



Workforce Investment Board of Columbia & Greene Counties  
**Minutes for October 10, 2007 5:30 p.m.**  
**Columbia Greene Community College- Professional Academic Building**

## **WELCOME**

Karen Diffley announced new members: Sally Sharkey (Cairo Durham School District), John Seacord (VESID), Mary Prazma (Herringtons) and Deneen Byrne (DynaBil).

**Chairperson Karen Diffley called the meeting to order and did roll call.**

### **Attendance:**

**Present:** Frank Alguire, John Betts, Russ Coloton, Pam Dusharm, Karen Diffley, Barbara Eacott, Diane Franzman, Jim Galvin, Stan Ingalls, Kate Konopka, Mike Kutski, Les Lak, David Leavitt, Cindy MacKay, Terry McGee Ward, Betty Rosato, John Seacord, Deb Spaulding, M. A. Wiltse, Sarah Witham and Anthony Zibella

**Excused:** Tom Every, Susan Hollister, David Lester, Rebecca Main,

Linda Overbaugh, David Scott, Sally Sharkey, Tina Sharp and Lynn Strunk

**WIO Staff: Consultant:** Katy Drake  
**Guests:** Maureen Boutin (WIO), Bernie Mack (VESID) and Peter Markou

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

## **STATUS OF VACANCIES**

There are a total of six vacancies with two (2) business vacancies for Greene County, one Greene County Organized Labor vacancy, one Columbia County Education, vacancy from the Office of the Aging and one (1) Columbia County Business Vacancy.

Two appointments are pending for Greene County Business. One appointment is pending for Education for Columbia County.



## **ACCEPTANCE OF MINUTES**

A motion was made by Frank Alguire, seconded by Barbara Eacott and carried by the Board to accept the Board Meeting Minutes from the July 11, 2007 meeting. All Board meeting minutes are posted on the website, [www.Columbiagreeneetworks.org](http://www.Columbiagreeneetworks.org).

## **CORRESPONDENCE**

The following correspondence is available for member review:

### **Letters sent:**

July 15, 2007 Letter sent to Mr. Mark Decker (YES) notifying the program of approved funding for PY07.  
July 15, 2007 Letter sent to Ms. Lisa Slutsky (Catskill GED) notifying the program of approved funding for PY07.  
July 15, 2007 Letter sent to Ms. Sandy Arnone (Greenville) notifying the program of approved funding for PY07.  
July 16, 2007 Letter sent to Mr. Rick Morgan (New Lebanon) notifying the program that funding was not approved for PY07.  
July 25, 2007 Letter sent to Mr. James Keegan regarding the rescission of WIA funds.  
July 25, 2007 Letter sent to Mr. Wayne Speenburgh regarding the rescission of WIA funds.  
Quarterly WIB report sent to the Greene County Legislature and the Columbia County Board of Supervisors  
September 17, 2007 Letter sent to Mr. James Keegan regarding pending appointments and recruitment

# Workforce Investment Board of Columbia & Greene Counties

## **Letters received:**

*Resolution from Greene Legislature appointing Ms. Deneen Byrne from DynaBil*

*July 25, 2007 Copy of letter of support from Mr. James Keegan, Chairman regarding the WIA rescission*

*July 27, 2007 Copy of the letter of support from Mr. Wayne Speenburgh regarding the WIA rescission*

*August 14, 2007 Resignation letter from Ms. Kit Ali*

*August 15, 2007 Resolution from Greene Legislature appointing Mr. John Seacord from VESID*

*August 23, 2007 Copy of letter sent to Claudia Roberts, Treasurer, New Lebanon regarding fiscal management review.*

*Resolution from the September 12 Board of Supervisors' meeting appointing Ms. Mary Prazma, Herringtons*

*September 25, 2007 Invitation to Center for Economic Growth's Benchmarking Tech Valley summit.*

## **COMMITTEE MEETINGS**

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

### **Business Services**

Jim Galvin, Chair for the Business Services Committee, reviewed the committee report and provided a brief overview on the connection between affordable housing and workforce development.

Mr. Galvin encouraged all Board members to familiarize themselves with housing development projects within their communities and support the projects they agree would have a positive impact on affordable housing development. Mr. Galvin encouraged everyone to take an active role in learning and supporting projects as the first step in understanding the connection between affordable housing and workforce development.

Maureen Boutin reviewed the October 10th job fair attendance noting approximately 360 job seekers attended, with 45 employers and 5 agencies participating in the event. Thirty participants attended the "How to Work a Job Fair" workshop prior to the fair that well received.

