

Workforce Development Board of Columbia & Greene Counties

Minutes for January 15, 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 5:32. Members and guests were welcomed.

Present: Debra Armstrong, Lindsay Arp, Maureen Boutin, Jamie Budai, Terri Drobner, Mark Fingar, Chris Foster, Susan Gallagher, Karl Heck, Jim Lapenn, Kathryn Nelson, Florence Ohle, Joe Sacchetti, Lisa Thomas, Cindy Tipple, Michael Torchia, Mike Veeder, Jane Wais and Terry McGee Ward

Consultant: Katy Drake

Excused: Scott Brazie, Carolyn Dongara, Myra Garcia, Maryanne Lee, David Lester, Kathy Roop, Brya Scali, Joshua Taylor, Deb Tuttle, and Joe Wolodkevich

Guest: Karen Wolff/Center for Economic Growth

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

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

CORRESPONDENCE

Available for Review

Letters Sent:

- October 19, 2018 Recruitment letter - Columbia County Business
- October 31, 2018 Letter sent to Ms. Karen Coleman, NYSDOL regarding Columbia County's support for the Trade and Economic Transition National Dislocated Worker Grant (TET DWG)
- November 20, 2018 TET DWG Sub Recipient Attestation (signed by Dawn Bucci, Fiscal Manager)

Letters Received:

- October 31, 2018 Notice of Obligational Authority (NOA) for PY18-3 regarding funding available from October 1, 2018-June 30, 2020.
- November 14, 2018 Letter from Ms. Karen Coleman, Deputy Commissioner of Workforce Development NYSDOL, regarding the approval for \$50,000.00 under the TET DWG for the period of October 1, 2018 - September 30, 2020.
- November 19, 2018 Letter from Fredrick Pedinotti, Senior Auditor DEWS-QA-FOTA regarding FY16 TAA Closeout Review
- December 4, 2018 Letter from Fredrick Pedinotti, Senior Auditor DEWS-QA-FOTA regarding PY16 WIOA/PY15 SP-NEG Closeout Review
- December 17, 2018 Letter from Mr. Tony Jones, Chair CEDC requesting the appointment of Mr. James Lapenn
- January 4, 2019 Letter from Commissioner Roberta Reardon/NYSDOL supporting the appointment of Ms. Susan Gallagher
- January 8, 2019 NYSDOL acknowledgement of CG Workforce Board Membership changes

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ACCEPTANCE OF MINUTES

Debra Armstrong made a motion to accept the board meeting minutes for October 16, 2018. Susan Gallagher seconded the motion. The motion was carried with all members in favor. Meeting notes are posted on the website-- www.columbiagreeneetworks.org.

STATUS OF VACANCIES

Chair Michael Veeder officially welcomed Susan Gallagher/Career Center Manager-NYSDOL, Karl Heck/Greene County Director of Economic Development and Planning, Jim Lapenn, CEDC-Chairman of the Workforce and Education Committee to the Workforce Board. All three appointments were finalized in December. Two Columbia County business representatives remain in recruitment. Tony Jones's upcoming retirement from the CEDC was announced-- The Board thanks Tony Jones for his service and expertise shared over the years.

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 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. For this report, Maureen added in the labor force change November 2017- November 2018 for the state and counties.

BUDGET

The PY18 planned budget was provided to the Board in hard copy at the meeting and reviewed by Maureen Boutin. The CFA Training Budget was also presented to the Board outlining the CDL training opportunities. Maureen shared the success of the CDL program to date, noting that those trained increased their pay rates to over \$20/hour for their new driving positions.

Presentation: Veteran's Connect Center, Karen Wolff/Center for Economic Growth

Karen shared information on CEG's services offered in the seven county region and on their new initiative-The Veteran's Connect Center. For additional information, Karen can be reached at info@veteranconnectcenter.org or 518-465-8975 ext 223. Additional information can also be found on the website: www.veteranconnectcenter.org.

WIOA TRANSITION

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.

