

# Workforce Investment Board of Columbia & Greene Counties

**Minutes for April 12, 2005**

*Columbia Greene Community College- Room 105*

## **WELCOME**

Chairman Zibella welcomed all members and guests.

### **Guests:**

Warren Hart, Greene County Director of Planning & Economic Development, Bob Keup, NYS Department of Labor and Carrie Aubertine, Workforce Programs Specialist with NYS Department of Labor.

**Chairman Anthony Zibella called the meeting to order and did roll call.**

### **Attendance:**

*Present:* Kit Ali, John Betts, Bruce Bohnsack, Russ Coloton, John Craft, Jim Cullie, Karen Diffley, Pam Dusharm, Barbara Eacott, Jim Galvin, Susan Hollister, David Leavitt, David Lester, Cindy MacKay, Ralph Marino, Jim Molloy, Jessica Nabozny, Irene Norsworthy, Hilton Perez, David Segalla, Barbara Roemer, Lynn Strunk and M. A. Wiltse.

*Excused:* Aaron Flach, Thomas Deere, Paul Dellio, Florence Ohle, Tom Every, Diane Franzman, Jen Fuentes, Laurie Goff, Joyce Lissandrello, Dawn Saul, Sarah Witham, and Anthony Zibella.

**WIO Staff:** Maureen Boutin

**Consultant:** Betty Ann Falkner

With 24 members in attendance, a quorum is present.

## **STATUS OF VACANCIES**

- There are two business vacancies and one for a union representative in Greene County. There is one new business vacancy in Columbia County

## **CORRESPONDENCE**

There were five letters sent. Correspondence was read and made available to all members. A letter was sent to Frank Stabile of Greene County Legislature regarding the appointment of a Union representative from Corrections. A quarterly update letter was sent by the WIB consultant to Columbia & Greene Supervisors and Legislators. A letter was sent to Governor Pataki regarding the Business in New York State grant initiative. A letter was sent to John Kaiser of AFL-CIO regarding clarification on the process of nominating a union representative to serve on the Board. A letter was sent to Margaret Moree of the NYS Department of Labor requesting an extension on the deadline for submittal of our local three year strategic plan.

Nine letters were received this past quarter. A letter was received from Margaret Moree releasing additional funds under the Strategic Planning Grant. The Board received a copy of a letter sent from Commissioner of NYSOL, Linda Angello regarding an award of \$49,004 to Dunn Builders. A promising practices award letter for the Employee Enhancement program was received from Margaret Moree and a congratulation letter was received from David Wallingford, the Regional Administrator for the Department of Labor. A thank you letter was received from Linda Angello on behalf of Governor Pataki. Margaret Moree sent a clarification letter on the WIB Labor nomination process. Two resignation letters were also received, one from Hilton Perez who is retiring and one from Rikki Beal who has accepted a new position at another company.

## **ACCEPTANCE OF MINUTES**

A motion to accept the January 11, 2005 minutes was made by Irene Norsworthy and seconded by John Craft. All were in favor and the motion was passed.



## **COMMITTEE MEETINGS**

### ***Youth Council***

Susan Hollister, Youth Council Vice Chair reported on the activities of this group. Evaluations of all programs were conducted in January and February. The New Lebanon program has not managed to register enough students into the program to fit the program requirements. The Youth Council would like the Board to allow the allocation of a portion of unexpended funds from New Lebanon to other programs. Funds would be used to provide transportation to the college for Catskill GED students and pay for additional internships for students in the Greenville program. The Board also heard updates on the B.E.S.T. program. All members were invited to the Annual Youth Dinner to be held on May 12<sup>th</sup> from 4:30-6:00 at CGCC.

### **Skills Standards Committee**

M. A. Wiltse reported on the activities of this committee. The committee would like to establish a WIB credential for the Supervisory Skills training program that has been run by the community college for several years. A WIB credential would allow the funding of students for a customized training option.

### ***Employer Services Committee***

Chair Jim Galvin reported on the work of the Employer Services Committee. The committee discussed increasing the labor pool and what tools are available to encourage job seekers to come to the Career Center. Ways to get information to businesses by linking websites to the Columbia-Greene website was also discussed. The Workforce Investment Office requested a change in the current OJT (on-the-job training) policies to limit OJT contracts with any one company to \$12,000 per year when there are limited funds available.

### ***Continuous Quality Committee***

Chair Jim Molloy reported on the activity of this committee. The committee reviewed reports on the numbers of people receiving Core Services at the Career Center. These numbers were compared to the past year's activities. The Continuous Quality committee also reviewed projects set for the Workforce Investment Office staff. The review of these WIO goals was to ensure that they are both measurable and achievable. The discussion then shifted to the WIB Quiz. Last year's quiz was a baseline for continuous improvement. This Quiz will test the knowledge of the Board to determine if educational activities have had an impact on members understanding of the workforce system.

