

Workforce Investment Board of Columbia & Greene Counties

Minutes for October 9, 2012 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

Chair Tony Zibella congratulated Mike Veeder on his new position as Vice Chair. Mr. Randall Squier, superintendent of Coxsackie-Athens School Districted was acknowledged as a new Board member.

Chairman Zibella called the meeting to order at 5:41.

Present: Frank Alguire, Barbara Arisohn, Betty Betts, John Betts, Russ Coloton, Nancy Costine, John Craft, Fran DelGaudio, Terri Drobner, Pam Dusharm, Ann Luby, Cindy MacKay, Kathryn Nelson, Florence Ohle, Mary Prazma, Tracy Racicot, Cindy Tipple, Mike Veeder, Terry McGee Ward, M. A. Wiltse, and Anthony Zibella.

Excused: Gina Armstrong, Lisa Benfield, Mark Fingar, Patrick Gabriel, Kary Jablonka, Larry Krajeski, David Lester, David Scott, Randy Squier, Deb Tuttle and Joe Wolodkevich.

Proxy votes received from Lisa Benfield, Mark Fingar, David Lester and Joe Wolodkevich.

Consultant: Katy Drake

Guests: Maureen Boutin (Workforce Office), Nancy Bell (DOL-DEWS) Susan Gallagher (DEWS), Suzanne Pollard (ESD) and Dennis DiDonato (Questar).

****With 21 members in attendance, a quorum is present.**

STATUS OF VACANCIES

- There are two (2) business representative vacancies for Greene County.

ACCEPTANCE OF MINUTES

Frank Alguire made a motion to accept the board meeting minutes for July 10, 2012. John Betts 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.columbiagreeneetworks.org.

CORRESPONDENCE

The following correspondence is available for member review:

Letters Sent:

- Columbia Greene Local Plan posted on the web site www.columbiagreeneetworks.org
- Recruitment letter

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Letters Received:

- July 13, 2012 Letter from Karen Coleman, NYS DOL regarding NEG OJT funding.
- July 19, 2012. Recommendation from Joe Mix for Mike Veeder to represent NYSUT Local 10-175 AFL-CIO on the Columbia Greene WIB.
- September 24, 2012 Appointment for Mr. Randy Squier (Education) and designation for Mr. Mike Veeder (Organized Labor)

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 Columbia Greene One Stop Center report. Core and Intensive services were reviewed, noting that between 7/1/12 – 9/30/12 new registrants have decreased compared to last year. Skill Development and Training Services from 7/1/2011 to 6/30/2012 were presented noting a total of 94 served (including Youth Contracts). MA informed the WIB that at this time only one quarter of the funding has been received and additional funds are necessary before more training can occur. The adult allocation is expected in mid October. Unemployment rates were reviewed, with reasons for variances discussed. Marketing efforts were outlined by numbers served, target audience and type of event.

OLD BUSINESS

One Stop Center Recertification

The MOU is still in process for the One Stop Center recertification. A signature is still pending from the Commissioner of State Education. The CQI committee and the Executive Committee will continue to follow and monitor the One Stop Recertification process until signatures are complete or the process is revised. DOL may be assisting with this process as this is an issue for many areas.

Regional Economic Development Council (REDC)

Ann Luby provided a brief update on the REDC. Ann announced that Albany Medical Center President, James J Barba was appointed as the new co-chair for the Capital Region EDC. Mr. Barba has served on the REDC I and will be replacing Mr. Castellana. Mr. Barba will be serving alongside Dr. Shirley Jackson, RPI. An overview of the progress of the CREDC can be found at http://regionalcouncils.ny.gov/themes/nyopenrc/rcfiles/capitalregion/capitalregion_2012progressreport.pdf

NEW BUSINESS

Workforce Innovation Fund (WIF) Grant

**As a reminder the WIF grant summary presented at the July meeting is attached to the meeting notes.

The WIF grant started July 1st, with the first 6 months focusing on design and set up. The regional WIB partners have hired a 3rd party evaluator (Thomas P. Miller & Associates) to determine if the plans and actions under the grant prove successful. The evaluation component is a major part of this grant. Policies are being established for the 11 county region under the WIF grant. The grant creates career pathways to encourage the unemployed and youth to go into STEM (science, technology, engineering and math) careers. The grant encourages a start at an entry level job in a STEM career and works with an employer on a plan and funding for a second career step. This initiative focuses the job seeker and employer on moving from entry level jobs to a STEM career path.

