

## Workforce Investment Board of Columbia & Greene Counties

**Minutes for April 8, 2008 5:30 p.m.**

### **Columbia Greene Community College- Professional Academic Building**

#### **WELCOME**

Chair, Karen Diffley Schoonmaker welcomed members and guests. The appointment of Mr. Mike Veeder (Kool Temp) was announced. MA Wiltse was presented flowers from the Board as a token of appreciation for all her extra efforts working on regional grants to secure additional funding.

**Chair Karen Schoonmaker called the meeting to order with roll call.**

#### **Attendance:**

**Present:** Frank Alguire, John Betts, Russ Coloton, Pam Dusharm, Karen Diffley Schoonmaker, Jim Galvin, Carrie Haddad, Stan Ingalls, Kate Konopka, David Leavitt, Cindy MacKay, Rebecca Main, Terry McGee Ward, Mary Prazma, Betty Rosato, John Seacord, Deb Spaulding, M. A. Wiltse, Sarah Witham and Anthony Zibella

**Excused:** Dr. Fern Aefsky, Deneen Byrne, Barbara Eacott, Tom Every, Diane Franzman, Susan Hollister, Mike Kutski, Les Lak, David Lester, Linda Overbaugh, David Scott, Sally Sharkey, Tina Sharp, Jim Svetz, and Lynn Strunk

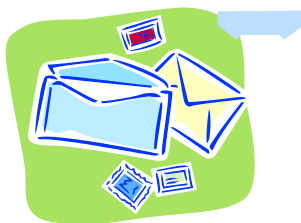
**WIO Staff: Consultant:** Katy Drake

**Guests:** Maureen Boutin (WIO) and Sam Pollard (Empire State Development)

**With 20 members in attendance, a quorum is present.**

#### **STATUS OF VACANCIES**

There are a total of two vacancies: one Greene County Organized Labor vacancy and one joint vacancy for the Office of the Aging.



#### **ACCEPTANCE OF MINUTES**

A motion was made by Frank Alguire, seconded by James Galvin and carried by the Board to accept the Board Meeting Minutes from the January 15, 2008 meeting. All Board meeting minutes are posted on the website, [www.columbiagreeneorks.org](http://www.columbiagreeneorks.org).

#### **CORRESPONDENCE**

Frank Alguire, the newly appointed WIB secretary, reviewed correspondence. The following correspondence is available for member review:

#### **Letters sent:**

- February 11, 2008- Letter sent to MA Wiltse, WIO regarding monitoring visit.
- February 15, 2008- Letter sent to Chairman Arthur Baer congratulating him on his new role and introducing the WIB's supporting information (web address, members list, contact info)
- February 19, 2008- Quarterly reports sent to both CLEOs
- March 6, 2008- Letter of Commitment sent regarding STEM Initiative
- March 20, 2008- Letters sent to each CLEO regarding July re-appointments and current WIB vacancy.

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## **Letters received:**

- January 2, 2008- Letter received from Karen Coleman regarding Regional Transformation Strategies Contract
- February 22, 2008- Letter received from Carrie Aubertine, Workforce Program Specialist, regarding Adult/Dislocated Worker/TAA Review.
- January 17, 2008- Letter received from Karen Coleman regarding ADVANCE-NY Applications

## **COMMITTEE MEETINGS**

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

### **Business Services**

Mr. Jim Galvin, Chair for the Business Services Committee, reviewed the committee report. Mr. Galvin also provided an update on a four day training program on land use sponsored by Pace University and the Dyson Foundation that will be held at Columbia Greene College beginning in May. Openings are still available. Mr. Galvin encouraged anyone interested to contact either him or Maureen Boutin directly for the registration form. Mr. Galvin briefly touched on the change in direction of the regional grant #13-N to focus on advanced manufacturing noting more information will follow during the meeting on the sector based grant. Those businesses interested in registering for April 23<sup>rd</sup> Job Fair were asked to contact Maureen Boutin at the Workforce Investment Office.

### **Continuous Quality Improvement**

In absence of the CQI vice Chair, MA Wiltse updated the Board on the CQI committee's recent focus on the recertification of the One Stop Center. Ms. Wiltse reviewed the recertification process, noting that the committee will be making a recommendation to the Executive Committee and the Full Board over the next quarter.

### **Executive Committee**

Chair Karen Schoonmaker reviewed current Board vacancies. MA Wiltse updated the Board on a local workforce study that is in process with Cornell and New York State's Association of Counties (NYSAC). As part of the process for the local workforce study, MA Wiltse, Columbia Greene's President- James Champion and WIB Consultant- Katy Drake met with NYSAC and the two chief elected officials to discuss the local workforce study and support the regional grant process.

