



Workforce Investment Board of Columbia & Greene Counties
Minutes for October 8, 2008 5:30 p.m.
Columbia Greene Community College- Professional Academic Building

WELCOME

Anthony Zibella welcomed members and guests.

Chair Tony Zibella called the meeting to order with roll call.

Attendance:

Present: Frank Alguire, John Betts, Russ Coloton, Fran DelGaudio, Pam Dusharm, Diane Franzman, Carrie Haddad, David Lester, Ann Luby, Cindy MacKay, Rebecca Main, Florence Ohle, Mary Prazma, Betty Rosato, Karen Schoonmaker, John Seacord, Sally Sharkey, Mike Veeder, M. A. Wiltse, and Anthony Zibella

Excused: Deneen Byrne, Tom Every, Jim Galvin, Susan Hollister, Stan Ingalls, Kate

Konopka, Mike Kutski, David Leavitt, , Jessica Nabozny, Linda Overbaugh, David Scott, Jim Svetz, Lynn Strunk, and Sarah Witham

Consultant: Katy Drake

Guests: Maureen Boutin

With 20 members in attendance, a quorum is present.

STATUS OF VACANCIES

There are a total of four vacancies: one Greene County Organized Labor vacancy (appointment pending), one Columbia County Education vacancy (appointment pending), One Columbia County business vacancy and one joint vacancy for the Office of the Aging (appointment pending).



ACCEPTANCE OF MINUTES

A motion was made by John Betts, seconded by Cindy McKay and carried by the Board to accept the Board Meeting Minutes from July 15, 2008. All Board meeting minutes are posted on the website, www.columbiagreeworks.org.

CORRESPONDENCE

Frank Alguire, WIB secretary, noted that the following correspondence is available for member review:

Letters sent:

- o September 5, 2008. Letter sent to Mr. Patrick Gabriel, Germantown Central School's Superintendent, regarding recruitment for the Columbia County Educational Representative for the WIB.
- o September 10, 2008. Letter sent to Ms. Fran DelGaudio, Greene County DSS regarding WIB appointment.
- o September 22, 2008. Follow up letter to Mr. Gabriel regarding Columbia County Educational Representative.
- o September 23, 2008. Letter sent to Mr. Arthur Baer, Columbia County CLEO, regarding Columbia County Educational Representative.

Workforce Investment Board of Columbia & Greene Counties

Letters received:

- July 9, 2008 Letter from Bruce Herman, Deputy Commissioner for Workforce Development, appointing Ms. Ann Luby as the region's labor representative.
- July 18, 2008. Letter to the Chair from Karen Coleman DEWS Director, approving the Local Plan Modification.
- July 21, 2008. Letter to Chairman Speenburgh and NOA (Notice of Obligational Authority).
- July 30, 2008. Letter to Chairman Speenburgh and NOA (Notice of Obligational Authority).
- August 20, 2008 Greene County Resolution appointing Ms. Fran Del Gaudio to the WIB.
- September 9, 2008 Letter from Karen Coleman regarding WIA PY07 Incentive Grant Eligibility.
- September 2008. Letter appointing Ms. Ann Luby to the Columbia Greene WIB.

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

In the absence of Chair, Jim Galvin, the Business Service's Vice Chair, Frank Alguire, reviewed the committee report. The Board was updated on activities under the #13-N Grant on Sector Strategies, including the recent Workforce Summit.

Mr. Alguire also discussed the ITA reports and the resolution that will be put before the Board regarding changes in data management for Individualized Training Accounts.

Following discussions regarding the lay offs at L& B and Kaz, David Lester from Taconic requested the Board's support in dispelling rumors that Taconic is leaving the area. Mr. Lester is seeking to reassure the local business community that Taconic is remaining in Germantown.

Continuous Quality Improvement

Katy Drake, WIB Consultant reviewed the CQI audit from September. Four CQI committee members visited the One Stop Center on September 25 to conduct a policy audit. Staff were very knowledgeable and helpful in reviewing the selected policies. Minor recommendations regarding document control were made. Overall, the audit had very positive results.