The Board Re-certification was completed at the end of 2018 with the submission of the new appointments. However, with a new Legislative Chairman for Greene County, the Board agreements will need to be updated before the re-certification can be finalized by NYSDOL.

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Katy will work on updating all the agreements in the next quarter. An update on the recertification process will be provided at the April meeting.

ON THE JOB TRAINING POLICY #509

The Executive Committee requested that the Board review the On the Job Training policy, specifically in the area of the wage requirements for approved training. The policy currently sets the rate at \$12 per hour. Minimum wage recently increased to \$11.10/hour, with two additional increases scheduled over the next two year period. The Executive Committee recommended that the Board set a wage that supports jobs that pay above minimum wage and involve a higher skill level for the OJT program. Maureen Boutin shared the OJT rates in other local areas. A rate of \$2.00 above minimum wage addresses the value of on the job training and plans for the upcoming minimum wage increases. Florence Ohle made a motion to set the On the Job Training rate at \$2.00 above minimum wage. Karl Heck seconded the motion. The motion carried with all others in favor.

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

MULTI -BUSINESS

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

- January 31, 2019 8:30 - 10:30 @ CGCC
- February 27, 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 informed the Board that the spring Job Expo is tentatively scheduled for **April 16, 2019** at CGCC. Please save the date-- More information to follow.

GOOD AND WELFARE

Thanks was extended to Florence Ohle, Jamie Budai and Deb Tuttle for their assistance at the fall recruitment events.

PRESENTERS FOR CATSKILL TASC PROGRAM-2018/19

Katy Drake, WDB Consultant, will send out a follow up email seeking Board members and business representatives for informal presentations to the Catskill TASC students on work readiness skills and specific career pathways.

The meeting adjourned at 6:35 p.m.

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

Business Services Committee

December 13, 2018 8:30 am

The meeting began with introductions. Karl Heck was welcomed as a new member representing Greene County Economic Development, Tourism and Planning.

OJT (On the Job Training)

As OJT funds are available, Maureen shared the requirements for OJT's stressing the candidate must be approved prior to starting the job. The position must be full time and year round, with specific training needs outline. Generally, half the employee's wage is available for up to \$3,000 (\$4,000 if an industry recognized credential can be earned) for On the Job Training.

Katy reviewed the monitoring visit results for the PY17 OJT contract for Frisbee Agency.

HR Roundtable/JSEC

The next HR Roundtable meeting is scheduled for **February 13, 2019 at 8:00** at Columbia Greene Community College.

The CG **JSEC** is hosting a presentation by Associate Professor Berne Bendel on "Write me, Call me, Email me, Text me-- The Multigenerational Workplace on **Thursday, January 10, 2019 at 8:00 am**. The **JSEC** training schedule beyond January has not been set for the upcoming year. The committee is discussing how to proceed in 2019 without NYSDOL support. HR credits will not be available after March 1, 2019 as the credits are too expensive to continue without splitting the fee with other local areas. Many local JSECs have dissolved without NYSDOL support to facilitate the trainings. The Columbia Greene committee will make a determination in the first quarter of 2019 as to if presentations will continue once credits are no longer available to participants.

Metrix/NY Wired

Metrix training was reviewed. Metrix licenses are available through the Workforce Office for job seekers or incumbent workers making less than \$16/hour. Annual licenses for incumbent workers making over \$16/hour are available for \$199. At this time, no businesses are utilizing Metrix for their current employees through the Workforce Office.

Workforce Development Institute (WDI) Field Visits

Maureen shared a funding update for WDI. No business visits are scheduled at this time. Flexible small grant funds may be available to focus on workforce training so committee members are asked to refer business members interested to the Workforce Office to set up a WDI visit. Funding for manufacturing may be available again after February 1, 2019.

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 recruitment events to start 2019 are scheduled for:

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- Thursday, January 31, 2019 from 8:30 am - 10:30 am at CGCC
- Wednesday, February 27th from 8:30 - 10:30 at CGCC

The survey results from the collaborative job expo in October were shared with the committee. Plans for the April Career fair were discussed.

