

Workforce Development Board of Columbia & Greene Counties

Minutes for July 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

Chair Mike Veeder called the meeting to order at 5:32. Members and guests were welcomed.

Present: Frank Alguire, Debra Armstrong, Betty Betts, Carolyn Dongara, Terri Drobner, Chris Foster, Myra Garcia, Maryanne Lee, Kathryn Nelson, Florence Ohle, Mary Prazma, Joe Sacchetti, Lisa Thomas, Michael Torchia, Mike Veeder, Terry McGee Ward, M. A. Wiltse, Karen Wolff

Excused: Barbara Arisohn, Lindsay Arp*, Tracy Cantele, Gladys Dysard, Mark Fingar*, David Lester*, Ann Luby, Cindy Tipple, Deb Tuttle, Donna Williams* and Joe Wolodkevich.

Consultant: Katy Drake

Guests: Nancy Bell (DOL), Maureen Boutin (Workforce Office), Matt Bulich (Field Goods), Brad DiPietro (NYS Mentoring Program), Jeff Friedman (Greene Chamber of Commerce) and Susan Gallagher (DOL).

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

***Proxy votes received from Mark Fingar, Donna Williams, Lindsay Arp and David Lester.

STATUS OF VACANCIES

A Greene County business representative-- Ms. Kathy Roop, The Pines @ Catskill-- will be appointed on July 20, 2016. A Columbia County Economic Development representative is pending appointment.

ACCEPTANCE OF MINUTES

Maryann Lee made a motion to accept the board meeting minutes for April 19, 2016. Karen Wolff 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:

May 6, 2016 Letter sent from Chairman Veeder to Deputy Secretary de Leon Bhargava regarding the 15% discretionary WIOA funding

May 6, 2016 WIOA Administration to Program funds transfer

May 10, 2016 Letter sent to Deputy Secretary de Leon Bhargava regarding the 15% discretionary WIOA funding from local WDB Directors

May 17, 2016 Letters sent from WDB Director Katy Drake to Youth Programs (Catskill TASC, YES and the Bridge Program) regarding PY16 contract renewals

May 19, 2016 Quarterly report to the Board of Supervisors and Greene County Legislature

June 17, 2016 Thank you for service to the Board letters to Nancy Costine and Dan DeVinney

Workforce Development Board of Columbia & Greene Counties

June 19, 2016 Letter to Board members regarding the nominations for the July 19th election

Letters Received:

April 13, 2016 Columbia County Re-appointments to the Workforce Board

April 18, 2016 Letter from Nancy Bell, NYSDOL, regarding acceptance of the Performance Improvement Plan on Dislocated Worker Average Earnings Common Measure

April 20, 2016 Appointment letter for Ms. Myra Garcia

May 2, 2016 Letter from Nancy Bell, NYSDOL regarding 2014 Youth Monitoring Review

May 11, 2016 Letter from NYSDOL acknowledging board membership changes

May 18, 2016 Letter from Greene County Legislature regarding re-appointments to the Board

May 19, 2016 Sponsorship letter from Greene County Chamber of Commerce

May 25, 2016 Letter of resignation from Nancy Costine, CEDC

May 31, 2016 Notice of Obligational Authority (NOA) for TAA

June 1, 2016 Letter from OTDA regarding the Summer Youth Employment Program

June 14, 2016 Letter from NYSDOL acknowledging board membership changes

July 11, 2016 Letter from USDOL regarding WIOA implementation assessment scheduled for August 24, 2016

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 full year 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.

PY16 Regional Plan

Three local Workforce Boards (Saratoga-Warren- Washington, the Capital District and Columbia Greene) recently submitted the PY16 Regional Plan. The plan included an inventory of sector-based workforce strategies. The Director's report included the table of contents for the plan and the Executive Summary. Anyone interested in the full plan should contact Katy Drake-- kathleen.drake@gmail.com -- for an electronic copy. Once the plan is approved by the Department of Labor, it will be posted on our website.