Budgets and rescission information was reviewed. Based on a current NYSDOL plan, Columbia Greene may receive a supplemental Dislocated Worker allocation of \$34,000 to assist in offsetting some of the impact from the rescission. If this supplemental allocation is received, then youth funds will be the only funding stream impacted by the rescission in our area.

### **Youth Council**

Youth Council Chair, Terry McGee Ward, reviewed the Youth Council report. A Youth Banquet is not being planned at Columbia Greene this spring due to the reduced number of students being served through in-school youth programs and the budget. The Greenville Youth Program will be invited to the Greene County Youth Dinner being held on May 8<sup>th</sup> by the Elks and Greene County Youth Council.

It was noted that if budget cuts continue after PY09, funding may not allow for the continuation of all youth programs.

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### **One Stop Operator Director's Report**

The One-Stop Operator's report was provided to all members. The report provided a review of Core Services, Intensive and Training Services, DOL Employment Services Statistics for Columbia Greene, a local quarterly report for local activities, Adult Education Information and Marketing information. New UI Claimants sampling from February 2008 was reviewed. Labor Force information comparing the unemployment rate, the total labor workforce and those employed and unemployed in the counties was discussed. The unemployment rate is up from last year. The increase in the unemployment rate appears to be mostly due to the overall decrease in the number of residents being counted as part of the labor force. People are only considered part of the labor force if they are working or actively looking for work. People who are retired or who have stopped looking for work because they do not believe they can find a job are no longer considered to be part of the workforce. From the available information we have do not know if our drop in the number of people in the labor force is due to retirements or discouraged job seekers.

A comparison of PY07 WIA Allocations and PY08 WIA Allocations was reviewed with a funding decrease of approximately \$74,945 expected. Potential Grant funds were reviewed: Internship (\$23,000), 13N Grant One Stop (\$18,000), 13N Grant Admin (\$20,000), EDGE funds (\$70,000). The anticipated PY08 budget is \$583,977.

### **NEW BUSINESS**

#### **Grant Updates**

Updates on the 13N grant, Internship grant and the STEM grant were provided. A consultant may be sought under the 13N grant to focus on additional grant opportunities to continue to support local and regional efforts. Regional economic transformation strategies, goals, objectives and tactics were reviewed. The focus on 13N has been narrowed to a sector approach with a focus on advanced manufacturing. Tier One of the grant has been completed and the project is now entering Tier Two with a partners meeting planned for tomorrow, April 9<sup>th</sup>. Bruce Herman (DOL), Isabelle Andrews (NYSAC) and Steve Mitchell, representing CEG, will present information on the direction and plan of the 13N grant.

The STEM pre grant proposal submitted on behalf of the four WIBs by Saratoga, Warren-Washington WIB was reviewed. The proposal supports a STEM career center in each workforce area as well as a virtual learning center in "second life". Secondlife.com is available for review on the web at no cost ([www.secondlife.com](http://www.secondlife.com)). A STEM center in second life would provide a virtual campus for students to take courses and receive on line training that can be applied in the real world.

#### **Nominating Committee**

Chair Karen Schoonmaker extended her thanks to nominating committee—Dave Leavitt, Cindy MacKay and Betty Rosato-- for their efforts. The Nominating Committee secured nominations for Frank Alguire for secretary and Karen Diffley-Schoonmaker for Vice Chair. Board Members interested in being nominated for either secretary or vice chair should contact a member of the nominating committee. Nominations will be accepted at the July meeting as long as the member nominated is present at the meeting. Elections will be held at the July meeting.

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### **One Stop Recertification Process**

MA Wiltse reviewed the One Stop Center's recertification process during committee reports. The CQI committee is in process of documentation review and will be presenting a recommendation to the Executive Committee and full Board over the next quarter.

### **Update to the Three Year Plan**

The three year plan update is posted on the web site for review and comment.

### **GOOD AND WELFARE**

Mr. Galvin provided an update on economic development for Columbia County noting that while first quarter development is usually strong for Columbia County, development was slow during the first quarter of 2008.

At the request of a guest, Mr. Galvin provided information on LB Industries.

The company has reduced in size and is seeking investors. Les Lak is working hard to get the business thriving again. Rapid response had been provided to LB employees but as layoffs have occurred in stages some employees did not start receiving services until they applied for UI benefits. Friday meetings for employees on lay off have been set up at Columbia Opportunities due to transportation issues.

