

# Workforce Development Board of Columbia & Greene Counties

## Minutes for July 18, 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 5:34. Members and guests were welcomed. New member, Mrs. Mary Gerlach/Key Bank, was welcomed to the board.

**Present:** Barbara Arisohn, Lindsay Arp, Carolyn Dongara, Terri Drobner, Chris Foster, Myra Garcia, Mary Gerlach, Tony Jones, Maryanne Lee, Ann Luby, Kathryn Nelson, Joe Sacchetti, Lisa Thomas, Cindy Tipple, Michael Torchia, Jane Wais, Terry McGee Ward, M. A. Wiltse, Karen Wolff and Joe Wolodkevich

**Consultant:** Katy Drake

**Excused:** Frank Alguire, Debra Armstrong, Mark Fingar, David Lester, Florence Ohle, Mary Prazma, Kathy Roop, Joshua Taylor, Deb Tuttle, and Mike Veeder

Proxy Votes Received from Frank Alguire and Mark Finger

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

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

### STATUS OF VACANCIES

Recruitment is in process for a Columbia County business representative.

### ACCEPTANCE OF MINUTES

Ann Luby made a motion to accept the board meeting minutes for April 11, 2017. Carolyn Dongara seconded the motion and the minutes were approved by the board.

### CORRESPONDENCE

The following correspondence was available for member review:

#### **Letters Sent:**

*April 12, 2017 Letters sent to CLEOs regarding the One Stop Operator Procurement and Internal Controls Agreement*

*April 12, 2017 Letters sent to CLEOS regarding approval for update to the CG WDB By Laws*

*April 25, 2017 Letter to the CLEOS regarding the Quarterly Report*

*May 16, 2017 Letter to the CLEOS regarding the fully executed WIOA Internal Controls Agreement*

*May 30, 2017 Letter to Superintendent Potter, BUFSD, regarding PY17 Youth Contract*

*June 7, 2017 One Stop Operator Agreement for Signatures*

*June 8, 2017 WIOA Title IB Adult and Dislocated Worker Transfer Request*

#### **Letters Received:**

*April 28, 2017 Notice of Obligational Authority from NYSDOL*

*May 2, 2017 Letter from Nancy Bell, NYSDOL regarding monitoring review*

*May 17, 2017 letter from James Boudreau, CPA/DEWS-QA-FOTA regarding PY15 sub-recipient monitoring review*

*May 17, 2017 Greene County Board Re-Appointments*

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*May 30, 2017 Summer Youth Employment Program Allocation Information from Acting Commissioner Gibson/Columbia DSS*

*June 19, 2017 Notice of Obligational Authority from NYSDOL regarding transfer of funds request*

*June 19, 2017 Signed One Stop Operator Agreement received*

*June 30, 2017 Email from Nancy Bell, NYSDOL regarding One Stop Operator Designation*

## **COMMITTEE MEETINGS**

Committee reports were distributed prior to the meeting and reviewed by committee Chairs and Vice 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 fourth quarter of PY16. Core & Intensive Services were outlined and compared to last year's service numbers; enrollment numbers are down, as well as the use of services. 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 again this quarter. It was noted that Questar III Adult Education classes (TASC) are being offered this summer.

A tentative PY17 budget was presented. Columbia Greene is expecting budget cuts of approximately \$88,000 for PY17. To try to manage these cuts, the part time office assistant position will not be filled, the part time consulting Workforce Office Director may fully retire in January and youth contracts were eliminated or reduced for PY17. Once finalized, the budget will be presented to the Board for approval at the October meeting. It was noted that 20% of the allocation will be for training funds.

The new transfer of funds process under WIOA was discussed. Board approval will be required to transfer funds between Adult and Dislocated Worker for PY16 and for transfers in the future. The Executive Committee brings before the Board a resolution to approve a transfer of \$6,000 from Dislocated Worker to Adult for PY16. The reasoning for the transfer request was discussed and the board was assured that no customer would be denied services based on this transfer. **Karen Wolff made a motion to approve the \$6,000 transfer from Dislocated Worker to Adult for PY16. Carolyn Dongara seconded the motion. MA Wiltse abstained from the vote. With all others in favor, the motion was carried.** Katy will forward meeting notes to NYSDOL to verify board approval for the transfer.

