/GED

Chris Foster informed the Council that passed sections of the former GED exam will be accepted until December 2015. After the cutoff date, students will be required to take the entire TASC exam, even if they have successfully completed parts of the former GED exam.

Summer Youth Employment Program

Due to time constraints, information will be forwarded via email regarding the Summer Youth Employment Program. MA noted the program started with 90 youth between the two counties.

Good and Welfare

Thanks were extended to Terry McGee Ward, Alan Frisbee and Bernie Mack for their time and efforts in reviewing the PY15 Youth Proposals.