

Workforce Development Board of Columbia & Greene Counties

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

CG Workforce Development Board Meeting Notes

January 18, 2022 @ 4:30— Virtual Meeting

Join Zoom Meeting: Dial by your location +1 646 558 8656 US (New York)
<https://us02web.zoom.us/j/88424153639?pwd=R0V5S3J5eTFTSm5GQjRhTHZ2eTFkUT09>

WELCOME

Katy Drake

*Roll Call – Unfortunately due to a glitch in Zoom several members were not able to join the meeting or had to join late.

Present: Mike Veeder, Kathy Nelson, Lindsay Arp, Laura Becker, Scott Brazie, Jamie Budai, Mark Finger, Jim Lapenn, Maryanne Lee, Chris Nardone, Ann Marie O’Hanlon, John Rutkey, Brya Scali, Susan Sommers, Lisa Thomas, Michael Torchia, Deb Tuttle, Ron Valentine and Terry McGee Ward

Excused: Florence Ohle, Kathy Roop, Joe Sacchetti, Aimee Skiff and Joe Wolodkevich

Unable to access: Jackie Fitzgerald, Silvee June

Proxy votes were received from: Florence Ohle, Joe Wolodkevich and Scott Brazie (in attendance).

New member Laura Becker was welcomed. Guests Katie DeMuth (ACCES- VR), Rebecca Preusser (WIO- Youth) and Danielle Palleschi (WIO-Business) were also welcomed.

With 19 Board members in attendance, a quorum is available.

ACCEPTANCE OF MINUTES

Mike Veeder, Vice Chair

Maryanne Lee made a motion to accept the October 19, 2021 Board meeting notes. Jim Lapenn seconded the motion. The motion carried with all in favor. Meeting notes are posted on our website: www.columbiagreennetworks.org

MEMBERSHIP-Board Update

Katy Drake, WDB Director provided an update on membership:

- Two new members welcomed- Silvee June/Ducommun & Laura Becker/Greene DSS
- Two Columbia County Business Representatives are in recruitment.
- Two Greene Business Representatives in recruitment for upcoming openings.
- Partner Vacancies--Greene Economic Development & Columbia Labor Representation (Appointment in Process)
- Ron Valentine was appointed Vice Chair of the Youth Council.

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- Election of Vice Chair (Columbia County Business Representative) and Secretary (General Membership) will be held at the July Meeting. A Nominating Committee will be appointed at the April Board Meeting.

Proposed Update for the Columbia Greene Workforce Development Board Bylaws

An outline of the proposed changes and a draft of the updated Bylaws was emailed to all Board members on January 4, 2022. The Executive Committee reviewed the changes at their January 12th meeting. The changes focus on allowing remote/virtual attendance at Board meetings. Going forward the intent is to offer an in-person meeting at CGCC with members able to join via Zoom. Director Chris Nardone has secured new technology that provides a 360 view of the meeting room with voice clarity. Meeting notices will include that a room at the college is available for any board member or member of the general community to join the meeting in person or via Zoom. The postings will include an email address for the community to get access to the meeting room and/or link to ensure the meetings continue to be open to the public. The addition of the option to join via Zoom provides great access to the meetings for Board members and the general community. Terry McGee Ward made a motion to accept the bylaw changes as proposed. Michael Torchia seconded the motion. The motion carried with all in favor, including the proxy votes received.

Conflict of Interest Sign Off

Taken directly from the bylaws, members will be emailed a Conflict of Interest statement for review and signature. Please return the statements to Kathleen.drake@gmail.com. Thank you.

Center Operations

Director Chris Nardone provided an update for the CG Workforce Office. The center is open and seeing customers. Appointments are encouraged.