Employer Resource Network (ERN)

The committee discussed the recent presentation by Chari Jones on Employer Resource Networks (ERNs) and employee retention. A follow up meeting has been scheduled with interested businesses on January 15th at 1:00 to determine if there is enough interest at this time to move forward in the Columbia Greene area. Businesses are encouraged to call their partner agencies/businesses using ERNs to further explore the value of the program-- recommendations for participating organizations/businesses were provided.

Good and Welfare

Karen Wolff shared information on the **Veteran Connect Center**. To learn more contact Karen at 518-465-8975 ext 223 or www.veteranconnectcenter.org. Karen will be presenting information on the new initiative at an upcoming Board meeting.

Congratulations to Tony Jones on his upcoming retirement!

Career Services Committee

November 1, 2018 3:00 - 4:15 @ Columbia Greene College

Susan Gallagher	DOL	Present
Scott Brazie	ACCES-VR	Invited
Chris Foster	Questar III	Invited
Ann Marie Morin	Glenmont Job Corp	Invited
Maureen Boutin	Workforce Office/CGCC	Present
Holly Wanek		Present
Debra Armstrong	Greene DSS	Present
Kira Pospesel		Excused
Lindsay Arp	Columbia DSS	Excused
Bob Gibson		Invited
Florence Ohle	Greene Community Action	Present
Tina Sharpe	Columbia Opportunities	Invited
Carolyn Dongara	Mgmt Advisory Group/Exec Committee	Committee Chair-Present
Ann Gallagher Sagaas	Commission for the Blind	Present
Constance Carroll	NYSED	Invited
Patricia Stovall Madell Breedlove	Path Stone Corporation (sub grant)-Title V	Invited
Katy Drake	CG WDB	Present

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Memorandum of Understanding, Part 2-Infrastructure

Part 2 of the MOU was submitted 3/30/18 to NYSDOL. Additional information was submitted per NYSDOL's request at the end of September. Approval is still pending. The signature process will start once approval is received.

Update on Referral Process, Appropriateness & Follow Through

The Committee reviewed the final versions of the Columbia Greene Partner Fact Sheets & Resource Guide. Information from the FMS NYATEP presentation on Referrals to WIOA Partners was distributed electronically prior to the meeting. The committee reviewed the FMS NYATEP Presentation Materials, Referral Handout and FMS Monthly Referral Tracking Form. The committee agreed that use of a one page handout with all partners' referral information would be helpful in addition to the individual program fact sheets. The committee discussed how to track referral information without an approved consent to release information document. While the FMS multi-agency system partner referral sheet can be completed without including a name, identifying information included on the form remains a concern for some partners. Piloting the form between a couple of partners was discussed, but was put on hold until the next meeting when more partners can be present.

Action Item #1: Maureen will create a one page referral sheet for the Columbia Greene area.

Action Item #2: Katy will follow up with all partners requesting representation from all agencies at the February 7th 3:00 Partners meeting so decision can be made about tracking between agency referrals.

On recent Workforce Director calls with NYSDOL, it was noted that while progress is being made on the Consent to Release Form at the State level, not all partners have signed on to the drafted shared release form. A common consent tool so that agencies can share information remains an obstacle between partners.

The committee also discussed the 211 system initiated by the United Way of Northeastern New York. It is unknown how current the 211 system is in our area at this time.

Action Item #3: Katy will explore the 211 system for the two counties and report back at the next meeting.

Recruitment & Business Engagement

Maureen shared information on the upcoming recruitment events scheduled at Columbia Greene Community College. Upcoming multi business recruitment events are scheduled on November 14, 2018 and December 12, 2018 from 9:00 am - 11:00 am at CGCC. Attending businesses and job openings are listed on the flyer distributed.

Employer Resource Network (ERN)-- Local Informational Meeting-12/6/18 at 1:00

"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". The Columbia Greene Workforce Office has scheduled an informational meeting for **Thursday, December 6th at 1:00** in room 706 of the Professional Academic Center to learn more about a local ERN . Please contact Maureen

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Boutin at 518 - 828-4181 ext 3104 or boutin@sunycgcc.edu if interested in learning more about ERNs.

