

Workforce Development Board of Columbia & Greene Counties

Minutes for January 30, 2018 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 Terri Drobner called the meeting to order at 5:32. Members and guests were welcomed.

Present: Frank Alguire, Lindsay Arp, Jamie Budai, Carolyn Dongara, Terri Drobner, Chris Foster, Tony Jones, David Lester, Kathryn Nelson, Florence Ohle, Kathy Roop, Joe Sacchetti, Brya Scali, Lisa Thomas, Cindy Tipple, Michael Torchia, Mike Veeder and M. A. Wiltse

Consultant: Katy Drake

Excused: Debra Armstrong, Mark Fingar, Myra Garcia, Mary Gerlach, Maryanne Lee, Ann Luby, Joshua Taylor, Deb Tuttle, Jane Wais, Terry McGee Ward and Joe Wolodkevich

Guests: Nancy Bell (NYSDOL), Maureen Boutin (Workforce Office) and Susan Gallagher (NYSDOL/DEWS Manager)

With 18 out of 31 members in attendance, a quorum was available.

STATUS OF VACANCIES

Recruitment is in process for a Columbia County business representative in the area of tourism and hospitality. New appointments, Ms. Brya Scali, representing Columbia Memorial Health, and Ms. Jamie Budai, representing Coarc (Columbia County Community Based Organization) were welcomed to the Board. An appointment for ACCES-VR, following Ms. Barbara Arisohn's retirement, is pending.

ACCEPTANCE OF MINUTES

MA Wiltse made a motion to accept the board meeting minutes for July 18, 2017. Frank Alguire seconded the motion. The motion was carried with all in favor. MA Wiltse made another motion to accept the board meeting minutes for October 10, 2017. Frank Alguire seconded the motion. The motion was carried with all in favor. Meeting notes are posted on the website--
www.columbiagreeneetworks.org.

CORRESPONDENCE

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

Letters Sent:

- Quarterly reports sent to CLEOs on October 27, 2017
- Letters sent to Chairmen regarding Local Plan review and signature

Letters Received:

- October 10, 2017 Letter from NYSDOL updating Board Membership
- October 11, 2017 Letter from Ms. Nancy Bell/NYSDOL regarding PY15 & 16 Youth Program Monitoring Review
- October 18, 2017 Letter from Columbia County Chamber regarding Board sponsorship

Workforce Development Board of Columbia & Greene Counties

- October 20, 2017 Letter from Mr. James Boudreau, DEWS-QA-FOTA regarding 2017 sub-recipient monitoring review.
- October 31, 2017 Letter from Deputy Commissioner Karen Coleman regarding NOA PY17-3.
- November 20, 2017 Letter from Mr. James Boudreau, DEWS-QA-FOTA regarding Procurement Review
- December 29, 2017 Letter from Mr. James Boudreau, DEWS-QA-FOTA regarding closeout of PY15 WIOA Formula Funds
- Received copy of the Reemployment Services and Eligibility Assessment (RESEA) Program Partnership Agreement

COMMITTEE MEETINGS

Committee reports were distributed prior to the meeting and reviewed by committee Chairs or representatives at the meeting. The October Youth Committee report was included in the review due to the resolutions before the board. Committee reports are attached to the minutes for reference.

ONE STOP DIRECTOR'S REPORT

Due to an oversight with the rescheduling of the meeting, the Director's report was not included in the meeting packet. The Director's report will be sent to all members with the meeting notes.

Budget

The Youth Council brings before the Board a motion to authorize the Workforce Office to make any and all budget modifications in order to transfer the unallocated funding to the grant recipient in order to further meet the three program elements (Work Experience, Entrepreneurial Skills Training and Career Pathways). (See Youth Council Committee Report for specifics on funding and program elements). As a quorum was not available in October the motion was carried over to the January meeting. Frank Alguire made a motion to support the Youth Council's resolution on transferring the unallocated youth funding to the grant recipient in order to further meet the identified program elements. Florence Ohle seconded the motion. The motion was carried with all in favor, with the exception of MA Wiltse who abstained from the vote.

