

Workforce Investment Board of Columbia & Greene Counties

Minutes for January 11, 2011 8:30 a.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

Vice Chair Tony Zibella welcomed Board members and guests. Gina Armstrong (Columbia County Healthcare Consortium) was welcomed as a new member to the Board.

Vice Chair Tony Zibella called the meeting to order:

Present: Frank Alguire, Gina Armstrong, Betty Betts, John Betts, Russ Coloton, Fran DelGaudio, Terri Drobner, Patrick Gabriel, Kary Jablonka, Larry Krajieski, Kate Konopka, David LaFleur, Ann Luby, Cindy MacKay, Tracy McNally, Florence Ohle, Tracy Racicot, David Scott, Karen Schoonmaker, Sally Sharkey, M. A. Wiltse, Joe Wolodkevich and Anthony Zibella.

Excused: John Craft, Pam Dusharm, Mark Fingar, Ken Flood, Susan Hollister, David Lester, Rebecca Main, Mary Prazma, Deb Tuttle and Mike Veeder

Absent: Lynn Strunk, Jessica Shufelt

Consultant: Katy Drake

Guests: Nancy Costine (Columbia Hudson Partnership), Maureen Boutin (Workforce Office), Cori Beck (DOL), Nancy Bell (DOL-DEWS) and Suzanne Pollard (Empire State Development)

With 23 members in attendance, a quorum is present.

STATUS OF VACANCIES

- Organized labor representatives for Greene and Columbia are in recruitment
- A Greene Business Representative is in recruitment

ACCEPTANCE OF MINUTES

John Betts made a motion to accept the Board meeting minutes for October 12, 2010. 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.columbiagreeworks.org.

CORRESPONDENCE

Secretary Frank Alguire noted that the following correspondence is available for member review:

Letters Sent:

- November 22, 2010 Letter from WIB Chair, Karen Schoonmaker to the Greene IDA regarding the Greene Education and Training Center.
- November 28, 2010 Quarterly reports sent to Chairman Speenburgh and Chairman Brown.

Letters Received:

- October 20, 2010 Resolution regarding the appointment of Valarie Ruff
- Notification of WIA PY09 Incentive Award regarding Youth ITAs for an incentive amount of \$3918.48.
- January 3, 2011 Youth Program Review results from Nancy Bell, DOL Workforce Program Specialist.

COMMITTEE MEETINGS

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

ONE STOP DIRECTOR'S REPORT

MA Wiltse distributed the One Stop Center's Participation Report for PY10 (July 1, 2010-December 31, 2010). The report included: An overview of Core and Intensive Services for the quarter, Skill Development and Training Services, employment statistics, adult education classes, and a quarterly report of local activities (job orders and job openings). It was noted while reviewing the documentation that new UI claimants have gone down significantly. Work shop attendance has risen significantly, which is attributed to the extensive efforts made to reconnect with the long term unemployed. Long term unemployed customers are being called in for meetings to work on resumes and receive information regarding their eligibility for the NEG OJT program.

NEW BUSINESS

One Stop Center Recertification

The local recertification of the Columbia Greene One Stop Center was brought before the Board. Between the September and December meetings, the CQI Committee reviewed all the necessary documentation for the local recertification process. The Memorandum of Understanding (MOU) is still pending with a meeting with all required local partners scheduled for the end of January. Once the MOU is signed by all parties, all the necessary documentation will be sent to the state. Frank Alguire made a motion to approve the local recertification of the One Stop Center. Ann Luby seconded the motion. The motion for local approval of the Columbia Greene One Stop Center recertification was approved by the Board. All back up documentation for the recertification was available at the meeting for member review.

OJT Open Discussion

Information regarding the National Emergency Grant On the Job Training Program (NEG-OJT) was distributed to the Board for review electronically prior to the meeting. Maureen Boutin provided a handout regarding OJT Program options with a focus on WIA ARRA NEG-OJT. The Board held an open discussion on ways to market the OJT program with local employers and how to best serve the long term unemployed. The Board discussed ways to educate employers regarding the stigma of long term unemployment, especially in light of these challenging economic times. Speaking with companies directly about the program and ensuring the companies know that the State DOL handles a majority of the paperwork were two suggestions resulting from the discussion.

