

Workforce Development Board of Columbia & Greene Counties

Minutes for January 31, 2017 5:30 p.m.

Rescheduled from 1-17-17

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

Vice Chair Mike Veeder called the meeting to order at 5:33. Members and guests were welcomed. New member, Mr. Joshua Taylor/Ducommun AeroStructure, was welcomed to the board.

Present: Frank Alguire, Tracy Cantele, Carolyn Dongara, Chris Foster, Tony Jones, Maryanne Lee, David Lester, Kathryn Nelson, Florence Ohle, Kathy Roop, Joe Sacchetti, Joshua Taylor, Lisa Thomas, Michael Torchia, Deb Tuttle, Mike Veeder, Terry McGee Ward, M. A. Wiltse, Karen Wolff and Joe Wolodkevich

Consultant: Katy Drake

Excused: Barbara Arisohn, Debra Armstrong, Lindsay Arp, Terri Drobner, Gladys Dysard, Mark Fingar, Myra Garcia, Ann Luby, Mary Prazma, Cindy Tipple and Donna Williams

Guests: Nancy Bell (DOL), Maureen Boutin (Workforce Office), MaryAnn Morrison (YES), Jane Wais (Field Goods), Maureen Sager (Upstate Alliance for the Creative Economy) and Russ Kerska (The Pines at Catskill)

With 20 out of 31 members in attendance, a quorum was present.

STATUS OF VACANCIES

A Columbia County business representative is scheduled to be appointed in March.

ACCEPTANCE OF MINUTES

MA Wiltse made a motion to accept the board meeting minutes for October 18, 2016. Carolyn Dongara seconded the motion and the minutes were approved by the board.

CORRESPONDENCE

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

Letters Sent:

November 3, 2016 Letter sent to MA Wiltse, CGCC regarding youth program modification agreement

November 8, 2016 Quarterly reports sent to CLEOs

November 28, 2016 PY16 budget and PY15 Services Report sent to CLEOs

December 22, 2016 Letters sent to CLEOs regarding One Stop Procurement requirements, process, schedule and recommendations

Letters Received:

October 17, 2016 Letter received from James Boudreau, DEWS Senior Auditor, regarding PY15 Financial Management Review

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October 31, 2016 Letter sent to Chairman Lewis from Karen Coleman, Deputy Commissioner of Workforce Development regarding NOA PY16-3

November 21, 2016 Letter sent to Chairman Lewis from Greene Chamber Executive Director Jeff Friedman regarding sponsorship for WDB business representative

November 29, 2016 Letter sent to Catskill Interim Superintendent AnneMarie Barkman from Dawn Bucci, Assistant Director of Accounting-CGCC regarding review of financial records for WIOA funded youth project PY15

December 2, 2016 Letter sent to Chairman Lewis from Karen Col Coleman, Deputy Commissioner of Workforce Development regarding approval of the Sector Partnership National Emergency Grant

BOARD PRESENTATIONS

Teacher Recognition

The Board recognized Teacher Maryann Morrison, YES program, for her exceptional dedication to her students over the past 16 years. Ms. Morrison has influenced hundreds of students through both the Catskill GED program and the YES program.

Upstate Alliance for the Creative Economy, Maureen Sager

Ms. Sager spoke to the board regarding the strength of the creative economy in Columbia and Greene Counties. Information was provided on SATE (Storytelling + Architecture + Technology= Experience). A Captive Report and a creative comic book aimed at students regarding life and career opportunities in the arts was also distributed.

COMMITTEE MEETINGS

Committee reports were distributed prior to the meeting and reviewed by committee chairs or representatives 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 PY16. Core & Intensive Services were outlined and compared to last year's service numbers. Overall, numbers are down significantly in Career Center workshops and use of the Career Resource Room. Additional information in the Participation Report included: Skill Development and Training Services, Unemployment Rates, Quarterly Local Job Bank Activities and Marketing & Outreach Efforts. MA also reported starting in February training for truck drivers under the REDC grant award will begin. In addition, under the NEG Regional Sector Partnership Development grant from NYS DOL, the Center for Economic Growth (CEG) has been hired as the Project Manager to develop a regional manufacturing partnership between manufacturers, workforce professionals and education. A career pathway product for regional opportunities in manufacturing will also be developed.

NEW BUSINESS

One Stop Center Procurement under WIOA

A subcommittee of the Executive Committee met on January 4, 2017 to discuss One Stop Systems Coordination. Any board member or guest who believed their organization/entity may be interested in responding to a RFQ or RFP to be the One Stop Systems Coordinator was asked to recuse themselves from the discussion and the vote. MA Wiltse and Ann Luby had previously recused themselves from all discussions on One Stop System Coordination procurement. Karen Wolff reviewed the notes and recommendations for the sub-committee meeting. A copy of the proposed RFQ was available for member review. Mike Veeder put forth the Executive Committee's resolution to issue a Request for Qualifications (RFQ) for a One Stop

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Systems Coordinator, with no funding attached, for the responsibilities approved by the sub-committee. Frank Alguire seconded the motion. MA Wiltse abstained from the vote. All others voted in favor. The RFQ for the One Stop Systems Coordinator will be released and posted on February 1, 2017. Notice will be posted in local papers as well. The RFQ will be available on the Columbia Greene WDB website (www.columbiagreenevents.org).

Economic Development Updates

Frank Alguire (Greene) and Tony Jones (Columbia) provided economic development updates for the counties. Frank shared the two loan programs (The Quantum Fund and the Microenterprise Assistance Program) available for job creating business expansion projects through the Greene County Economic Development, Tourism and Planning Department. Tony also shared information on loans available for Columbia and Greene Counties. Tony discussed the CEDC Workforce & Education Committee which is focusing on linkages between businesses and schools.

Announcements

The Columbia Greene Career Fair is scheduled for April 11th from 10:00 to 1:00 at Columbia Greene Community College. Please contact Maureen Boutin at the Workforce Office if interested and able to volunteer to review resumes for job seekers at the April Career Fair.

Seeking business colleagues who would be willing to write a letter urging Congress to fully fund WIOA. Katy will follow up with all Board members via email within the next several weeks.

GOOD AND WELFARE

Thanks to Frank Alguire, Carolyn Dongara, Terri Drobner, Mary Prazma, Mike Veeder, Terry McGee Ward and Karen Wolff for their time and efforts in serving on the sub-committee for the One Stop Procurement.

Thanks to Maureen Boutin, Terri Drobner, Ross Kerska (The Pines), Claire Parde (Healthcare Consortium), Debbie Trowbridge (Sickler, Torchia, Allen & Churchill CPAs) and Mike Veeder for the December Speed Networking session.

PY 16 Full Board Meeting Schedule	
Tuesday, April 11, 2017	5:30 p.m.
Tuesday, July 18, 2017	5:30 p.m.

The meeting adjourned at 6:43 p.m.