

Workforce Development Board of Columbia & Greene Counties

Minutes for October 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 5:30. Members and guests were welcomed.

Present: Debra Armstrong, Maureen Boutin, Scott Brazie, Carolyn Dongara, Terri Drobner, Susan Gallagher, Karl Heck, Maryanne Lee, Kathryn Nelson, Ann Marie O'Hanlon, Florence Ohle, Brya Scali, Joe Sacchetti, Lisa Thomas, Cindy Tipple, Deb Tuttle, Mike Veeder

Consultant: Katy Drake

Excused: Jamie Budai, Lindsay Arp, Mark Fingar, Chris Foster, Myra Garcia, Jim Lapenn, Kathy Roop, Joshua Taylor, Michael Torchia, Jane Wais, Terry McGee Ward and Joe Wolodkevich

Guests: Kevin Alexander/NYS DOL, Dr. Carlee Drummer/CGCC, Mark Decker & Rebecca Preusser/Workforce Office, SYEP Business Representatives (2) & Youth Summer Employees (4) plus family (2) and two business representatives from The Pines in Catskill.

With 17 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.

Welcome Dr. Carlee Drummer, CGCC President

The meeting began with Chairman Veeder welcoming Dr. Carlee Drummer, the new President for Columbia Greene Community College. Dr. Drummer shared with the Board some of the initiatives Columbia Greene is currently working on, including a gap analysis, exploring housing options, growing the automotive program, potentially new technology & trades classes and serving on the Governor's Auto Tech Taskforce. Board members introduced themselves and presented President Drummer with a welcome basket representing the board business representatives and partner agencies.

Summer Youth Employment Program Recognition

Mark Decker & Rebecca Preusser from the Workforce Office recognized six SYEP youth (four present) for their accomplishments this past summer. Five businesses were recognized for their efforts working with youth through the SYEP: The Columbia County Department of Social Services, Greene Meadows Nursing and Rehabilitation, The Mental Health Association of Columbia and Greene Counties, Cairo Hannaford Supermarket and Columbia Memorial Health. Mark Decker was thanked for his 18 years of service working with WIA/WIOA youth. Rebecca Preusser was welcomed as she starts her new position serving youth.

ACCEPTANCE OF MINUTES

Kathy Nelson made a motion to accept the board meeting minutes for July 16, 2019. Florence Ohle seconded the motion. The motion was carried with all members in favor. Meeting notes are posted on the website-- www.columbiagreeneetworks.org.

Workforce Development Board of Columbia & Greene Counties

STATUS OF VACANCIES

Two Columbia County business representatives remain in recruitment. With Carolyn Dongara's upcoming retirement, an appointment is in process for a Greene business representative.

CORRESPONDENCE

Letters Sent:

- *August 6, 2019 Quarterly Reports sent to CLEOs*
- *August 28, 2019 Updated One Stop Operator's Agreement signed by new CGCC President, Dr. Carlee Drummer*
- *September 4, 2019 Letter sent to Catskill Superintendent Dr. Ronel Cook regarding quarterly fiscal reporting and required onsite fiscal review.*

Letters Received:

- *July 22, 2019 copy of letter received from Karen Coleman, NYSDOL to Chairman Linger regarding Notice of Obligational Authority PY19-2.*
- *July 31, 2019 Letter received from NYSDOL regarding membership change*
- *August 6, 2019 copy of letter received from Maureen Boutin, WIO, to Dr. Ronel Cook, Catskill Central School District regarding contract modification for PY19.*
- *August 30, 2019 copy of letter received from Karen Coleman, NYSDOL to Chairman Linger regarding Notice of Obligational Authority for services under Trade Adjustment Assistance (TAA) program.*

COMMITTEE REPORTS

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 for the start of PY19 against PY18 was provided. Information on Skill Development and Training Services, Unemployment Rates by county, for NY and for the US, and Marketing Efforts was shared. Updates were provided for the Opioid Grant, CFA 8, Probation/Parole/ReEntry/Workforce Collaboration and the Workforce Development Initiative CFA. Maureen noted that workshops are no longer mandated for UI customers, so attendance numbers have dropped in that area. Attendance for recruitment events for both job seekers and businesses was provided for July-September. This quarter's Director's report also included customer feedback -- customer appreciation was shared for training funds, Metrix training and staff efforts.