Workforce Investment Board of Columbia & Greene Counties

Conversations with several employers are in process right now. Every training plan under the WIF grant will be connected to an employer. Career plans can be in any STEM field.

Columbia Greene WIB Bylaws Update

The Executive Committee puts before the Board a resolution to update the bylaws attachment regarding the designation of a second labor representative. In order to return to compliance, the CG WIB must have two organized labor representatives, even with shared appointments. Mike Veeder has been sponsored by RCG BOCES Teachers' Association (NYSUT Local 10-175 AFL-CIO) to represent organized labor on the CG WIB. Mike's appointment/designation was finalized by the Legislature at the end of September. The bylaw adjustment to "Attachment A" was approved via email by the WIB Executive Committee on September 13th. The bylaw update is a straight forward compliance update. Frank Alguire made a motion to approve the update to the Columbia Greene By-Laws, Attachment A. Ann Luby seconded the motion. The motion was carried with all in favor. Proxy votes supporting the bylaw change were received from Lisa Benfield, Mark Fingar, David Lester and Joe Wolodkevich.

Continuous Quality Improvement Audits

John Craft made a presentation to the Board about the importance of internal quality audits. Audits are conducted to review policies and monitor the Workforce NY Career Center. John encouraged new Board members to participate as a way to increase their understanding of the WIB. John discussed audit procedures and reviewed past experiences in auditing the WIO. No experience is required. A policy and center audit is scheduled for November 8th at 3:30. The following Board members expressed an interest in being involved in the audits in the upcoming six months: Tracy Racicot, Deb Tuttle, Florence Ohle, Barbara Arisohn, Nancy Costine, Kathryn Nelson, Mike Veeder and Cindy Tuttle. Interested members will be contacted in the next few weeks to set up the November 8th audit.

Economic Development Reports

Economic Development Reports were provided for both Greene and Columbia County. EDC updates can be found on the websites: Columbia County- www.columbiaedc.com (new site) and Greene County- www.greenebusiness.com.

Good and Welfare

- Best wishes to Cindy MacKay on her upcoming retirement. Cindy was appointed to the WIB on September 6, 2001! Thank you for 11 years of service.
- Barbara Arisohn announced the National Disability Employment Awareness Month Awards to be held on Friday, October 19th. All Board members were emailed the invitation.

A motion to adjourn was made at 6:34 by Frank Alguire and seconded by Deb Tuttle.

Please Mark Your Calendar

PY 12 Full Board Meeting Schedule

PY 12 Full Board Meeting Schedule	
Tuesday, January 8, 2013	5:30 p.m.
Tuesday, April 9, 2013	5:30 p.m.
Tuesday, July 9, 2013	5:30 p.m.

Workforce Investment Board of Columbia & Greene Counties

Greater Capital Region Workforce Investment Boards (GCRWIB)

Workforce Innovation Fund Grant Summary

The main goal of this grant is to address the STEM (Science, Technology, Engineering and Math) skill shortage in the Greater Capital Region of New York State to ensure employers have access to qualified workers by establishing a new pipeline of STEM talent that links the workforce system, employers, educators, and emerging and returning workers through the realization that success for all is built on a foundation of career pathways and life-long learning. We also include an emphasis on manufacturing.

Major components:

1. STEM awareness campaign for adults and youth
2. Summer Tech Camps for teens during the summer youth employment program
3. Workshops introducing individuals to the opportunities and value of STEM careers for customers in need of more than job search assistance, those who are collecting unemployment insurance benefits, and newly enrolled WIA youth. We will also utilize videoconferencing equipment to expand the exposure potential as well as presentations by local business and training providers.
4. Math/Science anxiety/skills building workshop for center customers
5. Use of Metrix skill assessment and E-learning training as well as National Work Readiness Credential (NWRC) materials/credential to assess and remediate those in need who are interested in pursuing a STEM occupation.
6. Develop a two step career plan with interested adults and businesses providing, in partnership with interested businesses, OJT and/or ITA training.
7. Outreach to businesses and business sectors in STEM related sectors to identify STEM needs and opportunities
8. Professional development for center staff related to STEM career guidance for job seekers.

