

# Workforce Investment Board of Columbia & Greene Counties

## Minutes for October 28, 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 Veeder called the meeting to order at 5:32.

**Present:** Frank Alguire, Barbara Arisohn, Betty Betts, John Betts, Susan Brown, Nancy Costine, Carolyn Dongara, Terri Drobner, Gladys Dysard, Larry Krajieski, Kathryn Nelson, Florence Ohle, Mary Prazma, Tracy Racicot, Joe Sacchetti, Karen Schoonmaker, Deb Tuttle, Mike Veeder, M. A. Wiltse and Anthony Zibella.

**Excused:** Debra Armstrong, Dan DeVinney, Mark Fingar, Kary Jablonka, David Lester, Ann Luby, Randy Squier, David Scott, Cindy Tipple, Terry McGee Ward and Joe Wolodkevich.

**Consultant:** Katy Drake

**Guests:** Nancy Bell (DOL), Mary Jane Bertram (WDI), Maureen Boutin (Workforce Office), Susan Gallagher (DEWS) and Marcella Sanchez (Germantown CSD).

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

The meeting began with a short presentation from Ms. Mary Jane Bertram, Regional Director for the Workforce Development Institute. Ms. Bertram reviewed the services, initiatives and funding available through WDI. Applications for funding and additional information is available via the website: [www.wdiny.org](http://www.wdiny.org).

### STATUS OF VACANCIES

- An appointment is pending for a Columbia County DSS representative and an Office of the Aging representative.
- A Greene County business representative is in recruitment.

### ACCEPTANCE OF MINUTES

Frank Alguire made a motion to accept the board meeting minutes for July 15, 2014. Karen Schoonmaker seconded the motion and the minutes were approved by the board.

### CORRESPONDENCE

The following correspondence is available for member review:

#### **Letters Sent:**

- July 30, 2014 Quarterly reports sent to Acting Chairman Kevin Lewis and Chairman Patrick Grattan
- August 4, 2014 Letter sent to Superintendent Dudley requesting a meeting regarding the Greenville Hometown Graphics Program
- September 2, 2014 Letter sent to Chairman Grattan regarding transfer of appointment
- October 23, 2014 Letter sent to Chairman Grattan regarding transfer of appointment (Kary Jablonka to represent DSS) and an appointment for the Office of the Aging

# Workforce Investment Board of Columbia & Greene Counties

## **Letters Received:**

- August 20, 2014 Copied on Letter from MA Wiltse to Dr. Farrell regarding the contract modification for PY14

## **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.

## **ONE STOP DIRECTOR'S REPORT**

M.A. Wiltse shared information on the impact of the rescission. While the impact of the rescission on Columbia Greene will be a 2% cut-- approximately \$16,358, there is still more funding available in PY14 than in PY13. Unfortunately, cuts will need to come out of available training funds, as a significant part of the budget is set costs.

In reviewing the One Stop Operator's report, MA informed the board that now that the PY14 allocation has been received, new enrollments for training services will increase from this past quarter. The board discussed unemployment rates. The last time the county unemployment rates were so low (Greene 5.7% for September 2014 and Columbia 4.6%) was May 2008. The self reporting of job placements was presented with 42 customers calling to report the finding of jobs between July and September 2014. The major categories of the job placements for the quarter were broken down in the report, with the top two being Healthcare (21%) and Maintenance (14%). Quarterly job bank activities were presented Marketing efforts were outlined by numbers served, target audience and type of event.

MA shared the initial thoughts on the transition to WIOA. A handout outlining the potential changes was distributed. Membership change, responsibilities, One Stop Operations, target populations, performance measures, the Eligible Training Provider list, youth services and adult literacy were discussed in regards to potential changes under WIOA. The first draft of the WIOA regulations are expected out in January 2015. The WIB Executive Committee will be monitoring the anticipated changes and providing suggestions accordingly to the board and county executives.

## **OLD BUSINESS**

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

The One Stop Center Recertification will be addressed at the January 2015 Board meeting. The One Stop Operator's agreement has to have additional changes made to it and then it must be sent to NYSDOL's Counsel's office for review and signature.

## **NEW BUSINESS**

### **Recommendations for PY14 Funding for Youth Programs**

In absence of Youth Chair Terry McGee Ward, Tracy Racicot, Youth Council member, discussed the Youth Programs proposed for PY14. A time line of correspondence for the Greenville Hometown Graphics program was reviewed. The assurances for the upcoming program year that the board requested at the July meeting (see Youth Council meeting notes) for PY14 for the Hometown Graphics Program could not made by the Greenville Administration. Critical components of the contract, including required college visits, internships, timely and

## Workforce Investment Board of Columbia & Greene Counties

complete submission of paperwork and a minimum of ten students for PY14 remain a significant concern. Frank Alguire made a motion to support the Youth Council's recommendation that the Board not renew Greenville's Hometown Graphics' contract for PY14. M.A. Wiltse and Susan Brown abstained from the vote. The motion carried with all others in favor.

