

Workforce Investment Board of Columbia & Greene Counties

Minutes for April 28, 2015 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 Veeder called the meeting to order at 5:31.

Present: Frank Alguire, Debra Armstrong, Betty Betts, John Betts, Carolyn Dongara, Terri Drobner, Gladys Dysard, David Lester, Kathryn Nelson, Florence Ohle, Mary Prazma, Tracy Racicot, Joe Sacchetti, Karen Schoonmaker, David Scott, Mike Veeder, Terry McGee Ward, M. A. Wiltse, Joe Wolodkevich and Anthony Zibella.

Excused: Barbara Arisohn, Susan Brown, Nancy Costine, Dan DeVinney, Mark Fingar, Kary Jablonka, Larry Krajieski, Ann Luby, Randy Squier, Cindy Tipple and Deb Tuttle.

Consultant: Katy Drake

Guests: Nancy Bell (DOL), Maureen Boutin (Workforce Office), Susan Gallagher (DEWS) and Rick Shea & Dan Kalbfliesh (Berkshire Union Free School).

With 20 members in attendance, a quorum was present.

The meeting began with a short presentation from Rick Shea & Dan Kalbfliesh (Berkshire Union Free School) on Berkshire's partnership with the WIB in serving local youth . The work experience component of the program, funded through WIA, now has eleven students enrolled with six students currently working. Mr. Shea shared information on the work experience partnership with American Glory and the City of Hudson. The early struggles in getting the program started were discussed, along with the next steps for the program.

STATUS OF VACANCIES

- A Greene County business representative is in recruitment.
- A Columbia County business representative is in recruitment.
- The Office of the Aging representative is on hold due to the board transition under WIOA.

ACCEPTANCE OF MINUTES

Frank Alguire made a motion to accept the board meeting minutes for October 28, 2014. Tony Zibella seconded the motion and the minutes were approved by the board.

CORRESPONDENCE

The following correspondence is available for member review:

Letters Sent:

- February 16, 2015 Letters to the CLEOs for Greene and Columbia requesting a meeting to discuss WIOA implementation.
- March 2015 PY13 Performance Improvement Plan re: *Placement in Employment or Education and Attainment of Degree or Certification*

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- March 23, 2015 Letter on behalf of the Youth Council to Mr. Dan Kalbfliesh regarding WIA enrollment and quarterly fiscal reporting

Letters Received:

- February 4, 2015 Letter from OTDA regarding changes in the Summer Youth Employment Program
- February 17, 2015 Letter to Mike Veeder from Tony Joseph regarding common measure performance
- February 18, 2015 Letter from Nancy Bell (NYSDOL) to MA Wiltse regarding WIA PY13 Youth Program Monitoring Review
- March 2, 2015 Copied on letter from MA Wiltse regarding the WIA PY13 Monitoring Review
- March 17, 2015 Copied on letter to Greenville School District regarding final fiscal monitoring for PY13
- March 18, 2015 Copied on letter to Catskill School District regarding final fiscal monitoring for PY13
- March 27, 2016 Letter from Nancy Bell (NYSDOL) regarding acceptance of the Performance Improvement Plan

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.

After reviewing the Business Services' Committee report, Frank Alguire made a motion to approve the 2015 In Demand Occupation list as presented to the Board. David Lester seconded the motion. MA Wiltse abstained from the vote. The motion carried with all other members in favor. Katy Drake will send out the link to all members listing the status of specific occupations.

ONE STOP DIRECTOR'S REPORT

MA Wiltse reviewed the Columbia Greene One Stop Center Participation Report. Core & Intensive Services were outlined for the three quarters of PY14 and compared to PY13 service numbers. New registrants are down significantly from last year.

The Workforce Career Fair was held on April 28th. This year hosted the most businesses & organizations ever. Supporting the fact that unemployment rates are low, less job seekers attended the career fair than in the recent past.

MA noted that the interest in training has also gone down significantly, and as of April, Columbia Greene still has some remaining training funds. A C.N.A class will be offered with some of the remaining funds.

Unemployment rates, local job bank activities and marketing efforts were also shared in the Career Center report.

MA briefly reviewed the budget cuts expected for PY15, also noting this is the last year of the Workforce Innovation Fund Grant. Some additional WIF money will be available through November 2015 due to funds remaining because of underutilization in the other workforce areas.

A Service Report for PY13 was distributed to board members in their meeting packets. Katy will distribute an electronic copy with the meeting notes.