Transportation-Greene County

The Greene County Route 711 Teal (Greene to Columbia) started in September. The route includes stops to the Hospital, Train Station and College on a Monday through Friday schedule. The schedule for the Teal Route 711 will be sent out with the meeting notes. Committee members were reminded that Barbara Lindsay, the Greene County Mobility Manger is an outstanding resource for local transportation needs. Barbara can be reached at GCMobilityManager@gmail.com.

Columbia Greene Career Services/Partner Meeting Schedule- PY18		
February 7, 2019	3:00 pm	CGCC
May 9, 2019	3:00 pm	CGCC
August 1, 2019	3:00 pm	CGCC

Executive Committee

January 9, 2019 5:30

Membership

Membership was reviewed. Two Columbia County business vacancies remain. Susan Gallagher/Career Center Manager-NYSODL was appointed following Ann Luby's retirement. Karl Heck, Director of Greene County Economic Development and Planning, was appointed following Frank Alguire's retirement. At the December Business Services Committee meeting, Tony Jones announced his upcoming retirement. Jim LaPenn, Chair of CEDC's Workforce and Education Committee was appointed to replace Tony on the Board and Business Services Committee.

The committee discussed the upcoming presentations for the 2019 Board meetings. Karen Wolff/Center for Economic Growth will be presenting on the Veteran's Connect Center at January's meeting. A program participant will be scheduled to speak on Workforce Services at the April Meeting. The Committee discussed future presentations on the Re-Entry Program, Federal Bonding for businesses and Metrix Learning offerings.

PY 18 Budget

Maureen presented the PY18 budget to the Executive Committee. At the January board meeting the Board will review the budget. Maureen will also be presenting information on the current and past Consolidated Funding Applications (CFAs). The contract for this REDC award, for an amount of \$56,528.99, will start in March. Maureen is focusing on finishing up the previous CFA by securing two more trainees for CDL B training beginning in February. Results from the last CFA, training CDL A and CDL B drivers, was shared. The training has had very positive results in securing higher wage positions for those who have obtained their CDL A & B licenses.

The Executive Committee discussed On-the-Job Training (OJT) reimbursement wages. Due to the recent increase in minimum wage (\$11.10 upstate NY), the committee recommends increasing the hourly OJT required wage above the current rate of \$12.00. After some discussion, the Executive Committee will bring the recommendation to the full Board meeting in order to get additional

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business input on setting the OJT wage requirement. A formal resolution will be required at the Board meeting to update policy #509 On-The -Job Training.

Performance Measures

No new information is available regarding PY18 Performance Measures.

Employer Resource Network (ERN)

Maureen reviewed the meetings and actions that have been taken place this past quarter to introduce an Employer Resource Network into the local area. "ERNs are private-public consortia whose purpose is to improve retention through employee support and training." Representatives from Schenectady Community Action Programs and City Mission shared information on ERNs to several local business and organization representatives in December 2018. The goal of an ERN is to reduce turn over costs while improving employee performance and creating a better workplace culture. The cost of a share of an ERN is prohibitive for many businesses.

A meeting for interested businesses has been scheduled for January 15th in order to determine if there is enough local interest to move forward establishing an ERN for the Columbia Greene area. A minimum of four businesses would be required in order to move ahead with even a part time success coach position through an ERN.

Job Service Employer Committee

Many local JSECs have dissolved without NYSDOL support to facilitate the trainings. The Columbia Greene JSEC committee is discussing how to proceed in 2019 without NYSDOL support. HR credits will not be available after March 1, 2019 as the credits are too expensive to continue without splitting the fee with other local areas. The Columbia Greene committee will make a determination in the first quarter of 2019 as to if presentations will continue once credits are no longer available to participants. Options for running the presentations through the Community Services Office are being explored. The Executive Committee believes there is real value in the presentations for businesses/agencies even without the HR credits.

Transition to the Workforce Innovation and Opportunity Act (WIOA)

The MOU IF is still pending with NYSDOL. Once approved, the signature process for the MOU will begin.