OLD BUSINESS

WIOA Transition

Part One of the WIOA MOU, the Service Delivery component, is complete. Part Two of the MOU- Infrastructure costs-- is due March 31, 2018. NYSDOL has clarified that all partners, even those who are **not** physically located at the center, will have to sign the Infrastructure Cost section of the MOU.

Local Plan

The local plan was finalized and approved by the County Chairman. The plan is posted on the website.

Regional Plan

The Regional Plan is due January 31st. The plan is currently posted on the website for review. Both the regional and the local plan will need to be reviewed every two years hereafter.

Workforce Development Board of Columbia & Greene Counties

Title II RFP

The state has released the Title II Request for Proposals. The section the local Board must review is due February 7, 2018. The WDB Executive Committee has designated the CGWDB Director responsible for the review. The review is to ensure alignment with the local workforce plan and priorities. The review is due by March 21st.

NEW BUSINESS

Youth Policy Updates

The Youth Council and Executive Committee bring before the Board a motion that the Youth Council be the final approval for all youth policies and procedures governed by WIOA regulations. The policy manual is on the web site for Board member review. The Board will continue to see all policy updates through the committee reports. Frank Alguire made a motion that the Youth Council be the final approval for all youth policies and procedures governed by WIOA regulations. Michael Torchia seconded the motion. MA Wiltse abstained from the vote. The motion carried with all others in favor.

PY18 Youth Services

A Request for Proposal (RFP) for Youth Services will be required for PY18 as this is the last year of the current contract extensions. At the April meeting the Youth Council will bring before the Board a recommendation on meeting the Youth Program Elements, and potentially a draft RFP. Under WIOA, the Board will need to designate which services they would like the grant recipient to provide and which services will require a RFP.

By Law Review & Conflict of Interest Sign Offs

Terri Drobner, Chair

The Executive committee reviewed the current by laws in January. No changes, other than a couple grammatical corrections are recommended at this time. A copy of the bylaws will be distributed with the meeting notes.

Board members were asked to update their Conflict of Interest sign offs.

Career Center Certification

Katy Drake

Katy Drake will be working with Maureen Boutin to complete the NYSDOL template required for Career Center Certification. Per the bylaws, the Career Services Committee has oversight of the Center Certification process. The Career Services Committee is scheduled to meet on February 8, 2018 to review and approve the certification requirements before submission to NYSDOL on March 30, 2018. The board was shown a copy of the Center Certification form.

Seeking Speakers for Catskill TASC Program

Katy Drake

Katy is working with Catskill Program Coordinator, Sherri Whitney, to set up speakers for the students in the TASC program. Speakers will be addressing interviewing skills, work readiness, entrepreneurial skills, specific career pathways (healthcare), financial literacy, etc. CG WDB members interested and available to present should contact Katy Drake to coordinate a presentation topic and date.

Economic Development Updates

Tony Jones, Columbia County Economic Development, shared information on the Governor's Downtown Revitalization Initiative for Hudson. The initiative focuses on the Bridge District, which encompasses 2nd Street South to the Waterfront. Tony reported that the planning period has

Workforce Development Board of Columbia & Greene Counties

been fast paced and projects are being prioritized. Affordable housing/workforce housing is a priority project. The initial projects are expected to begin in June or July.

Tony and Maureen discussed the collaboration in process for two Recruitment Expos-- April 17 and October 8th. More information will follow once plans are finalized.

GOOD AND WELFARE

Maureen shared information on the upcoming multi business recruitment events to be held at Columbia Greene Community College. Please contact Maureen directly to register or for more information.

- Wednesday, February 14, 2018 9:00 am - 11:00 am
- Wednesday, March 21, 2018 9:00 am - 11:00 am

The meeting adjourned at 6:32 p.m.

PY 17 Full Board Meeting Schedule	
Tuesday, April 17, 2018	5:30 p.m.
Tuesday, July 17, 2018	5:30 p.m.