Executive Committee

Chair Tony Zibella reviewed the Executive Committee report, highlighting the new member orientation that was held the first week in October.

Youth Council

MA Wiltse update the council on the Youth Council report, discussing in length the Internship Grant (see attached Youth Council Report). It was also reported that the out of school youth programs are running, with strong attendance for both programs. The in-school youth program held an orientation night the first week in October and is working on recruiting and enrolling students.

One Stop Operator Director's Report

The One-Stop Operator's report was provided to all members. The report provided a review of Core Services, Skill Development and Training Services, DOL Employment Services

Workforce Investment Board of Columbia & Greene Counties

Statistics for Columbia Greene, a local quarterly report for local activities, Adult Education Information and Marketing information.

OLD BUSINESS

Update on RFP #13-N “Regional Economic Transformation Strategies through a Sector or Cluster Based Approach”

A regional conference was held September 17th at the Crowne Plaza in Albany. The Workforce Summit was a collaborative effort to prepare our regional workforce for technology based jobs. The Workforce Development Institute, along with community and faith based organizations, partnered with the four WIBs to bring people together to discuss this regional initiative.

A business intermediary has been hired to work directly with businesses in advanced manufacturing through this grant. The intermediary will be the link between businesses, training and the four WIBs.

A RFP on the talent pipeline has been issued. The pipeline work will look at the sector of advanced manufacturing to determine what skills are needed for jobs, where employees are coming from to fill those jobs and current training programs. The Talent Pipeline study will then explore gaps in filling advanced manufacturing positions with technically skilled workers. Only one bid was received in response to the Pipeline RFP. As the bid was \$40,000 over budget, the pipeline RFP will be extended. Once the pipeline study is completed, curriculum training will be developed to fill training gaps.

The Work Readiness Credential is another area of focus under the grant. A RFP to explore all regional credential programs has been issued and is posted on the web site with an October 31, 2008 deadline. Efforts will be made with businesses to work with them in finding value in a regional credential.

A Career Pathways RFP has also been drafted to look at secondary education and career paths.

Update on “Internship Grant”. (Review Internship Program Fact Sheet)

MA Wiltse provided an update on the internship grant. Project Coordinators Ed Hallenbeck and Sandra McGarraugh have been hired for the regional Internship grant. Ed Hallenbeck was instrumental in developing the internship concept. Mr. Hallenbeck’s business connections and Sandra McGarraugh’s educational connections will be of great value to the program.

Each Career Center has staff to participate in getting the word out locally regarding the Internship program. Maureen Boutin and Mark Decker will be working on the project for Columbia-Greene. CEG’s Beanstalk web site will be used to post and seek internships. The challenge will be for businesses to find enough value in the program to put the interns on payroll. Interns must earn at least the minimum wage and intern for a minimum of six weeks, but there is no hour per week requirement. The goal is 50 internships between the eight counties. A focus on high technology based business will occur.

The grant’s original intent is to address the brain drain in the region. By connecting students to local business opportunities, it is the hope that students will want to stay in the area.

Workforce Investment Board of Columbia & Greene Counties

Participants or businesses looking to participate in the Internship Program will be directed to the One Stop Center. Interested businesses should contact Maureen Boutin at the Career Center (828-4181).

The terms for the grant require:

- Private business only, no non-profit or government positions
- A minimum of 6 weeks in length, with no minimum hours per week required
- Paid internships only
- Interns are required to be between the ages of 16 -24

Ann Luby followed up on questions from the July Board meeting regarding not –for-profit businesses being left out of this grant opportunity. Ms. Luby has requested consideration for not-for-profits for the next round of internship grants. This grant was designed to encourage small businesses to connect with local students.

NEW BUSINESS

Incentive Funds-Review of past incentive funding formulas, PY 07 results, NYS DOL draft measures for current year (PY 08) and the possible impact on ITA policies.

