

Workforce Development Board of Columbia & Greene Counties

Minutes for April 17, 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 5:30. Members and guests were welcomed.

Present: Frank Alguire, Debra Armstrong, Jamie Budai, Carolyn Dongara, Terri Drobner, Chris Foster, Tony Jones, Maryanne Lee, Ann Luby, Kathryn Nelson, Kathy Roop, Brya Scali, Joshua Taylor, Lisa Thomas, Deb Tuttle, Mike Veeder, Terry McGee Ward, M. A. Wiltse and Joe Wolodkevich

Consultant: Katy Drake

Excused: Lindsay Arp, Mark Fingar, Myra Garcia, David Lester, Florence Ohle, Joe Sacchetti, Cindy Tipple, Michael Torchia, and Jane Wais.

Guests: Nancy Bell (NYSDOL), Maureen Boutin (Workforce Office), Susan Gallagher (NYSDOL/DEWS Manager) and Sheri Whitney (Catskill TASC).

With 19 out of 31 members in attendance, a quorum was available.

STATUS OF VACANCIES

Recruitment is in process for two Columbia County business representatives. An appointment for ACCES-VR, following Ms. Barbara Arisohn's retirement, is still pending.

ACCEPTANCE OF MINUTES

Frank Alguire made a motion to accept the board meeting minutes for January 30, 2018. M.A. Wiltse seconded the motion. The motion was carried with all in favor. Meeting notes are posted on the website-- www.columbiagreeneetworks.org.

Partner Presentation: Ms. Sheri Whitney/Program Coordinator, Catskill TASC Program

Ms. Whitney provided the Board an overview of the services the Catskill TASC program has provided local youth over the last three contract years. Resources, challenges, successes and goals were shared. Ms. Whitney shared some of the student's writing assignments showing the value in the recent board members' presentations regarding career pathways.

CORRESPONDENCE

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

Letters Sent:

- February 28, 2018 Letters of support regarding continued funding for the Workforce Development Institute (WDI) sent to Assemblywoman Didi Barrett, Senator Kathleen Marchione and Senator George Amedore.
- March 2, 2018 Submission of CG Career Center Certification via email to NYSDOL.
- March 29, 2018 Letters sent to CLEOs regarding re-appointments for PY18.

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- *March 30, 2018 Submission of final draft of CG WIOA MOU-Part 2, Infrastructure.*

Letters Received:

- *February 26, 2018 NYSDOL approval of Regional Plan via email from Adam Baertschi, DEWS Policy Unit*
- *February 28, 2018 email from Nancy Bell, NYSDOL, regarding technical assistance on WIOA requirements and the scope of authority for standing committees.*
- *March 12, 2018 NYSDOL approval of CG local plan via email from Adam Baertschi, DEWS Policy Unit*
- *April 10, 2018 email received from Renae Townsend, DEWS Policy Unit regarding follow up required on the CG Center Certification*

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.

Upon reviewing the Executive Committee report, Chair Terri Drobner officially appointed Carolyn Dongara, Lisa Thomas and Deb Tuttle to serve on the PY18 nominating committee. This committee will be providing recommendations to the Board for the upcoming July election. At the July meeting, Vice Chair Mike Veeder will ascend to the position of Chair and the Board will need to elect a Vice Chair (Columbia County Business Representative) and a Secretary (General Membership).

ONE STOP DIRECTOR'S REPORT

The following information was reviewed in the Columbia Greene One Stop Center Participation Report: New registrants, new UI claimants, customers receiving services, Career Center workshops and Career Resource Room utilization. A comparison of these services by quarter for PY17 and against the same quarter for PY16 was provided. Information on Skill Development and Training Services, Unemployment Rates by county, for NY and for the US, Marketing Efforts, and Adult Education Classes sponsored by Questar III was also shared.

Budget

PY 18 estimated WIOA allocations were reviewed. The percentage of change estimates include: Adult (8.8% increase), Dislocated Worker (8.3 % decrease) and Youth (6.0 % decrease) for an estimated total budget change of -2.2%.

OLD BUSINESS

WIOA Transition

Part One of the WIOA MOU, the Service Delivery component, is complete. Part Two of the MOU- Infrastructure costs-- was submitted to NYSDOL on March 30, 2018.

Local Plan

The local plan was approved by NYSDOL.

Regional Plan

The Regional Plan was approved by NYSDOL. Both the regional and the local plan will need to be **updated** every two years hereafter.

Career Center Certification

The Career Center Certification was approved by the Career Services Committee per the CG WDB by laws and submitted to NYSDOL prior to the March 30th deadline. On April 11th the

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Consulting Director was notified additional information was required. The Center Certification will go back to the Career Services Committee in May in order to meet the additional requirements.