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OLD BUSINESS

Workforce Innovation and Opportunity Act (WIOA)

As the winter board meeting was cancelled in both January and again in February, members provided feedback on the new WIOA board structure via an input survey. Based on the input from members, MA and Katy met with the CLEOs in March to propose the new Workforce Development Board structure under WIOA. As no meeting was held, the input needed to be ratified by the full board at the April meeting. John Betts made a motion to accept the Executive Committee's recommendation on membership requirements for the new Workforce Development Board that must be established under the Workforce Innovation and Opportunity Act, and to allow the WIB Consulting Director to bring this recommendation to the Greene County Legislature and the Columbia County Board of Supervisors for their recommendations and approval. Karen Schoonmaker seconded the motion. With all in favor, the motion carried.

NEW BUSINESS

Workforce Innovation and Opportunity Act (WIOA)

As the regulations for WIOA were released in draft form in the beginning of April, the Columbia Greene WIB is moving forward in the transition to the Workforce Development Board. This April 28, 2015 meeting is the last official Board meeting under the WIB.

County Economic Development Reports

For Greene County, Frank Alguire provided an update on the quantum fund financing for the expansion of Field Goods. Frank also shared information on the new pharmacy opening in Tannersville funded by Greene County's Quantum Fund, in cooperation with the Hunter Foundation. It was noted that Ferguson has started recruiting for their management positions for their new facility. Lastly, Frank provided information on Honey Hollow Brewery of Earlton, NY. This farm brewery grows their own hops and produces small batch hand crafted ales. Funding has been made available for Honey Hollow to buy new equipment to keep up with the demand.

GOOD AND WELFARE

Mike Veeder, Board Chair

- Thanks to the Career Center for hosting the April 28th Columbia Greene Career Fair. Thanks to Joe Sacchetti and Youth Council member Alan Frisbee for their January visit to the Catskill Youth Program.
- Thanks to Deb Armstrong, Jessica Nabozny and Bernie Mack for their visit to the YES Program on March 31.
- Thanks to Karen Schoonmaker for her presentation to the Catskill TASC Program.
- WIF STEM Camp-- Aerospace Institute for Teens @ CGCC August 3- 6, 2015
- **Congratulations to Tony Zibella on his upcoming retirement! Many, many thanks for over 30 years of service to the local workforce area!**

The meeting ended with a reading of the resolutions from the Counties and the College thanking Anthony Zibella, Jr for his years of service and dedication to the local workforce. A motion to adjourn was made and carried at 6:32.

PY 14 Full Board Meeting Schedule

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Tuesday July 28, 2015	5:30 p.m.

Business Services Committee

April 2, 2015 8:30

OJT (On the Job Training), Maureen Boutin

Information was distributed on the OJTs for PY14. Six new contracts are in process under the Workforce Innovation Fund (WIF) grant since the last meeting in December. Systems are in place for WIF OJT training for Community Action for a new employee for the weatherization program once a hire is set.

HR Roundtable/JSEC, Maureen Boutin

The HR Roundtable met on February 11, 2015, with 13 professionals in attendance. The next meeting is scheduled for April 22, 2015. Cathy Bucci, NYS DOL Occupational Analysis, will be presenting information on the topic of Employee Handbooks.

The next JSEC presentation is scheduled for May 13th. John Bagyi will be presenting an Employment Law update. Following the JSEC presentation, there will be an introductory workshop on Project Management sponsored by Bob Bodratti's office. More information on the Project Management Workshop will follow from Bob via email.

Workforce Innovation and Opportunity Act (WIOA), MA Wiltse

WIOA goes into effect on July 1, 2015. The WIB Executive Committee is presently looking at Board membership and committee structures under WIOA. (Update: The regulations were released in draft form on April 2). The Workforce Investment Board will be transitioning to the Workforce Development Board.

Workforce Innovation Fund (WIF) Grant, Maureen Boutin

WIF Two Step Contracts

The WIF grant is still in process, with the extension granted through December 2015. Maureen reviewed the WIF OJT contracts at the start of the meeting. One more round of funding may be available under the Federal WIF grant.

The four WIB areas are considering applying for the next round of WIF grants, continuing career pathway efforts and focusing on STEAM (adding of "the arts"). The arts economy in the Capital region was discussed. The committee discussed the Arts as it relates to careers in Columbia and Greene counties.

Columbia Greene Career Fair, April 28 10:00 - 1:00

As of the meeting, fifty six businesses and agencies have signed up to attend the April 28 Career Fair. Maureen provided information to the committee regarding the Career Fair Prep Workshop that will be held on April 17th. Columbia County DSS is sending approximately twenty people to the workshop. Vouchers for business clothing provided by Community Action of Greene County and The Second Show of Columbia County will available for workshop participants.

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A resume review will be available for job seekers at the Career Fair. Maureen is still looking for additional volunteers to review resumes at the Fair.