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## **Marketing Committee**

Jim Cullie reported on the activity of this committee. The committee met to discuss how to better get the message about our services, such as the Career Center, out to the public. They discussed how to raise the message about the workforce system. Suggestions on how to revise the power point presentation for community groups was discussed.

## **Executive Committee**

Vice Chair Karen Diffley reported on this committee's activities. The Columbia-Greene Workforce Investment Area has received notice of its allocations for the next program year. Despite a small reduction in both the Adult and Youth funding streams, funding is up 6% overall due to increase in Dislocated Worker funds. The seventeen performance measures that the local system is measured on are all passing with three quarters of the program year completed.

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

M.A. Wiltse briefly reviewed the Participation report for the One-Stop Center. She presented an update on the tracking system and the new customer count program. The report shows that although Orientation numbers were showing a decline, staff have made adjustments and those numbers are increasing.

Hilton Perez reported on the Unemployment numbers in the two counties. Both counties are doing very well, in terms of low unemployment. The duration of an individual on unemployment is well below New York State averages. He also encouraged employers to directly post their job openings through America's Job bank, which provides greater flexibility and control. The numbers of businesses placing job orders for the first time is increasing. A continuous quality initiative to improve the job bank has staff calling employers with an informal survey of their success with the system.

M. A. Wiltse reported that outreach efforts are being done with 30-35 businesses and community groups each quarter.

Hilton Perez has submitted his resignation to the Department of Labor. He retires after thirty-two years of state service. Hilton was given a certificate and thanks from the Board for his hard work the past four years.

## **OLD BUSINESS**

*There was no old business to discuss*

## NEW BUSINESS

### Resolutions & Discussion:

- **Resolved to accept the recommendation of the Youth Council to reallocate anticipated unspent funds from New Lebanon in the form of teacher's wages and student's payments to other youth programs.** A motion was made by Lynn Strunk and seconded by Bruce Bohnsack. All were in favor with proxies from Jennifer Fuentes, Diane Franzman, Sarah Witham, Florence Ohle, Kit Ali, Thomas Every and Paul Dellio. There was one abstention from David Leavitt. The motion passed.
- **Resolved to accept the recommendation of the Youth Council to reallocate funds to the Catskill GED program in the amount of \$650 for transportation to CGCC (10 trips x \$65/trip) and \$350 for supplies.** A motion was made by Lynn Strunk and seconded by Irene Norsworthy. All were in favor with proxies from Jennifer Fuentes, Diane Franzman, Sarah Witham, Florence Ohle, Kit Ali, Thomas Every and Paul Dellio. There was one abstention from David Leavitt. The motion passed.
- **Resolved to accept the recommendation of the Youth Council to reallocate funds to Greenville for three more internship slots (12 weeks x \$6.60/hr x 8 hours=\$633 x 3 students) in the amount of \$1,900.** A motion was made by Jim Cullies and seconded by Russ Colton. All were in favor with proxies from Jennifer Fuentes, Diane Franzman, Sarah Witham, Florence Ohle, Kit Ali, Thomas Every and Paul Dellio. There was one abstention from David Leavitt. The motion passed.
- **Resolved to accept the Employer Services Committee recommendation that when the Career Center determines there are limited training funds available in a program year, all businesses will be limited to \$12,000 in OJT funding during the program year.** A motion was made by Irene Norsworthy and seconded by Jim Molloy. All were in favor with proxies from Jennifer Fuentes, Diane Franzman, Sarah Witham, Florence Ohle, Kit Ali, Thomas Every and Paul Dellio. There were two abstentions from David Leavitt and M. A. Wiltse. The motion passed.
- **Resolved to accept the Skills Standards committee recommendation to approve Columbia-Greene Community College's Supervisory Skills training program as a WIB credential for students who complete the supervisory training and are evaluated by their work supervisor as having demonstrated positive supervisory skills two months after completion of the training.** A motion was made by John Craft and seconded by Jim Galvin. All were in favor with proxies from Jennifer Fuentes, Diane Franzman, Sarah Witham, Florence Ohle, Kit Ali, Thomas Every and Paul Dellio. There were two abstentions from David Leavitt and M. A. Wiltse. The motion passed.

