

# Workforce Investment Board of Columbia & Greene Counties

## Minutes for January 14, 2014 5:30 p.m.

Columbia Greene Community College

MISSION: The C-G WIB 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, Tony Zibella, welcomed new Board member, Ms. Debra Armstrong, Greene County Department of Social Services.

Chairman Zibella called the meeting to order at 5:35.

**Present:** Frank Alguire, Barbara Arisohn, Debra Armstrong, Betty Betts, John Betts, Nancy Costine, Dan DeVinney, Carolyn Dongara, Terri Drobner, Pam Dusharm, Mark Fingar, Paul Mossman, Larry Krajeski, Ann Luby, Kathryn Nelson, Florence Ohle, Tracy Racicot, Joe Sacchetti, Karen Schoonmaker, Randy Squier, Deb Tuttle, Mike Veeder, Terry McGee Ward, M. A. Wiltse, Joe Wolodkevich and Anthony Zibella.

**Excused:** Russ Coloton, Gladys Dysard, Kary Jablonka, David Lester, Mary Prazma, David Scott and Cindy Tipple

**Consultant:** Katy Drake

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

**\*\*With 26 members in attendance, a quorum was present.**

### STATUS OF VACANCIES

The local education representative from Columbia County remains vacant following Mr. Gabriels' retirement.

### ACCEPTANCE OF MINUTES

Larry Krajeski made a motion to accept the board meeting minutes for October 8, 2013. Frank Alguire seconded the motion and the minutes were approved by the Board. All board meeting minutes are sent electronically to all members and are posted on the website-

[www.columbiagreeneorg.org](http://www.columbiagreeneorg.org).

### CORRESPONDENCE

The following correspondence is available for member review:

#### **Letters Sent:**

- *October 8, 2013 Quarterly reports to the Columbia County Board of Supervisors and the Greene County Legislature.*

#### **Letters Received:**

- *October 17, 2013 Letter from Anthony Joseph regarding the approval of the PY13 local plan.*
- *The November 22, 2013 letter from Anthony Joseph, Deputy Director of the Bureau of Workforce Innovation/NYS DOL, was not received until January 13, 2014. This letter was regarding the WIA PY2012 Customer Service Indicator Performance. The January 17, 2014 response will be included in the next report.*

## **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**

M.A. Wiltse distributed the Columbia Greene One Stop Center report, noting that new registrants have slowed considerably since this time last year (620 in the last quarter of 2012 compared to 436 in the October 1 - December 31, 2013 time frame). New UI claimants, customers receiving services and attendees in workshops are all down from this time last year also. The self reporting of job placements was presented with 82 customers finding jobs between October 1 and December 31, 2013. The major categories of the job placements were broken down for the Board in the report. Unemployment rates and quarterly job bank activities were presented. Marketing efforts were outlined by numbers served, target audience and type of event.

MA provided a brief update on the budget. There has been a slight increase nationwide on WIA funding, with a budget passed through October 2014. The extension of Emergency Unemployment Compensation is still pending, with benefits ending for over a million Americans on December 28, 2013. This impacts UI customers who remain unemployed past the initial 26 weeks of Unemployment Insurance benefits.

## **OLD BUSINESS**

### **One Stop Center Recertification, MA Wiltse**

The MOU is still pending for the One Stop Center recertification. A signature is still required from the Commissioner of State Education. The Executive Committee will continue to follow and monitor the One Stop Recertification process until signatures are complete or the process is revised. This remains an issue for many WIBs.

### **New York State High School Equivalency assessment/TASC (Test Assessing Secondary Completion)**

The implementation of the TASC, the new NY high school equivalency assessment, just started in January and the test has not yet been offered in 2014. Many specifics are still being worked out. It has been confirmed that students who previously passed sections of the GED can carry those passing sections to the TASC in 2014 and 2015, but will still be required to take the all five sections of the TASC. More information should be available for the April Board meeting.

## **NEW BUSINESS**

### **Business Engagement for the National Work Readiness Credential (NWRC), MA Wiltse**

In hopes of better promoting the NWRC, the Business Services committee has recommended that Board members take the practice NWRC online test. Board member input will allow the Workforce Office to better gauge if the credential is an accurate assessment of entry level job skills. On the back of the One Stop Center's Participation report, usernames and passwords were provided for Board members to log onto [www.mysteckvaughn.com](http://www.mysteckvaughn.com) to complete the four sections of the pretest (math, reading, situational judgment and active listening). Upon completion of the pretest, members will be given a score and an assessment report. The Board is seeking volunteers to take the test and then provide feedback. Ultimately, the Business

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Services Committee is seeking WIB members who are willing to endorse the credential as a strong measure of the skills needed for entry level jobs. Board members willing to take the practice test should forward comments to either MA or Katy.