The board discussed the three submissions in response to the RFP issued July 28, 2014. A chart was provided in the committee notes outlining the three proposals.

Karen Schoonmaker made a motion to fund the Berkshire Union Free School District for PY14 for up to **\$25,000.00** (Reduced from the original resolution due to the 2% rescission), with the specific division for staff costs and work experience to be negotiated with the Workforce Office. Frank Alguire seconded the motion. M.A. Wiltse and Susan Brown abstained from the vote. The motion was carried with all others in favor.

Mary Prazma made a motion to support the Youth Council's resolution **not** to fund the proposal submitted by Northeast Career Planning for PY14. Florence Ohle seconded the motion. Barbara Arisohn, M.A. Wiltse and Susan Brown abstained from the vote. The motion was carried with all others in favor.

Mary Prazma made a motion to support the Youth Council's resolution **not** to fund the proposal submitted by Cairo Durham Central School district for PY14. Florence Ohle seconded the motion. M.A. Wiltse and Susan Brown abstained from the vote. The motion was carried with all others in favor.

### **Summer Youth Employment Program PY14**

M.A. Wiltse, Director

Information on the Summer Youth Employment Program can be found in the Youth Council meeting notes. The fact that 13% of Columbia County youth and 12% of Greene County youth have since been hired to continue part time work at their summer work sites was commended.

### **Local Workforce Plan & Budget**

The Local Workforce Plan was submitted September 30, 2014, following a 30 day public comment period. The board was notified of the plan posting at the start of September with the link provided to all members. The plan, budget and the comments received were distributed to board at the time of the submission. Frank Alguire made a motion to accept the budget as submitted. Florence Ohle seconded the motion. M.A. Wiltse abstained from the vote. The motion was carried with all others in favor.

Tracy Racicot made a motion to accept the plan as submitted for PY14. Mary Prazma seconded the motion. M.A. Wiltse abstained from the vote. The motion was carried with all others in favor.

### **County Economic Development Reports**

For Greene County, Frank Alguire provided an update on Ferguson, the plumbing supply company moving into Greene County. Sixty to seventy well paying jobs will be added in the county through Ferguson. Construction has begun on the site in Cocksackie with an opening expected in 2015. Frank shared information on Field Goods, a subscription service for fruits and veggies. Field Goods is a growing business out of Athens which provides a direct field to table service. Frank also shared information on Ross Site Development. The Ross project is structural insulated panels for high performance building systems for residential and commercial

## Workforce Investment Board of Columbia & Greene Counties

construction. 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.

Nancy Costine provided an update for Columbia County Economic Development Corporation. CEDC is supporting Ginsberg's in retaining hundreds of jobs and potentially adding 50 new jobs with a new site. Nancy reported the 2014 Micro business seminar is underway, with technical assistance provided to business owners by Martha Lane. Lastly, Nancy shared information on the Goat Industry Development Plan. The development plan focuses on increasing goat farming to supply the Hudson Valley Creamery.

### GOOD AND WELFARE

Mike Veeder, Board Chair

- Thanks to Terry McGee Ward, Tracy Racicot, Larry Krajieski, Alan Frisbee (Greene Probation), Bernie Mack (ACCES-VR) and Jessica Nabozny (Columbia Youth Bureau) for all their time and expertise in reviewing the PY14 youth proposals.
- Congratulations to Kary Jablonka on his appointment as Commissioner of Columbia County Department of Social Services.
- Karen Schoonmaker shared information on Coarc's School to Work Program and on becoming an employer partner and/or mentor.
- Barbara Arisohn announced the 2014 Annual Business Recognition Awards for National Disability Employment Awareness Month. Local businesses were recognized: Field Goods (Athens), Hannaford Supermarket (Cairo) and Flanders Precisionaire of New York (Hudson).

A motion to adjourn was made and carried at 6:57.

