

## Executive Committee

January 8, 2020 5:30

**Members Present:** Susan Gallagher, Kathryn Nelson, Lisa Thomas, Deb Tuttle and M.A. Wiltse

**Consultant:** Katy Drake

**Excused:** Chair Mike Veeder, Vice Chair Terri Drobner and Terry McGee Ward

The meeting was called to order at 5:30 by Consulting Director Katy Drake.

### Membership

The Executive Committee discussed Maureen Boutin's recent retirement and the potential process for recruiting and hiring a WIO Director. MA Wiltse, the former WIO Director, has returned from retirement to assist the office during this transition. MA updated the WIO Director job description and Dr. Timmons, CGCC's Vice President of Academic Affairs, is putting together the search committee. Board members will have an opportunity to meet the top candidate(s) during a community forum portion of the interview process. MA also submitted a job description for posting for a WIO Business Services Representative to assist in working with local businesses and marketing services such as OJTs. The Business Services Representative would be responsible for taking over the HR Roundtable as well. As of right now, it is full time position, but temporary.

For the Board, one business representatives for Columbia County remains in recruitment. An appointment is pending for a business representative from Ginsberg's. The Chair and Vice Chair positions remain open for the Business Services Committee. Aimee Skiff, President and CEO for Management Advisory Group of NY, Inc was appointed by the Greene County Legislature following Carolyn Dongara's retirement.

### PY 19 Budget Review

MA shared information on the PY19 budget changes/updates. The changes include Maureen's retirement, MA's temporary consulting services and the new temporary Business Services representative.

Katy and MA are working with our regional Workforce Board partners to submit a Consolidated Funding Application (CFA) under the new Workforce Development Initiative. The four local workforce areas are in the process of developing step one of the CFA for submission hopefully prior to the end of the month.

### Transition to the Workforce Innovation and Opportunity Act (WIOA)

The **MOU IF** is signed by all partners and fully executed.

A subcommittee met in October to review the **One Stop Recertification** form. Updates were made and the form was sent out to the Partner's Committee for review. America Job Center signage and a front receptionist were the two main areas noted for further discussion upon the hire of a new Director. MA Wiltse will be following up with NYSDOL on the status of a hire to replace the NYSDOL front desk clerk who left over a year ago.

### **Local and Regional Planning**

The Executive Committee discussed the proposed changes to the Local Plan. The plan was originally written for four years, but a two year review is required by NYSDOL. After Board review, the plan will be posted for public comment and sent to the CLEOs for final approval.

The Regional Plan will be reviewed by the three local WDB Directors/Center Directors in January to determine if an update is required. Due to significant administrative changes or vacancies in all three Workforce areas (the Capital Region Board's Director is out on leave, the SWW Board Director is new with three new Center Directors and Columbia Greene will be starting the recruitment process in January for a new Center Director), an update may not be recommended at this time.

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

The meeting adjourned at 6:25.

Notes submitted by Katy Drake