Changes in the Employee Enhancement Program were also reviewed. For upcoming training sessions, participants no longer need to be new hires within the last four months. Also, participants no longer need to attend all four sessions of the training series, nor do post training evaluations need to be completed. The Career Center are able to make these changes because of the changes in performance measures. We are no longer required to track "obtaining a credential". Also, the income measure has been changed from an increase in wages, to just wages earned in a six month period.

It is the hope of the committee that these changes will allow businesses to further utilize this exceptional training program.

### **Continuous Quality Improvement**

Consultant Katy Drake reviewed the recent CQI audit of the Workforce Investment Office . WIO policies were well known by staff and implemented efficiently. The listing of the office phone number in the phone book remains in process. The audit stressed the need for a security plan to be developed for the office.

### **Executive Committee**

The Executive Committee met to review the PY 08 budget and to further discuss legislative support. Information on a pending rescission was reviewed. The Executive Committee is seeking a secretary due to Kit Ali's recent retirement. The committee received notice of the approval of grant #13-N "Regional Economic Transformation Strategies through a Sector or Cluster Based Approach".

## Workforce Investment Board of Columbia & Greene Counties

### **Youth Council**

The Youth Council recommended the revised youth program budgets, which were within the approved budgetary guidelines, be approved by the full Board. Program visits will be scheduled to occur over the upcoming quarter.

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

The One-Stop Operator's report was provided to all members. The report included State and Federal PY 07 Performance Measures. The report also included an ITA (Individualized Training Account) Funding for PY06 by Occupation.

The 9/30/07 Columbia Greene One Stop Center Participation Report was reviewed. MA Wiltse noted that the number of UI Claimants between 7/1/07 and 9/30/07 was the fewest number of claimants for UI in Columbia-Greene that she could remember. While summer was noted as a typically low time of year for Unemployment Rates, Columbia-Greene's percentage is below the rate for New York State, and New York's rate remains below the US UI rate for the year.

Current and future funding charts were reviewed. It was noted that funding has been cut in half since the start of the program in 2000. The budget reviewed for next year (PY08) which begins in July of 2008. NYS DOL has estimated our funding at \$566,386. We plan to have an additional \$192,068 in carry over funds from PY07. Thirty percent of the funding can be carried over per year, although each yearly allocation is required to be spent within two years.

**Note:** An updated budget was routed to all members the day following the meeting due to an error in a formula on the spread sheet.

The Board was notified that due to a failed measure in older youth earnings, Columbia Greene will be ineligible for incentive funds.

The New York State Grant for Regional Economic Transformation Strategies (RFP-#13-N) through a Sector or Clustered base approach was awarded to Columbia – Greene in conjunction with three other WIBs serving 11 local counties. A summary of the grant was distributed to Board Members. The regional areas of focus include: Biotechnology, energy and advanced manufacturing. The regional workforce area received preliminary approval for both our Tier One and Tier Two proposals.

### **OLD BUSINESS**

Approved PY07 funding for Youth Programs was reviewed by the Board. The following funding was approved at the July 11, 2007 Full Board meeting.

- The Catskill GED Program will receive funding of \$50,011.56 for PY2007.
- The YES Program will receive funding of \$59,400.00 for PY2007.
- The Greenville Program will receive funding of \$17,259.48 for PY2007.

### **Resolution:**

The Youth Council put forth a resolution to the Board to accept the revised budget summaries for the three programs within their approved allocated funding limits. Frank Alguire made a motion to approve the resolution. Diane Franzman seconded the motion. MA Wiltse and Dave Leavitt abstained. No one was opposed. Motion carried.

## Workforce Investment Board of Columbia & Greene Counties

### **NEW BUSINESS**

Information regarding the PY 08 Budget, the pending rescission, the incentive and sanction policy and the grant 13-N was reviewed during the One Stop Operator's report. Chair, Karen Diffley, requested nominations for secretary to replace Kit Ali due to her recent retirement. Any one interested in joining the Executive Committee to fill the role of secretary should contact Karen to further discuss.