Grants and Initiatives

Columbia Greene received \$50,000 for the **Trade and Economic Transition National Dislocated Worker Grant**. The grant was originally based on WARN notices but now the funding can be used to serve Dislocated Worker in our area. The funding is established for a period of two years. The Desk Guide to TET DWG is expected out soon to address the technicalities in using and documenting the funds.

Maureen shared information on the **collaborative efforts between five colleges** to strengthen partnerships between local business, workforce development entities and the colleges. Manufacturing, Healthcare and IT are the areas the effort is focusing on. The goal is to help local businesses while growing college programs to address the workforce needs in these three areas.

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Columbia Greene Board Recertification

Due to the change of CLEO for Greene County, the Board Recertification process from Columbia Greene will be extended with all agreements needing to be re-signed by the new Chairman. Once Chairman Patrick S. Linger has settled into the position, Katy will request an introductory meeting.

Youth Council

December 6, 2018 9:00 am

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

Summer Youth Employment Program (SYEP)

Summer 2018 was a very successful year for the SYEP. Retention was the best ever-- with only one youth let go due to inappropriate phone usage. Approximately 10% of the students in the SYEP were retained in their positions beyond the program timeframe. The students and staff were commended for their October presentation to the Board. WDB members enjoyed hearing about the youths' work experiences.

Catskill TASC

Currently twenty-one students are enrolled in the Catskill TASC program. Sixteen of those students are attending regularly (three are suspended and two are dropping the program). Enrollment is the highest it has been since May 2014. Mark reported students are attending the Catskill TASC program from districts across the two counties. Referrals are from schools, probation and often other youth. An improvement in skill levels of students entering the program was noted. Mark and Maureen recently visited the program to discuss the job shadowing requirement. Each youth will be required to participate in one job shadowing experience.

YES Program

The YES program has twenty-four students enrolled, with fourteen attending the TASC program at CGCC with Maryann Morrison. Other students enrolled in YES are participating in internships or in the follow up stage. Mark reported twelve of the fourteen students enrolled in YES TASC are working.

Internships

Three students are enrolled in internships with an additional two more starting in December. Internships include Clermont Historical site, Mali Ski Photography and Greene Meadows.

Budget Review

Maureen distributed a chart showing youth funding from PY13 - PY18. The continually diminishing funds will result in less youth served. Columbia Greene is fortunate that the CGCC has does not charge beyond the initial cost of 20 students in the YES program. Due to limited funding and WIOA requirements, the focus of funding remains on Out of School Youth.

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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.

Primary Indicators of Performance	WIOA Youth
2nd Quarter Employment Rate	For Title 1 Youth, the indicator is the percentage of participants in education or training activities or in unsubsidized employment the second quarter after exit.
4th Quarter Employment Rate	For Title 1 Youth, the indicator is the percentage of participants in education or training activities or in unsubsidized employment the second quarter after exit.
Median Earnings	*Baseline-- new measure
Credential Attainment	TASC + job or education within 12 mo. of exit
Measurable Skill Gain	*Baseline-new measure
Business Indicators	*Baseline-new measure

Youth Initiatives

Terry McGee Ward shared information on new resources from the State Education Department-- Information on **Paths to the Professions** was provided to Council Members.

The OCFS Division of Juvenile Justice and Opportunities for Youth Request for Proposals was discussed. Unfortunately, Columbia Greene is not on the list of localities eligible to apply at this time.

Good & Welfare

Maureen shared a flyer on the upcoming **recruitment event**-- December 12th 9:00 - 11:00 at CGCC. Close to twenty businesses are expected to attend. Past events show 30 - 50 job seekers attend the monthly events.

Greene County Transit expanded their routes to include stops at the hospital, college and train station starting in fall 2018. The value and usage of these routes for students was discussed. The Council again discussed the role of the Greene County Mobility Manager. Barbara Lindsay, available at Gcmobilitymanager@gmail.com, provides support in resolving individual transportation challenges. Katy will ensure the TASC teachers have information on the new transportation routes.