Title II RFP

The review to ensure alignment with the local workforce plan and priorities for Title II services was completed in March and returned to Questar III for their final submission.

NEW BUSINESS

Youth Policy Updates and Corrective Action

Following the January Board meeting, NYSDOL informed the CG WDB that it is their interpretation that WIOA law prohibits the Board from designating the Youth Council as the final approval for all youth policies and procedures governed by WIOA regulations. Base on this interpretation, the Executive Committee submitted a new resolution as corrective action:

Frank Alguire made a motion that the Board rescinds the resolution that the Youth Council be the final approval for all youth policies and procedures governed by WIOA regulations based on the information provided by NYSDOL. M.A. Wiltse seconded the motion. The motion carried with all in favor.

The Board then reviewed the two new Youth Policies: **Policy # 606:** Youth Internships and **Policy #605:** Youth Individual Service Strategy. Policies are included in the Committee reports and are posted for future reference at the following link:

<http://www.columbiagreeworks.org/policy-link.html>.

Frank Alguire made a motion that the Board approve the updates to: **Policy # 606:** Youth Internships and **Policy #605:** Youth Individual Service Strategy. Kathryn Nelson seconded the motion. M.A Wiltse abstained from the vote. The motion carried with all others in favor.

PY18 Youth Services- Designation and Procurement of Youth Services

Under WIOA the local area grant recipient/fiscal agent has the option to provide some or all of the youth WIOA activities/elements (TGEL- 21-16).

Based on the Youth Council recommendations, Tony Jones put forth a resolution for the WIOA Grant Recipient, Columbia-Greene Community College, to be **designated** as a provider of the following Youth Program Elements:

1. Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized post-secondary credential.
3. Paid and unpaid work experiences that have academic and occupational education as a component of the work experience
4. Occupational skill training, which includes priority consideration for training programs that lead to recognized post-secondary credentials that align with in- demand industry sectors or occupations in the local area.

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5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.
6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors. Leadership opportunities are offered to increase life skills such as parenting, employment behavior and budgeting finances
7. Supportive services include: linkages to community services; assistance with transportation, child/dependent care, housing, educational testing, purchase of work clothes or tools; needs-related payments, referral to health care; reasonable accommodations
8. Adult mentoring for a duration of at least 12 months that may occur both during and after program participation. A formal relationship, with someone other than the case manager, that offers structured activities. Workplace supervisor can be a mentor
9. Follow-up services for not less than 12 months after the completion of participation
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth
11. Financial literacy education
12. Entrepreneurial skills training
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services (note: new under WIOA)
14. Activities that help youth prepare for and transition to post-secondary education and training (note: new under WIOA)

Chris Foster seconded the motion. MA Wiltse (CGCC) and Maryanne Lee (serves as CGCC Trustee) abstained from the vote. The motion carried with all other members in favor (including a proxy vote from David Lester).

Based on the Youth Council's second recommendation, Ann Luby put forth a resolution for the Board to approve the development and release of a **Request for Proposals (RFP)** to provide **out-of-school youth services for Program Element #2: Alternative secondary school services, or dropout recovery services** and any of the following Program Elements:

- 1: Tutoring, study skills training, instruction.....
- 5: Education offered concurrently with and in the same context as workforce preparation
- 6: Leadership development opportunities
- 8: Adult mentoring
- 10: Comprehensive guidance and counseling
- 11: Financial literacy
- 12: Entrepreneurial skills training
- 13: Services that provide labor market and employment info
- 14: Activities that help youth prepare and transition to post-secondary education

Carolyn Dongara seconded the motion. MA Wiltse abstained from the vote. The motion was carried with all other members in favor.

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Economic Development Updates

Frank Alguire and Tony Jones shared information on upcoming projects for the counties. Tony Jones also shared information on the Governor's Downtown Revitalization Initiative for Hudson. The revitalization plan was submitted on March 31 and approvals are expected to start in June. Projects will be completed on a rolling basis.

GOOD AND WELFARE

- Thanks to Mike Veeder, Debra Armstrong, Lisa Thomas and Alan Frisbee (Greene County Probation) for their time and participation in the February Catskill Youth Council Visit.
- Appreciation to Maureen Boutin for all her work in coordinating the April Career Expo.
- Thank you to Mike Veeder/Kool Temp and Ross Kerska/The Pines at Catskill, for their presentations on work readiness skills and career pathways to the Catskill TASC students.
- Relay for Life: In honor of Mary Prazma's ten years of service, the Board is sponsoring a Relay for Life time. The event will be held at Columbia-Greene Community College on June 15 from 6:00 pm to 6:00 am. For those interested in supporting the team, more information can be found at:
http://main.acsevents.org/site/TR/RelayForLife/RFLCY18NER?pg=entry&fr_id=85892

The meeting adjourned at 6:47 p.m.

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

