

Workforce Development Board of Columbia & Greene Counties

Minutes for July 17, 2018 5:30 p.m. Columbia Greene Community College

MISSION: The C-G WDB 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

Chair Terri Drobner called the meeting to order at 5:32. Members and guests were welcomed.

Present: Jamie Budai, Carolyn Dongara, Terri Drobner, Chris Foster, Ann Luby, Kathryn Nelson, Kathy Roop, Joe Sacchetti, Lisa Thomas, Cindy Tipple, Michael Torchia, Deb Tuttle, Jane Wais and M. A. Wiltse

Consultant: Katy Drake

Excused: Frank Alguire, Debra Armstrong, *Lindsay Arp, *Mark Fingar, Myra Garcia, *Tony Jones, *Maryanne Lee, *David Lester, *Florence Ohle, Brya Scali, Joshua Taylor, Mike Veeder, Terry McGee Ward, and *Joe Wolodkevich.

***Proxy votes were received from:** Lindsay Arp, Mark Fingar, Tony Jones, Maryanne Lee, David Lester, Florence Ohle and Joe Wolodkevich.

Guest: Kevin Alexander (NYSDOL), Scott Brazie (ACCES-VR), Maureen Boutin (Workforce Office) and Susan Gallagher (NYSDOL/DEWS Manager).

With 14 out of 31 members in attendance, a quorum was not available.

(Follow up: A special Board meeting has been scheduled for July 31, 2018 at 8:30 am to address the PY18 Youth Contract)

STATUS OF VACANCIES

Recruitment is in process for two Columbia County business representatives. An appointment for Mr. Scott Brazie, the new District Manager for ACCES-VR, is pending.

ACCEPTANCE OF MINUTES

MA Wiltse made a motion to accept the board meeting minutes for April 17, 2018. Deb Tuttle seconded the motion. The motion was tabled until a quorum is available. Meeting notes are posted on the website-- www.columbiagreeneetworks.org.

CORRESPONDENCE

The following correspondence is available for member review:

Letters Sent:

- *May 14, 2018 Update sent for CG Center Certification*
- *May 17, 2018 Quarterly reports sent to CLEOs*
- *June 18, 2018 Letter sent to all Board members regarding July elections*

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Letters Received:

- *April 27, 2018 Letter received from Frederick Pedinotti, NYSDOL (FOTA) regarding 2018 Biennial Property Management Review*
- *May 2, 2018 Letter received from Karen Coleman, NYSDOL regarding approval for second round in the Sector Partnership National Emergency Grant funding for \$11,480.00. (Funds available through June 30, 2018)*
- *June 19, 2018 Copied on memo from Robert Smith, NYSDOL DEWS- Quality Assurance regarding monitoring review of Questar III BOCES*
- *June 28, 2018 Notice of Obligational Authority (NOA) WIOA Title 1-B funding*

COMMITTEE MEETINGS

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

ONE STOP DIRECTOR'S REPORT

The following information was reviewed in the Columbia Greene One Stop Center Participation Report: New registrants, new UI claimants, customers receiving services, Career Center workshops and Career Resource Room utilization. A comparison of these services by quarter for PY17 and against PY16 was provided. Information on Skill Development and Training Services, Unemployment Rates by county, for NY and for the US, Marketing Efforts, and Adult Education Classes sponsored by Questar III was also shared.

Budget

PY18 proposed budget was reviewed. Funding cuts occurred in Dislocated Worker (8.3 % decrease) and Youth (6.0 % decrease) and a small increase was noted in Adult (8.8% increase) for PY18. Summer Youth Employment Program (SYEP) funds, PY18 work experience and internship funding and the Consolidated Funding Application 7.0 award were included in the budget review.

OLD BUSINESS

WIOA Transition

Part One of the WIOA MOU, the Service Delivery component, is complete. Part Two of the MOU- Infrastructure costs-- was submitted to NYSDOL on March 30, 2018 and is still pending approval.

Career Center Certification

The Career Center Certification was approved by the Career Services Committee per the CG WDB by laws and submitted to NYSDOL prior to the March 30th deadline. On April 11th the Consulting Director was notified additional information was required. The Center Certification was approved on May 14, 2018 following the submission of the requested information.