## **NEW BUSINESS**

### **One Stop Operator Procurement and MOU under WIOA**

As of June 30, 2017, NYSDOL approved the selection of the Columbia Greene One Stop Operator. The contract can be extended for no more than 4 years (PY21). All parties have signed off on the Internal Controls Agreement and the One Stop Operator Agreement.

After several revisions the Columbia Greene MOU Part One- Service Delivery has been submitted to NYSDOL for approval and signatures and is in review with state partners. No further action is required until the MOU is returned with state signatures. MA Wiltse discussed part two of the MOU- Infrastructure costs. It is believed that only the partners who are physically located at the center will have to participate in the Infrastructure Cost section of the MOU. Part

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two is due for submission to NYSDOL for November 15, 2017 in hopes of being in approved and finalized by the January 1, 2018 due date.

### **Local Planning under WIOA**

The area local plan will be due in Fall 2017. A section of the local plan regarding Title II procurement will be due on July 30, 2017. As the board does not meet again until October, the Executive Committee brings before the Board a resolution to grant the Executive Committee authority to approve the Title II procurement planning piece for July 30 submission to NYSDOL. The complete local plan will be brought before the Board in the fall for full approval. **Tony Jones made a motion to grant the Executive Committee the authority to approve the Title II planning piece for July 30 submission. Myra Garcia seconded the motion. The motion carried with all in favor.** Katy will forward out the Title II planning questions from NYSDOL to Chris Foster, Carolyn Dongara and MA Wiltse for input. Once finalized, the planning piece will go to the full Board for review and the Executive Committee for approval.

### **PY17 Youth Contracts**

Youth Council Chair Terry McGee Ward reviewed the meeting notes from the May Youth Council meeting (See committee reports attached). The Youth Program Project budget will be reduced from \$151,354.68 in PY16 to \$125,000 for PY17. Funds to support all three current youth contracts are no longer available as this cut comes on top of over a \$10,000 cut for PY16. The Youth Council recommendations for PY17 funding were presented.

**Michael Torchia made a motion to accept the Youth Council's resolution to renew the Catskill TASC Program contract for PY17 for up to \$56,862.00. Maryanne Lee seconded the motion. M.A. Wiltse abstained from the vote. The motion carried with all others in favor.**

**Michael Torchia made a motion to accept the Youth Council's resolution to renew the YES Program contract for PY17 for up to \$67,650. Kathryn Nelson seconded the motion. M.A. Wiltse abstained from the vote. The motion carried with all others in favor.**

**Maryanne Lee made a motion to accept the Youth Council's resolution to not renew the last year of the Bridge Program contract, serving in-school youth work experience, for PY17 due to the drastic reduction in funding for the upcoming year. Myra Garcia seconded the motion. M.A. Wiltse abstained from the vote. The motion carried with all others in favor.**

### **Economic Development Updates**

Tony Jones, Columbia County Economic Development, shared information on the Broadband Initiative for the county, which is moving forward. Tony also discussed the Hudson application for the Governor's downtown revitalization program. Tony share that the application is strong, and even if it does not win the full \$10,000,000 award many of the plans may move forward in order to revitalize the area from 2nd Street to the Waterfront.

Tony also shared information on the five day youth leadership conference that the CEDC ran in conjunction with the Chamber.

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### **CFA 7**

MA Wiltse shared information on the Round 7 Consolidated Funding Application (CFA) which will address the shortage of truck drivers in the counties. The application will seek funds (approximately \$45,000) to locally train CDL B drivers with a driving class being offered next summer by the Kingston CDL school at Columbia Greene Community College. The application seeks to serve the unemployed and the under employed. The CDL B training is a three week course and covers training for buses, fuel delivery and small box trucks. Truck driving is the most popular training in Columbia Greene since the LPN program end.

### **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.

Maureen Boutin thanked local manufacturing businesses for their participation in the NEG Regional Sector Partnership project. Katy will forward out the report from CEG on the advanced manufacturing pathways project. The report has many interesting insights on career paths and recruiting in the area of advanced manufacturing.

The meeting adjourned at 6:26 p.m.