### **Capital Region Economic Development Update, Ann Luby**

Prior to the meeting, Board members received an announcement of the projects approved in the most recent round of CFA grant. Ann Luby had available detailed project information regarding the approved projects for member review. The Capital Region received 105 awards for 100 projects. It is expected that the process for CFA grants will progress faster in the next round. The next CREDC meeting has not yet been scheduled. More information will be forwarded to WIB members when available.

### **Economic Development Reports**

Frank Alguire and Nancy Costine provided an Economic Development updates for Columbia and Greene County.

### **Good and Welfare**

Florence Ohle reported that the Weatherization and Block grants have been reinstated under Greene County Community Action.

Paul Mossman shared information with the Board regarding an OJT program for Veterans through the GI Bill.

Youth Council members will be visiting the three youth programs funded through the WIB in January. Program evaluation reports will be available at the April meeting.

A motion to adjourn was made and carried at 6:20.

## **Please Mark Your Calendar**

<i>PY 13 Full Board Meeting Schedule</i>	
<i>Tuesday April 8 2014</i>	<i>5:30 p.m.</i>
<i>Tuesday July 15 2014</i>	<i>5:30 p.m.</i>

## **Business Services Committee**

December 19, 2013

### **NEG OJT (National Emergency Grant -On the Job Training)**

Maureen reviewed the second round of the NEG OJT grants. The four new contracts for the past quarter were reviewed. Business names, wages, contract length, actual wage amount reimbursed, job title and retention status were presented to the committee in chart form. Columbia Greene has initiated 19 contracts with an actual wage reimbursement amount of \$137,145.71 to date. The successful retention of individuals was discussed by job title. Unfortunately, in regards to the contracts with Phoenix Hudson, the plant closed. It is estimated that \$600,000 in funding remains as of December 2013. The funding is expected to expire as of June 30, 2014.

Following the updates on NEG OJT contracts, updates on local businesses were provided by various committee members.

### **Workforce Innovation Fund (WIF) Grant**

Maureen distributed a handout on the contracts under the WIF grant. Four new contracts were started over the past quarter. Maureen reviewed step one and step two under the WIF grant for those in the Certified Nurse Assistant Training Program. 14 students were accepted into the two CNA classes offered through the WIF grant. 86% of the students completed the classes. 71% of those who completed the classes have passed the certification. The majority of the trainees are researching and/or applying for LPN and RN programs. The trainees will have \$4,000 of WIF funds to devote to a career ladder training while maintaining employment in the health care field. Placement information was provided to the committee, with a 64% placement rate to date. The committee discussed businesses and industries to target for two step career opportunities.

### **Update on Human Resources Roundtable**

The next HR Roundtable meeting is March 12, 2014. The topic for the next meeting will be "Wellness & Consumer Advocacy".

### **Regional Economic Development Council**

A hand out from the Governor's office was distributed outlining the \$82.8 million in funding awarded to the Capital Region. While Nancy Costine was unable to attend the meeting she forwarded information to share regarding the Hudson Valley Goat Industry Development Plan and the Catamount Ski Resort and Adventure Park Project.

### **National Work Readiness Credential (NWRC)**

The committee discussed how to further engage businesses in the NWRC. Columbia Greene WIO is a NWRC test site. The YES program and the Catskill program are offering NWRC pretests and prep classes. The committee suggested that if our business board members could take the test and then provide testimonials, we could better market the NWRC to both employers, students and job seekers. Volunteers to take the four part test will be solicited at the January Board meeting.

## **Executive Committee**

January 7, 2014

### **WIB Vacancies**

Debra Armstrong has been appointed to serve as the Greene County DSS representative and will be welcomed to the Board at the January meeting. The superintendent/local education representative for Columbia County is still vacant. Katy will follow up with the Columbia County Chairman now that the holidays are over for direction on filling the vacancy.

### **Status on One Stop Center Recertification**

The MOU is still pending. This remains an outstanding issue for all workforce areas.