Smaller economic development projects are in the works with the IDA closing three projects in the first quarter. An ice production business, originally from Long Island is opening. On the same site, Hudson Creamery & Coach Farms (which produces artesian cheeses) will be remaining in the county. Mr. Galvin updated the Board on the refinancing to CMH in order to save money on debt structure and for \$6 million to rehab the six floor for private rooms.

The agribusiness bio diesel fuel study provided through grant funding has been completed. The study reflects that there is not a lot of opportunity at this time, but the study is available for the future should markets change.

Mr. Galvin reported that the comprehensive economic strategy for Columbia County is in process with Chief Elected Official Mr. Art Baer considering it a major upcoming focus.

A Greene County economic development update was provided by Mr. Frank Alguire.

Expansions in Greene County have been slow with no projects for February or March. A couple of projects are now in process for the April meeting. Prattsville Agway and Big Top Tent rentals in Cairo were the projects completed in January.

Mr. Alguire updated the Board on the progress of a commercial loan tracking program for Greene County. Loading information in to the system is in process with 62 active loans and over 150 old loans to be included for a more professional, accurate system.

A significant tourist related expansion is in process with an announcement pending on April 24<sup>th</sup> from the Greene Legislature.

Changes in the economy were discussed by both county representatives noting the challenges of keeping employment in the counties due to global competition.

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Mr. Alguire noted that Peckam will be moving off the waterfront in Athens with quality changes being planned.

A Community Development Block Grant that would support workforce housing has been submitted by Greene County to the state for consideration in their competitive program. Progress is being made by working with banks to get qualified individuals into homes by a deferred note for 15 years for down payment costs. If the individual remains in the house for 15 years, the program would then allow for the down payment to become a grant. These opportunities may help keep workers in the area despite rising housing costs.

The motion to adjourn was made by Frank Alguire and seconded by James Galvin. With all in favor, the meeting was adjourned.

### Please Mark Your Calendar

<b>Upcoming Special Events</b>	<b><i>Date, Time, Location</i></b>	<b><i>Information:</i></b>
<b><i>WIB Full Board Meetings</i></b>	July 15, 2008 8:30 am  Meetings are held in The Professional Academic Building at the College unless otherwise noted	Contact Katy Drake at <a href="mailto:Drake@mhccable.com">Drake@mhccable.com</a> or 945-1508
<b><i>Job Fair</i></b>	April 23, 2008	Contact Maureen Boutin @ 828-4181 for more information

Respectfully submitted,  
Katy Drake/WIB Consultant

Attachment: Committee Reports

# Workforce Investment Board of Columbia & Greene Counties

## **Business Services Committee**

March 27, 2008

### **Follow up on RFP #13-N “Regional Economic Transformation Strategies through a Sector or Cluster Based Approach.”**

Region representatives are attending training activities focusing on exploring this grant. A meeting with Bruce Herman and Karen Coleman was held on March 25<sup>th</sup> to discuss the future direction of the grant. The proposal originally included a cluster based approach with a talent pipeline focusing on emerging technologies with a significant amount of school to work activities. The current information being received around the grant is focusing on a specific sector based approach with the focus on one industry and an entry level pipeline with career ladders. The new focus of the regional grant may be on advanced manufacturing which is diverse and would have an impact on all 11 counties.

Resulting from the work on this grant, the four WIBs have agreed to continue to work together on regional workforce development efforts and potentially hire a grant writer to continue to develop opportunities.

### **Workforce Housing Initiatives and Education -Pace University & Dyson Foundation**

The program will be held on Fridays starting in May at Columbia Greene College. Jim Galvin will be attending and can reserve a spot if anyone else is interested in further discussions on how housing is impacting the local workforce. The training series is free and spaces in the class are still available. Interested parties should contact Jim Galvin for a registration form.

### **Internship Grant Proposal**

An Internship Grant Proposal was submitted regionally in response to the Selda Spitzer's committee focusing on the NY state “brain drain” concern. The program focuses on internships for ages 16 to 25, as long as they are in-school. Through the proposal, for profit businesses would have to pay the salaries for the internships to students. The proposal includes taking over the web site “Beanstalk” (created by CEG), which allows businesses to post internship opportunities and students to post resumes. The grant proposes to connect Beanstalk to the site Tech Valley Careers site to create a new center in which businesses and students can connect. The cross region goal for the first grant year is to facilitate 50 internships. Local WIBs would receive funds under the grant to promote the internships to both businesses and students. A future connection to the BEST Program through the Chamber is anticipated.

### **The Columbia Greene Job Fair**

The Fair has been scheduled for April 23, 2008 at the college. Information on registration was reviewed with sign up still occurring.

### **Local DOL Safety Training**

A 10 hour safety training course has been scheduled locally for June 4<sup>th</sup> and 5<sup>th</sup>. Companies are invited to attend at no cost.

