

Workforce Development Board of Columbia & Greene Counties

Minutes for April 11, 2017 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 5:36. Members and guests were welcomed. New member, Ms. Jane Wais/FieldGoods, Inc, was welcomed to the board.

Present: Frank Alguire, Tracy Cantele, Carolyn Dongara, Terri Drobner, Chris Foster, Myra Garcia, Ann Luby, Kathryn Nelson, Florence Ohle, Joe Sacchetti, Joshua Taylor, Lisa Thomas, Deb Tuttle, Mike Veeder, Jane Wais, Terry McGee Ward, M. A. Wiltse and Karen Wolff

Consultant: Katy Drake

Excused: Barbara Arisohn, Debra Armstrong, Lindsay Arp, Mark Fingar, Tony Jones, Maryanne Lee, David Lester, Mary Prazma, Kathy Roop, Cindy Tipple, Michael Torchia and Joe Wolodkevich

Proxy Votes Received from Lindsay Arp, Barbara Arisohn, Joe Wolodkevich and Mark Finger

Guests: Nancy Bell (DOL), Maureen Boutin (Workforce Office), MaryAnn Morrison (YES) & YES student Jasmine, Deb Zwoboda (Catskill TASC) and Russ Kerska (The Pines at Catskill)

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

STATUS OF VACANCIES

There are no vacancies at this time, but recruitment is in process for an upcoming Columbia County business vacancy.

ACCEPTANCE OF MINUTES

MA Wiltse made a motion to accept the board meeting minutes for January 31, 2017. Frank Alguire 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:

- February 14 & 16, 2017 Advocacy letters sent out
- February 27, 2017 Quarterly reports sent to CLEOs, including the status update on the procurement of the One Stop Systems Coordinator
- March 23, 2017 Letters sent to the CLEOs requesting PY17 re-appointments

Letters Received:

- Letters of support for PY17 funding for Title 1 and Title II at the level authorized by WIOA from CIA Security, DigiFab Shop, Management Advisory Group of NY and FieldGoods.
- February 21, 2017 letter responding to advocacy letters from Senator George Amedore
- March 6, 2017 Chamber sponsorship letter
- March 8, 2017 Appointment of Ms. Mary Gerlach, Key Bank
- March 20, 2017 Appointment of Ms. Jane Wais, Fieldgoods, Inc.
- April 6, 2017 Letter from Mr. James Boudreau, CPA/NYS DOL regarding FY14 TAA Closeout Review

BOARD PRESENTATIONS

Catskill TASC Program Coordinator Recognition

On behalf of the CG Youth Council and the Board, Terry McGee Ward thanked Catskill TASC Program Coordinator Deb Zwoboda for her sixteen plus years of service and dedication to the youth of both counties. Deb will be retiring from the program at the end PY16. Deb will be greatly missed by the students, her co-teachers and her colleagues at the Workforce Office.

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 third quarter of PY16. Core & Intensive Services were outlined and compared to last year's service numbers. Additional information in the Participation Report included: Skill Development and Training Services, Unemployment Rates, and Marketing & Outreach Efforts. The Quarterly Local Job Bank Activities were not available.

NEW BUSINESS

One Stop Operator Procurement under WIOA

Through the Executive Committee & Procurement Sub Committee reports, Chair Terri Drobner updated the board on the competitive selection of a One Stop Systems Coordinator for Columbia Greene. Columbia Greene Community College's Workforce Investment Office (CGCC WIO) was the sole respondent to the February 1, 2017 Request for Qualifications for the One Stop Systems Coordinator starting July 1, 2017. The Procurement sub-committee met on March 29th and scored the CGCC WIO response. The CGCC WIO scored a perfect score on the rating. The CGCC WIO was a member of the consortium serving as the One Stop Operator under WIA and through the transition to WIOA. The Executive Committee approved the sub-committee's request to bring a resolution before the board to approve the CGCC WIO to serve as the Columbia Greene One Stop Systems Coordinator. The board was reminded that there is no funding attached to this role at this time. Karen Wolff made a motion for the CG WDB to award the role of One Stop System Coordinator to CGCC WIO beginning July 1, 2017. Florence Ohle seconded the motion. MA Wiltse and Ann Luby abstained from the vote. The motion carried with all others in favor. As required under WIOA, both CLEOs will be need to approve CGCC WIO as the One Stop Systems Coordinator. The One Stop Systems Coordinator will require procurement at a minimum of every four years (PY21).

By Laws Update for PY17

On March 30, 2017 all board members were sent an email with the proposed changes to the CG WDB bylaws. The two major changes recommended are based on the transition from WIA to WIOA. Florence Ohle made a motion to accept the recommended updates to the bylaws as indicated in the email and the hard copy distributed at the meeting. Ann Luby seconded the motion. The motion carried to approve the bylaw updates with all board members in favor. The bylaws will be forwarded to the CLEOs for final approval and then distributed to board members.

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Economic Development Updates

Frank Alguire provided a brief overview of the numerous micro-enterprise loans in the works in Greene County over the past quarter. New local businesses in Greene County were discussed. Joe Sacchetti was thanked for his role in connecting a new Athens business to the Workforce Office.

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.

Thank you to Mark Finger for coordinating Chamber collaboration.

Thank you to Carolyn Dongara for serving as Chair for the MOU process.

Thank you to Lisa Thomas and Debra Armstrong for the YES program visit.

Thank you to Sue Brown (Germantown Superintendent) and Debra Armstrong for the Warren Street Academy visit.

Thank you to Alan Frisbee (Greene Probation), Bernie Mack (ACCES-VR), Chris Foster, Terry McGee Ward and Debra Armstrong for the Catskill TASC program visit.

Thanks to Joe Sacchetti and Karen Wolff for their participation at the resume review for the CG Workforce Career Fair.

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

The meeting adjourned at 6:20 p.m.