NEW BUSINESS

Nominating Committee-Election of Officers

Deb Tuttle, Lisa Thomas and Carolyn Dongara were appointed to serve on the nominating committee at the April Meeting. Ms. Kathryn Nelson, The Bank of Greene County, was nominated to serve as Secretary. Ms. Terri Drobner, DigiFab Shop, was nominated to serve as

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Vice Chair (Columbia County). As Ms. Drobner may retire before the four year term is up (2 years as Vice Chair and then ascending to Chair for a two year term in 2020), the Nominating Committee welcomes Mr. Michael Torchia to serve as a guest on the Executive Committee as part of a succession plan. A letter to the Board was sent out on June 18th outlining the nomination/election process. Nominations from the floor can be accepted at the time of the vote as long as the nominated member is present. As a quorum was not present the election of officers did not occur. Mr. Michael Veeder- Vice Chair ascends to the position of Chair per the bylaws. The vote for Vice Chair (Columbia County Business) and Secretary (General Membership) will occur at the next meeting.

Youth Services- PY18 Contracts

The Youth Council and the Executive Committee bring before the Board a motion to fund the Catskill TASC program for \$49,963.43 for PY18 based on their response to the RFP. (Awarded \$56,862.00 for PY17). During the Youth Council report out, Chris Foster, Youth Council Vice Chair, shared that the Youth Services RFP had been issued on May 7, 2018 focusing on the program elements approved by the Youth Council and full Board at the April meeting. The Catskill TASC program was the only response received by the June 8th deadline. A subcommittee of the Youth Council met on June 13, 2018 to review the proposal. Catskill scored 117/125. The Youth Council then met on June 19, 2018 and recommends funding the Catskill TASC program \$49,963.43 for PY18.

Ann Luby made a motion to fund the Catskill TASC program \$49,963.43 for PY18 per their proposal. Kathy Roop seconded the motion. The motion was tabled as a quorum is not available to vote.

The Board discussed how to move forward with funding the Catskill TASC program as the contract year starts August 1, 2018 and the program would need to start in early September. Katy will research if the Executive Committee can approve the resolution in between the meetings and have the Board ratify the vote at the October meeting or if a special meeting needs to be held.

UPDATE: As the funding of the Catskill TASC program requires a contract, approval is required by the full Board. A special meeting to address funding youth services will be scheduled when a quorum is available. (July 31, 2018 8:30 am at CGCC)

Grievance Policy and Procedures

The Executive Committee brings before the Board a motion to approve the new grievance policy and procedures and appoint Maureen Boutin as the local Grievance Officer and Katy Drake as the local Hearing Officer. The Board received and reviewed the updated Grievance Policy. Michael Torchia made a motion to approve the new grievance policy and appoint Maureen Boutin as the local Grievance Officer and Katy Drake as the local Hearing Officer. Chris Foster seconded the motion. The motion is tabled until a quorum is available.

Policies are included in the Committee reports and are posted for future reference at the following link:

<http://www.columbiagreeneetworks.org/policy-link.html>.

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Local Business/Organization Updates

Ms. Cindy Tipple, the CG WDB labor representative, shared information on the Janus v. American Federation of State, County, and Municipal Employees, Council 31" (known as Janus v. AFSCME).

Joe Sacchetti started a discussion on communication and generational diversity.

GOOD AND WELFARE

- Thanks to Terry McGee Ward, MA Wiltse, Maureen Boutin, Sue Gallagher, Jess Nabozny and Mark Decker for serving on the Youth Proposal Review Committee.
- Thanks to Carolyn Dongara, Lisa Thomas and Deb Tuttle for serving on the Nominating Committee.
- Acknowledgement of Brya Scali & Deb Tuttle for their presentations to the TASC program in April and May-- Thank you!
- Thanks to Maryanne Lee for her participation in the YES program visit in April.
- Many, many thanks to Terri Drobner for her service as WDB Chair!
- Many, many thanks to Frank Alguire for his years as WDB Secretary!
- Thanks to all who supported Relay for Life! Mary greatly appreciated the support.
- Appreciation to Joe Sacchetti, Tony Jones, Taconic BioSciences-Kathleen Proper for their assistance in reviewing resumes at the April Career Fair.
- Thanks to all the businesses that participated in the Youth Job Shadowing program-- Mountain View Animal Hospital, Coarc The Starting Place, Green Meadows, MH Cable, Intelligent Technology Solutions, Kool Temp, Ducommun.

The meeting adjourned at 6:28 p.m.

Columbia Greene Full Board Meeting Schedule- PY18		
October 16, 2018	5:30 pm	CGCC
January 15, 2019	5:30 pm	CGCC
April 16, 2019	5:30 pm	CGCC
July 16, 2019	5:30 pm	CGCC

