

Workforce Development Board of Columbia & Greene Counties

Minutes for April 30, 2019 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 Mike Veeder called the meeting to order at 5:30. Members and guests were welcomed.

Present: Debra Armstrong, Maureen Boutin, Scott Brazie, Jamie Budai, Terri Drobner, Susan Gallagher, Karl Heck, Jim Lapenn, Kathryn Nelson, Florence Ohle, Brya Scali, Joshua Taylor, Lisa Thomas, Cindy Tipple, Deb Tuttle, Mike Veeder, Jane Wais, Terry McGee Ward and Joe Wolodkevich

Consultant: Katy Drake

Excused: Lindsay Arp, Carolyn Dongara, Mark Fingar, Chris Foster, Myra Garcia, Maryanne Lee, Kathy Roop, Joe Sacchetti and Michael Torchia

Guests: Victoria McGahan/Columbia County Health Department & Carl Quinn/Greener Pathways, a program of Twin County Recovery Services

With 19 out of 31 members in attendance, a quorum was available.

In advance of the meeting, the agenda, policy updates and committee reports were sent to all Board members via email for review.

PRESENTATIONS

The Opioid Crisis in Columbia and Greene Counties, Victoria McGahan, Health Educator, Columbia County Health Department & Carl Quinn, Certified Recovery Peer Advocate (CRPA), Greener Pathways, a program of Twin County Recovery Services discussed the local impact of the opioid crisis in our two counties.

The National Dislocated Worker Grant to Address the Opioid Crisis, Maureen Boutin \$504,956.42 in grant funding is available to Columbia Greene through December 31, 2020. Maureen reviewed the grant fact sheet sharing eligibility guidelines, grant goals and grant activities. Currently ten customers are in process of being served under the grant.

CORRESPONDENCE

Available for Review

Letters Sent:

January 25, 2019 Letter to update the CEO Agreement due to the new Greene County Chairman

January 28, 2019 Quarterly reports sent to CLEOs

March 4, 2019 Letters of support to Workforce Development Institute (WDI)

March 25, 2019 Letter sent to Mr. Warren Hart, Deputy County Administrator, to express appreciation of the services provided by Ms. Barbara Lindsay, Greene County Mobility Manager

April 15, 2019 Letters sent to CLEOs regarding PY19 re-appointments

Letters Received:

March 5, 2019 Letter of resignation from Mr. David Lester

March 15, 2019 Notice of Obligational Authority (NOA) for services under the Trade Adjustment Assistance Program (TAA)

March 18, 2019 Letter from Senator Amedore regarding WDI funding support

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ACCEPTANCE OF MINUTES

Florence Ohle made a motion to accept the board meeting minutes for January 15, 2019. Karl Heck seconded the motion. The motion was carried with all members in favor. Meeting notes are posted on the website-- www.columbiagreenetworks.org.

STATUS OF VACANCIES

Two Columbia County business representatives remain in recruitment. Ms. Ann Marie O'Hanlon is scheduled to be appointed in May to replace Mr. David Lester representing Taconic Biosciences. David was a driving force for the WDB for over thirteen years and will be greatly missed.

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.

Policy Updates

During the review of the Business Services committee report, the Board discussed policy updates. All proposed policies were emailed to the Board for review prior to the meeting.

On the Job Training Policy #509

Based on the Business Services Committee's recommendation, Florence Ohle made a motion to adjust the **On the Job Training** policy (update in January 2019) to include: *The Career Center Director has the authority to make exceptions to the policy on a case by case basis.* Karl Heck seconded the motion. With all in favor, the motion carried.

ITA Training Approval #305

Based on the Business Services Committee's recommendation, Jim Lapenn made a motion to adjust the **Individualized Training Account (ITA)** policy to be consistent with the OJT policy: *Training in positions with the mean wage of \$2.00 over minimum wage. The Career Center Director has the authority to make exceptions to the policy on a case by case basis.* Susan Gallagher seconded the motion. With all in favor, the motion carried.

Supportive Services #301.4

Maureen Boutin reviewed the Support Services policy update based on the funding available through the Dislocated Worker Grant to address the opioid crisis. Florence Ohle made a motion to accept the policy update as written. Debra Armstrong seconded the motion. The motion carried with all in favor.