### Please Mark Your Calendar

<i>PY 14 Full Board Meeting Schedule</i>	
<i>Tuesday January 27, 2015</i>	<i>5:30 p.m.</i>
<i>Tuesday April 28, 2015</i>	<i>5:30 p.m.</i>
<i>Tuesday July 28, 2015</i>	<i>5:30 p.m.</i>

# Workforce Investment Board of Columbia & Greene Counties

## **Business Services Committee**

September 24, 2014 8:30

### **Workforce Innovation Fund (WIF) Grant, Maureen Boutin**

#### **WIF Two Step Contracts**

A chart outlining the twenty (non healthcare) two-step contracts established under the WIF grant was shared with the committee. The following information was provided for each contract: Business name, step 1 job title, step 1 wage, successful completion of step 1, step 2 job title, step 2 wage, goal, total WIF funds obligated, credentials and status. Thirteen of the twenty contracts are still in progress or have been successfully completed. Of the seven contracts that were not successful, one trainee is employed elsewhere using the credential he earned, and two others are working.

The committee discussed the success of the contracts. Wage increases for the trainees range from approximately \$1 an hour to \$7.85 per hour (receptionist to LPN).

#### **WIF Healthcare Pilot Project Update, Maureen Boutin**

A handout on the WIF Health Care Project was provided. Out of the fourteen individuals selected for training, twelve completed the CNA Training Class while ten passed the CNA test. Eleven of the fourteen are currently employed as a CNA or HHA. Four out of the fourteen followed through on step two. Two students are enrolled as of fall 2014. One student took classes in spring 2014 only, while another student dropped out. To date, 36% of those working as a CNA or HHA chose to pursue the advanced education under step two. As this is the start of year three of the grant, time is limited for those pursuing step two.

#### **WIF General Grant Information, MA Wiltse**

The committee received an update on the WIF grant, as the partners finish up year two of the grant and head into year three. A no cost extension has been applied for, which would allow the partners up to an additional six months to finish out the grant. The grant had a goal of introducing 9,000 customers to STEM careers. To date, the eleven county region has introduced 6,600 individuals to STEM as of September. As data was not completed during the first year of the grant, the region should easily reach the 9000 goal. The region generally introduces 155 customers per week to STEM. 1,100 customers in the region have been assessed for STEM careers. The region has funded 400 customers in STEM related training programs. Across the region, there have been 59 contracts with businesses for STEM related career steps.

Over the past two summers, one hundred and twenty students attended the one week STEM camps held in the four WIB areas.

#### **OJT (On the Job Training), Maureen Boutin**

The committee discussed the one OJT contract with Melo Co Inc for a sewing machine operator.

#### **HR Roundtable, Maureen Boutin**

The HR Roundtable met on September 17th. Discussion topics included information on the Volunteer Income Tax Assistance (VITA) program. VITA provides tax preparation services for income eligible county residents.

At the Roundtable meeting, the Regional Director of the Workforce Development Institute presented information on grant opportunities for businesses that may be growing, promoting or

## Workforce Investment Board of Columbia & Greene Counties

striving to retain jobs. After discussing the collaboration efforts with WDI, the committee suggested inviting the Regional Director to a full Board meeting.

The next HR Roundtable meeting is scheduled for November 12, 2014.

### **Workforce Innovation and Opportunity Act (WIOA), MA Wiltse**

Some of the anticipated changes that will occur starting on July 1, 2015 under the Workforce Innovation and Opportunity Act were discussed. The regulations for WIOA are expected to be out in draft form in January. Different parts of the law are expected to take effect at different times between July 1, 2015 and July 1, 2016. Information was shared that will impact the Business Services Committee's role and responsibilities under WIOA. Industry recognized credentials will be a strong focus under WIOA. WIOA is expected to be more data and outcome focused. The Eligible Training Provider List was a requirement under WIA but as schools do not publish and report on the requirements, waivers have been obtained in NYS in the past. Under WIOA, accountability for providers may require additional follow up. Getting colleges and providers to provide the required information may continue to be a challenge.

The PY13 ITA preliminary results which outlined the training programs utilized in PY13 (with the exception of colleges), if the program offers a credential, the number of trainees exited and the success rate were reviewed.

### **Local Plan**

Columbia Greene's local plan is posted on the website ([www.columbiagreeneetworks.org](http://www.columbiagreeneetworks.org)). A 30 day posting period for the plan for public comment is in process. Questions and comments can be submitted to Katy Drake at [drake@mhcable.com](mailto:drake@mhcable.com). The plan will be submitted to NYSDOL on September 30, 2014.

## **Executive Committee**

October 15, 2014

### **Old Business**

#### **Vacancies**

Ms. Terri Drobner has been reappointed, now representing DigiFabShop. Columbia County also has an appointment pending for the Department of Social Services. In Greene County there is still a business representative position that needs to be filled.

### **Local Plan**

The WIA local plan was submitted to the state on September 30, 2014 after the required 30 day public comment period. At the full WIB meeting a resolution will need to be passed approving the plan as submitted.

