

**Minutes for April 4, 2006**

**Columbia Greene Community College- Room 105**

**WELCOME**

Chairman Zibella welcomed all members and guests. Katy Drake, the new Consulting Director, was introduced. Frank Alguire, Greene Economic Development, was introduced.

**Guests:**

Suzanne Pollard, Empire State Development  
Maureen Boutin, WIO staff

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

**Attendance:**

*Present:* Frank Alguire, Kit Ali, John Betts, Russ Coloton, John Craft, Karen Diffley, Pam Dusharm, Diane Franzman, Jim Galvin, Stan Ingalls, David Lester, Cindy MacKay, Rebecca Main, Terry McGee Ward, Jim Molloy, Barbara Roemer, Sarah Witham, M. A. Wiltse and Anthony Zibella

*Excused:* Bruce Bohnsack, Tom Cappadona, Jim Cullie, Barbara Eacott, Tom Every, Susan Hollister, Ken Johnson, Mike Kutski, David Leavitt, Ralph Marino, Siobahn Pellegrino, Lynn Strunk, David Segalla, Tina Sharpe and Patricia Shaw

*Absent:* Paul Dellio, Laurie Goff, Dawn Saul  
**WIO Staff: Consultant:** Katy Drake

With 20 members in attendance, a quorum is present.

**STATUS OF VACANCIES**

- There is a total of one business vacancy for Greene County due to pending transfer of a member to the veteran vacancy. One resignation for a business vacancy for Columbia County is pending.



**CORRESPONDENCE**

Secretary, Kit Ali reviewed the following correspondence:

*Letters sent:*

- *Letter from the Chair sent to Mr. Gerry Simons and Mr. Frank Stabile thanking both for their support for WIA funding.*

*Letters received:*

- *Copy of letters sent by Greene County Legislature and Columbia County Board of Supervisors to Senator Clinton & Senator Schumer and Congressman Sweeney supporting workforce funding.*
- *Letter from Karen Coleman regarding Taconic Farms application for the Building Skills in New York State Request for Applications.*
- *NYATAP letter requesting employee nominations*
- *Copy of Greene County Legislature Resolution 101-06 in Opposition to Proposed WIA Funding Cuts*

## ACCEPTANCE OF MINUTES

A motion to accept the January 10, 2006 minutes was made by David Lester and seconded by Jim Galvin. All were in favor and the motion was passed.

## COMMITTEE MEETINGS

All Board members received a committee report packet with the meeting agenda.

### Youth Committee

Terry McGee-Ward, Committee Chair, reviewed the Youth Council report noting the continued success of the WIA funded programs. Jim Galvin updated the committee on the BEST (Business Employment Standards Transition) program, reporting that the program the WIB was involved in starting has become very successful and is now under the sponsorship of the Chambers and Economic Development agencies of the two counties. Hudson schools are expected to join with the four other school districts and start their BEST program in fall 2006. Jim Galvin requested board members willing to review student portfolios for the BEST program contact him. The process for portfolio reviews was discussed. Portfolio reviews will begin in May. David Lester and Karen Diffley offered to assist in the reviews.

The Board was informed that the Youth Dinner is scheduled for May 4, 2006, with invitations to follow.

### Marketing Committee

Karen Diffley, Committee Vice-Chair, updated the board on the Marketing Committee's resolution to move marketing funds (\$6,500) to the training budget. Ms. Diffley explained that further marketing of workforce programs for the remainder of PY05, when training funds are exhausted, would be counter productive. Ms. Diffley further reviewed that the marketing committee would be focusing on gaining sponsorships for future workforce job fairs. Department of Labor grants previously available in the sum of \$1,000 may not be available in the future. The Marketing committee will be seeking means of raising funds for the job fair to limit the cost increases passed on to local businesses and organizations who attend the fair.

### Employer Services Committee

Jim Galvin, Committee Chair provided an overview of the Employer Service report. Mr. Galvin reviewed the Zoomerang survey to guidance counselors was completed with a 21% completion rate (5 out of 24 surveys). Mr. Galvin noted that WIO staff participated in the Columbia-Greene Guidance Association's recent Career Conference, which was held for all 10<sup>th</sup> and 11<sup>th</sup> grade students. As part of the program students had a choice of attending panel discussions on post-high school options of either attending a 4 year college, a 2 year college or directly entering the workforce.

The board was informed that the Workforce Job Fair was scheduled for the following day, April 5<sup>th</sup> with 60 Businesses confirmed. A discussion was held regarding some business's limits to pay the increased costs in obtaining a job fair booth.

### Skill Standards Committee

Pam Dusharm, Committee Chair, reviewed the updates on training providers. The challenge remains in determining ongoing training needs. Amount of funds spent on training has doubled over the previous year. The board was also informed that for the tourism project a telephone survey of over 400 businesses in both counties will be conducted to determine the industry's need for an entry level training program, as well as, the opportunities for entry level workers to be able to advance locally into better paying, higher skill level jobs in the tourism industry. Results of this survey will be available at the next board meeting in July. The end of the year report, which overviews job placement rate, will be available by September.



# Workforce Investment Board of Columbia & Greene Counties

## **Continuous Quality Committee**

Jim Molloy, committee chair, updated the committee on the completion of data entry in the OSOS system. The Board was update on the required "common measures" that will begin in July 2006. The Board was informed that a self-assessment tool will be completed by all WIO staff during the next quarter. Recommendations were made for auditor training in the future. Suzanne Pollard informed the board that unemployment surveys through Pathfinders were emailed out that day.