Policies are posted at the following link: <http://www.columbiagreenetworks.org/policy-link.html>

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 PY18 and against PY17 was provided. Information on Skill Development and Training Services, Unemployment Rates by county, for NY and for the US, and Marketing Efforts was also shared.

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BUDGET

The PY19 planned budget was provided to the Board in hard copy at the meeting and reviewed by Maureen Boutin. Positive changes are estimated in the allocations for Adult and Youth based on estimates received on 4/11/19 from NYSDOL.

WIOA TRANSITION

Approval is still pending as of April 30, 2019. Part two of the MOU- infrastructure costs-- was submitted to NYSDOL on March 30, 2018 and updated to address language changes requested by NYSDOL in October 2018. MOU signature updates also occurred in January 2019 . Once approval is finalized by NYSDOL, the official signature process will begin.

MULTI -BUSINESS RECRUITMENT EVENTS

Katy Drake, WDB Consultant will be sending out an email seeking **Board volunteers** to greet business representatives and job seekers on:

- June 4, 2019 8:30 - 10:30 @ CGCC

Times for the recruitment events have been adjusted so that job seekers can utilize the public transportation (Teal Bus Route) provided through Greene Transit to attend the event at the college.

CAREER EXPO

Maureen Boutin shared business and job seeker results from the spring Job Expo held on **April 16, 2019** at CGCC. Columbia Greene Media and Choose Columbia/Columbia County Economic Development Corporation were commended for their collaboration with the CGCC Workforce Office in hosting the spring Career Expo.

GOOD AND WELFARE

Thank you to Jim Lapen for his assistance at the January 31, 2019 Recruitment Event.

Thank you to Kathryn Nelson for her assistance at the February 27, 2019 Recruitment Event.

The Catskill TASC program visit occurred on March 14, 2019. Thanks to Deb Armstrong, Maryanne Lee, Jessica Nabozny and Alan Frisbee for their time and interest in visiting the program.

The YES program visit occurred on April 10, 2019. Thanks to Deb Armstrong for her participation.

Katy shared information on the Youth Council's endorsement of the Student Resource Network.

Columbia Greene Full Board Meeting Schedule- PY18

July 16, 2019	5:30 pm	CGCC
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The meeting adjourned at 6:40 p.m.

Business Services Committee

March 14, 2019 8:30 am

OJT (On the Job Training)

No OJT contracts have been established for PY18.

HR Roundtable/JSEC

The next HR Roundtable meeting is scheduled for **May 15, 2019 at 8:00** at Columbia Greene Community College. The February Meeting had 8 members in attendance.

The CG **JSEC** presentation by Associate Professor Berne Bendel on "Write me, Call me, Email me, Text me-- The Multigenerational Workplace" was cancelled due to presenter availability and may be rescheduled for a later date. Ten people are registered for the March 28th training: Compliance Update for Health & Welfare Plans by Cigna Legal/Brown & Brown. A large turn out is anticipated for the May 2nd Training on HR Legal Updates by Bond, Schoeneck & King. The members of **JSEC** are working with the Capital Region Human Resource Association to offer in person and satellite trainings in the future. PHR/SPHR credits would be available through CRHRA.

Multi Business Recruitment Events

Maureen presented the number of businesses and job seekers attending each monthly event since September 2017. Generally, between 30 - 50 job seekers are attending each event. The Wednesday, February 27th recruitment event had a particularly strong turn out with 62 job seekers in attendance.

Maureen provided an update on the April Career Expo with CEDC & Columbia Greene Media. The event is planned for **April 16, 2019 from 10:00 - 2:00**. A job fair prep workshop was held on March 26th. As of the meeting, 24 businesses were registered for the Expo. Approximately 60 businesses are expected to attend the April Career Fair.

Employer Resource Network (ERN)

Further development of a local ERN is on hold pending increased business interest. Local businesses were encouraged to call their partner agencies/businesses using ERNs to further explore the value of the program-- recommendations for participating organizations/businesses were provided.

CFA 7 & 8

Maureen shared information on the Consolidated Funding Applications in regards to the trainings/course held & planned, training duration, provider, tuition and number of individuals trained. The cost of tuition for the Kingston CDL training provider rose significantly for the first time in many years. Maureen is exploring if the TET DWG may cover any of the costs not covered under the CFA 8-- approximately \$8,780.00 for CDL A and CDL B training. The summer program offering CDL training locally was reviewed.

