

Workforce Development Board of Columbia & Greene Counties

Minutes for July 16, 2019 8:30 a.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 Mike Veeder called the meeting to order at 8:35. Members and guests were welcomed.

Present: Maureen Boutin, Scott Brazie, Jamie Budai, Carolyn Dongara, Terri Drobner, Chris Foster, Susan Gallagher, Jim Lapenn, Maryanne Lee, Kathryn Nelson, Ann Marie O'Hanlon, Florence Ohle, Brya Scali, Joshua Taylor, Lisa Thomas, Michael Torchia, Deb Tuttle, Mike Veeder, Jane Wais, Terry McGee Ward and Joe Wolodkevich

Consultant: Katy Drake

Excused: Debra Armstrong, Lindsay Arp, Mark Fingar, Myra Garcia, Karl Heck, Kathy Roop, Joe Sacchetti and Cindy Tipple

Guests: Holly Wanek, Workforce Office

With 21 out of 31 members in attendance, a quorum was available.

In advance of the meeting, the agenda, policy updates and committee reports were sent to all Board members via email for review.

ACCEPTANCE OF MINUTES

Sue Gallagher made a motion to accept the board meeting minutes for April 30, 2019. Florence Ohle seconded the motion. The motion was carried with all members in favor. Meeting notes are posted on the website-- www.columbiagreeneetworks.org.

STATUS OF VACANCIES

Two Columbia County business representatives remain in recruitment. Ms. Ann Marie O'Hanlon, representing Taconic Biosciences, was welcomed to the Board.

CORRESPONDENCE

Letters Sent:

April 15, 2019 Letters sent to each CLEO requesting re-appointments for PY19

May 28, 2019 Quarterly reports sent to CLEOs

June 10, 2019 Letters sent to all WIOA partners regarding signatures for the CG MOU IF

Letters Received:

May 20, 2019 Re-appointment of Members -Greene County

June 14, 2019 PY2017 WIOA Youth Program Monitoring Review from Nancy Bell, NYSDOL Quality Assurance

June 20, 2019 One Stop Operator's Agreement fully executed

June 26, 2019 Copy of Letter to Chairman Patrick Linger regarding Single Audit Report- CGCC, Year End August 31, 2018

July 2, 2019 Letter from Auditor Frederick Pedinotti/NYSDOL regarding LWDA PY17 & PY18 Biennial Procurement Review

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COMMITTEE REPORTS

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.

Due to an oversight, the One Stop Operator Agreement was not officially renewed for PY18, following the procurement process for PY17. Procurement does not need to occur again until 2021, but the agreement does need to be officially reviewed annually. A signed One Stop Operator Agreement covering PY18 and PY19 is set and will be forwarded to NYSDOL. No funds are attached to this agreement for PY18 or PY19. The Board will need to go out to bid again for the One Stop Operator for PY21. It is believe funding will be required for the procurement of the Operator at that time.

Florence Ohle made a motion to approve the One Stop Operator Agreement for PY18 and PY19. Jim Lapenn seconded the motion. The agreement was approved with all in favor, with the exception of Maureen Boutin, from the Workforce Office, who abstained from the vote.

* Maryann Lee, who serves as a trustee for the college participated in the vote to renew the contract with disclosure that she serves on the CGCC board.

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 PY18 and against PY17 was provided. Information on Skill Development and Training Services, Unemployment Rates by county, for NY and for the US, and Marketing Efforts was shared. Updates were provided for the Summer Youth Employment Program, the Opioid Grant, CFA 8, recruitment events, Probation/Parole/ReEntry/Workforce Collaboration and the Workforce Development Initiative CFA.

Holly Wanek from the Workforce Office shared success stories for adults and youth.

The Workforce Board Director's contract was renewed for PY19 at the June Executive Committee meeting.

BUDGET

The PY19 planned budget was provided to the Board in hard copy at the meeting and reviewed by Maureen Boutin.