### **GOOD AND WELFARE**

#### Board Chair

Peter Markou, consultant for the Next Step Program, provided the Board an update on the project. Mark Decker, MA Wiltse and Peter Markou attempted to establish an exploratory committee for individuals ages 18 – 24 to serve as a social and career connection organization for the local community. Individuals attending the exploratory meetings were paid \$25 per meeting in hopes of encouraging their participation. The goal of the Next Step Program is to offer this age group a place to network and develop professionally while connecting them to the local community. The age group identified was based on WIA funding and a DOL identified group. It was the hope that with encouragement, the core group on the exploratory committee would rally together and generate a type of junior chamber of commerce. Fourteen individuals attended the recent boat cruise . Thank you notes were sent to all who attended. Peter discussed the idea of a second event. The idea was to offer a speed interviewing program that would give the participating individuals a chance to network with local employers. WIB members were asked to consider participating in the event. Marketing the event on My Space or Face Book was suggested due to recent success of the advertising of local events. Board members made alternative suggestions to set up an organizational dinner meeting inviting those that attended the cruise to see if they really want this organization. At the dinner meeting the attendees would be told that it would be their responsibility to get events up and running if interested with support as necessary. Frank Alguire made a motion to adjourn the meeting following the presentation. Terry McGee Ward seconded the motion. Meeting was adjourned at 7:10.

### Please Mark Your Calendar

<b>Upcoming Special Events</b>	<b><i>Date, Time, Location</i></b>	<b><i>Information:</i></b>
<b><i>WIB Full Board Meetings</i></b>	January 15, 2008 8:30 am  April 8, 2008 5:30 pm  July 15, 2008 8:30 am  Meetings are held in The Professional Academic Building at the College unless otherwise noted	Contact Katy Drake at <a href="mailto:Drake@mhccable.com">Drake@mhccable.com</a> or 945-1508

Respectfully submitted, Katy Drake/WIB Consultant Attachment: Committee Reports

## Business Services Committee

September 18, 2007

### Employee Enhancement Program

Maureen Boutin updated the committee on the Employee Enhancement Program. Because of recent low attendance by new workers, an employer Zoomerang survey regarding the value of the program was distributed to members of the HR Round Table. The survey results, and recent attendance numbers (by company), were reviewed. Obtaining buy-in from supervisors at various companies and obtaining the final paperwork from companies after the class, was noted as an ongoing challenge. Connections with previously interested companies have been lost due to the fact that the original contacts within the organization have left, and replacements have either not been hired or are not expressing interest. Old WIA performance measures also allow for little flexibility in the manner the program is offered. The program was noted as having great value, especially when the employee does not have significant experience working with a team. The class includes people who are not employed, but a strong mixture of employed attendees is critical to ensure a focus on work skills. How to be more effective in selling the program to businesses was discussed by the committee. Suggestions included: speaking with the HR Round Table, having the Trainer of the Employee Enhancement Program to attend the job fair to meet the employers, and targeting Coxsackie industries such as Save – a- Lot and Serta. Other suggestions included holding the program at job sites and doing some industry specific targeting and marketing efforts. The possibility of extending the training eligibility window to six months and dropping evaluations with the performance measures changing was another suggestion from the committee. MA Wiltse discussed writing another column on Employee Enhancement Program.

### Update on The Next Step Program

The Dinner cruise under the Next Step Program (Youth Association) was discussed. Unfortunately, there were some glitches, such as the band did not show for the event. The event included a mixture of unemployed and employed individuals within the 18 to 24 age range. Towards the end of the cruise a survey game was played regarding issues that might be applicable to the participants. The next event, set up in a “speed dating” format, will provide participants a chance to meet with local employers.

### Follow up on RFP #13-N “Regional Economic Transformation Strategies through a Sector or Cluster Based Approach.

The grant proposals include four WIBS (11 counties) with a focus on the following sectors: Advanced Manufacturing, Nanotechnology, Biotechnology, Construction and Energy.

The proposal has been submitted but is pending announcement, now scheduled for the end of the September. A Tier One Planning Proposal for \$50,000 for 90 days was submitted. In addition, a Tier Two for \$500,000, renewable for three years for a total of 1.5 million dollars, was also submitted for the same round.

### Affordable Workforce Housing

It was noted an increase in affordable housing studies on line is now available. The Business Services Committee agreed that educating people on the connection between housing and workforce is the first step. Frank Alguire and Jim Galvin agreed to provide an educational overview on workforce development and local housing at the upcoming Full Board Meeting.

### Review of PY 06 ITA Report

MA reported that it was a requirement of the Skill Standards Committee to review outcomes for Individualized Training Accounts (ITA). Due to the joining of committees, this responsibility now falls under Business Services. Two PY06 participant ITA reports were reviewed. One report presented the information by the school that was attended; the other report provided the information by the occupation in which people were being trained. It was noted that the most popular programs are those with the shortest training time, such as the CDL program. It was clarified for the committee that there has been limited success with the placement of Class B drivers, because these positions often require other skills, such as construction. Therefore, the Class B license training will only be approved if the participant has an “intent to hire” letter from a prospective employer. All the other training programs had appropriate success rates, and no school was shown to be deficient based on graduation and placement rates. Information on the companies participants end up working for is no longer available. Previous reports also use to tell us starting wages, but OSOS does not collect that information. The committee was interested in knowing how many CDL training participants work in the two local counties. An attempt will be made to provide this information at the next meeting.