### **WIF Grant**

MA Wiltse provided a brief update on the WIF grant. Several new two step contracts are in the works. Maureen Boutin is doing an exceptional job securing the two step WIF contracts. The first WIF evaluation report has been submitted and feedback is pending.

### **TAA and OJT Monitoring Results**

Katy completed the TAA monitoring for PY13 in December. The documentation reviewed in OSOS was detailed, complete and in compliance. Staff are to be commended for the extensive services and documentation. To monitor OJT contracts, Katy visited Hudson Valley Creamery on December 12, 2013. The Creamery had a very positive experience with the two recent OJTs. The Hudson Home visit will be rescheduled for January. The TAA and OJT reports are available for review and will be included in the board packet.

### **National Work Readiness Credential**

The committee discussed having board members take a sample NWRC test to be able to better promote the NWRC. Engaging board members will create a better understanding of the credential and allow for better marketing to employers and students. Board members taking the test and providing an endorsement will improve credibility when promoting the NWRC. At the January Board meeting MA will be discussing the NWRC and will be requesting members to take the test to determine if the NWRC is an accurate representation of the skill set needed for an entry level job. The test that board members will take is a "pretest" which is in the same format as the official NWRC. Frank and Karen volunteered to take the pretest prior to the board meeting to aid in the discussion at the meeting.

### **PY13 Youth Program Visits**

Youth Council members will be visiting the three youth programs the last two weeks in January. At least two Council members and Katy will be visiting each program. Reports will follow at the next Executive Committee meeting.

### **Unemployment Insurance**

MA discussed new procedures for the Workforce Office in dealing with UI claimants. The new rule is that customers have to visit the WIO office at least 3 times in the 26 weeks while collecting UI. Random reviews of work search at the state level will occur as well.

## Youth Council

December 10, 2013

### Youth Program Status Updates

#### Greenville

The Greenville program has 8 students returning and the potential of 5 new students. Chris Drumma is the lead teacher in the Hometown Graphic's program, with Sandy Arnone no longer involved. Greenville is slightly behind with paper work compared to other years. Mark is working with Mr. Drumma to ensure the necessary requirements are submitted. A Youth Council visit has been set up for Thursday, January 29<sup>th</sup> for 2:45.

#### Catskill

The Catskill GED program is at their maximum, with 20 students enrolled. This program serves students 16-18. The program currently has a waiting list. Seven students have graduated since July with seven more scheduled to take the test in December. Six out of the twenty are employed. Three students have internships. The Youth Council visit has been set up for Tuesday, January 21st at 5:00. The Catskill Program is offering a National Work Readiness training class on alternate Mondays. One of the Catskill GED teachers is currently leading the NWRC class.

#### YES

The YES program, held at Columbia Greene College, currently has 23 participants. Six students have passed their GED since July. Three students are waiting on test results with seven other students taking the test in December. There is a strong push to get the students to pass the test before the GED changes to TASC in January 2014. This program serves students ages 18 – 21. The program averages 16 students a night. 11 out of 23 students are employed. An additional seven students are participating in internships. 6 out of 23 are parents. A visit to the YES program has been scheduled for January 28<sup>th</sup>. The Council was update on the challenges the Catskill GED and the YES program are facing for the transition of GED to TASC in January. No sample tests available, no applications yet for the test, if any sections passed of the GED test will carry over, no study guides and a final determination of a passing score are some of the unknowns the programs are working with right now. The change from GED to TASC may impact the number of students graduating from each program during this time of transition. The Council discussed the challenges of parental involvement in the Youth Council. Katy will speak to Chris Drumma at Greenville regarding any parental interest in the Council. Mark Decker will speak with former students who may be willing to be involved in the Council.

### Test Assessing Secondary Completion (TASC)

A brochure on TASC from Tracy Racicot was distributed to the Council. Mark Decker reviewed some of the major changes for students in terms of the TASC compared to the GED test. The test will be mainly an online test (with paper pencil tests still available, but limited). Students will receive their score immediately upon completing the test. The test assesses five subject areas: reading, writing, mathematics, science and social studies. It is align with the common core and has a greater focus on college and career readiness.

### Program Visits for PY13

Program visits for PY13 are currently being scheduled. Youth Council members will be visiting the three programs on the following dates:

- Tuesday, January 21st at 5:00—Catskill Program
- Tuesday, January 28<sup>th</sup> at 5:00- YES Program (CGCC Main Building)
- Wednesday, January 29<sup>th</sup> at 2:45- Greenville