Specific activities for staff may include:

- Promote opportunities for STEM
- Utilize testing and assessment tools such as Prove-It, Career Zone, and Metrix
- Provide a path to completion of the National Work Readiness Credential
- Provide career guidance, including knowledge of STEM Career job descriptions, education and training requirements, case management and workshops
- Development of Individual Employment Plans such as the proposed Two-Step Career Plan which include Employer Based Training Programs
- Funding approval for classroom training, on the job training, etc
- Acting as a resource for other Center staff for information pertaining to STEM Careers
- Developing relationships with employers that result in STEM-Focused Sector Partnerships

Funding highlights:

- Approx. 3 million over 3 years total for consortium
- Approx. \$ \$85,000 WIB and centers staff participation
- video conferencing equipment for Columbia Greene
- \$312,000/ year total for training for consortium
- \$6,500/ yr. for 2 years of STEM summer camps in each WIB area

Notes respectfully submitted by Katy Drake/WIB Consultant

Business Services Committee Update

September 27, 2012

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

Maureen Boutin passed out a listing of the OJT/NEG Contracts Obligated for 2011-2012. Maureen informed the committee that a new round of money has become available since the last meeting. Approximately six million dollars is available statewide for NEG OJTs. Data reviewed indicates a 75% success rate (12/16 contracts) for NEG OJTs for Columbia-Greene. Reasons for lack of success in past contracts were reviewed by the committee in preparation for success in future contracts. One business that had two unsuccessful contracts will probably not be approved in the future for OJTs. Maureen reviewed the recruitment process for NEG OJTs. All eligible job seekers are provided information regarding the NEG OJT program and how to market it when talking to potential employers. Businesses are notified by direct contact, either when they place a job order, or have a meeting with any Workforce NY staff. This includes group events like the HR Round Table and JSEC. The NEG OJT works very well for small businesses because the wage reimbursement rate is 90%. Participants must be WIA eligible and long term unemployed (26+ weeks).

New Metrix Credentials Update

Metrix is an on-line skills training website that offers thousands of courses related to business services, computers, health care, and manufacturing. Each year Columbia Greene WIO purchases around 100 licenses that customers can use for 90 days. During those 90 days customers can take as many courses as they would like.

Metrix now also offers some industry recognized credentials, mainly for Microsoft Office, computer programming and lean manufacturing. Customers who successfully complete certain Metrix courses can now be issued a voucher to take the related certification exam. Metrix tests are proctored, and most can be taken at the Columbia Greene Workforce Career Center. For "Lean" manufacturing, a job seeker could take courses through Columbia Greene WIO, but the testing occurs in Albany. As of right now, Columbia Greene WIO has purchased \$600.00 worth of certifications. This job seeker service proves skills proficiency with certifications.

HR roundtable & JSEC

Meeting dates and topics were provided for HR Round Table meetings and JSEC presentations. The JSEC schedule is outlined below.

Meeting Date	Topic	Presenter
November 29, 2012	Performance Management	Sarah Delaney-Vero
February 28, 2013	Discipline & Discharge without being sued	John Bagyi
May 16, 2013	Compensation Best Practices	Diane Lustenader
March 28, 2013	open	

Workforce Innovation Fund (WIF) Grant

The WIF grant started July 1st, with the first 6 months focusing on design and set up. The regional WIB partners are in the process of hiring a 3rd party evaluator to determine if the plans and actions under the grant prove successful. Policies are in the process of being established for the 11 county region under the WIF grant.

The grant creates career pathways to encourage the unemployed and youth to go into STEM (science, technology, engineering and math) careers. The grant encourages a start at an entry level job in a STEM career and works with an employer on a plan and funding for a second career step. This initiative focuses the job seeker and employer on moving from entry level jobs to a STEM career plan.