MA Wiltse reviewed the hand out on the results of Incentive Awards for PY07. Columbia Greene's award amount was \$13, 693.51 for PY 07. Incentive Measures for Program Year 08 in draft form were reviewed with the Board. Two of the incentive measures are based on regional results. There is the potential that incentive awards may be based on the requirement that each WIB must apply for all incentive measures in order to receive any incentive awards. The Board agreed that all incentive funding opportunities should be explored, including the two regional measures. Due to the limited amount of funding available, it may be possible for the capital region WIBs to agree on an ITA policy as Columbia Greene will not be able to continue the generous funding they have offered on the past. MA will start working on a regional ITA policy and bring developments on the policy to the Executive Committee and the full Board (after the Business Service Committee has had the opportunity to review the information).

Business Services Resolution regarding ITA Reporting Document

Resolution: The Business Services Committee resolved to not require the tracking of outcome data from the old ITA report as the credentials are no longer a performance measure and starting wage can not be obtained.

Frank Alguire made a motion to accept the Business Services Committee's resolution regarding tracking outcome date for ITAs. Karen Schoonmaker seconded the motion. All members were in favor. MA Wiltse abstained. No member was opposed. The motion carried.

Update on Kaz leaving Columbia County – Services being provided.

An overview of local plant closings was distributed to the Board. Information was provided regarding the May closing of LB Furniture and the announcement of Kaz laying of 339 workers. An overview was provided on the services that have already been offered to LB employees, including those still on UI as of September 14. Also discussed are the services that

Workforce Investment Board of Columbia & Greene Counties

will be offered to Kaz under rapid response. A schedule of transition workshops and services that would be offered starting in October, covering all Kaz shifts, was provided.

GOOD AND WELFARE

Frank Alguire updated the Board on development for Greene County. A large liquor distributor will be coming into the industrial park in Coxsackie. They will be receiving Empire Zone credits. It is expected that many of their current employees will commute, so few new jobs are anticipated at this time. The Athens' restaurant Cameo's is closing on a loan to purchase the entire building in order to double their seating.

Mr. Alguire discussed the potential of three new start-up businesses in the area focusing on alternative energy installation. Mr. Alguire would like to see more of an emphasis from training institutions (BOCES, community colleges, four year schools) to develop programs for contractors to be trained for this new wave of energy independence. Training is needed in part because state tax credits for alternative energy installation require contractor certification. It was noted that Questar and Hudson Valley Community College both have programs regarding alternative energy. Board member Mike Veeder teaches energy alternatives for both programs. Mr. Alguire will attempt to gain additional information from NYSERDA.

The motion to adjourn was made by Frank Alguire and seconded Diane Franzman. The meeting was adjourned at 6:52 p.m.

Please Mark Your Calendar

Upcoming Special Events	<i>Date, Time, Location</i>	<i>Information:</i>
Job Fair	October 29, 2008 Columbia Greene College	For Job Fair information, contact Maureen Boutin at the WIO 828-4181
WIB Full Board Meetings	January 13, 2009 8:30 am April 8, 2009 5:30 pm July 14, 2009 8:30 am	Contact Katy Drake at Drake@mhccable.com or 965-1421 Reminders to follow closer to the meeting dates.
<i>Meetings are held in The Professional Academic Building at the College unless otherwise noted</i>		

Respectfully submitted,

Workforce Investment Board of Columbia & Greene Counties

Katy Drake/WIB Consultant

Attachment: Committee Reports

Business Services Committee

Meeting held September 11, 2008

Update on RFP #13-N "Regional Economic Transformation Strategies through a Sector or Cluster Based Approach".

A regional conference was held September 17th at the Crowne Plaza in Albany. The Summit was a collaborative effort to prepare our regional workforce for technology based jobs. The Workforce Development Institute, along with community and faith based organizations, have partnered with the four WIBs to bring people together to discuss this regional initiative.

A business intermediary has been hired to work directly with businesses in advanced manufacturing through this grant. The intermediary will be the link between businesses, training and the four WIBs.