In Demand Occupation List

The regulations require each workforce area to have a current *In Demand Occupation List*. The committee last reviewed and finalized the list in July 2009, leaving it as open as possible to meet local business needs. The *2015 In Demand Occupation List* is based on the NYS DOL's Capital Region List of Published Occupations. The committee reviewed the policy which outlined the following considerations for determining if an occupation is considered "in demand":

The occupations from the New York State Department of Labor's Capital Region List of Published Occupations are considered In-Demand Occupations by the Columbia-Greene Workforce Investment Board if the Employment Prospects for the occupation are considered Favorable or Very Favorable and one or more of the following factors regarding certain entry level education requirements are met:

- For occupations where the education level is listed as at or below a High School Diploma level then one or more of the following conditions must be met:
 - The occupation needs at least moderate on-the-job training
 - The occupation needs a special license or certification for most employers
 - Most jobs in the occupation are year-round and full-time
 - Income, in large part, is not determined by tips or commission
 - The experience of the Career Center in terms of educational requirements expected by local employers varies from the Labor Market Information provided
- For occupations where the education level is listed as "a post-secondary non-degree award" then one or more of the following conditions must be met:
 - Income, in large part, is not determined by tips or commission
 - Most jobs in the occupation are year-round and full-time

Occupations where the employment outlook is listed as unfavorable or very unfavorable may be considered in-demand only if a specific employer or union has identified the occupation as currently in-demand without a pool of eligible candidates from which to choose.

Bob Bodratti made a motion to bring the *In Demand Occupation List 2015* policy to the full Board for approval. Terri Drobner seconded the motion. The motion to present the *In Demand Occupation List 2015* to the full board was approved by all committee members. The proposed policy will go before the Board at the April meeting.

The **Services Report for Program Year 2013** was distributed to the committee for review.

Executive Committee

April 13, 2015

Vacancies

Katy Drake reviewed the current WIB vacancies and the proposed membership for the Workforce Development Board (WDB) under WIOA. The committee made recommendations for the Greene County business representative and the Columbia County business representative that are vacant. Katy will submit the recommendations to the Counties prior to contacting

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potential board members. Under WIOA, a membership roster is required to be submitted to DOL by June 15th listing all members. The requirements for membership for WIOA were reviewed with the committee based on the technical advisory that was just released in draft form. Katy will check in with the Board of Supervisors regarding the appointment pending for Columbia County DSS. (Update: Kary Jablonka's appointment was confirmed by BOS) Katy will contact Columbia Opportunities regarding a designated member to serve on the WDB. Terms of WIOA Board membership will be based on remaining terms for the WIB. The Counties will need to appoint each member to the WDB. The committee discussed labor representation for Greene County. The committee is interested in labor representation from a teacher's union.

Workforce Innovation and Opportunity Act (WIOA)

The regulations were released on April 2nd and are in the process of being reviewed. A transition plan will be completed as one percent of the funding will be returned to the local areas once a transition plan has been submitted to the Department of Labor. Transition expenses are expected to be mainly in the area of staff training on the new regulations. Columbia Greene will have two years to spend the transition money (approximately \$9,000).

Katy and MA met with the Catskill Superintendent in February regarding the upcoming changes in youth program under WIOA. In order to meet the requirement of 75% of funding being spent on out of school youth, the Workforce Office will use the NYS Education Department TASC permission form that youth have to have completed by their most recent school district prior to be accepted into the program. The form is already required for 16 and 17 years old to have completed in order to take the TASC test, but the early completion will allow for the out of school determination to be verified.

Monitoring

MA provided an update on Common Measures Performance. The letter from DOL regarding the failed two performance measures was reviewed by the committee. The Performance Improvement Plan (PIP) for PY13 has since been accepted. The issue was mainly data entry and systems for additional oversight are now in place.

Youth monitoring is in process. Youth Council members visited the Catskill Youth Program on January 20th. The Program Evaluation was available for Executive Committee review. A YES program visit occurred on March 31. The YES Program Evaluation will be completed for review at the next Executive Committee meeting. As the Berkshire Union Free School District's Program is still in the initial stages of implementation, a May visit will be scheduled. Due to the delay in Berkshire's program enrolling youth for WIA services and getting the work experience component started, a letter was sent to the program in March outlining the Council's concerns. Representatives from the Berkshire Union Free School will be presenting their program and progress to the full Board at the April 28th meeting.

PY15 Budget

MA provided the committee with a brief overview of the anticipate budget for PY15. Significant cuts are anticipated in two of the three funding areas, youth allocations (9.58%, approximately \$28,069) and adult (9.7%, approximately \$23,795). In addition to these cuts, this is the last program year for the WIF grant.