Workforce Investment Board of Columbia & Greene Counties

Conversations with several employers are in process right now. Talking to businesses with ties to OJTs is an initial step. Every training plan under the WIF grant is to be connected to an employer. Career plans can be in any STEM field. The grant funds can be used for wage reimbursement and/or tuition reimbursement. The two step plans are likely to start with an OJT.

Under the WIF grant there is no minimum number of weeks of unemployment required (Differs from NEG OJT, which requires the 26 weeks). All those served under the WIF funds must be WIA eligible. The definition of low income was discussed along with priority of service.

The National Work Readiness Credential is also a component of the WIF. Funding is available for NWRC testing through this grant.

Action Item: A handout outlining the WIF grant to carry out to employers was requested.

Local Plan

The State Department of Labor required a local plan for 2012. The plan is available on the web site (www.columbiagreeneetworks.org). The plan specifically addresses questions outline by the State Department of Labor. Budgets from partners were to be included in the local plan, but information from DOL was not received to be included in the plan. It was recommended that the local plan be sent to the Capital District Regional Economic Development Council.

Potential New ITA Training Results Report

MA distributed a draft copy of a potential new report that was created from raw data the state is finally providing us from OSOS. This new report tells us how many participants that exit during any given year were enrolled in an occupational training program and how many successfully completed their training. The report can show data based on the school attended and/or the course of study. We can then see the success rate for each school and occupational area. Determining how many of these people also successfully found training-related employment still needs to be done by hand due to the amount of time it takes for employment to be confirmed through tax records. "Employment found" is not official until the report is received through the Department of Taxation and Finance. This confirmation can take over a year to get into the system. This report was noted as a positive first step in tracking training and employment outcomes. Even with the data delay, the historical perspectives will be able to provide a look at what training programs led to jobs.

Progress Report for the CDREDC

The link to the CDREDC progress report was sent out to committee members in advance of the meeting. The full progress report is available at:

http://regionalcouncils.ny.gov/themes/nyopenrc/rcfiles/capitalregion/capitalregion_2012progressreport.pdf

Committee Member Updates

Florence Ohle reported that Community Action of Greene County did not get refunded for the discretionary grant for workforce. Community Action will be continuing the work readiness program, but will not be able to continue the job training program.

Workforce priorities in the upcoming election were discussed by the committee.

Executive Committee Update

October 3, 2012

WIB Vacancies

Katy Drake reported two business representative vacancies for Greene County. The Greene County Legislature was sent the names of six potential WIB members for direction on recruitment. Potential representatives will be contacted once direction is received. Mike Veeder was designated as the second labor representative. Randall Squier, Coxsackie-Athens Superintendent, was appointed to the WIB and Youth Council.

Status of One Stop Center Recertification

The MOU is still pending approval by our state partners (Adult Education and ACCESS-VR, which are both part of the State Education Department). NYS DOL may be able to provide some support in this area as the MOU signatures from SED are outstanding for many local areas. The CQI and Executive Committee will continue to track until signatures are in place or direction regarding the MOU process is received.

By-laws update

In order to return to compliance, the CG WIB must have two organized labor representatives, even with shared appointments. Mike Veeder has been sponsored by RCG BOCES Teachers' Association (NYSUT Local 10-175 AFL-CIO) to represent organized labor on the CG WIB. Mike's appointment/designation was finalized by the Legislature at the end of September. The bylaw adjustment to the attachment was approved via email by the WIB Executive Committee on September 13th. The bylaw adjustment will go before the full Board at the October 9th meeting. The bylaw update is a straight forward compliance update.

Workforce Innovation Fund (WIF) Grant

The WIF grant was reviewed. The Greater Capital Region Workforce Investment Boards were the only NY award for the Workforce Innovation Fund (WIF) Grant. The goal of the grant is to address the STEM (science, technology, engineering and math) worker shortage in the region. The GCRWIB will receive approximately three million dollars over three years. Columbia Greene will receive \$85,000 per year for WIB and center staff participation. This grant will bring in \$312,000/year in training funds for the WIB consortium. A third party evaluator has been hired by the consortium. Thomas P. Miller and Associates were awarded the contract and will be working closely with the four WIBs on evaluating the progress/success of this grant. The grant started in July and the first six months of the grant are focused on set up. The consortium is working out policies to move the grant forward. MA reviewed the two step career pathway requirement of the grant, noting that it is believed that most two step career programs will begin with an OJT (On the Job Training). An RFP to create a math and science anxiety workshop was issued today and can be found on the Columbia Greene web site (www.columbiagreene.org). Committee members were asked to forward the RFP to anyone they believe may be interested and/or qualified.