- Overview of Services & Center
 - New phone numbers for WIO staff were emailed to members
 - Mobile Services & Library Partnerships
 - Career Fairs & Business Supports
 - Performance Measures
 - Budget Update
- YES Update/Youth Services
 - Rebecca Preusser shared information on the extensive services being provided by the YES instructor, upcoming high school equivalency changes from TASC to GED as of January 1, 2022 and information on youth ITAs and OJTs.
- Workforce Initiatives and Projects
 - Columbia Greene WIO Website Update

Policy Updates

Two Youth Policies that were approved at the last Board meeting require modification in format as NYSDOL has requested the content in separate policies. Policies #602.3 WIOA **Youth Eligibility- Youth Requiring Additional Assistance** and #603.1 **WIOA Performance Measures Definitions: Basic Skills Deficiency Policy** require Board approval to be separate policies. Changes are in format only, not content.

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Mark Fingar made a motion to accept the changes to policies #602.3 and 603.1 as now written. Jamie Budai seconded the motion. The motion carried with all in favor, including proxy votes received.

Director Chris Nardone shared information and a recommendation to increase the Self Sufficiency rate (policy #104) for CG from \$18 to \$22 effective immediately. Susan Sommers made a motion to raise the CG Self Sufficiency rate to \$22.00. Michael Torchia seconded the motion. The motion carried with all in favor, including all proxies received.

Regulatory Updates

Katy Drake provided the Board an update on the status of regulatory requirements under WIOA.

- Bylaw Update Approved and will be forwarded to CLEOs
- MOU- Pending in State Legal Department(s) since April 2021
- Local Plan Approved and Finalized
- Monitoring- Completed December 8th- Report Pending. No concerns.
- Regional Plan- Approved and Posted including Regional In Demand Occupation List
- Procurement of One Stop Systems Coordinator- RFP Issued: 1/4/22 Due: 2/25/22
- WDB – Board Recertification approved but requires Labor appointment before finalized. The appointment is scheduled to go through the Columbia Board of Supervisor’s Economic Development Committee in January for a February appointment.

Local Business/Organization Updates

Board Members

Good and Welfare

- Chris shared information on an upcoming HR Roundtable Presentation- Lorne Rubis, **Creating a Culture of Belonging**. The presentation is scheduled for March 8, 2022 @ 10:00. If interested Board members are encouraged to register early as virtual attendance is limited to 60. Registration information was emailed on 1/19/22.
- Thank you to Aimee Skiff, Brya Scali, Lisa Thomas and Kathryn Nelson for their review of the draft One Stop Systems Coordinator RFP.
- The Workforce Office has a new phone system—the Office number and direct staff numbers were sent to all Board members.

Workforce Development Board of Columbia & Greene Counties

Columbia Greene Full Board Meeting Schedule- PY21
Contact Katy Drake @ Kathleen.drake@gmail.com for a Zoom meeting link and meeting location.

April 19, 2022	4:30 pm	CGCC PAC 614
July 19, 2022	9:30 am Note: Morning Breakfast Mtg	CGCC

Definitions

MOU- Memorandum of Understanding

NOA- Notice of Obligational Authority

FOTA- Fiscal Oversight and Technical Assistance

SED- State Education Department

WIOA- Workforce Innovation and Opportunity Act (2014)

OJT- On the Job Training

JSEC- Job Service Employer Committee

NYSDOL- New York State Dept of Labor

TET DWG- Trade and Economic Transition National Dislocated Worker Grant

S.T.E.M—Science, Technology, Engineering and Math

NWRC- National Work Readiness Credential

TANF- Temporary Assistance for Needy Families

UI- Unemployment Insurance

ITA- Individual Training Account

SYEP- Summer Youth Employment Program

CLEOs- Chief Local Elected Officials

OTDA- Office of Temporary and Disability Assistance

PY 22- Program Year beginning July 1, 2022-June 30, 2023

PY 21- Program Year beginning July 1, 2021-June 30, 2022

NEG- National Emergency Grant

WARN ACT- The Worker Adjustment and Retraining Notification Act

TAA- Trade Adjustment Assistance

REA- Re-employment and Eligibility Assessment