Good and Welfare

Appreciation was extended to John Craft for his work leading the committee through the One Stop Center Recertification.

Appreciation was extended to David LaFleur for his assistance in the One Stop Center Recertification Review.

Appreciation was extended to Tracy Racicot and Larry Krajewski for their time visiting the youth programs.

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Appreciation was extended to Mike Veeder, Joe Wolodkevich, Taconic Human Resource Department, Kate Konopka and Karen Schoonmaker for their presentations/upcoming presentations to the Catskill GED program.

Frank Alguire provided an update noting that economic development is beginning to move forward again in Greene County. Mr. Alguire clarified micro enterprise and quantum loan funds for the Board. A quantum loan has been awarded in the rebuilding of Blackthorn Resort. A grant from community renewal for furniture and fixtures for the resort is anticipated. Micro enterprise loans for companies in alternative energy and tourism are also in process. Frank announced that the county welcomes a new County Administrator, Shaun Groden. The Executive Committee will reach out to the new administrator offering a tour of the One Stop Center.

Nancy Costine provided an update on Columbia County economic development. The Camphill Elder Care project is moving forward and is expected to add 40 jobs at a rapid pace. The BAC sales expansion is also in process with the expectation of creating fifteen manufacturing jobs.

Notes respectfully submitted by Katy Drake/WIB Consultant

Please Mark Your Calendar

Upcoming Special Events	Date, Time, Location	Information:
WIB Full Board Meetings	Tuesday, April 5, 2011 5:30 p.m. Tuesday, July 12, 2011 8:30 a.m.	Contact Katy Drake at Drake@mhcable.com or 965-1421 Reminders with meeting agendas to follow.

Definitions

OJT- On the Job Training

ARRA- American Recovery and Reinvestment Act of 2009

TANF- Temporary Assistance for Needy Families

UI- Unemployment Insurance

ITA- Individual Training Account

SYEP- Summer Youth Employment Program

CLEOs- Chief Local Elected Officials

OTDA- Office of Temporary and Disability Assistance

PY 10 – Program Year beginning July 1, 2010-June 30, 2011

NEG- National Emergency Grant

Business Services Committee

December 16, 2010 8:30 am

OJT (On the Job Training)

Maureen Boutin distributed information on Workforce On-the Job (OJT) Training Program Options. Eligibility, wage reimbursement rates for businesses, reimbursement caps, duration of training and special conditions were reviewed for WIA OJT, WIA ARRA NEG-OJT and Trade Globalization Act. Maureen Boutin and Cori Beck are contacts for additional information.

Data was presented regarding the Transition Grant. The grant was extended to December 30, 2010. Individual contracts for participating businesses were reviewed. The grant focuses on hard to serve individuals with barriers including child care, lack of transportation, lack of degree/training, etc. Length, hourly wage information, total contract level, actual amount spent and position were outlined for those being served under the Transition Grant.

The NYS DOL OJT Program was reviewed. The program serves dislocated workers and was available through December 2010. No enrollees participated from Columbia Greene. The local WIA OJT program was further clarified as limited funding for adult eligible and dislocated workers with a minimum hours rate of \$9.98.

The Federal OJT Program information was reviewed in further detail. The NEG-OJT serves Dislocated Workers for full time, year round positions at an hourly minimum wage of \$10.00. Companies undergoing NEG Due Diligence were reviewed by vetting date and outcome.

The Human Resource Round table information was presented to the committee noting 31 attendees for John Bagyi's presentation on record keeping.

Update Business Services Regional Teams & Regional Activity

This eleven county team is charged with identifying and developing strategies for providing services to stable, emerging and retracting business sectors. The current focus is on sharing information about businesses that are growing throughout the region, coordinating marketing tips for OJT and other programs, and promoting the revised DOL job bank.

NYS unemployment demographics of those about to lose their unemployment benefits were reviewed.

Work readiness initiatives and businesses' need to hire the best applicant despite the programs and potential funding available were discussed. The topic of marking OJT programs and the long term job seeker will be explored further at the upcoming Board meeting.

The Capital Regions Workforce Investment Boards Program Plan Update of year three of the #13N grant was distributed to the committee for an update and review of the goals and accomplishments under this 4-WIB, 11 county initiative.

The Governor elect's workforce development agenda as drafted in December of 2010 was distributed electronically to all committee members and guests.

