

Workforce Development Board of Columbia & Greene Counties

Minutes for October 18, 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 Therese Drobner called the meeting to order at 5:31. Members and guests were welcomed. New member, Mr. Tony Jones, Chairman of the Columbia Economic Development Corporation, was welcomed to the board.

Present: Frank Alguire, Barbara Arisohn, Debra Armstrong, Lindsay Arp, Carolyn Dongara, Chair Terri Drobner, Myra Garcia, Tony Jones, David Lester, Kathryn Nelson, Florence Ohle, Lisa Thomas, Cindy Tipple, Michael Torchia, Deb Tuttle, M. A. Wiltse, Karen Wolff and Joe Wolodkevich

Consultant: Katy Drake

Excused: Tracy Cantele, Gladys Dysard, Mark Fingar, Chris Foster, Kathy Roop, Maryanne Lee, Ann Luby, Mary Prazma, Joe Sacchetti, Mike Veeder, Terry McGee Ward and Donna Williams

Guests: Nancy Bell (DOL), Maureen Boutin (Workforce Office), Jeff Friedman (Greene Chamber of Commerce), Susan Gallagher (DOL) and Russ Kerska (The Pines at Catskill).

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

STATUS OF VACANCIES

A Greene County business representative to replace Mrs. Betty Betts, following her retirement from Essendant, is in recruitment.

ACCEPTANCE OF MINUTES

MA Wiltse made a motion to accept the board meeting minutes for July 19, 2016. Frank Alguire 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:

August 5, 2016 Quarterly report sent to the Chairman of Board of Supervisors and the Chairman of the Legislature.

August 5, 2016 TAA PY14 File Review

September 1, 2016 Letter sent regarding the NEG Regional Sector Partnership grant.

September 5, 2016 Letter sent to Mr. Joshua Taylor, Ducommun AeroStructures regarding serving on the Workforce Board.

September 8, 2016 Letter sent to Workforce Board member regarding meeting attendance.

September 9, 2016-- Letter sent to Mr. Stephen Miskell, Business Office Administrator at Catskill Central School District, regarding the submission of the required fourth quarter fiscal report.

September 15, 2016 Letter sent to MA Wiltse regarding PY15 contract modification for the YES program.

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Letters Received:

September 2016 Signed CLEO agreements from both Chairman

September 2016 Thank you note to Mark Decker regarding the Summer Youth Employment Program.

September 14, 2016 Letter from MA Wiltse to Superintendent Barkman/Catskill regarding the WIOA Youth Program Contract Modification for PY16.

September 14, 2016 Letter from MA Wiltse to Dan Kalbfliesh/Berkshire Union Free School District regarding the WIOA Youth Program Contract Modification for PY16.

August 25, 2016 Letter from Dawn Bucci/Asst. Director of CGCC to Superintendent Bruce Potter/Berkshire Union Free School District regarding successful compliance for the PY15 youth contract.

August 15, 2016 Notice of Obligational Authority (NOA) from Karen Coleman/Deputy Commissioner for Workforce Development to Chairman Kevin Lewis.

July 26, 2016 Letter confirming new member and Chair changes for the CG WDB.

July 19, 2016 Two letters from James Boudreau/Senior Auditor, DEWS-QA-FOTA regarding the PY14 Financial Management Review.

COMMITTEE MEETINGS

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.

ONE STOP DIRECTOR'S REPORT

MA Wiltse reviewed the Columbia Greene One Stop Center Participation Report for the first quarter of PY16. Core & Intensive Services were outlined and compared to PY15 first quarter 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. The report also included a comparison of the performance outcomes from the prior two program years.

The board also discussed the labor force drop for Greene County and possible contributing factors. The reduction of men ages 25-54 in the labor force was also explored by the Board—discussing possible ways to reconnect this population with the current workforce need for qualified workers.

OLD BUSINESS

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

The NYSDOL informed the WDB Directors today that guidance on the MOU process and One Stop Procurement is expected out by the end of November. NYSDOL is working with Greg Newton to provide training and technical assistance in December. If the guidance follows the projected timeline, the Procurement of the One Stop could be addressed in January and the MOUs could be finalized for April.

