

Workforce Development Board of Columbia & Greene Counties

Minutes for January 19, 2016 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

WELCOME

Chairman Veeder called the meeting to order at 5:32. Members and guests were welcomed.

Present: Frank Alguire, Barbara Arisohn, Debra Armstrong, Lindsay Arp, Betty Betts, Tracy Cantele, Carolyn Dongara, Terri Drobner, Mark Fingar, Chris Foster, Maryanne Lee, David Lester, Ann Luby, Kathryn Nelson, Florence Ohle, Karen Schoonmaker, Lisa Thomas, Cindy Tipple, Deb Tuttle, Mike Veeder, Terry McGee Ward, M. A. Wiltse and Joe Wolodkevich

Excused: Nancy Costine, Dan DeVinney, Gladys Dysard, Mary Prazma, Joe Sacchetti, David Scott and Donna Williams.

Proxy Votes Received: Dan DeVinney

Consultant: Katy Drake

Guests: Maureen Boutin (Workforce Office), Dennis DiDonato (Berkshire), Jeff Friedman (Greene Chamber) and Susan Gallagher (DOL).

With 23 out of 31 members in attendance, a quorum was present.

STATUS OF VACANCIES

A Greene County business representative is back in recruitment.

ACCEPTANCE OF MINUTES

MA Wiltse made a motion to accept the board meeting minutes for October 20, 2015. Maryanne Lee seconded the motion and the minutes were approved by the board. Ann Luby abstained from the vote as she was not in attendance at the October meeting.

CORRESPONDENCE

Secretary Frank Alguire made the following correspondence available for member review:

Letters Sent:

- November 6, 2015 Letter sent to Ms. Nancy Bell, DOL regarding PY 13 & PY14 Monitoring Review.
- November 11, 2015 Letters sent to Chairman Lewis and Chairman Grattan regarding the agreement regarding internal controls of the administrative structure (WIOA compliance).
- November 11, 2015 The WIOA quarterly report was sent to Chairman Lewis and Chairman Grattan.
- November 30, 2015 Letter sent to Mr. Dan Kalbfliesh, The Bridge Program, regarding WIOA Youth Eligibility Requirements.
- December 10, 2015 Support letters sent regarding the need for local TASC testing.
- December 23, 2015 Letter sent to Superintendent Potter, Berkshire Union Free School, accepting the submitted corrective action plan.
- January 11, 2016 Letter to President Campion regarding the Board's support for the CGCC's Services Support Proposal.

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Letters Received:

- October 23, 2015 Letter from Karen Coleman, DOL Notice of Obligational Authority (NOA).
- October 30, 2015 Letter from Karen Coleman, DOL, revised NOA for additional TAA funds.
- Dated November 19 (Rec'd) December 3, 2015 Corrective Action Plan from Superintendent Bruce Potter, Berkshire Union Free School District.
- November 24, 2015 Letter from Tony Joseph, DOL regarding Common Measures Performance.
- November 27, 2015 Signed approval from Chairman Lewis for bylaws received
- January 6, 2016 Signed approval from Chairman Murell for bylaws received

COMMITTEE MEETINGS

Committee reports were distributed prior to the meeting and reviewed by committee Chairs at the meeting. Committee reports are attached to the minutes for reference.

ONE STOP DIRECTOR'S REPORT

MA Wiltse reviewed the Columbia Greene One Stop Center Participation Report for the second quarter of PY15. Core & Intensive Services were outlined and compared to PY14 service numbers. As the economy continues to improve, less people are looking for jobs and new registrants continue to be down from last year. Additional information in the Participation Report included: Skill Development and Training Services, Unemployment Rates, Quarterly Local Job Bank Activities and Marketing & Outreach Efforts. As the unemployment rate is low, especially in Columbia County (3.5 % in November), on site recruitments have increased as local businesses seek qualified workers. Greene unemployment rate for November was 5.1%.

OLD BUSINESS

Workforce Innovation Fund (WIF) Evaluation

The formal evaluation on the three year, 13 county, WIF grant was received this week. As the full evaluation is over 150 pages, an Executive Summary will be provided to the board with the meeting minutes. Columbia Greene was the most successful WDB area in setting up two step career path contracts. Maureen Boutin was recognized for setting up 41% (correction from agenda) of the STEM career path contracts.

