

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

Meeting Notes

January 17, 2023 @ 4:30 p.m. @ CGCC PAC Room 614 with virtual option

Meeting minutes will be posted to www.columbiagreenetworks.org.

WELCOME

Chair, Mike Veeder

The meeting opened at 4:39 with roll call.

Present: Chair Mike Veeder, Laura Becker*, Scott Brazie*, Patrick Brown*, Jamie Budai, Susan Sommers Evans, Jackie Fitzgerald, Jessica Gabriels, James Hannahs*, Maryanne Lee*, Chris Nardone, Kathy Nelson, Stephanie Schleuderer, Aimee Skiff*, Michael Torchia, Michele Troy-Ryder, Ron Valentine, Brya Scali*, Lisa Thomas* and Joe Wolodkevich* * = Zoom

Consultant: Katy Drake

Guests: Rebecca Preusser* (WIO- Youth Services), Joseph Menz (ACCES-VR) and Rachel Puckett (Mid-Hudson Cable -Appt. Pending)

Excused: Mark Fingar, Silvee June, Ann Marie O’Hanlon, Florence Ohle, John Rutkey, Deb Tuttle and Kristina Vaselewsk

New members welcomed: Michele Troy- Ryder/Columbia DSS, Stephanie Schleuderer/Greene Human Services and Jessica Gabriels/Columbia Economic Development were welcomed.

With 20 Board members in attendance, a quorum was available.

WELCOME

Mike Veeder, Chair

Roll Call

ACCEPTANCE OF MINUTES

Mike Veeder, Chair

- July 19, 2022 & October 18, 2022

Susan Sommers Evans made a motion to accept the July and October 2022 meeting notes as written. Kathy Nelson seconded the motion. The meeting notes were accepted with all in favor.

MEMBERSHIP-Board Update

Katy Drake, WDB Director

- Welcome new member –
 - ❖ Ms. Jessica Gabriel, Columbia County Economic Development
 - ❖ Ms. Michele Troy-Ryder, Columbia County Dept. Of Social Services
 - ❖ Ms. Stephanie Schleuderer, Greene County Dept of Human Services
- One Business Representative for each county is in recruitment. One Greene Business Representative has an appointment pending. Rachel Puckett’s (Mid-Hudson Cable) appointment goes before the Legislature in January.

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POLICY UPDATE

As a quorum was not available at the October meeting, the below policies and actions were approved by the Executive Committee following the meeting until a board vote could be held. With 20 members present the Board ratified the actions of the Executive Committee with votes on the following policies and actions:

- **Vote: 601.1 Youth Designation of 14 Program Elements for PY22 (Renewal)**
 - Chris Nardone reviewed the 14 program elements for PY22. Jamie Budai made a motion to approve the Youth Designation for PY22. Michael Torchia seconded the motion. The motion carried with all in favor.
- **Vote: 610 Youth Incentive Policy Update with \$5,000 annual cap, as funding allows, proposed by the Executive Committee**
 - Chris reviewed the Youth Incentive Policy. Katy noted that since the policy was established in PY18, funding has never exceeded \$4,000/annually. The Youth Council and the Executive Committee will review the incentive funding spent quarterly. The policy is based on the availability of youth funds. Incentive awards are based on performance, not attendance. Susan Sommers Evans made a motion to approve policy #610- Youth Incentive as a standing policy (no longer requiring annual board approval). Maryanne Lee seconded the motion. The motion was passed unanimously.
- **Vote: 900 Monitoring Policy**
 - Katy reviewed the updates & Executive recommendations for policy #900- Monitoring. The changes are the addition of resources and clarification of procedures, including sample size for monitoring. Jessica Gabriel made a motion to accept the updates to policy #900- Monitoring. Michele Troy-Ryder seconded the motion. The motion carried with all in favor.
- **Vote: Authorization for the Transfer of Funds (Annual)**
 - Chris and Katy reviewed the requirements and procedures for transferring WIOA funds. This vote will allow Chris to transfer funds, as regulations permit, to best serve customers without prior WDB approval. All transfers require that the office confirm in an email to NYSDOL that no customers will be denied services due to the transfers. All transfers will be reviewed at the next Executive Committee and Board meeting. Michael Torchia made a motion to approve the WIO Director work in conjunction with the WDB Director and NYSDOL to address the transfer of funding without prior board approval. Michele Troy-Ryder seconded the motion. Chris abstained from the vote. Chris noted that board approval is required annually. The motion carried by all voting members in favor.