## GOOD AND WELFARE



- **Member Education- Economic Development Reports**
  - *Jim Galvin of Columbia County Economic Development* presented his report on Columbia County activities.
    - Jim informed the members that work continues on the Columbia County Health Services office building. They are hoping for a late September occupancy.
    - The new firehouse building is almost ready for us.
    - The Hospital addition is moving forward.
    - A grant of \$400,000 has been received to improve Migrant Housing. Fifteen-seventeen mobile homes will be replaced. Farmers will contribute 25% of the money. They hope to eventually create a funding pool to periodically replace homes.
    - A small business grant of \$133,000 was received to continue the MicroBusiness program.
  - *Irene Norsworthy of Greene County Economic Development* reviewed current projects in the works in Greene County.
    - Plenty of activity is occurring in Greene County, especially related to lodging and tourism. Main Street Catskill buildings have been bought and are being developed. The Comprehensive Economic Development plan has been approved for funding and is moving forward.
    - Wal-Mart plans are moving forward with construction.
    - Home Depot reports it has hit its one year projections within six months.
    - Oren's Furniture has been sold and is gearing for renovation.
    - The Creekside Restaurant has had a change in ownership and the restaurant is being upgraded.
    - Bell's Café has had a major renovation.
    - In Cairo, Big Top Rentals has openings for 25 workers.
    - Many fast food chains are making inquiries in the Cairo and Catskill area.
    - Hunter Mountain is planning a major expansion of 77 units of a Condo/Hotel/Spa/Conference Center.
    - In Coxsackie, Serta building plans are moving forward.
    - **Other News-** Irene Norsworthy told the Board that she will be leaving her position with Greene County to accept a position as Director of Forum East Management Education program at Empire State College. The Board thanked Irene for her service and welcomed Warren Hart **as interim representative of Economic Development.(is this true???)**

### Board Member Education

- Review WIB Quiz- Vice Chair Karen Diffley reviewed the answers to the WIB Quiz. All Board members were asked to complete their Quiz and return it to Betty Ann Falkner. Those who didn't complete the quiz or were not in attendance were asked to finish it, so the answers can be calculated to determine Continuous Improvement.
- Workforce Power Point Presentation- M. A. Wiltse shared a Power Point presentation on the workforce system with the Board. This was the presentation that will be used to bring information to the public about available services.

# Workforce Investment Board of Columbia & Greene Counties



## Mark Your Calendar

- **Upcoming Special Events**

<b>Columbia Greene Workforce New York Job Fair</b>	CGCC-April 26, 2005 10-3	Contact: Maureen Boutin 828-4181x5510 <a href="mailto:boutin@sunycgcc.edu">boutin@sunycgcc.edu</a>
<i>The United Way of Columbia &amp; Greene Counties in Collaboration with the Columbia &amp; Greene County Chambers: Administrative Professional's Day Luncheon</i>	Wednesday, April 27th, 12:00 The Inn at Leeds	Reservations- Contact: 828-4200/943-1813
<b>WIB Annual Youth Provider Program Presentation</b>	CGCC- May 12, 2005- 4:00-6:30 p.m.	Contact: Mark Decker <a href="mailto:mdecker@sunycgcc.edu">mdecker@sunycgcc.edu</a> 828-4181x5510
<i>Columbia Greene JSEC Breakfast (Job Service Employer Committee):</i>	Recruit Like a Pro-Thursdays, May 19 <sup>th</sup> , 8:00-10:00 Pegasus, RT 9W, Coxsackie	Contact: Deb Spaulding, NYSDOL, 828-4654 ext. 205 <a href="mailto:deborah.spaulding@labor.state.ny.us">deborah.spaulding@labor.state.ny.us</a>
<i>Columbia County Chamber: Business Before Hours</i>	Wednesday May 25, 2005, 7:30-9:00 am COARC, Rte. 217, Claverack	Reservations appreciated call 828-4417
<i>Greene County Chamber of Commerce: Business Women &amp; Business Man of the Year Dinner</i>	May 19, 2005 at Hunter Mountain	Call Debbie Zetterlund 943-4222
<b>WIB Board Meeting</b>	<b>Tuesday, June 14, 2005</b> <b>8:30 a.m.</b>	Contact: Betty Ann Falkner <a href="mailto:organizer_1@netzero.com">organizer_1@netzero.com</a> 518-634-2882
<i>Annual Greene County Fair: Volunteers &amp; Vendors Needed</i>	Now is the time to sign up! The event will be held July 27 <sup>th</sup> - 31 <sup>st</sup> , 2005	Call the Greene County Chamber of Commerce 943-4222

**ADJOURNMENT**- A motion to adjourn the Board meeting at 6:50 was made by Jim Cullie and seconded by Hilton Perez.

Respectfully submitted,

Betty Ann Falkner  
WIB Consultant