### Job Fair

The Fall Job Fair is scheduled for October 10<sup>th</sup> from 10 am -2 pm at the College. Advertising is in process. \$2000 was received from DOL. The goal is 50 employers.

**Appointment of Vice Chair** -Chair Jim Galvin appointed Frank Alguire as Vice Chair.

# Workforce Investment Board of Columbia & Greene Counties

## **Continuous Quality Improvement (CQI) Committee Audit** September 19, 2007

The manual can be found at: <http://www.columbiagreeneorks.org/policy-link.html>

Policies, findings and recommendations are as follows:

### **Policy 301- Financial Aide Determination**

**Findings:** Procedures followed

**Recommendations:**

- Formalize the system Center Staff member Holly uses regarding an appointment card provided for all customers with the center phone number and consider adding this successful practice to the procedure.
- Financial Aid form is not a controlled document. It is recommended that this form be controlled so it can be identified as the most current form available.

**Additional Findings:**

- Center Phone number remains unlisted in local phone books—correction is in process.
- Security- Recommendations regarding a security plan were stressed.

### **Policy 301.5 Supportive Services**

**Findings:** Transportation: Lists mileage costs that are not being currently offered.

**Recommendations:**

- Supportive Services form is not a controlled document. Should be controlled so it can be identified as the most current form available.
- Review if further clarification is necessary regarding transportation funds not being available in PY07. Eliminate mileage which is not currently offered.
  - In addition, eliminate mileage reimbursement on the L1 Supportive Services form.
- Further notation that home based childcare is paid bi-weekly may be required in policy.
- An updated list of NYS Training Providers should be made available for all customers.

### **Policy 303 Job Readiness Services**

**Findings:** Center staff Wendy provided a detailed overview of the policy covering the Employee Enhancement Program and the Computer Literacy Program.

**Recommendations:** Policy reviewed- no recommendations. OSOS reminder system's lack of availability discussed with One Stop Manager.

### **Policy 307 On-the- Job Training**

**Findings:** Procedures followed according to policy. Staff works closely with employers. Good questionnaires in place. Contracts are confidential as are payroll records. Records are maintained in storage for six to eight years. Eligibility is verified. Employers are provided a questionnaire and program narrative to prevent abuse. Good training outline. Assistance provided for companies who do not have job descriptions. Career development workshops are in place. If applicant is not successful on first part, the applicant would be encouraged to retake (However, no more than two times).

**Recommendations:** Policy followed- no recommendations at this time.

### **Policy 406 Labor Market (Workforce) Information**

**Findings:** Center Staff Vince Grimaldi reviewed the complete policy and provided exceptional materials in addition to the materials demonstrated in reference to the policy.

**Recommendations:** Standards met. Center Staff demonstrated policy to the fullest extent.

## **Executive Committee**

website: [www.columbiagreeneorks.org](http://www.columbiagreeneorks.org)

# Workforce Investment Board of Columbia & Greene Counties

October 2, 2007

## **Board vacancies**

- Current Board Vacancies were reviewed. Greene county presently has two business vacancies with appointments pending for both. Deneen Byrne from DynaBil has been appointed to the Board. An Organized Labor representative is still being recruited.
- Under joint appointments, John Seacord from VESID has been appointed.
- In Columbia County one business vacancies currently exists. Mary Prazma from Herringtons has been appointed. Kit Ali has retired from the Office for the Aging and her replacement is pending. A luncheon will be arranged to thank Kit for her years of service and dedication to the Board.
- Frank Alguire has been appointed Vice Chair for the Business Services Committee
- Kate Konopka was appointed to the Business Services Committee.

## **2008 Budget Projections & pending possible Rescission**

The Three Year Plan Addendum-Report to the Legislature and Board of Supervisors was reviewed. The document includes a funding history since PY 00 and a future funding projection. Due to funds carried forward from PY 06, PY 07 is expected to be a financially stable year. PY 08 will require the need to utilize all of the carry over funds to maintain a level of services acceptable to the Department of Labor. Based on funding projections for PY 08, it will be difficult to maintain the Columbia Greene Workforce Area relying solely on WIA funds. Mergers with other workforce areas were discussed. The impact of a merger was also discussed. Other options are being explored to receive the necessary support to remain an independent region.