Local Plan

The Columbia Greene Local Plan has been submitted and is on the website for review. The plan is not a strategic plan, but a response to specific questions posed by NYSDOL. Both Counties have signed off on the plan.

CQI Committee

The CQI committee has had a difficult time attracting members over the past few years. Team members are needed to conduct a policy and a center audit. John Craft, as the long term Chair for the committee, will be requesting volunteers for specific dates this fall to conduct both audits. No experience is necessary and the audits are a great way for Board members to get an overview of the full services the WIO provides. Audits generally take about 90 minutes with the follow up being done by the WIB Director and WIO Director.

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Youth Council Meeting Notes

September 19, 2012

Summer Youth Employment Program (SYEP)

Mark Decker distributed the final report for the SYEP outlining youth served, school status, target groups, town, participant characteristics and ethnicity of participants. A total of 45 students from Greene County were served along with 34 youth from Columbia County. The recruitment and application process for SYEP was reviewed for the Council. The role of High School Guidance Departments was discussed with every school in Columbia and Greene receiving information on the program and eligibility. Funding for in-school youth employment is only available during the summer program. Funding for out of school youth may be available year round.

An official interview at the start of the program was questioned with Mark clarifying the intake process. Formal interviews to enter the program would be beneficial, but too staff intensive at this time. The number of applicants versus the accepted participants was explored by the Youth Council. Ineligibility (often due to income) is often a factor. Only a handful of applicants did not receive a spot this past summer. Eight SYEP participants in Greene were offered continued positions with their worksite beyond the summer, and 2 Columbia County youth getting hired.

Youth Program Status Update

Greenville

Program is in recruitment process. Chris Drumma is now the program lead with Sandy Arnone available for consultation as necessary. A program visit will be scheduled for December.

Catskill

Program is running well with an influx of new students. The program is full at 20 students with 8 on the waiting list. Deb Zwoboda was named the coordinator for this contract year and Dr. Farrell, superintendent, will sign all formal reports.

YES

The YES program started in September with 13 students; 5 returning and 8 new participants. The Teacher reports a higher skill level for this group. November GED testing is expected with three students making plans to attend CGCC in January.

Columbia & Greene Questar Program Adult Education

Tracy Racicot reported a new GED program for ages 21 and over at the Cairo Library. Another class will be held at "Pay it Forward" at Community Action on Route 9W in Catskill for participants with lower level reading and math skills. An online GED program will be starting for Greene County. The online program will be available for higher level participants. While the GED assessment has a cost, the instruction is free. Hudson and Catskill classes were noted as running with low enrollment at this time.

Workforce Innovation Fund (WIF) Grant

An overview of the WIF grant was provided to the Council. In regards to out of school youth, the WIF grant will provide opportunities for assessment in career exploration to have students consider STEM careers. A RFP for a math anxiety workshop will be issued shortly. There is funding in the grant for the National Work Readiness Credential (NWRC) for students considering STEM careers. The funds can pay for the NWRC exam for students, but not the instruction. Youth can become a participant in two step career plans in STEM careers. A STEM "camp" will be funded for the next two years during the summers for SYEP students. Students will be served based on interest and eligibility. WIA eligibility is required. Transportation options were discussed to ensure interested students can attend the STEM camp.

Career exploration in medical fields under the WIF grant was questioned. The planned workshop will not be in depth in any one specific career, but more an overview of options for jobs to be available in STEM in the future. Health careers will be included in the overview.

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Workforce issues in healthcare and the role of the Health Care Consortium was further discussed by the Council. Pulling together partners to determine the current status of career exploration and increase healthcare exposure is the goal of the Healthcare Consortium. Increased internships are being explored. The Consortium facilitating working with the hospital would be of great value to the Workforce Office. The value of career paths was discussed at length for health care and STEM jobs.