## **Executive Committee**

Tony Zibella, Board Chairman, reviewed the role of the nominating committee which will be required to elect a Secretary, Treasure and Vice-Chair (Columbia County). Karen Diffley, by the by-laws, will be moving from Vice-Chair to Chair in July. Tony informed the board he would be seeking three volunteers for the nominating committee.

MA Wiltse updated the committee on Workforce Development System Technical Advisory #06-3 which requires an Addendum to the 3 year plan. Once completed, the plan will be reviewed by the Executive Committee. The future meeting date will be announced if other board members wish to attend. MA Wiltse informed the board that a stand- alone budget for using only PY06 formula funds is required in this plan. This is a concern because PY 06 formula funds does not truly reflect the amount of funds that will be available to support services next year. A draft budget was reviewed by the committee showing \$285,000 allotted for training in PY06 to satisfy the required criteria. Budget cuts are a major concern. MA Wiltse noted that the program has experienced a 52% cut in funding since 2000. The Board discussed concerns regarding the possibility of the Columbia-Greene WIB being forced to merge within another WIB, as regionalization is one method of dealing with funding cuts. The worse case scenario would include the closing the center, which would require people to travel to other counties for services. The Board discussed formalizing a plan to ensure Columbia/Greene remain together. Diane Franzman from the Health Care Board will offer supports in the effort to remain a rural board serving the joint counties. Strong views were expressed regarding the success of the Columbia-Greene Workforce Investment Board. Suzanne Pollard discussed strategies to bring funds into the board. She shared that other Workforce Investment Boards were experiencing staff cuts. The board was in agreement that immediate efforts are necessary to ensure continued success of the WIO.

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

The One-Stop Operator's report was provided to all members. It was noted that the data may be presented differently due to the new OSOS system. MA Wiltse reviewed NY unemployment rates noting that NY rates are above the US rates, which may help with future funding. MA Wiltse reviewed formula fund allocation.

## **OLD BUSINESS**

*There was no old business to discuss*

## NEW BUSINESS

### Resolutions & Discussion:

1. **The Marketing Committee resolves to recommend that the Board accept the transfer of funds (\$6,500) from the marketing budget to the training budget.** *Karen Diffley made the motion to accept the resolution. John Betts second the motion. Motion approved.*
2. **The Youth Council resolves to recommend that the Board approve the release of the Youth RFP for PY 06.** *Terry McGee-Ward made the motion to accept the resolution. David Lester second the motion. Motion approved.*

Volunteers were requested for the nominating committee. The nominating committee contacts current officers to determine if they would like to be nominated again. Nominations can come from the floor, but the nominee must be present or a note accepting the nomination must be present at the meeting. Per the by laws, there are no term limits. David Lester, Cindy MacKay and David Segalla agreed to serve on the nominating committee.

## GOOD AND WELFARE

### Member Education- Generational Diversity

Katy Drake, Consulting Director for the Workforce Investment Board, provided a brief overview of the impact on generation diversity in the work place. With four generations currently working side by side in the work place, an understanding and appreciation of generational differences is required for businesses to thrive in an ever change climate. Information regarding the values and work ethics, communication styles and motivators and rewards for each generation was reviewed. Keeping generational values present in the areas of recruiting, training, retaining, motivating and rewarding staff was stressed.

### Economic Development Reports Columbia County

Jim Galvin and Frank Alguire

Mr. Galvin provided an update from Columbia County's Economic Development. Mr. Galvin updated the Board that 12 sub-standard housing units would be replaced with the funding of the \$400,000 Farm Workers Housing Grant. Additionally, the \$133,000 MicroBusiness grant funded four MicroBusiness Seminar Series classes and gave 28 small grants between \$2,000 and \$4,000 to businesses completing classroom training and starting or expanding a business. Mr. Galvin stated during 2005 construction was completed of the new Columbia County Human Services building, and \$670,000 was loaned to businesses starting or expanding in Columbia County. In the Commerce Park, two new buildings had been completed with 3 additional starts expected in the spring/summer of 2006 and eight additional sites under contract or under binder.

Mr. Galvin again noted the success of the BEST Program as it is entering the end of the first year. For the upcoming year, Mr. Galvin outlined the goals for 2006, which included: Continuing to meet with the gateway communities in order to pursue a development strategy consistent with their comprehensive plans and zoning, Pursuing an additional grant of \$400,000 for additional farm worker housing, Pursuing development projects compatible with the economy and geographic locations, Interfacing with the Capital District and the Hudson Valley to capitalize on economic development opportunities.

# Workforce Investment Board of Columbia & Greene Counties



## Greene County

Frank Alguire, for Greene County Economic Development, shared the following information:

Mr. Alguire started with Greene County on January 30, 2006 and works with Warren Hart. His current focus is visiting and working with local companies. He is currently utilizing an eight page questionnaire to better understand local business needs. Information regarding the Empire Zones is expected soon. Mr. Alguire noted that Greene County is benefiting from a strong partnership with the Workforce Office and Columbia County Economic Development.



## Mark Your Calendar

<b>Upcoming Special Events</b>	<b>Date, Time, Location</b>	<b>Information:</b>
<b>Youth Dinner</b>	May 4, 2006 4:30 – 6:30 pm Columbia-Greene Community College. Invitations to follow.	Contact Katy Drake 945-1508 <i>Drake@mhicable.com</i>
<b>WIB Meetings:</b>	Wednesday, July 12, 2006- 8:30a.m.	Contact Katy Drake 945-1508 <i>Drake@mhicable.com</i>

**ADJOURNMENT-** A motion to adjourn the Board meeting at was made at 6:55 and the motioned was second. Meeting adjourned.

Respectfully submitted,

Katy Drake  
WIB Consultant

# Workforce Investment Board of Columbia & Greene Counties