A summary of the PY16 budget was provided to members in the Director's packet. Due to formatting issues, the included budget did not line up accurately. A corrected version of the budget will be distributed with the meeting minutes and voted on at the next board meeting. It was noted for the board that 24% of funding will be spent on training for PY16.

MA provided information on the REDC consolidated funding application that was submitted on July 19th. The application requests \$46,000 in funding for CDL A and CDL B training for dislocated workers. Drivers remain a critical need in the region. CDL training is often attractive to dislocated workers as it is a relatively short training with a good starting salary. If approved, this initiative would stretch the PY16 training dollars even further.

OLD BUSINESS

One Stop Center Procurement and Certification Process/ Memorandum of Understanding (MOU) under WIOA

As the final regulations were released on June 29th discussions with NYATEP, other local Workforce Boards and the Department of Labor have begun. Information and direction regarding One Stop Procurement and MOUs is necessary before the CG WDB can move forward with procurement of a One Stop Operator and establishing the required MOUs.

NEW BUSINESS

PY16 Youth Project Contract Renewals

Youth Council Chair Terry McGee Ward reviewed the proposed contracts for the PY16 youth projects:

Program	Amount of Funding PY15	Reduction in Funding PY16	Amount of Funding for PY16
Catskill --OSY	\$61,330.00	\$5,112.00	\$56, 218.00
YES-OSY & Work Experience	\$77,334.45	\$2,612.00	\$74,722.45
Bridge-- ISY & Work Experience	\$22,335.00	\$2,612.00	\$19,723.00
Total	\$160,999.45	\$10,336.00	\$150,663.45

Frank Alguire made a motion to approve the Catskill TASC program (out of school youth) for **\$56,218** in funding for PY16. Florence Ohle seconded the motion. MA Wiltse abstained from the vote. The motion carried with all others in favor.

Frank Alguire made a motion to approve the YES program (out of school youth and work experience) for **\$74,722.45** in funding for PY16. Florence Ohle seconded the motion. MA Wiltse abstained from the vote. The motion carried with all others in favor.

Frank Alguire made a motion to approve the Bridge Program (BUFSD) (in school youth/work experience) for **\$19,723** in funding for PY16. Florence Ohle seconded the motion. MA Wiltse abstained from the vote. The motion carried with all others in favor.

PY16 Nominations

Per policy, a letter was sent out to all Board members reviewing 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 Nominating Committee (Karen Wolff, Betty Betts and Mary Prazma) nominated the following Board members to serve the PY16 terms:

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- **Chair**---Mrs. Therese Drobner-- Columbia County Business
- **Vice Chair** --Mr. Mike Veeder-- Greene County Business
- **Secretary**-- Mr. Frank Alguire--Membership at large

There were no nominations received from the floor or by proxy vote. The above officers were elected to serve a two year term unanimously.

Following the election, Mary Prazma was appointed to serve on the Executive Committee representing a Columbia County business (Replacing Terri Drobner as she takes the position of Board Chair).

Economic Development Updates

Frank Alguire provided a brief economic development update, including information on the expansion of Honey Hollow Brewery and the opening of The Rive Gauche in Athens.

Frank shared information on the BEST Program (**Business Employment Standards Transition**). The Columbia-Greene B.E.S.T. program helps students develop the skills, behaviors and knowledge necessary for success in the workplace and/or college. The program just completed another successful year.

GOOD AND WELFARE

- Appreciation to the Nominating Committee: Betty Betts, Mary Prazma & Karen Wolff
- Best wishes to MA Wiltse on her upcoming semi- retirement!
- Thank you to Kathryn Nelson and the Bank of Greene County for their presentation to the Summer Youth Employment Program.
- Congratulations to the YES Program & Maryanne Morrison-- Record high of 16 TASC graduates for PY15!

PY 16 Full Board Meeting Schedule	
Tuesday, October 18, 2016	5:30 p.m.
Tuesday, January 17, 2017	5:30 p.m.
Tuesday, April 18, 2017	5:30 p.m.
Tuesday, July 18, 2017	5:30 p.m.

The meeting adjourned at 6:43 p.m.