National Dislocated Worker Grant to Address the Opioid Crisis

Columbia Greene received \$504,956.42 under the National Opioid National DWG grant; available through December 31, 2020. Maureen reviewed the fact sheet that outlines grant goals, eligibility guidelines, grant activities and expected outcomes.

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Policy Modifications

Maureen shared information on recommendations for policy updates to address special grants and to ensure consistency between the OJT and ITA policies. Based on the information discussed, the Business Services Committee brings before the board the resolution to adjust the **Individualized Training Account (ITA)** policy to be consistent with the OJT policy, training in positions with the mean wage of \$2.00 over minimum wage. The policy will include that the Career Center Director has the authority to make exceptions to the policy on a case by case basis.

The Business Services Committee also brings before the board the resolution to adjust the **On the Job Training** policy (update in January 2019) to include: The Career Center Director has the authority to make exceptions to the policy on a case by case basis.

The committee recommends that the Supportive Service Policy be updated based on the Opioid Grant (\$504, 956.42 through 12/31/20). The Support Services Policy Resolution is for the Opioid Grant only, at this time. Transportation & Childcare reimbursement levels were discussed and recommendations were requested. Before making a formal recommendation, the committee is interested in exploring local levels for transportation and child care reimbursement as support services.

All supportive services and levels are dependent on the available funds in the specific grant funding streams.

Career Services Committee

February 7, 2019 3:00 - 4:15 @ Columbia Greene College

Chair Carolyn Dongara welcomed all members. The meeting began with each member introducing themselves and sharing an overview of their agency & services provided. Members also shared success stories and current challenges. Rick Bugbee and Mary Ann Higgins Beeler joined the meeting via conference call and provided an overview of the services provided by the Association for Training & Development. A4TD is a Senior Community Services Employment Program (SCSEP) provider. The closest A4TD office is in Kingston. A4TD staff can meet with clients at the Hudson Career Center to work with partners on employment opportunities. Rick shared eligibility requirements and requested referrals for Greene County.

The committee discussed sharing partner information across agencies and cross training. Ann Gallagher Sagaas offered to provide a training on the new adaptive technology once it is received and set up in the Career Center.

The committee also discussed local resources for Financial Literacy training.

Memorandum of Understanding, Part 2-Infrastructure

Part 2 of the MOU was updated in January to reflect the new Chairman of the Legislature for Greene County. Approval is still pending from state partners. The signature process will start once approval is received.

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Update on Referral Process, Appropriateness & Follow Through

The Committee reviewed the current versions of the Columbia Greene Partner Fact Sheets & Resource Guide. The committee provided updated information and suggested changes for the one page referral document. The tracking of referrals was discussed at length. Adding a link to A4TD 's website on the Columbia Greene Works website was suggested to strengthen the partnership and enhance the referral system.

Update: The *Consent to Release Form* created at the State level to be used between partners has been released in draft form for review. Once finalized, a technical advisory will follow, training will occur and the form will be released for partner use.

Recruitment & Business Engagement

Maureen shared information on the upcoming recruitment events scheduled at Columbia Greene Community College. The next multi business recruitment event is scheduled on February 27, 2019 from 8:30 am - 10:03 am at CGCC. Times have been adjusted to coincide with new public transit bus route to the college from Greene County.

Action Item : The Committee recommended adding Barbara Lindsay, the Greene County Mobility Manager, to the team as transportation is such a critical issue for the local partners. Katy will reach out to Barbara regarding the WIOA partner's committee and provide her future meeting dates.

Employer Resource Network (ERN)

"The Employer Resource Network is an innovative, employer-based model that pulls together a consortium of small to mid-sized businesses to provide job retention services, work supports, and training opportunities for under-resourced and high -stressed employees, many of whom need to access community resources". "ERNs are made up of business leaders who share the low cost services of an on-site Success Coach". Due to limited interest from businesses in establishing a local ERN, no further meetings have been scheduled. For resource information or to speak to a business representative who utilizes an ERN please contact Maureen Boutin at 518 - 828-4181 ext 3104 or boutin@sunycgcc.edu. Additional meetings will be scheduled if interest arises from local businesses.