BUDGET REVIEW

The PY19 planned budget was provided to the Board in hard copy at the meeting and reviewed by Maureen Boutin.

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. The CG MOU IF was approved by NYSDOL on June 4, 2019 and is currently in the signatory process, with NYSED being the remaining outstanding signature. **** Update: As of October 24, 2019 the Columbia Greene MOU IF was signed by all partners.**

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Additional volunteers were sought to assist with a One Stop Center Certification Review. Terry McGee Ward, Susan Gallagher and Katy Drake are scheduled to meet on October 24th to review the One Stop Re -Certification form. Florence Ohle and Terri Drobner will attend if possible. The One Stop Recertification Review will be presented at the October Board meeting.

NEW BUSINESS

Youth Policy Updates: Policy #610: Youth Incentive Payments

After discussing policy #610 at the July Board meeting, the policy was revised based on board input to focus on performance based incentives. The policy was then reviewed and approved via email by the Youth Council, the full Board and by the Executive Committee in August. The resolution is to ratify the Executive Committee's action based on Board input at the July Board meeting and the email vote. Karl Heck made a motion to support the approval of the revised Youth Policy #610: Youth Incentive Payment. Florence Ohle seconded the motion. Maureen Boutin abstained from the vote. The motion carried with all others in favor.

General Policy Updates

All policies up for discussion were sent to Board members in advance via email for review prior to the meeting.

Florence Ohle made a motion to approve revised policy #305 ITA Training Approval, raising the **WIOA** Individual Training Account (ITA) amount not to exceed \$6,000.00, including support services. Maureen shared the costs of some of the local training programs (ie; LPN program at Albany BOCES is \$17,000). Carolyn Dongara seconded the motion. Maureen Boutin abstained from the vote. The motion carried with all others in favor.

Deb Armstrong made a motion to approve revised policy 301.4 Support Services, noting that total tuition and supportive services will not exceed the maximum ITA amount. If funding allows, participants with family income below 200% of the poverty level will qualify for transportation and childcare assistance, the total tuition and support services will not exceed the maximum ITA level. These services are subject to available funding. Other non WIOA grant funds may have different supportive service levels. Kathy Nelson seconded the motion. Maureen Boutin abstained from the vote. The motion carried with all others in favor.

Carolyn Dongara made a motion to approve revised policy # 509 On-The -Job Training to raise the WIOA On The Job Training (OJT) amount not to exceed \$6,000.00. Florence Ohle seconded the motion. Maureen Boutin abstained from the vote. The motion carried with all others in favor.

Karl Heck made a motion to approve revised policy #104 Self Sufficiency Level to raise the self sufficiency level from \$16/hour to \$18/hour. Carolyn Dongara seconded the motion. Maureen Boutin abstained from the vote. The motion carried with all others in favor.

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

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Good and Welfare

Chairman Mike Veeder thanked Carolyn Dongara for her years of service as the Chair of the Career Services Committee, on the Executive Committee and the full Board. Carolyn is retiring in December.

Columbia Greene Full Board Meeting Schedule- PY19		
January 14, 2020	5:30 pm	CGCC
April 14, 2020	5:30 pm	CGCC
July 14, 2020	8:30 am	CGCC

MULTI -BUSINESS RECRUITMENT EVENTS

- October 22, 2019 8:30 - 10:30 Room 612 Professional Academic Center @ CGCC
- November 19, 2019 8:30 - 10:30 Room 612 Professional Academic Center @ CGCC

The meeting adjourned at 6:42 p.m.

