

Workforce Development Board of Columbia & Greene Counties

Minutes for July 28, 2015 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

Chairman Veeder called the meeting to order at 5:33.

Present: Frank Alguire, Debra Armstrong, Betty Betts, Tracy Cantele, Carolyn Dongara, Terri Drobner, Chris Foster, Maryanne Lee, David Lester, Kathryn Nelson, Florence Ohle, Lisa Thomas, Cindy Tipple, Deb Tuttle, Mike Veeder, Terry McGee Ward, Donna Williams and M. A. Wiltse

Excused: Barbara Arisohn, Nancy Costine, Dan DeVinney, Gladys Dysard, Mark Fingar, Kary Jablonka, Ann Luby, Mary Prazma, Joe Sacchetti, David Scott, Karen Schoonmaker and Joe Wolodkevich

Proxy Votes Received: Barbara Arisohn, Dan DeVinney, Mark Fingar, Ann Luby, Karen Schoonmaker and Joe Wolodkevich.

Consultant: Katy Drake

Guests: Nancy Bell (DOL) and Maureen Boutin (Workforce Office)
With 18 members in attendance, a quorum was present.

Chairman Veeder welcomed all to the first meeting of the Columbia Greene Workforce Development Board. The following new members were welcomed to the Board: Ms. Tracy Cantele, The UPS Store; Mr. Chris Foster; Questar III; Ms. Maryanne Lee, Saturn Industries; Ms. Lisa Thomas, The Healthcare Consortium and Ms. Donna Williams, Field Goods

Due to several members needing to leave the meeting early, the agenda was adjusted to present the youth information first. Terry McGee Ward, Chair of the Youth Council, reviewed the Youth Council update (committee report in meeting packet). Information was provided on the monitoring of the YES and the Bridge Program for PY14. Program evaluations for both the YES program and the Bridge program were available at the meeting for Board review.

An overview of the process for the review of the PY15 Youth Program proposals was provided. The PY15 Youth RFP was issued on June 3, 2015 and closed on July 6, 2015. Five proposals were received. A subcommittee of the Youth Council meet with representatives from each program that submitted a proposal for funding. The highest scoring proposals were recommended to the full Youth Council. The Youth Council reviewed all award recommendations and crafted a resolution for PY 15 youth funding. The Council also recommended an increase in the stipend for the Catskill Program Coordinator. The recommended awards will meet the **75% funding requirement for Out of School Youth** and the **20% work experience** funding requirement. The Executive Committee supported the

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Council's funding recommendations, including the Program Coordinator increase, by bringing the following resolution before the full Board:

Program Recommended for Funding:	Amount of PY15
Catskill-- OSY	\$61,330.00 (full funding)
YES-- OSY & Work Experience	\$77,334.45 (full funding)
Bridge-ISY & Work Experience	\$22,335.00 (partial funding-work experience)
Total	\$160,999.45

Frank Alguire made a motion to approve the Youth Council's PY15 youth program funding recommendations. Florence Ohle seconded the motion. MA Wiltse abstained from the vote, due to her involvement with the YES program. The motion was carried with all others in favor, including the six proxy votes. Funding awards were presented as one resolution to ensure the total youth funding to be allocated met the new WIOA requirements of 75% on OSY and 20% on work experience.

STATUS OF VACANCIES

The membership roster for the new Workforce Development Board was included in member packets. A Greene County business representative is in recruitment.

ACCEPTANCE OF MINUTES

MA Wiltse made a motion to accept the board meeting minutes for April 28, 2015. Debra Armstrong seconded the motion and the minutes were approved by the board.

CORRESPONDENCE

The following correspondence is available for member review:

Letters Sent:

- May 1, 2015 Information sent to the CLEOs regarding the WIOA local designation
- May 25, 2015 Letter to transfer funds from Dislocated Worker program to Adult program
- May and June Recruitment letters
- June 3, 2015 Letters sent to Superintendents and local youth service providers regarding the PY15 youth RFP.
- June 8, 2015 Letter to Nancy Bell, DOL regarding PY13 Youth Program Monitoring
- June 17, 2015 Letters sent to the CLEOs regarding the CG Workforce Development Board Certification

Letters Received:

- June 2, 2015 Notice of Obligational Authority (NOA)- Approval of the transfer of funds
- June 12, 2015 NOA Initial allocation of funding for PY15 with new reporting changes (20% minimum expenditure for youth work experience & 75% funding on Out of School Youth)

COMMITTEE MEETINGS

Committee reports were distributed prior to the meeting and reviewed by committee representatives at the meeting. Committee reports are attached to the minutes for reference.

A discussion on restarting the Employee Enhancement Program was held in response to the challenges businesses are having regarding work readiness skills and work ethics for entry level

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workers. The Employee Enhancement Program was a four week training series that covered professionalism and work place ethics for incumbent workers. A discussion on the Employee Enhancement Program will be added to the next Business Services meeting agenda.

ONE STOP DIRECTOR'S REPORT

MA Wiltse reviewed the Columbia Greene One Stop Center Participation Report. Core & Intensive Services were outlined for the all four quarters of PY14 and compared to PY13 service numbers. As the economy continues to improve, less people are looking for jobs and new registrants are down again from last year. Additional information in the Participation Report included: Skill Development and Training Services, Unemployment Rates, Quarterly Local Job Bank Activities and Marketing & Outreach Efforts.

The PY15 WIOA Current Planned Budget was presented. MA provided a brief overview of the funding streams and the changes in funding amounts from last year.

OLD BUSINESS

Workforce Innovation and Opportunity Act (WIOA)

The Columbia Greene Workforce Development Board submitted the membership roster to the Department of Labor for review. The WDB has been initially approved as in compliance, even with one business representative still in recruitment. The 2015 Local Workforce Development Area Initial Designation approval letter was received just yesterday. The next significant step in the transition will be the drafting of the bylaws. Using a template from the Department of Labor, the bylaws will be drafted for Executive Committee review for September. Once approved by the committee, the draft bylaws will be distributed to all board members for review. Once approved by the Board, the bylaws are then required to be submitted to the CLEOs for final approval.

An election of officers will take place in July 2016 following the approval of the bylaws. Current WIB officers will continue to serve until the election. As the Vice Chair position is currently vacant due to Tony Zibella's recent retirement, Chairman Veeder will appoint a Vice Chair per the current bylaws to serve until the upcoming election. The Vice Chair is required to be a Columbia County business representative. The Vice Chair appointment will be finalized for the next Board meeting.

Updates on the changes of services under WIOA will be provided to board members on a quarterly basis. The most significant change navigated since the start of WIOA on July 1, 2015 have been the changes in youth services reviewed earlier in the meeting. The greater focus of Out of School youth is believed to be a positive change.

NEW BUSINESS

Executive Committee Appointment

Ms. Carolyn Dongara (The Management Advisory Group) was appointed to fill the Greene County Business Representative vacancy on the Executive Committee.

Summer Youth Employment Program (SYEP)

Ninety five youth were placed in private and public work sites for five weeks of work experience under the Summer Youth Program. The program serves youth ages 14 - 18. Unfortunately,

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since the program start on July 6th, several youth have already dropped out of the work experience program. The funding from the youth dropping out will be used to extend some youth an additional week of work. A full review of the SYEP will be provided at the fall meeting.

County Economic Development Reports were not available at this meeting.

GOOD AND WELFARE

The WIF STEM Camp-- Aerospace Institute for Teens is set to run August 3- 6, 2015 at Columbia Greene Community College.

The meeting adjourned at 6:40 p.m.