### **New Business**

### **Workforce Innovation and Opportunity Act (WIOA)**

## Workforce Investment Board of Columbia & Greene Counties

M.A. Wiltse discussed the fact that under the new legislation the membership requirements for local Workforce Boards will change from their current make-ups. A discussion occurred regarding different possible local options and M.A. Wiltse was charged with bringing those suggestions together in a coherent package that could be presented to the WIB membership at the January 2015 meeting to get the full board's input.

Once the full WIB approves of a plan, the WIB leadership will begin discussions with the Greene County Legislature and the Columbia County Board of Supervisors to try and finalize the make-up of the new local Workforce Development Board. The new Board must be in place by July 1, 2016.

The changes to Youth Program requirements were also discussed. The new legislation requires that 75% of all youth funds be allocated to programs serving out-of-school youth. It also requires that 20% of all funds be allocated to "paid and unpaid work experiences that have as a component academic and occupational education". The focus on out-of-school youth is going to require a clarification with the Catskill School District GED program on how many youth participating in this program can be classified as out-of-school. Katy Drake and M.A. Wiltse will need to meet with the Superintendent of CCSD to discuss this issue. It is likely that these requirements will need to be implemented on July 1, 2015.

### **Monitoring Report**

The WIB Director conducted her annual monitoring of Adult, Youth and Dislocated Worker participant records for PY13. On August 21, 2014 eighteen records were reviewed. The WIB Director found no issues with staff documentation for eligibility determinations, services provided, referrals and outcomes.

### **Career Center Recertification**

Recertification of the Career Center was tabled because of the absence of the WIB Director and because the One-Stop Operator's Agreement has not been finalized. It is no longer a document that the local DEWS Manager can approve. The agreement must be sent to NYS DOL's Counsel Office. Recertification will be on the January 2015 agenda.

### **Greenville Central School District Youth Project**

Terry McGee Ward discussed the meeting that was held with the Greenville Superintendent of Schools regarding the Hometown Graphics youth project. A time line of correspondence with the school district that was prepared by Katy Drake was also shared with the committee. Everything points to a conclusion that Greenville really isn't interested in offering the Hometown Graphics project during PY 14.

### **PY14 Budget Update**

The Workforce Investment Office budget was shared with committee members. It outlines the use of Adult, Dislocated Worker, Youth, Administration, and other funding. The other funding available this year includes the TANF Summer Youth program and the Workforce Innovation Fund. The Budget will be presented to the full WIB for approval

### **PY14 Youth Contract Recommendations**

The PY 13 WIA Youth Services RFP was reissued in July. Three proposals were received; one from the Cairo Durham School District, one from Northeast Career Planning and one from the Berkshire

## Workforce Investment Board of Columbia & Greene Counties

Union Free School District's Bridge Program. A subcommittee of the Youth Council met with representatives from the three providers. The subcommittee's recommendation to fund the Berkshire Union Free School District's Bridge program was approved by the Youth Council. The Youth Council wants to provide \$11,000 to the Bridge program for operation costs and give them access to \$16,000 for youth internships.

The Youth Council also recommended that the Greenville School District's contract for PY 13 not be renewed.

### **Youth Council Meeting Notes**

October 8, 2014 9:00

#### **Test Assessing Secondary Completion (TASC) Update**

Mark reported that since the new test went into effect in January, results are better than expected for the TASC. Initially test results were significantly delayed as the test required grading on a curve as the common core was incorporated and baselines needed to be established. Randy Squier was acknowledged for his advocacy efforts in the spring to speed up the release of tests results. Local TASC programs were discussed. It was noted that Questar III is the only approved test administrator in Columbia and Greene Counties.

#### **Internships**

Mark Decker reported that four internships are currently in process; two at Columbia Memorial Hospital. The Council discussed the value of the internships at CMH and their hopes to see the internship connection grow. Mark was commended for establishing this connection.

#### **Youth Program Status Updates**

##### **Catskill**

The Catskill TASC program is at capacity with twenty students with three additional youth on the waiting list. Three students have passed the TASC since the start of the program year in July. Seven students are waiting on test results.

##### **YES**

The YES program has twenty two students actively participating in TASC preparation, employment and internships. Eight students have taken the TASC since the program start in July, with seven students passing.