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Columbia Greene Business Services Meeting Schedule- PY19		
September 5, 2019	8:30 am	CGCC
December 5, 2019	8:30 am	CGCC
March 5, 2020	8:30 am	CGCC
June 4, 2020	8:30 am	CGCC

Columbia Greene Career Services/Partner Meeting Schedule- PY19		
November 7, 2019	3:00 pm	CGCC
February 6, 2020	3:00 pm	CGCC
May 7, 2020	3:00 pm	CGCC
August 6, 2020	3:00 pm	CGCC

Columbia Greene Executive Committee Meeting Schedule- PY19		
October 2, 2019	5:30 pm	CGCC
January 8, 2020	5:30 pm	CGCC
April 8, 2020	5:30 pm	CGCC
June 24, 2020	5:00 pm	CGCC

Columbia Greene Youth Council Meeting Schedule- PY19		
September 12, 2019	9:00 am	CGCC
December 12, 2019	9:00 am	CGCC
March 12, 2020	9:00 am	CGCC
June 11, 2020	9:00 am	CGCC

Columbia Greene Full Board Meeting Schedule- PY19		
October 15, 2019	5:30 pm	CGCC
January 14, 2020	5:30 pm	CGCC
April 14, 2020	5:30 pm	CGCC
July 14, 2020	8:30 am Note: Morning Mtg	CGCC

Business Services Committee

September 5, 2019 8:30 am

OJT (On the Job Training)

Information was shared on the first OJT for PY19. Digifabshop is training a Operations Carpenter/Helper-Installation, Maintenance and Repair for 100 days @ \$15.00.

HR Roundtable/JSEC/Professional Training

The next HR Roundtable meeting is scheduled for **September 18, 2019 at 8:00** at Columbia Greene Community College.

Former members of **JSEC** continue to work with the Capital Region Human Resource Association to set up in person and satellite trainings. PHR/SPHR credits would be available through CRHRA. This will be further discussed at the September 18th Roundtable Meeting.

Multi Business Recruitment Events

Maureen presented the number of businesses and job seekers attending each monthly events over the past year. Generally, between 30 - 50 job seekers are attending each event with twenty plus businesses being present.

Fall recruitment dates are as follows:

- Tuesday, September 24th 8:30 - 10:30 at CGCC in room 612 of the PAC.
- Tuesday, October 22nd 8:30 - 10:30 at CGCC in room 612 of the PAC.
- Tuesday, November 19th 8:30 - 10:30 at CGCC in room 612 of the PAC.

Grants Updates

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. Extensive outreach has occurred, with Maureen and Holly attending meetings across the two counties working to establish partnerships. To date under the Opioid Grant, Individual Training Accounts (ITAs) have been funded in the following areas:

- CDL A (2)
- CDL B (2)
- CACAS (4)
- Medical Assistant
- Phlebotomy
- CGCC (4-6)
- OJT

Consolidated Funding Application 8- CDL A & B

- 8 CDL B in the summer session for permit and driving lessons
- 4 CDL A completed

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Trade and Economic Transition DWG

8 people have been funded to date under this \$50,000 grant. Funding is still available.

Workforce Development Initiative

Maureen distributed an overview of the Workforce CFA and information on the Requests for Applications. The Workforce website: www.ny.gov/workforcedevelopment has a guidebook, resources and webinars. Any business or partner interested in more information should contact Maureen at the Workforce Office to discuss projects and process.

Support Services

In a follow up to policy 301.4, Maureen shared that due to an increase in adult funding for PY19, support services will be available for adult eligible participants with a cap of \$100/week in mileage available while funding lasts per the discretion of the WIO Director.

Field Visits and Pending Projects

Maureen shared information on field visits with Ducommun and Farm Ferments. A newly hired Training Specialist for Ducommun is looking into apprenticeships and on the job opportunities while partnering with their local school district.

Probation/Parole Workforce Collaboration

Maureen shared an initiative being worked on with several partners looking to connect job seekers with businesses willing to offer second chances to individuals on probation or parole.

DSS Workforce Boot Camp

Workforce Partners and both county DSS staff are visiting the Rensselaer County Work Readiness Boot Camp at the beginning of October to see if such a training program would be feasible in Columbia and Greene. The program provides ten days of work readiness instruction and ends with a specific career fair for those who participated.