### **Update on HR Roundtable**

63 members utilize the services of the Human Resource Round Table and especially benefit from the email question and answer opportunities. A great deal of information is exchanged on a variety of HR topics, from benefits, to training, to policy development. The Round Table meets every other month, opposite of JESC meetings.



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### **Prove It! & NY Wired**

Prove- It! is an on line skill assessment tool that the One-Stop Center has purchased a license for use with job seekers and customers seeking training.. It is anticipated that NYSDOL will be providing Career Centers free access to NY WIRED, an on-line skills training program, for those centers using Prove It! NY WIRED offers the opportunity to take courses on-line to meet skill gaps identified through Prove It. These tools will the help the Career Center refer appropriate job candidates to companies.

### **Continuous Quality Improvement Committee Meeting March 25, 2008**

### **One Stop Center Recertification Review**

The law requires that the WIB certifies bi-annually that the One Stop Center meets the standards set forth by the Board. This process will take place over the next quarter and be voted on at the July Board meeting, after Executive Committee review. The State will then certify the process that the WIB requires. To date, no guidance has been provided on this process by the State for this year's recertification.

The recertification process will include review of the following documentation:

- Updated Strategic Plan (PY08 – PY10)
- Completed Self Assessment Tool
- Updated Consortium Agreement
- Updated Operator's Agreement

The strategic plan document for PY04 – PY06 was distributed and reviewed. The committee discussed the value of measurable results related to the required state performance measures for the updated plan. The plan will also have a shift in focus to follow current funding opportunities in seeking out regional grants.

An update of the self assessment was reviewed with changes from the previous assessment highlighted for further discussion. The self assessment form was created by DOL for this process.

The CQI Committee will meet again prior to June 1<sup>st</sup> to review the final documents for the recertification process and make a recommendation to the Executive Committee.

### **Customer Service Report Review**

An Active Participation report for January 1, 2008 – March 16, 2008 was reviewed by the committee. Other reports provided to the committee at the meeting were:

- Service Utilization for this quarter and a comparison to the same time frame for 2007.
- Customer Demographics for this quarter and a comparison to the same time frame for 2007.
- Front Door Traffic for this quarter and a comparison to the same time frame for 2007.

### **Monitoring Report**

A monitoring visit occurred in February in which approximately 25 "Adult" and "Dislocated Worker" files were reviewed in the OSOS system and in hard copy. Files were found to be complete with detailed documentation on the services provided for each customer. WIO staff were commended for the level of detail included in the files for data validation and documentation of services provided. Youth Program monitoring is in process and findings will be reported to the Youth Council.

# Workforce Investment Board of Columbia & Greene Counties

## Executive Committee

April 3, 2008

### **Update on Grant Proposal RFP# 13-N “Regional Economic Transformation Strategies for a Sector or Cluster Based Approach”**

Tier One activities for the grant have been completed. The direction of the grant has been readjusted for Tier Two to focus on a sector approach. The plan outlines the creation of a talent pipeline and training opportunities in advanced manufacturing for the eleven counties. The change in focus has been a learning process for DOL and grant representatives. More focus on a single sector rather than a cluster is closer to intent of the grant. It was decided that focus on advanced manufacturing will still be able to impact industries such as nanotechnology, biotechnology, and energy, while still being relevant in each of the 11 counties.

Cornell University and the New York State Association of Counties (NYSAC) are looking at workforce issues in the 11 county region in conjunction with this grant. A positive meeting was hosted by NYSAC with the Chief Elected Officials of both counties, Art Baer and Wayne Speenburgh. Also in attendance were Bruce Herman and Karen Coleman from NYSDOL, James Campion and M.A. Wiltse from the College, Katy Drake our WIB consultant, and Dan Franks who is the acting Greene County Administrator. The meeting was held during the last week in March.

### **2008 Budget Projections & Rescission**

MA Wiltse distributed PY08 WIA Allocations. In reviewing the rescission, New York got hit the hardest due to change in 2006 state level leadership. The rescission will cost Columbia Greene \$33,880. Some of these funds may be recouped as Columbia Greene may receive a supplemental Dislocated Worker allocation of around \$34,000. If this does occur, the only financial impact will be a loss of \$7,000 in Youth funds. Potential grant money was reviewed with the hope that some of the grant funds will offset the significant budget reductions that will occur in PY08 beginning in July. Skill development may be the focus in the upcoming year rather than ITAs.

MA has worked on several grants and will continue to seek all potential funding opportunities. MA was commended for her extensive efforts on the regional grants, which it is hoped will bring in close to \$60,000 to help cover staff salaries. This will help free up additional funds for training and will help postpone the need for potential staff reductions.