Workforce Innovation and Opportunity Act (WIOA)

The Columbia Greene WDB bylaws have been approved by both county Chairman with no revisions or additions. Frank Alguire made a motion to finalize the bylaws. Ann Luby seconded the motion. The motion carried with all in favor. Each board member received an electronic copy of the bylaws, in addition to the hard copy provided at the meeting.

One Stop Center Procurement and Certification Process

At the October meeting, the Board discussed the requirement of procuring the One Stop Center under WIOA. This remains on hold with information and guidance to be provided from DOL within the next month.

NEW BUSINESS

Memorandum of Understanding (MOU) for WIOA

A kick off meeting to discuss the MOU process was held on January 5, 2016. At the board meeting, the mandated partners under WIOA discussed the status of the MOU process. Barbara Arisohn (ACCES VR) and Chris Foster (Questar III) reported that formulas for cost sharing

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have not yet been determined, so as of now any MOU negotiations are on hold until further guidance is received from their administration. DOL is hoping to put out a discussion paper within the next month to provide some guidance to local areas on the MOU process.

Career Services Committee

This committee will be established during the upcoming quarter and meet once MOU discussions can begin. The committee will be made up of mandated partner representatives and a few business representatives. The duties of the committee are outlined in the bylaws. This committee will focus on continuous quality improvement, in addition to coordinating with providers on workforce investment activities.

Speed Networking

Prior to the Board meeting on January 19th, Maureen Boutin hosted a speed networking session for job seekers. Five job seekers and five board members met in speed networking style, with the job seeker able to work on their introductions and professional approach. Board members in attendance saw value in the session. As the need arises, Maureen will set up more networking sessions in the future. Many thanks to the board members who participated: Kathryn Nelson, Terri Drobner, Karen Schoonmaker, Mark Fingar and Chairman Veeder.

Local TASC Testing

In December, board members were called on for advocacy in regards to Questar III not being awarded funding to provide TASC testing locally. No local testing sites would drastically impact local TASC programs as students often do not have means to travel over an hour on consecutive days for testing. Immediately following the letter writing campaign, it was determined that Questar III will offer TASC testing six times a year. Two sessions will be open to the general public. The other four sessions are for individuals in prep programs. The testing is set up this way to encourage adults and youth to enroll in a TASC program, as students in formal programs tend to have a greater success rate. Unfortunately, Questar III will not be reimbursed for administering the TASC tests. TASC testing will now need to occur during the week at Questar III when the site is already opened and staffed.

Economic Development Updates

Frank Alguire, Greene County Economic Development, Planning and Tourism, reported on three new Catskill Main Street projects. 394 Main Street, The New York Restaurant and Verdigris Tea are now open on Main Street Catskill. Frank also shared information on Wellness RX, a homeopathic drug store in Tannersville and the healthy French cuisine restaurant opening in the spring in Athens.

Nancy Costine, Columbia County Economic Development, was unable to attend the meeting, but did provide a written summary of current Columbia County projects:

The CFA award to the Hudson Valley Creamery Local Dairy Production Conversion Project. The project was awarded \$500,000 in ESD Grants and \$500,000 through the Excelsior Jobs Program to assist in purchasing equipment and converting the plant for the ability to process local goat milk for cheese. The project is expected to result in 25 additional jobs.

Also, CEDC is in the beginning stages of developing a Strategic Plan. It is anticipated that the plan will be complete by April 2016.

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GOOD AND WELFARE

Ann Luby provided information on the NY State Broadband initiative. The link to additional information and the RFP guideline is as follows: <http://nysbroadband.ny.gov/node/376>

The Executive Committee put forth the following resolution recognizing Maureen Boutin:

- The Columbia Greene Workforce Development Board formally recognizes Maureen Boutin for her extraordinary efforts establishing two-step training contracts under the Workforce Innovation Fund. Under this 11 county grant, Maureen is credited with creating 41% (correction from agenda) of all the two-step training options developed by the partnership.

The Columbia Greene Community College and Workforce Office Career Fair will be held at CGCC on April 19, 2016 from 10:00 - 1:00.

PY15 Meeting & Event Schedule	
CGCC Career Fair, April 19, 2016	10:00 - 1:00
Tuesday, April 19, 2016	5:30 p.m.
Tuesday, July 19, 2016	5:30 p.m.

The meeting adjourned at 6:28 p.m.