## **Update on Grant Proposal RFP# 13-N “Regional Economic Transformation Strategies for a Sector or Cluster Based Approach”**

Columbia Greene received word today that the four WIBs and their partners making up the Workforce Consortium for Emerging Technologies have been awarded both the Tier One and Tier Two Grants. Tier One will provide \$50,000 for a ninety day planning period. All Chief Elected Officials will be required to sign off on the plan before any funds will be released. Columbia County and Greene County have already provided letters of support.

## **Update on “Community Based Job Training” Grant**

Local community colleges are taking the lead on this Federal Grant. This grant builds off RFP # 13- N and may provide funding to develop new training curriculums tied to the sector based approach. If awarded, this grant may provide Columbia Greene WIO with more training funds.

## **WIB Secretary**

A volunteer for an appointment to complete Kit Ali’s term as secretary will be sought on October 10, 2007.

## **Youth~ Youth Proposals and Funding for Program Year 2007**

The three youth programs (Greenville, Catskill and YES) funded by WIO submitted revised budget summaries to meet the funding awarded. All three budgets were approved by the Youth Council and will be brought to the Board at the upcoming meeting.

## **PY 07 Performance Measures**

Information was distributed regarding the PY07 Performance Measures. Common measures have replaced WIA measures. State standards and Federal standards were reviewed.

Incentive and sanction standards were reviewed. If an area fails the measure the first year (below 80% of the standard) a corrective action plan and potential state mandated training is required. A second year of failed performance could result in a 1% reduction in the allocation of the funding stream in which the performance measure was missed. Note: The Incentive funds will not be nearly as large as we have received in the past two years. We will only get an additional 1% of each funding stream’s allocation for each measure passed.

# Workforce Investment Board of Columbia & Greene Counties

## Youth Council

October 2, 2007

### **Summer Youth Program**

Mark Decker distributed Summer Youth Program information and provided a review of the summer program. The program served a total of 68 participants, with 19 from Columbia County and 49 from Greene. The difference in the number of participants per county is based on funding allocated per county. Younger Youth (14 & 15 year olds) from Greene County participated in a four week career exploration program at the college. Transportation to the college was provided. Two occupational areas were provided---Health Careers, with 13 participants, and Culinary Arts with 16 youth participants. The program ran for 5 hours a day. Field trips, guest speakers and activities were all included in the program. Great instructors were noted.

Thirty nine youth, ages sixteen to eighteen participated in SYEP at community worksites. They were evenly divided between the two counties. Participants averaged 28 hours per week. Once or twice a week the participants would meet with a counselor. Only a low number of participants, perhaps four or five, had to be let go from the program. The program is designed to provide youth with work experience, career exploration and job seeking skills. 8 participants obtained after-school employment following the program.

### **Update on negotiated performance measures**

Information was distributed regarding the PY07 Performance Measures. Common measures have replaced WIA measures. State standards and Federal standards were reviewed. A focus on an increase in "out of school youth" participation was reviewed. The goal is to increase out of school youth participation. Columbia – Greene's youth participants are mainly "out of school youth". It will be necessary to maintain current performance to meet those standards. The performance measures are low for this area while programs across the state shift their focus from "in school" to "out of school" youth. Youth literacy/numeracy gain is a new measure which has not been tracked in the past. The two GED programs funded under WIO will address this measure.

None of the Youth Program Measures have an incentive award tied to it. Sanction standards do exist. If an area fails the measure the first year (below 80% of the standard) a corrective action plan and potential training is required. A second year of failed performance could result in a reduction of funding by 1% for each youth measure failed.

### **Review contract changes for:**

- Catskill

The Catskill budget was reviewed. Requirements in contract letter were reviewed and appear to be being met. Ten youth have already successfully completed the program since July. Maximum capacity for the current program has been reached.

Budgets were revised to include approved PY2007 funding. No concerns noted with the projected budget summary.

- Greenville

The Greenville budget summary was reviewed. Budgets were revised to include approved PY2007 funding. No concerns noted with the projected budget summary.

- YES

The YES budget was reviewed. Budgets were revised to include approved PY2007 funding. No concerns noted with the projected budget summary.

### **Resolution:**

A resolution will be put before the Board to approve the revised budgets.

### **Schedule Fall Program Visits**

Program visits will occur in November. Reports of the program visits will occur at the next Youth Council meeting.