Tourism

The meeting ended with a discussion on tourism. The Greene Tourism Association is working with legislators to ensure that tourism is represented in the planning and budgetary process. The importance of tourism to the counties and the potential opportunity for a credit program at Columbia Greene in culinary arts and tourism was explored.

Continuous Quality Improvement Committee

December 16, 2010 5:30 p.m.

One Stop Center Recertification

Chair John Craft opened the meeting by thanking Board member David LaFleur for volunteering to assist the Committee with the One Stop Center Recertification Review.

The Committee discussed the process and expectations for the One Stop Recertification at the September 2010 meeting. Between meetings, the information from the 2008 recertification process was distributed to committee members electronically for review.

For this meeting, MA Wiltse presented the following information for consideration in the review process:

- The documents in use as the strategic plan
- The MOU narrative
- The Recertification Review Form for PY10
- The State Certification Checklist-Self Assessment
- The Operator's Agreement
- The Consortium Agreement

All documents are set except for the Memorandum of Understanding (MOU) between partners. The MOU is valid for 5 years. The partners were identified and their relationships with the Career Center were discussed. As all partners had not yet received the document for review, the document was not distributed. Once all partners have reviewed and signed the MOU the committee will review electronically and make a recommendation to the Executive Committee and full Board.

The CQI committee reviewed the listing of Core, Intensive and Training Services provided.

Performance measures were outlined for the Committee. Columbia Greene has met all of our performance measures for the past three program years.

The Columbia Greene One Stop Center Self Assessment based on NYS One-Stop Certification Review for December 2010 was reviewed in great detail by the Committee.

The government's version of a business plan was outlined for the committee with the necessary plan components being included in the operator's agreement, the 3 year plan and plan modifications, the WIO budget, the CGCC Facilities Plan, Performance Measure reports, the CGCC Technology Plan and satisfaction indicators (complaint log, letters, evaluations, etc).

A discussion occurred on whether or not to submit a recommendation for recertification to the Executive Committee without the MOU being in place. The state suggests that the MOU be considered in the certification process, but nothing in the process is required. The committee decided to wait until the MOU is in place, before they make a formal recommendation for recertification to the Executive Committee and the full Board. Due to the holidays, these agreements will not be in place for the January 11th meeting, but will be brought before the Board for the spring meeting.

Action Item #1

Once all partners have reviewed and signed the MOU, the Committee will review electronically and make a recommendation to the Executive Committee and full Board.

WIB Management Report Review

The Committee reviewed the WIA Quarterly Report for PY2009, Q4 in regards to participants, total exiters, placement in employment & education, attainment of degree or certification, literacy and numeracy gains, entered employment rate, retention rate and average earnings. Columbia Greene passed all measures in PY2009.

Active Participant reports were reviewed from July 2010- December 2010. While the number of active participants is still significantly higher than 2008, it has dropped from 2009.

Spring CQI Meeting-A center audit will be scheduled for the March 2011 CQI meeting.

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Executive Committee

January 4, 2011 5:30 p.m.

Appointments and Board Vacancies

Gina Armstrong, from the Columbia County Healthcare Consortium, has been appointed as the Community Based Organization representative for Columbia County, replacing Diane Franzman on the Board. A Greene County Organized Labor representative and a Greene Business representative are in recruitment. The Executive Committee discussed potential members. Katy will contact the Legislature's office with the names of potential members for approval to reach out to gauge interest and availability.

Katy will contact Penny Hill, a Regional Director for Workforce Development Institute, to further explore potential union representation.

One Stop Certification Process

The Executive Committee received an update on the One Stop Center recertification process. The Memorandum of Understanding (MOU) still has to be vetted with other partners before the full recertification can be recommended to the Executive Committee and the Board. The Executive Committee expressed great concern in delaying the recertification of the Center until April. It was suggested to show due diligence in completing the recertification as quickly as possible. Recertifying the Center at the January Board meeting with the MOU component completed for the State at the April meeting was suggested. In the past, incentive funds have been based on center certification and the Executive Committee is concerned about delaying the process.

The purpose and parties to the MOU were reviewed. Additional information on the MOU process and standards is available in writing.