#### **Summer Youth Employment Program (SYEP)**

The SYEP ran from July to mid August. Forty-six youth from Columbia County and forty-three youth from Greene County participated. 6/46 (13%) of the Columbia County youth have since been hired for continued part time work at their summer work sites. 5/43 (12%) of the Greene County youth have been hired for continued part time work as well. The SYEP operates under TANF eligibility and is based on income and need. Students are provided a real work experience for five to six weeks. Six

## Workforce Investment Board of Columbia & Greene Counties

of the youth from Columbia and eight of the youth from Greene served through the SYEP have a documented disability. Overall, the program was a success for PY14. The SYEP will gear up again after the new year, with information being sent out to schools in early March. For PY14, an increase in SYEP funding was received to cover the recent increase in minimum wage.

MA Wiltse provide the Council information on the WIF STEM camp which ran for one week over the summer serving sixteen SYEP youth. The camp was focused on aerospace, with the youth participating in a rocket launch, a flight simulation, and the portable planetarium. The program was funded through the Workforce Innovation Fund grant to expose youth to science, technology, engineering and math (STEM) careers.

### **Greenville Hometown Graphics Program -- Contract Renewal for PY14**

As the Greenville Contract Modification proposal was submitted past the due date, unsigned and incomplete for the second year, the Council could not review the contract modification with the other submissions at the June meeting. In light of critical components not being met in the PY13 contract, three Youth Council representatives met with Greenville's Superintendent on September 15, 2014 to seek assurances in the following areas:

- Student interest is strong enough to maintain 10 participants on a regular basis for the entire program year (November 2014 - June 2015)
- A minimum of two college visits will occur during the program year
- Internships will be sought out as appropriate (funding for the internships remain available through the Workforce Office)
- Paper work will be submitted completely and accurately by the scheduled deadlines

Mark Decker informed the Council that on October 7th he received an email from Mr. Chris Drumma stating that he would not be involved with the Hometown Graphics program for PY14. Mr. Drumma took over Hometown Graphics three years ago after working extensively with Mrs. Arnone on the program for several years prior.

As critical components of the contract were not met in PY13 and assurances were not received for PY14, the Council discussed not renewing the Greenville Contract for PY14. A motion was carried to not renew Greenville's Hometown Graphic's contract for PY14. The resolution will go to the Executive Committee on October 15th and the full Workforce Investment Board on October 28th.

### **PY14 Proposals from the Re-Issued RFP**

An RFP for youth program funding was re-issued on July 28, 2014 with a submission date of September 12, 2014. Three proposals were received and reviewed by a subcommittee of the Youth Council on October 1, 2014. Information on the proposals is as follows:

## Workforce Investment Board of Columbia & Greene Counties

PY14 Re-Issued Youth Proposals						
Program	Funding Requested	Proposed # of Students Served	Cost per Student	In School/Out of School	Work Experience/Credential	Proposal Rating
Northeast Career Planning	\$39,971.95	38	\$1,051.89	16 In school 22 out of school	Unpaid/no official credential noted for out of school youth	52.5
Cairo Durham	\$39,380.89	50	\$895.02	44 In school 6 Out of School	Unpaid/no official credential noted for out of school youth	69
Berkshire Union Free School -- The Bridge Workforce Development Program	\$39,988.00  **Also requesting 31,402.90 in internship funds	15	\$2,666.00  \$4,759.39	In School	Paid/school year round work experience/ In program until graduation and followed up after credential	82

After the RFP was issued, new information regarding the timeline for implementation of WIOA (Workforce Innovation and Opportunity Act) was received. It is likely that starting in PY15, a minimum of 75% of youth funding must be spent on out of school youth. Also, a minimum of 20% of the youth funding must be spent on work experience activities. The Council shared information regarding the official definition of an "out of school" youth. Clarification on "dropping out" versus "not in attendance" will be sought as the working definition will impact programs such as the Catskill TASC program, which we currently define as serving both in school and out of school youth.

**Action Item #1:** Katy Drake and MA Wiltse will schedule a meeting with the Catskill Superintendent and Program Coordinator to ensure we are all operating under the established definition of *out of school* youth for PY15.

Based on the funding available, as shared with the Council on October 8, the following resolutions were made:

A motion to fund Berkshire Union Free School District for a total of \$27,000; \$11,000 in administrative/staff costs and up to a maximum of \$16,000 for work experience for PY14 with the YES program managing the work experience funding was made. MA Wiltse and Susan Brown abstained from the vote. With all others in favor, the motion carried.

A motion not to fund the proposal submitted by Northeast Career Planning for PY14 was made. MA Wiltse and Susan Brown abstained from the vote. With all others in favor, the motion carried.

A motion not to fund the proposal submitted by Cairo Durham for PY14 was made. MA Wiltse and Susan Brown abstained from the vote. With all others in favor, the motion carried.