

Workforce Development Board of Columbia & Greene Counties

Minutes for April 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

Vice Chair Mary Prazma called the meeting to order at 5:35. Members and guests were welcomed.

Present: Frank Alguire, Debra Armstrong, Lindsay Arp, Tracy Cantele, Carolyn Dongara, Terri Drobner, Chris Foster, David Lester, Kathryn Nelson, Florence Ohle, Mary Prazma, Lisa Thomas, Cindy Tipple, Deb Tuttle, Terry McGee Ward, M. A. Wiltse, Karen Schoonmaker Wolff

Excused: Barbara Arisohn, Betty Betts, Nancy Costine, Dan DeVinney, Gladys Dysard, Mark Fingar, Maryanne Lee, Ann Luby, Joe Sacchetti, Mike Veeder, Donna Williams and Joe Wolodkevich.

Consultant: Katy Drake

Guests: Maureen Boutin (Workforce Office), Nancy Bell (DOL) and Susan Gallagher (DOL).

With 17 out of 31 members in attendance, a quorum was present.

STATUS OF VACANCIES

A Greene County business representative-- Ms. Myra Garcia/Hunter Mountain-- will be appointed on April 20, 2016. A Columbia County Business Representative is scheduled to be appointed in May.

ACCEPTANCE OF MINUTES

Debra Armstrong made a motion to accept the board meeting minutes for January 19, 2016. M.A. Wiltse 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 2, 2016--Quarterly Reports sent to Columbia County Board of Supervisors and Greene County Legislature
- February 16, 2016 Recruitment letter for Greene business representative
- March 10, 2016 Support letter sent to Ms. Karen Coleman regarding DOL application for "Strengthening Working Families Initiative" funding
- March 14, 2016 Letter sent to each county office regarding PY16 WDB re-appointments
- March 14, 2016 Recruitment letter for Columbia County business representative
- April 4, 2016 Recruitment letter for PY16 Greene business representative

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Letters Received:

- *March 2, 2016 WDB composition and notice of compliance*
- *March 2, 2016 Sponsorship letter from Mr. Jeff Friedman, Greene County Chamber*
- *March 24, 2016 MOU with Experience Works*
- *March 29, 2016 Letter from Mr. James Boudreau, Senior Auditor, DEWS-QA-FOTA re: closeout of PY13 Formula Funds*
- *March 29, 2016 Letter from Mr. James Boudreau, Senior Auditor, DEWS-QA-FOTA re: Property Management Review*
- *March 29, 2016 Letter from Mr. James Boudreau, Senior Auditor, DEWS-QA-FOTA re: PY14 Sub Recipient Monitoring Review*
- *April 11, 2016 Letter from Mr. James Boudreau, Senior Auditor, DEWS-QA-FOTA re: Procurement Review*

COMMITTEE MEETINGS

Committee reports were distributed prior to the meeting and reviewed by committee chairs or a representative 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 PY15. Core & Intensive Services were outlined and compared to PY14 service numbers. 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 (4.2 % in February), on site recruitments have increased as local businesses seek qualified workers. The Greene unemployment rate for February was 5.6%.

The PY16 allocations were shared with the board. The cuts, across the state and especially our local area, are severe. Adult funding has been cut 6.9%. Youth funding has been cut 6.88%. Dislocated funding has been reduced the most for PY16 by 21.1%. We will be working to develop a plan over the next few months to address these cuts. The reduction in funding for PY16 will impact staffing and training.

OLD BUSINESS

One Stop Center Procurement and Certification Process

At previous meetings, the Board discussed the requirement under WIOA of having to develop a request for proposals (RFP) for operation of the One Stop Center. This remains on hold with information and guidance to be provided from DOL once the final regulations are released. At this time, it is expected that the process will begin in the last quarter of 2016 for a July 1, 2017 start. The challenges of procuring the Career Center in a rural area were discussed.

Memorandum of Understanding (MOU) for WIOA

The MOU process also remains on hold awaiting further guidance. At this time, it is believed MOUs will be required to be in place for PY17. At this time, partners are not prepared to discuss the cost sharing allocations required in a complete MOU.

Career Services Committee

This committee is also on hold until the final regulations are released and guidance is received on MOUs.

NEW BUSINESS

PY16 Nomination Process

Katy Drake reviewed the process for nominations and elections as outlined in the bylaws and policy manual. As this is the first election under WIOA, a Chair, Vice Chair and Secretary will all be elected at the July meeting. Per the bylaws, the Chair must be nominated from a Columbia County Business. The Chair will serve a total of two years, until the next election. The Vice Chair must be nominated from a Greene County Business. The Vice Chair will serve two years as Vice Chair and then ascend to serve two years as Chair. The Secretary will serve a term of two years and may be nominated from the membership at large. The following Board members were appointed to serve on the Nominating Committee:

- Karen Wolff
- Betty Betts
- Mary Prazma

The Nominating Committee will be meeting in early May. Per policy, a minimum of 30 days before the election the Nominating Committee will notify all Board members of the nominations. In addition, nominations can be taken from the floor the day of the election as long as the members nominated are present at the meeting to accept the nomination. Anyone interested in information regarding the nominations or elections should contact Katy Drake at drake@mhcable.com.

Columbia Greene Workforce Career Fair

The Career Fair was held today, April 19th from 10:00 - 1:00 at the College. The fair hosted 83 businesses and organizations- compared to 82 last April. This year 377 job seekers attended- compared to last year's 418. A Resume Review was offered to job seekers again this year with 25 job seekers using the service.

Economic Development Updates

The Columbia County Economic Development Corporation's Strategic Plan was shared with Board members electronically following the meeting.

GOOD AND WELFARE

- Thank you to the Youth Council members who attended program visits for PY15: Lisa Thomas, Alan Frisbee, Bernie Mack, Maryanne Lee and Debra Armstrong
- Appreciation to the Board Members who participated in the April Speed Networking Session: Terri Drobner, Terry McGee Ward, Maryanne Lee, Mark Fingar, Tracy Cantele, Joe Sacchetti and Karen Wolff
- Appreciation to Maureen Boutin for the April Speed Networking Session, Career Fair and Resume Review
- Best wishes to David Scott/Pro Printers on his recent (semi) retirement
- Congratulations was extended to Chairman Mike Veeder for running in the Boston Marathon this week.

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- Mary Prazma shared information on the upcoming "Relay for Life". Team members and support is still being sought for the event, which will run from 6:00 pm on June 17th to 6:00 am on June 18th at Columbia Greene Community College.

PY15 Meeting & Event Schedule

Tuesday, July 19, 2016	5:30 p.m.

The meeting adjourned at 6:32 p.m.