At the December 16, 2010 meeting, the Continuous Quality Improvement Committee reviewed all the necessary documentation for recertifying the Career Center. The MOU is the only piece of the process not finalized pending the signatures of partners. The MOU is in effect for five years. After a long discussion, the Executive Committee strongly recommends certifying the Center at the January 11th Board meeting with the MOU completion being the second phase of the process in April.

Action Items:

- Katy will send out the recertification checklist to all Executive Committee members.
- Katy will connect with the CQI Recertification Committee to discuss the recommendation for recertification in two phases starting with the Center Recertification in January. The completion of signatures of partners for the MOU will be addressed in phase two for the April Board meeting.
- Karen as the Chair will officially complete the One Stop Center Recertification Checklist at the Board Meeting.
- A resolution and vote from the Board will be necessary for the January 11, 2011 meeting in order for the recertification of the Center.

Greene IDA Request for Affiliate Site

The Greene IDA has made a verbal request to work with the WIB providing services at the Greene Education and Training Center in Coxsackie. Chair Karen Schoonmaker sent a letter to the IDA asking for clarification on the request in terms of the services to be provided at the IDA site, as well as the official designation being requested. Organizations that are not legally required to offer a WIA program or service, but wish to offer job search assistance usually choose the less regulatory title of "Extension Center", as opposed to "Affiliate". A response from the IDA is pending.

The new Governor's Workforce Agenda

Prior to the meeting, a PowerPoint presentation from John Twomey on the Governor elect's workforce agenda was distributed for review. The new Governor's Workforce Development agenda was briefly discussed by the Committee. This information was distributed to Board members for review and potential discussion at the January meeting. Information on changes will take some time to get to the level of detail for implementation. The potential of WIA reauthorization along with local areas/boundaries was explored by the group.

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Youth Council

December 9, 2010 9:00

Chair Terry McGee Ward opened the meeting by welcoming new Council member Larry Krajeski (Catskill Mountain Housing). Terry also announced that new WIB member Gina Armstrong from the Healthcare Consortium will be joining the Council in 2011.

Youth Program Update

Mark Decker provided an update on the three youth programs. The YES Program currently has nineteen students enrolled. The program runs from 4:00 – 7:00 on Monday, Tuesday and Wednesday. Two students have successfully obtained their GED with several more students waiting a testing date. The requirement to be enrolled in a program to be able to register for the GED test was discussed by the Council. Programs are addressing this requirement with a letter from the program teacher. The program requirement for testing is to ensure students have prepared for the exam as in the past NY has had an extremely high rate of failure for the GED test as there were no preparatory requirements in place. The challenges of being able to get a place in the exam due to funding cut backs were discussed. Only one test has been offered since September. Tracy Racicot informed the Council that funding has been restored for the current program year and the tests resume per the original schedule. Funding for the upcoming year is unknown at this time.

Youth Council members (Tracy Racicot, Alan Frisbee and Katy Drake) visited the YES program on December 7th from 4:30 – 6:10. While the Council observed low attendance, the teacher reported and records indicate that attendance has been strong. Additional challenges for students in the YES program include childcare issues and transportation. The Council discussed the critical need for students to call if they will not be attending as scheduled as part of the work readiness skill development the program is also focusing on. Current nightly attendance runs generally between five and ten students.

Five internships have been identified for the program. Internships will run at Charlie's Carstar, with the City of Hudson & Claverack, Mountain View Animal Hospital, Mountain T-Shirts and Candyman Chocolates. The internships will begin in December with a minimum of 24 work hours each week.

Three Council members (Larry Krajeski, Bernie Mack and Katy Drake) visited the Greenville Youth Program on December 8, 2010. The program has a high enrollment this year, spread out between 9th and 12th grade. Students were interviewing, working on resumes, business cards & buttons and a hometown graphics project on the day of the visit. The Program runs afterschool on Wednesdays from 2:30 – 4:00. Teacher Sandy Arnone provided the Council members a detailed overview of the additional components added in this year under the work readiness skill requirements.

A visit to the Catskill GED program has yet to be scheduled. Teacher Maryann Morrison has set up over five speakers from different local businesses to provide career and work readiness information to the students. Mark reported that Catskill is at their maximum enrollment with the current challenges being pending test dates and student behavior.

The three evaluations from the Youth Council visits will be brought to the Council at the next meeting. Members will be contacted once a date has been established for a Catskill visit.