### **Update to 3 year plan**

The update to the three year plan was reviewed. The plan is on the web site for review and public comment.

### **Stem Grant**

This Federal pre- grant application has a focus on increasing exposure to science technology, engineering and math (STEM) opportunities. The Greater Capital Region (the eleven county region working together) submitted the grant with the intent to create specialized services within One Stop Centers to encourage youth and adults to consider STEM training and careers. The concept of this proposal includes developing a virtual training center in the “Second Life” web site. Second life can be viewed with a free membership at [www.seconddlife.com](http://www.seconddlife.com). An announcement regarding if USDOL wishes us to submit a full grant application is expected in the near future.

### **Internship Grant**

This regional grant designed to link businesses with students was submitted with Columbia-Greene as the grant administrator. The grant focuses on for-profit business that will provide paid internships for students. The grant funds would be used to take over and enhance “Beanstalk”, a current site that connects business and students for local internships.

### **Nominating Committee**

The committee will be making a presentation to the Board at next week’s Board meeting. Nominations for Vice Chair and Secretary have been secured. Thanks were extended to the committee for their work.

*Youth Council*  
March 13, 2008

### **Youth Program Updates**

Mark Decker updated the Council that attendance to the YES program has significantly improved since noted as a concern at the December meeting. The program is averaging eight to ten students a night. Additional career exploration and additional internships will help focus the students beyond just education gains.



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MA Wiltse updated the Council on a proposal submitted to Columbia Greene's Foundation which provides scholarships to residents. The submitted proposal requests scholarships for students who receive their GED from the YES or Catskill Program. The scholarship would go towards one class at Columbia Greene with the intent to encourage students to continue their education and attempt a college class.

### **Spring Youth Banquet**

A spring banquet has been held each year for students in the Youth Programs to make a presentation regarding their program's progress. When the banquet started, there were four in-school youth programs. In the past the Banquet has been mainly attended by the in-school youth as out of school youth are more likely to be in the program for a short time and not return for the dinner banquet. Due to funding cuts, the WIB funds only one in-school program and two out of school programs. Due to price of dinner and lack of attendance, the Council has determined not to host the banquet this year.

Chair Terry McGee Ward offered a potential alternative to the banquet. On May 8<sup>th</sup>, a youth recognition dinner at Elks in Catskill has been planned for the public recognition of youth programs. Terry will contact teacher Sandy Arnone at Greenville to see if the Greenville School –to- Work Program is interested in participating in the youth recognition dinner in May. Youth of the year awards were discussed. Greenville Youth Awards may be able to be presented at the May 8<sup>th</sup> dinner.

### **STEM Initiative-Grant Proposal**

This federal grant pre-proposal has been submitted by the Saratoga Warren Washington WIB on behalf of the Greater Capital Region Workforce Investment Board working with partners of NYWIRED, Global Kids and Innovation Programs Networks/Workforce Consortium of Emerging Technologies.

Established goals under the grant include:

- Developing Industry aligned STEM curricula and training programs
- Redesigning program capacity to respond to the scope of regional training needs
- Coordinating resources and STEM related training activities
- Establishing technology talent pipeline streams within the K-12/alternate systems
- Developing new STEM models to reach traditionally disenfranchised workers

The grant incorporates innovative technology such as second life. Due to the creative nature of the concept paper, the partners are hopeful that they will be selected to submit a full grant proposal.

The concept paper was just submitted on March 10<sup>th</sup> with a quick evaluation period expected.

### **Internship Initiative –Grant Proposal**

Columbia Greene, working with local partners, submitted a proposal for a regional internship grant. If awarded the grant, it would provide up to \$200,000 for the region to address internship needs. The web site Beanstalk is currently where businesses can list internships or jobs. The site Tech Valley Careers is being sought to join with Beanstalk to focus on regional internship opportunities. This grant would provide funding for One Stop Centers of approximately \$20,000 for outreach to students and businesses. The regional goal submitted under the grant for the first year will be to create 50 internships across the region Columbia Greene is listed as the grant recipient for the proposal. An optimistic outcome is anticipated as this was the only grant submission for the region.

### **Summer Youth Programs**

Summer Youth program funding was discussed. The money divide last year was geared to significantly more funding for Greene County. No budget has been announced to date. A similar budget as last year is expected. Program participants do need to be TANF eligible.

MA Wiltse provided a quick budget updated. If the significant ongoing funding cuts continue, it is anticipated that the WIB would only be able to sustain the Youth Programs for one more year (PY08) unless significant budgetary changes occur.