National Dislocated Worker Grant to Address the Opioid Crisis

Maureen shared with the committee Columbia Greene's recent submission for the Opioid Grant. NYS Department of Labor has received the grant but exact awards are pending the official release from the Governor. Maureen has been in contact with local partners regarding how to best serve eligible individuals under this grant.

Update: Columbia Greene received \$504,956.42 under the National Opioid National DWG grant; available through December 31, 2020. Information will be sent to all partners regarding grant goals, eligibility guidelines, grant activities and expected outcomes.

Congratulations to Maureen regarding securing this grant opportunity for our counties.

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Executive Committee

April 10, 2019 5:30

Membership

Membership was reviewed. Due to David Lester leaving Taconic, there are now three Columbia County business vacancies. Ann Marie O'Hanlon is set to be appointed in May to replace David representing Taconic. An informal meeting will be held on April 16th to discuss the potential appointment of a representative from Unlimited Care, Inc. Re-appointments for PY19 will be sent to the CLEOs in April to be finalized by July 1, 2019. The committee discussed the Chair and Vice Chair positions for the Business Services Committee.

Board Meeting Agenda

The April WDB agenda will include a presentation on the local impact of the Opioid Crisis and an overview of the National Dislocated Worker Grant to address the opioid crisis (Maureen Boutin). Maureen reviewed the Fact Sheet for the Columbia Greene Disaster Recovery Grant to address the opioid crisis. \$504,956.42 in grant funding is available through December 31, 2020. Maureen shared the partnerships and collaboration that has occurred as this grant starts to move forward.

The July Board meeting will include a bylaws review and the youth contract renewal (PY19). Funding levels for PY19 are not yet available to address the youth contract renewal.

Policy Modifications: The Executive Committee reviewed the following resolutions and recommendations from the Business Services Committee:

The Business Services Committee brings before the board the resolution to adjust the **Individualized Training Account (ITA)** policy to be consistent with the OJT policy, training in positions with the mean wage of \$2.00 over minimum wage. The policy will include that the Career Center Director has the authority to make exceptions to the policy on a case by case basis.

The Business Services Committee brings before the board the resolution to adjust the **On the Job Training** policy (update in January 2019) to include: The Career Center Director has the authority to make exceptions to the policy on a case by case basis.

The Supportive Service policy will need to be updated based on the Opioid Grant-- \$504, 956.42 through 12/31/20. All supportive services and funding levels are dependent on the availability of funds under specific grants. The support services resolution is for the Opioid grant only at this time.

The Executive Committee discussed **support service levels** and procedures extensively in the areas of transportation and child care. Maureen provided a spreadsheet of information on funding options for transportation and childcare services.

A reimbursement rate of .58/mile based on federal rates was agreed upon. The Executive Committee approved the recommendation to include tolls in the support services reimbursement policy. Support services for transportation the first month of employment following training will also be available under this grant.

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The local childcare reimbursement rates were reviewed. The committee shared thoughts on rates, payment procedures and types of care (Center based, family care centers, group centers and family/friend providers).

Transportation and child care are the most significant barriers in getting people back to work. This grant is the first time in over ten years support services funds are available. Maureen is drafting a Support Services policy that will be brought before the Board for review and approval at the April meeting.

Approval for car repairs under this grant was also discussed. Mike Veeder and Maureen Boutin will work together to see if Questar's automotive program would be a resource for repairs.

PY 18 Budget

Maureen reviewed the PY18 budget, including the CFA 8, the TET NDWG and the Opioid grant. Funding estimates for PY19 were not yet available at the time of the meeting.

Performance Measures

Data collection challenges using the one stop operating system (OSOS) were discussed. PY18 is a hold harmless year for performance measures. The focus on capturing the required data will continue.

Grants and Initiatives

Maureen shared updated information on the **collaborative efforts between five colleges** to strengthen partnerships between local business and colleges. The goal is to help local businesses while growing college programs to address the workforce needs.

Youth Visits

The Catskill TASC program visit occurred on March 14, 2019. Thanks to Deb Armstrong, Maryanne Lee, Jessica Nabozny and Alan Frisbee for their time and interest in visiting the program. The YES program visit occurred on April 10, 2019. Thanks to Deb Armstrong for her participation. Both programs are doing well. Program visit reports will be reviewed at the next Youth Council meeting (June).