Career Services Committee

August 1, 2019 3:00 - 4:15 @ Columbia Greene College

Susan Gallagher	DOL	Present
Scott Brazie		Invited
Keri Smith	ACCES-VR	Invited
Chris Foster	Questar III	Present
	Glenmont Job Corp	
Maureen Boutin	Workforce Office/CGCC	Present
Debra Armstrong		Present
Kira Pospesel	Greene DSS	Excused
Lindsay Arp		Present
Bob Gibson	Columbia DSS	Invited
Florence Ohle	Greene Community Action	Present
Tina Sharpe	Columbia Opportunities	Invited
Rick Bugbee		
Mary Ann Higgins	A4TD	Invited

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Beeler		
Carolyn Dongara	Mgmt Advisory Group/Exec Committee	Committee Chair-Present
Ann Gallagher Sagaas	Commission for the Blind	Present
	NYSED	
Patricia Stovall Madell Breedlove	Path Stone Corporation (sub grant)-Title V	Invited
Katy Drake	CG WDB	Present

Chair Carolyn Dongara welcomed all members. The meeting began with each member introducing themselves and sharing an overview of their agency & services provided.

Maureen provided information on the Rensselaer County Career Center's pilot project with the Rensselaer County Department of Social Services. The GAME Program (Gaining And Maintaining Employment) is a job readiness workshop for DSS clients focused on employability skills. Columbia Greene partners would like to visit the program to determine if it would possible to implement a similar program in our area.

Follow Up: Partners are set to visit the Rensselaer Program on October 1, 2019 at 9:00.

Staff Training

Katy has been in touch with represents to try to set up the following staff trainings:

- United Way, ALICE (Asset Limited, Income Constrained, Employed) Overview & Simulation pending date
- Mental Health 101, Mental Health Association in New York State, date pending

Memorandum of Understanding, Part 2-Infrastructure

Part 2 of the MOU was approved by the state partners and the signature process has begun. Once all signatures are received, each partner will receive a fully executed copy of the MOU IF.

Update: SED signature pending as of 9/13/19. Once received, a fully executed copy of the document will be sent to each partner agency.

Update on Referral Process, Appropriateness & Follow Through

The Consent to Release Form created at the State level has been approved. Little feedback on the form was available. The technical advisory and form will be resent attached to these notes. The form is approved for use between partners.

Recruitment & Business Engagement

A recruitment event was held on August 27, 2019 at CGCC.

Fall recruitment dates are as follows:

- Tuesday, September 24th 8:30 - 10:30 at CGCC in room 612 of the PAC.
- Tuesday, October 22nd 8:30 - 10:30 at CGCC in room 612 of the PAC.
- Tuesday, November 19th 8:30 - 10:30 at CGCC in room 612 of the PAC.

Workforce Center Re-Certification

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A review of the CG Workforce Center Re- Certification will occur this fall. Several Board members will review the re-certification process and submit the form to the Career Services Committee for input and approval.

Workforce Collaboration-Probation, Parole and ReEntry

Maureen shared information on the Workforce collaboration project with the One Stop Center- Workforce Office, NYS DOL, Columbia & Greene County Probation, NYS Parole and ReEntry to better assist job seekers that are justice involved obtain employment. DSS and both community action agencies have been invited to the next meeting on September 19th at 1:00.

Columbia Greene Career Services/Partner Meeting Schedule- PY19		
November 7, 2019	3:00 pm	CGCC
February 6, 2020	3:00 pm	CGCC
May 7, 2020	3:00 pm	CGCC
August 6, 2020	3:00 pm	CGCC

Executive Committee

October 2, 2019 5:30

Membership

Two business representatives for Columbia County remain. The Chair and Vice Chair positions are open for the Business Services Committee. Carolyn Dongara will be retiring this fall. Katy will reach out to Amy to schedule a meeting to discuss the Workforce Board. Carolyn will be greatly missed-- in addition to her role on the Executive Committee, she led the partners in the WIOA MOU process.

Policy Updates

Maureen shared updates on the following policies:

Youth Policy #610: Youth Incentive Payments

The revised policy was reviewed and approved via email by the Youth Council, the full Board and by the Executive Committee in August. The resolution is to ratify the Executive Committee's action based on Board input at the July Board meeting and the email votes by the Council, Board and Executive Committee.