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Service Report for PY13

MA provided a report outlining the services provided in the Career Center and the enrollment in those services for PY13. This report will be provided to all Board members at the April Board meeting. It was suggested that this report be added to the new member packets for a greater overview of the services provided in the Columbia Greene Career Center.

In Demand Occupation List

The Executive Committee reviewed the In Demand Occupation List supported by the Business Services Committee. This proposal will go before the full board for vote at the April meeting.

Good and Welfare

- Thanks to Deb Armstrong, Jessica Nabozny and Bernie Mack for their visit to the YES Program on March 31.
- **Career Fair**-- April 28 10 - 1 @ CGCC
- WIF STEM Camp-- Aerospace Institute for Teens @ CGCC August 3- 6, 2015

Youth Council Meeting Notes

March 19, 2015 9:00

Present: Debra Armstrong, Mark Decker, Dan DeVinney, Alan Frisbee, Larry Krajewski, Bernie Mack, Jessica Nabozny, Tracy Racicot, Terry McGee Ward and M. A. Wiltse

WIB Consultant: Katy Drake

Excused: Susan Brown, Carolyn Dongara, Sarah Schaeffer, Randy Squier, and Kathy Williams

The Youth Council meeting began with program updates from Mark Decker.

Youth Program Status Updates

Catskill

The Catskill TASC program has nine new students since the last time the Council met, for a total enrollment of eighteen. Mark clarified for the Council that the program is not at capacity due to several suspensions and a medical hold. Mark is meeting with the suspended students in the upcoming weeks and expects they will be reinstated. The Council discussed challenges with student attendance. This program year to date, fifteen students have passed the TASC. Four students have failed, with three of those students still enrolled in the program.

Katy will be securing an HR representative to speak to the Catskill TASC program regarding professional presentation and work standards.

Catskill- Out of School Youth Follow Up

MA, Mark and Katy met with Catskill Superintendent Kathleen Farrell on February 13, 2015 regarding the requirement under WIOA that 75% of the youth funding be spent on out-of-school youth. A solution to the challenge of determining out of school status has been established. MA Wiltse passed around a copy of the form that students will be required to complete before enrollment. This form requires verification of their status from their most recent school district.

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The completion of this form prior to enrollment will allow the Workforce Office to closely manage the requirement that 75% of youth funding be directed towards out of school youth.

YES

The YES program has seventeen students actively participating in TASC preparation, employment and internships. Nine students have passed the TASC since the program start in July. Four students have failed the TASC, with two of the four remaining in the program.

Berkshire Union Free-Bridge Program

As of this meeting, the Bridge program does not have any students enrolled in the work experience component funded through WIA. MA and Mark have met with Mr. Shea to discuss the enrollment process. To date, only two students have completed the WIA enrollment paperwork. It is anticipated that these two students will be working at American Glory in Hudson, but they have not yet started. Mr. Shea, the Bridge/Workforce Coordinator, was informed at the last meeting that due to the lack of enrolled WIA Youth, the \$14,000 in participant wage funds set aside for Bridge students, can now be accessed by other approved WIA funded youth programs. The Council members expressed serious concern regarding the lack of internships started as of March 19th. Funding for the work experience was approved by the WIB at the end of October 2014. The Council requested a letter be sent to the Bridge Program as a follow up and to let them know that this program year's performance may impact future funding. Katy will set up a monitoring visit for April, once internships have begun.

Katy shared an invitation to the Berkshire Maple Sugaring Event on April 11th: [Saturday, April 11, 2015, 11AM–2PM, Berkshire Farm Center & Services for Youth, 13640 State Rt. 22, Canaan, NY 12029. RSVP by March 24 to Melissa Daley/Tel 518.781.1803/Email: \[medaley@berkshirefarm.org\]\(mailto:medaley@berkshirefarm.org\)](#)

PY14 Youth Program Visits

Thanks to Alan Frisbee and Joe Sacchetti for their time in visiting the Catskill TASC program.

A program visit has been set up for the YES Program for **Tuesday, March 31 at 5:00**. The Berkshire Union Free Program (Bridge) visit will be set up for April.

Summer Youth Employment Program

The Workforce Office is starting to gear up for the Summer Youth Program. Allocations for the summer program are still pending the state budget approval. It is hoped that the allocations will take into account the minimum wage increase so that the same number of youth can be served again this year. Mark has work sites identified. Another STEM camp under the WIF grant is expected to be run again this summer. The counties were given an extension under the WIF grant and hope to host a one week summer camp in each WIB area focused either on healthcare or technology. The RFP is currently posted on the website.