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Youth Council

March 7, 2019

Our Mission: Through education, career exploration and employment opportunities we provide the foundation for youth to assist them with a positive entry into the world of work, enhancing their personal satisfaction and contributions to their families and communities to create a skilled workforce.

The meeting began with welcoming remarks and introductions. Mark Decker provided the following updates on the WIOA funded Youth Programs:

Catskill TASC

Mark reported that twenty-two youth are currently enrolled in the Catskill TASC program. Of the twenty two enrolled, three took the test in December - with two passing. Four students took the test in February and are waiting on results. Mark reported that on average, ten to twelve youth attend the program each night. Attendance challenges were discussed.

The Council discussed how difficult it is to re-engage youth while they wait for TASC results. It takes approximately eight weeks for official test results. The time frame for TASC results is a significant barrier for students who take the test in December as eight weeks for results means they miss the college enrollment period for the winter semester (mid-January semester start). Chris Foster stated he is often able to see the TASC results for students at the four week mark. A good faith letter from Questar III indicating the TASC results may be a way for students to start college in January, versus waiting until September to start college.

Mark shared that four Catskill youth have completed job shadowing and three youth are in process. Three internships are in process (Greene Meadows Nursing Home, The Lumberyard and Coarc) with three more internships planned to start in March. Six of the Catskill youth are working. It was noted that after these last three internships are completed, the internship funds for PY18 will be exhausted.

Maureen Boutin shared information regarding a recent contract modification for Catskill. Following WDB policy, funds were moved between budget lines to accommodate the required purchase of the update TABE tests (TABE 11/12) and a small increase in Catskill's cell phone contract. The cell phone is the means for students contacting the teachers regarding program hours since the program is in session after traditional school hours. The TABE 11/12 is required as TABE 9/10 will no longer be accepted after June 2019. Funds were available in the staffing line due to the number of snow days & early dismissals year to date.

The Catskill TASC program visit was scheduled for Thursday, March 14th at 4:00. Maryanne Lee, Debra Armstrong, Alan Frisbee and Jess Nabozny joined Katy Drake for the annual visit.

YES Program

The YES program has twenty-three students enrolled, with fifteen youth attending the TASC program at CGCC with Maryann Morrison. Four youth passed the December TASC exam but results came too late for two students to enroll in college, as planned. Five additional students took the test in December but did not pass. Only two of those five have returned to program. The Council again discussed the difficulty of keeping students engaged or re-engaging them after the eight weeks it takes to get the official TASC results.

The YES program visit was scheduled for March 21st at 4:30. Debra Armstrong and Katy Drake met with Maryann Morrison and the students.

Summer Youth Employment Program (SYEP)

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Mark reported that recruitment for the Summer Youth Employment Program has begun, even though funding has not yet been finalized. School visits began at the end of March and the beginning of April. Youth applications will be due May 1st in order to provide more lead time. Mark is also currently working on recruiting summer work sites.

Performance Measures

No new information is available on performance measures. PY18 is hold harmless in terms of performance sanctions. The WIO continues to work with NYSDOL to increase the understanding of local performance measures. The CG WIO is focusing on data collection.

National Dislocated Worker Grant to Address the Opioid Crisis

Maureen shared with the Council Columbia Greene's recent submission for the Opioid Grant. Columbia Greene received \$504,956.42 under the National Opioid National DWG grant; available through December 31, 2020. Maureen shared a checklist that outlined grant goals, eligibility guidelines, grant activities and performance outcomes.

Good & Welfare

Katy Drake shared a proposal regarding a volunteer student resource network. This pilot program will be offered through volunteer resources to a Columbia County school (Germantown) and Greene County School (Coxsackie- Athens). Guidance Counselors from both districts were consulted for input on the proposal. The proposal focuses on adding supports to under- resourced students planning their transition to college/training/workforce. No funding is attached to the program at this time. Council members shared recommendations for links to accessing transportation. The proposal was adjusted to note "assistance to accessing transportation" will be provided. Challenges to providing these supports to under -resourced youth were discussed at length.

Sue Brown made a motion to endorse the Volunteer Student Resource Network as a pilot program. Larry Krajieski seconded the motion. The motion was carried with all in favor. Katy will update the Workforce Development Board regarding the endorsement of the pilot program at the April meeting. The Council was thanked for their support and input for this initiative.