Updates of the following policies were distributed for review:

- #305 ITA Training Approval
- #301.4 Support Services
- # 509 On-The -Job Training (verbal review due to change of ITA level)
- #104 Self Sufficiency Level

Terri Drobner made a motion to approve revised policy #305 ITA Training Approval, raising the **WIOA** Individual Training Account (ITA) amount not to exceed \$6,000.00, including support services. Lisa Thomas seconded the motion. Maureen Boutin abstained from the vote. Motion carried with all others in favor.

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Carolyn Dongara made a motion to approve revised policy 301.4 Support Services, noting that total tuition and supportive services will not exceed the maximum ITA amount. Supportive Services includes Clothing & Uniforms, Tools & books, Licensing & Test Fees, Transportation and Child Care. Transportation and child care assistance will be provided to individuals with family income below 200% of poverty. Supportive Services are subject to available funding. Kathy Nelson seconded the motion. Maureen Boutin abstained from the vote. Motion carried with all others in favor.

Carolyn Dongara made a motion to approve revised policy # 509 On-The -Job Training to raise the WIOA On The Job Training (OJT) amount not to exceed \$6,000.00. Terri Drobner seconded the motion. Maureen Boutin abstained from the vote. Motion carried with all others in favor.

Terri Drobner made a motion to approve revised policy #104 Self Sufficiency Level to raise the self sufficiency level from \$16/hour to \$18/hour. Lisa Thomas seconded the motion. Maureen Boutin abstained from the vote. Motion carried with all others in favor.

PY 19 Budget Review

Maureen distributed an update to the PY19 budget. Current levels of funding which support the policy updates for PY19 were specifically reviewed. Special grants were included in the review.

Transition to the Workforce Innovation and Opportunity Act (WIOA)

The **MOU IF** was approved June 4, 2019 and the signature process has begun. NYSED remains the one outstanding signature. NYSDOL reports that NYSED has the signed approved MOU IFs and will be sending out the copies to local areas in the next few weeks.

Volunteers have been secured to review the **One Stop Recertification** form. A meeting is in process of being scheduled for the end of October so that the Career Services Committee can review the document before their November 7th meeting.

The Technical Advisory (TA) for **Local and Regional WIOA planning** is still pending. Once obtained, work will begin on the local plan.

Draft TAs for monitoring have been issued. Once finalized, Katy will update the **CG Monitoring** worksheet for the upcoming monitoring visit.

Youth Services

At the July Board meeting the **Catskill TASC** PY19 contract modification was approved. In closing out PY18, there were challenges in securing the fourth quarter fiscal report and in scheduling the onsite fiscal review due to a change over in the Catskill Treasurer. A letter was hand delivered to the Superintendent and an immediate response was received. Based on the overall year report, the Youth Council approved a contract modification for Catskill; approving the transferring of funding between contract lines. Catskill was \$680.22 over budget which cannot be reimbursed as the contract amount is based on the initial RFP & established contract.

The Executive Committee discussed the changes for "**compulsory education**" for Greene County schools and the impact that raising the drop out age to 17 will have on students and the eligibility & enrollment in the Catskill TASC program. A majority of the Catskill TASC students are 16 years old. If students are not eligible for the program until the end of the year they turn 17 due to this county

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change then enrollment going forward may be down by well over 50%. This change in policy across the county should not impact students already enrolled.

Good and Welfare

The October Board meeting will welcome CGCC President Carlee Drummer and celebrate SYEP youth, staff and businesses.

Youth Council Meeting Notes September 12, 2019 9:00

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.

Summer Youth Employment Program (SYEP)

The SYEP began on July 8, 2019 and was the most challenging summer of Mark's 18 year tenure. 108 youth were served in the program--56 from Columbia and 52 from Greene. The program was extended into September to spend the entire allocation due to a variety of reasons such as youth vacations, summer school (11 youth), delays due to medical clearance (5 youth) and terminations (10 youth). Youth generally worked approximately 28 hours per week, earning \$11.10 an hour. Nine students were picked up for part time employment following the program.