WIOA TRANSITION

Part two of the MOU- infrastructure costs-- was submitted to NYSDOL on March 30, 2018 and updated to address language changes requested by NYSDOL in October 2018. MOU signature updates also occurred in January 2019 . The CG MOU IF was approved by NYSDOL on June 4, 2019 and is currently in the signatory process.

Volunteers were sought to assist the Director with a One Stop Center Certification Review. Terry McGee Ward and Deb Tuttle volunteered to assist with the One Stop Center Review. Katy will organize the certification review for early fall.

NEW BUSINESS

Youth Services- PY19 Contracts & Designations

Following the review of the Youth Council report by Chair Terry McGee Ward, the Board addressed the following resolutions:

Resolution: Jim Lapenn made a motion to approve the Youth Council's resolution to renew the contract for the Catskill TASC program for \$49,589.64 for PY19 (Year two of potential three year contract) (Awarded \$49,963.43 for PY18). Maryanne Lee seconded the motion. The motion was approved with all in favor.

Resolution: Kathy Nelson made a motion to continue the College/WIO/YES designation to provide the identified required program elements as outlined in policy 601.1: WIOA Fourteen Required Elements. Jim Lapenn seconded the motion. Maureen Boutin from the Workforce Office abstained from the vote. The motion carried with all others in favor.

Youth Policy Updates

All youth policy updates were sent to the Board in advance of the meeting for review. Maureen Boutin reviewed the changes in each policy at the meeting. Florence Ohle made a motion to approve updates to the following youth policies:

Policy 601: WIOA Youth Framework Services

Policy 601.1: WIOA Fourteen Required Elements

Policy 602: WIOA Youth Eligibility

Policy 602.1: WIOA Youth Eligibility- Managing the 5% Low Income Exception

Policy 602.2 WIOA Youth Eligibility- Job Placement Release of Information

Policy 603: WIOA Youth Performance Measures Definitions

Policy 604: Youth Assessment

Policy 605: Youth Individual Service Strategy (Revision Required in 10/19)

Policy 606: Youth Internships

Policy 607: National Work Readiness Credential for Youth

Policy 608: Youth Occupational Training

Policy 609: WIOA Youth Follow Up Services

Carolyn Dongara seconded the motion. Maureen Boutin abstained from the vote. The motion carried with all others in favor. Policies are posted at the following link:

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

Discussion on proposed Youth Policy #610: Youth Incentive Payments

Due to funding available for PY19, the Youth Council supported the Youth Incentive Payments policy as a pilot for one year. The full Board discussed the policy with concerns expressed specifically regarding payments for attendance with some members expressing that incentives should be rewards for accomplishments and achievements. Focusing the incentives on measurable skill gains was recommended versus strict attendance with the thought that strong attendance will result in skill gain. The process of retesting students to measure skill gains was

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discussed. Support services were also suggested in the areas of transportation, childcare and meals.

Terry McGee Ward made a motion that the Workforce Office revise the incentive policy to focus the incentive funds on milestones, accomplishments and achievements (not attendance) and send to the Youth Council for approval and then to the Executive Committee to take action on the policy prior to the October meeting. Per the bylaws, the Executive Committee can move action (as long as no contract is required) forward between meetings as long as the Board ratifies their actions at the next meeting. Maryanne Lee seconded the motion. All present were in favor, however due to the length of the meeting only 15 members were available at the time of the motion (10:10 am); not enough for a vote.

Katy Drake will follow up with the Youth Council, full Board and Executive Committee on developing the policy. The Board will vote on the revised policy at the October meeting.

MULTI -BUSINESS RECRUITMENT EVENTS

Katy Drake, WDB Consultant will be sending out an email seeking **Board volunteers** to greet business representatives and job seekers on:

- July 30, 2019 8:30 - 10:30 @ CGCC

GOOD AND WELFARE

Terry McGee Ward shared information on the **Greene County Youth Fair**, scheduled for July 25th- 28th, 9:00 am - 9:00 pm all days except Sunday. The fair has something for everyone- check out the trade tent!

Kathryn Nelson shared information on The Bank of Greene County's new bank opening in the Kinderhook/Valatie area.

The meeting adjourned at 10:16 a.m.