Branding—American Job Center Network

The new brand is being added electronically to all workforce information immediately—including the board agenda and materials. Hard copy materials will be updated when reordered to include the new brand. Signage for the center is on hold at this time with hopes funding will be made available.

NEW BUSINESS

PY16 Budget Review

An updated copy of the PY16 budget was distributed electronically with the meeting materials for Board member review. MA Wiltse provided a brief update, noting carry over and percentage of funds to be spent on training. The board will address the PY15 unspent youth funds in separate resolutions.

Florence Ohle made a motion to accept the PY16 Columbia Greene WIOA budget presented to the Board on October 18, 2016. Karen Wolff seconded the motion. MA Wiltse abstained from the vote. The motion carried with all in favor.

PY15 Unspent Youth Funding

As confirmed by an October 3, 2016 meeting with the Catskill Business Administrator, over \$10,000 in unspent youth funds needs to be reallocated from the Catskill TASC program budget. At the September 20th Youth Council meeting, the members drafted resolutions on how to reallocate the youth funding. The Executive Committee and the Board supported those resolutions, and updated the motions to reflect the current PY16 approved budget.

Frank Alguire made a motion that in regards to unspent PY15 youth funds, the Columbia Greene WDB carry over 18% (an additional \$4,443.00) for PY16. Florence Ohle seconded the motion. MA Wiltse abstained from the vote. The motion carried with all other members in favor.

Florence Ohle made a motion supporting the Youth Council's recommendation that \$700.00 of the unspent PY15 youth funds be set aside for the Catskill TASC program to reinstate the cell phone for PY16. Michael Torchia seconded the motion. MA Wiltse abstained from the vote. The motion carried with all others in favor.

Michael Torchia made a motion that the remaining unspent PY15 youth funds, be used for work experience through the YES program – (an additional \$3,718 for work experience and an additional \$1,139 for staff wages). Karen Wolff seconded the motion. MA Wiltse abstained from the vote. The motion carried with all others in favor.

Economic Development Updates

Frank Alguire (Greene) and Tony Jones (Columbia) provided economic development updates for the counties. Frank reported that Greene County is seeing an influx of NY City residents opening businesses in the county. Frank also discussed the local businesses need for qualified workers and how some businesses are addressing the qualified worker shortage with increased pay rates. Tony Jones discussed CEDC's Strategic Plan, noting the pillar of workforce development previously shared with the board when the plan was distributed. The CEDC has a strong focus on **broadband**, with a subcommittee already formed and **skilled workforce**, with a Workforce Development Committee to be created in the future. Tony shared that a micro business entrepreneurial class is finishing soon; over the past twenty years, this class has had over 700 graduates. Local business and county initiatives were shared by both Frank and Tony including the opening of Rive Gauche (Athens), the Hudson Valley Creamery's grant for working with fresh goat milk which should create more goat farming for the entire Hudson Valley, and the CEDC project with Architectural Cast Stone.

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GOOD AND WELFARE

- Florence Ohle shared information regarding a partnership between Community Action of Greene County and the Catskill Elks to host a Thanksgiving Dinner for the community. Volunteers and donations are being sought. The flyer will be distributed via email to all members.
- Barbara Arisohn shared information regarding the 2016 National Disabilities Employment Awareness Month Annual Business Recognition Awards. These awards recognize businesses as being exemplary in hiring individuals with disabilities. Catskill Mountain Tent Company (Tannersville) was a local winner; Walmart Supercenter (Catskill) was a regional winner; Field Goods (Athens) was a statewide award winner.

PY 16 Full Board Meeting Schedule	
Tuesday, October 18, 2016	5:30 p.m.
Tuesday, January 17, 2017	5:30 p.m.
Tuesday, April 11, 2017 PENDING	5:30 p.m.
Tuesday, July 18, 2017	5:30 p.m.

The meeting adjourned at 6:32 p.m.