A RFP on the talent pipeline has been issued. The pipeline work will look at the sector of advanced manufacturing to determine what skills are needed for jobs, where employees are coming from to fill those jobs and current training programs. The Talent Pipeline study will then explore gaps in filling advanced manufacturing positions with technically skilled workers. Only one bid was received in response to the Pipeline RFP. As the bid was \$40,000 over budget, the pipeline RFP will be extended. Once the pipeline study is completed, curriculum training will be developed to fill training gaps.

The Work Readiness Credential is another area of focus under the grant. A RFP to explore all regional credential programs has been issued and is posted on the web site. Work will be done with regional businesses in order for them to find value in the regional credential developed.

A Career Pathways RFP has also been drafted to look at secondary education and career paths.

Kaz Update

The recent announcement that Kaz is closing the Hudson plant, laying off over 300 employees, was discussed at the September meeting. A meeting was held 9/10/08 with Kaz, their outplacement consultant, DOL representatives, and the One Stop Career Center. It was noted that Kaz is handling this difficult situation well. Patty Stockman, from the Executive Connection, has been hired as a consultant to be on site to assist employees. Computers on site will be available to help employees with training, resumes and job searches. Kaz is gathering employee information to assist in supporting and providing services to workers who will be displaced as Kaz shuts down production over the next year. Language barriers are present for many employees, as well as transportation and educational barriers. Many partners have been identified to assist with support services. Employees will learn about health care options, heating assistance, food stamps, and various other options. In addition, VESID and Questar III programs will be included in the orientation.

Kaz has applied for the Trade Adjustment Act (TAA) because their jobs are going out of country. TAA provides access to a federal tuition program and extended unemployment insurance benefits.

Fall Job Fair

The fall Job Fair has been scheduled for October 29th at Columbia Greene College. Approval from DOL for funds for the job fair has been obtained. With a reduced number of local businesses hiring, there is a concern over how many employers will attend the job fair. Businesses looking to register should contact Maureen Boutin at the One Stop Center.

E- learning

250 licenses have been obtained for e learning. Training on the program, which started September 1st, has occurred. E learning will help upgrade skills for job seekers. The Prove It! Assessments can assist in targeting areas of focus for e learning. The assessment piece-Prove It!-can be used as a prescreening tool for businesses. E learning offers courses that can address issues/skill gaps uncovered on the assessment. E learning for part time seniors was discussed. E learning can increase skills but it does not provide occupational training.

Prove It! and e learning can only be used with job seekers. These programs can assist businesses with the prescreening of applicants to ensure candidates have the necessary skills to be successful.

ITA Outcomes

The One Stop Center's data management system (OSOS) does not allow for the creation of the ITA report previously reviewed by the committee. Collection of data can now only be completed by hand --which is time consuming. The past report provided the area of training, schools attend, successful graduation rates, entered employment rates and average starting wage.

Workforce Investment Board of Columbia & Greene Counties

Even if the career center does provide a cobbled together report it can no longer include starting wages. The entered employment rate and credential rate (which is no longer a performance measure) will not be based on OSOS data, but on internal staff documentation and recollection, which is unlikely to be accurate, since it must be obtained through review of each customer's individual records.

RESOLUTION: A motion was made to not require the tracking of outcome data from the old ITA report as the credentials are no longer a performance measure and starting wage can not be obtained.

PY07 Incentive Performance Report

Columbia Greene anticipates receiving incentive funds for the following measures:

- Increase number of people receiving training services
- Increase number of out-of-school youth enrolled
- Improve entered employment rate and employment retention rate performance by reducing the number of participants who exit while still certified for UI benefits
- Adult Entered Employment Rate

Executive Committee

Meeting held September 30, 2008

New Member Orientation

The first part of the meeting was designed to provide Board new members a more in-depth overview of the WIB and Committees. Chair Tony Zibella provided an overview of the history of the WIB. Tony discussed the transition of services from CETA (Comprehensive Employment Training Act) to JTPA (Job Training Partnership Act), both of which were overseen by the PIC (Private Industry Council). The WIB was formed in 2000, in response to the repeal of JTPA, which was replaced by the Workforce Investment Act. In accordance with the funding mandates, the WIB oversees how local funding is spent.