COMPLIANCE UPDATE

Katy Drake, WDB Director

- **Columbia Greene MOU**- Approved Submission- April 5, 2021. Pending in state legal depts.
- **One Stop Procurement**- Completed -all required documents signed and submitted to NYSDOL. Procurement of the One Stop is required every four years.
- **One Stop Career Center Re-Certification Review for PY22.**
 - The center certification form was emailed to WIOA partners and board members prior to the meeting. Chris Nardone shared specifics on staff training, the attempted addition of outside signage, translation services and adaptive technology. After years in storage, it was reported that all adaptive technology is set up and working. Patrick Brown/NYSDOL shared information on the coverage of the reception desk at CG WIO.

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- The re-certification is completed annually with the process expected to start again in late fall for PY23.

WORKFORCE OFFICE-Board Update

Chris Nardone, WIO Director

- Service Overview
 - ❖ **GED Testing Site Update-** CGCC WIO has been officially approved as a GED testing site. Contracts have been signed. The training of proctors is pending. CGCC WIO is hoping to offer GED testing twice a month, with at least one Saturday offering. Eight (8) students can test at a time. Once details are finalized, a press release will be issued.
 - ❖ **Update on Partnership with Families of Woodstock for Family Care Training Partnership with CGCC & WIO-** The first cohort for training will begin this week. Four (4) participants, who will be able to add 12 childcare spots to the counties, are set and ready to begin. Four (4) other participants are still working on paperwork and anticipate starting in the next training cohort in April. This program focuses on adding childcare spots in rural areas. Mark Fingar was thanked for making these connections to move this program forward.
- **Budget Overview for PY22 (July 1, 2022- June 30, 2023)** – Chris provided a budget update, mainly focusing on Youth funding. Due to carry over from the past two years, when youth services were drastically impacted by COVID, CG WIO is seeking creative ways to spend the excess youth funding. Chris reviewed the addition of a youth mentor to the team to assist students in all areas of their life so that they can move forward with their education and work plans. Chris also shared information on the virtual training program that should be available to purchase soon (NYS DOL is currently procuring out the virtual program & equipment so all local workforce areas can purchase if desired).
- **Performance Measures**– Chris distributed the WIOA Primary Indicators Performance Report for July 1, 2021- June 2022, reviewing CG WIO’s performance and discussing challenges.
- **Supervisory Training-** Chris shared information on the supervisory skills training that is scheduled to start on February 3rd. This program will be offered free on a quarterly basis to local employees. Businesses should contact Chris Nardone to sign up employees for the 15-hour program—a few spots are still available for the February 3rd start.

Columbia Greene Consulting Workforce Board Director Contract for PY23

Columbia Greene Workforce Board will be recruiting for a part time consulting director, to start on July 1, 2023. The part time position oversees the CG WDB and WIOA requirements for Columbia-Greene.

Local Business/Organization Updates

Board Members

Good and Welfare

Workforce Development Board of Columbia & Greene Counties

Columbia Greene Full Board Meeting Schedule- PY22 Meetings are held at Columbia Greene Community College with an option to join via Zoom. Contact: Kathleen.drake@gmail.com for link & agenda.		
April 18, 2023	4:30 pm	CGCC
July 18, 2023	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

GED- NYS High School Equivalency Exam return in 2022

CLEOs- Chief Local Elected Officials

OTDA- Office of Temporary and Disability Assistance

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

PY 23- Program Year beginning July 1, 2023-June 30, 2024

NEG- National Emergency Grant

WARN ACT- The Worker Adjustment and Retraining Notification Act

TAA- Trade Adjustment Assistance

REA- Re-employment and Eligibility Assessment

DRN- Disability Resource Navigator – 3-year grant starting in 2022