Summer youth and summer employers will be invited to the October Board meeting to share their experiences with the program.

Maureen provided the Council with an article on the benefits of Summer Youth Employment for at risk youth.

Catskill TASC

The Catskill TASC program was approved for the requested \$49,589.64 for PY19 (down from \$49,963.43) at the July 2019 Board meeting. Due to ongoing concerns with obtaining the Catskill 4th Quarter Fiscal Report and scheduling the PY18 On Site Review, a letter was hand delivered on September 5th to the superintendent 's office requesting the report and scheduling of the visit by September 15, 2019. (Follow up: The 4th Quarter Fiscal Report was received and the Onsite Review did occur.)

Mark reported that the Catskill TASC program started September 10, 2019. Eight new students are scheduled to begin this month with fourteen youth already enrolled and continuing with the program.

Maureen Boutin provided the Catskill Central School District PY18 Budget Summery Modification request. As two line transfers were over the 10% modification level for WIO Director approval, the

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budget modification was brought before the Council. The Council discussed the budget line transfer requests line by line. The Council is in favor of the travel expenses as it is important to get students to see the college and Workforce Office.

Larry Krajeski made a motion to approve the budget modifications, staying within the overall approved contract of \$49,963.43, for the Catskill TASC program. Maryann Lee seconded the motion. Workforce Office staff-- Maureen, Mark and Rebecca abstained from the vote. All others approved the CCSD PY18 Budget Modification. CCSD was \$689.22 over the approved budget, which cannot be reimbursed.

In a follow up for PY18, ten youth passed the TASC with results still pending for several students. The program is designed to support eligible youth ages 16 -18. Program will continue to run Monday through Thursday, 3:30 - 7:30.

YES Program

The YES program also started on September 10, 2019. Nine new youth are scheduled to start this month, with twelve youth expected to return. For PY18, it appears that eleven youth passed the TASC, but confirmation of test results is still pending.

The program will continue to run Tuesday through Thursday from 3:00 - 7:00. Deb Zwoboda, formerly the Coordinator for the Catskill TASC program with 20 plus years experience, will work with Maryanne Morrison, covering the Thursday classes for the YES program.

PY19 Youth Budget Estimates

Maureen provided the Council with the PY19 estimates in comparison to the PY17 & PY18 allocations. For PY19, double the funding is available for youth work experience/internships. Funding may also be available for career exploration trips and support services.

Policy Updates

Based on input from the Youth Council and full Board, the Executive Committee approved the Youth Incentive Payments Policy at the end of August. This policy focuses on achievements and accomplishments. 24/26 voting board members approved the incentive policy. The policy will go before the Board again at the October meeting to ratify the Executive Committee's approval. The policy is a pilot program for one year to determine if an incentive has a positive impact.

Maryanne Lee made a motion to approve the policy changes as written. Deb Armstrong seconded the motion. Maureen, Mark and Rebecca abstained from the vote. The motion was carried with all others in favor.

Performance Measures

No new information is available on performance measures.

Eligibility and Drop Out Age for Greene County

When working with a student on TASC enrollment, the Work Office staff learned that Greene County raised the drop out age from 16 to 17 in schools across the county. Greene County students may no

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longer be able to obtain the required letter/form from their school districts to join the TASC program until after they turn 17. Information on compulsory education from Sue Brown was shared with the Council for discussion. As the Catskill TASC program serves students ages 16-18, eligibility and enrollment may be dramatically impacted by this change. Students in Greene County may not be determined as "out of school youth" until the end of the school year that they turn 17. WIOA requires a majority of funding is focused on OSY. Additional information is being sought on this issue. The Council will monitor the Catskill TASC Program's enrollments closely for PY19 to determine the impact and if the program can continue beyond PY19 with this change in eligible students.

Please Note PY 19 Youth Council Meeting Schedule:

Columbia Greene Youth Council Meeting Schedule- PY19		
December 12, 2019	9:00 am	CGCC
March 12, 2020	9:00 am	CGCC
June 11, 2020	9:00 am	CGCC