The by-laws were distributed for review with a focus on the vision and mission of the WIB. MA Wiltse reviewed some of the partners that serve on the WIB. Partners include Union/Labor Representation, Community Based Organizations (CBO), Senior Employment Program –Office of the Aging, TANF, VESID, Adult Education (Questar), WIA and DOL (Wagner-Peyser). Other partnerships include Community Action and HUD programs. The majority of the Board is required to be local business leaders. Equal representation from each county, along with the required partner organizations, comes together to form the 38 member Board.

The benefits of the local services of the WIB to community were stressed. WIA services provide training to individuals, assistance with job placement services in addition to supporting businesses with On-The-Job Training, an Employee Enhancement Program and an HR Round table. The WIB was described as the catalyst to business improvement in the counties.

Vice Chair Karen Schoonmaker reviewed some of the successes and challenges of the WIB over the years. Incentive awards for the Columbia Greene area were reviewed. In the past, Columbia Greene was one of only 3 local areas that met all 17 performance measures. This success resulted in an award of over \$300,000 for the area. Unfortunately, the formula for distribution of incentive funds has been changed and Columbia Greene will likely never have the opportunity to obtain such large incentives again. For Program Year 07, Columbia Greene received over \$13,000 for meeting all but one program measure.

The new 2008 – 2009 Program Catalog was reviewed highlighting the successes of the Employee Enhancement Program, the HR Round Table, SHRM training, bi-annual job fairs and the three local youth programs. It was noted for the meeting that the GED program served 83 youth last year between Catskill and YES.

Prove It! assessments for job seekers and on line learning are new opportunities for this program year offered through the One Stop Center. A regional internship program is also new this year and is just gearing up to serve over 50 students by July 2009.

The WIB's role in selecting in-demand occupations was discussed. While the WIB no longer selects specific training providers, it does direct ITAs to in-demand occupations.

#13 N Grant for Regional Transformation based on Sector Strategies

Workforce Investment Board of Columbia & Greene Counties

This 11 county regional effort is focused on advanced manufacturing. Four parts of the grant include a talent pipeline study (to determine jobs available in advanced manufacturing, where employees are coming from to fill those jobs, training programs for those positions and gaps in the pipeline), a work readiness credential, a career pathways program and curriculum development. A regional summit was held October 17th in Albany reaching approximately 160 partners and business members.

Kaz Update

Rapid Response for Kaz will start on October 6th with 10 meetings to be held through out the month of October. Meetings will be held in several different languages and will cover all shifts. In November and December the Career Center will be offering other informational sessions such as training opportunities available under TAA, community services and supports available and job search information.

Change in the WARN notice

New state statute was announced which is more expansive than the Federal statute regarding lay offs. The change includes that WARN notices now apply to businesses with 50 workers or more. The change requires 90 day notice (versus the previous 60 day requirement) and includes additional fines if not followed. The information is distributed to businesses via Department of Labor, the HR Round table and the workforce newsletter.

Youth Council

Meeting held September 25, 2008

Internship Grant Update

Project Coordinators Ed Hallenbeck and Sandra McGarraugh have been hired for the regional Internship grant. Ed Hallenbeck was instrumental in developing the internship concept. Mr. Hallenbeck's business connections and Sandra McGarraugh's educational connections will be of great value to the program.

Each Career Center has staff to participate in getting the word out locally regarding the Internship program. Maureen Boutin and Mark Decker will be working on the project for Columbia Greene. CEG's Beanstalk web site will be used to post and seek internships. Unfortunately, no advertising budget was allowed under this grant. One Stop Centers will meet on October 3, 2008 to outline recruitment strategies. The challenge will be for businesses to find enough value in the program to put the interns on payroll. Interns must earn at least the minimum wage and intern for a minimum of six weeks, but there is no hour per week requirement. The goal is 50 internships between the eight counties. A focus on high technology based business will occur.

The grant's original intent is to address the brain drain in the region. By connecting students to local business opportunities, it is the hope that students will want to stay in the area.

Participants or businesses looking to participate in the Internship Program will be directed to the One Stop Center. The Council brainstormed local businesses which might be interested in the Internship Program. Interested businesses should contact Maureen Boutin at the Career Center (828-4181).

The terms for the grant require:

- Private business only, no non-profit or government positions
- A minimum of 6 weeks in length, with no minimum hours per week required
- Paid internships only
- Interns are required to be the ages 16 -24

Review of the Summer Youth Program

Mark Decker updated the Council on the success of the Summer Youth Program. A total of 73 Youth (43 from Greene County and 30 for Columbia County) participated in the program. Students ages 14 &

Workforce Investment Board of Columbia & Greene Counties

15 participated in a 25 hour a week career exploration program for four weeks at the college. Students learned about health, science, culinary skills, went on field trips, listened to guest speakers and were certified in CPR. Older youth participated in a six week paid program working with local businesses. Students worked approximately 28 hours a week in a variety of local businesses. Following the completion of the program, several students were accepted in to regular part time or full time positions. A full Summer Youth Report is available from Mark Decker.

Youth Program Update

Greenville

Orientation for the Greenville In- School Youth Program will be held on October 1, 2008. Five students will be returning to the program as many graduated last spring. Recruitment for the program may be a challenge.

YES

The YES Program has five new participants, with five participants returning. The program continues to meet Tuesday, Wednesday and Thursdays.

Catskill

The Catskill GED Program is at maximum enrollment with a waiting list of students. Since July, six students have passed their GED. Program Staff remains consistent with the same teachers, assistant teachers and Program Coordinator returning this year.

Continuous Quality Improvement (CQI) Committee September 25, 2008 Audit

Auditors Lynn Strunk, John Craft, Stan Ingalls, Katy Drake

Staff Associates: Vince, Tony, Wendy, and Maureen

Policy # 100.1 Greeting Customers with UI Questions

Observations: Associate could not produce Reference Documents- M.A. assisted. Documents are not identified as either controlled or uncontrolled. Need to list latest rev # and date. Associate has developed a very helpful guide to assist clients having trouble getting through voicemail. Need to consider adding this to your local documents.

Policy- 107 Providing Customers with Information on Elected Officials

Observation: Documents are not identified as either controlled or uncontrolled. Need to list latest rev # and date

Policy- 201.1 Initial Assessment Interview – UI Claimants

Observation: Documents are not identified as either controlled or uncontrolled. Need to list latest rev # and date

Policy 405 Labor Market (Workforce) Information

Observation: Documents are not identified as either controlled or uncontrolled. Need to list latest rev # and date

Workforce Investment Board of Columbia & Greene Counties

Comments: Associate was very well informed and displayed a very positive proactive personality.

Policy 202 Standards for Managing Workshop Attendance

Observations: Policy recently revised (7/18/08). Staff provided a full overview of the policy which includes a double check on data entry. No concerns noted regarding implementation of the policy.

Comments; Staff were well informed and understood the policy and systems for managing workshop attendance.

Policy 207 Disability Program Navigator (DPN) Referral Services

Observations: The DPN staff member is new to this position and learning his new role. He has recently attended a webinar on his new role and appears to have the necessary supports and resources to effectively implement DPN Referral Services. Policy reviewed.

Comments: Being new to this position, the staff member is exploring the accessibility of materials, the workshops and the physical building. He is exploring adaptive equipment for training classes. He presented many good ideas and resources he will be pursuing as he gets further into his new position. No changes to the policy recommended at this time.

Policy 509 On-The-Job Training

Observations: Staff very knowledgeable of policy and procedures. No concerns noted in implementation of policy. No changes recommended at this time.

Final Comments: Excellent customer service skills. Overall very good audit. Thank you to staff for their ongoing efforts.