

Workforce Development Board of Columbia & Greene Counties

Minutes for October 20, 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 5:31. New member, Ms. Lindsay Arp, Columbia County DSS, was welcomed to the board.

Present: Barbara Arisohn, Lindsay Arp, Tracy Cantele, Carolyn Dongara, Terri Drobner, Mark Fingar, Chris Foster, Maryanne Lee, David Lester, Kathryn Nelson, Florence Ohle, Joe Sacchetti, David Scott, Lisa Thomas, Cindy Tipple, Deb Tuttle, Mike Veeder, Donna Williams, M. A. Wiltse and Joe Wolodkevich

Excused: Frank Alguire, Debra Armstrong, Betty Betts, Nancy Costine, Dan DeVinney, Gladys Dysard, Ann Luby, Mary Prazma, Karen Schoonmaker and Terry McGee Ward

Proxy Votes Received: Ann Luby and Dan DeVinney

Consultant: Katy Drake

Guests: Nancy Bell (DOL), Maureen Boutin (Workforce Office), Jeff Friedman (Greene Chamber) and Susan Gallagher (DOL)

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

STATUS OF VACANCIES

An appointment for a Greene County business representative is pending for November 18, 2015.

ACCEPTANCE OF MINUTES

MA Wiltse made a motion to accept the board meeting minutes for July 28, 2015. Mark Fingar seconded the motion and the minutes were approved by the board.

CORRESPONDENCE

The following correspondence is available for member review:

Letters Sent:

- July 30, 2015 Letter sent to Ms. Jennifer Searing Burke of Northeast Career Planning regarding funding for the submitted PY15 youth proposal. Follow up email sent 8-7-15 providing feedback on the proposal.
- July 30, 2015 Letter sent to Mr. Anthony Taibi, Cairo- Durham Central School District regarding funding for the submitted PY15 youth proposal. Follow up email and letter sent 8-5-15 providing feedback on the proposal.
- August 17, 2015 Quarterly reports sent to Chairman Lewis and Chairman Grattan
- September 9, 2015 Recruitment letter sent
- October 13, 2015 Letter sent by Youth Chair Terry McGee Ward to Bruce Potter, Berkshire Free Union School Superintendent regarding PY14 contract review (Referencing Dawn Bucci's 9-29-15 letter).

Workforce Development Board of Columbia & Greene Counties

- Request to transfer funds from WIOA Administration to Adult and Dislocated Worker allocations.

Letters Received:

- August 10, 2015 Letter received from Mario Musolino, NYSDOL Acting Commissioner deeming the Columbia Greene WDB in compliance with WIOA.
- September 22, 2015 Copied on letter sent to Superintendent Kathleen Farrell from Dawn Bucci regarding the Catskill School District's PY14 Youth Contract Review.
- September 29, 2015 Copied on letter to Superintendent Bruce Potter from Dawn Bucci regarding the Berkshire Union Free School District's PY14 Youth Contract Review.
- October 2, 2015 Letter from Nancy Bell regarding AD/DW/TAA monitoring

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.

Upon review of the Business Services Committee report the board voted on the policies required to be addressed under the transition from WIA to WIOA. All policies were reviewed and recommendations were framed to target those whom the board seeks to serve, while keeping in mind that limited funding is available. The policies are designed to support lower income workers in the two counties. The following resolutions were brought before the full board based on the committee's review:

1. ***Self-Sufficiency Standard:*** Florence Ohle supported the resolution of ***a Self-Sufficiency Standard for adults of \$16 per hour for the individual applicant was made by the Business Services Committee. The self sufficiency level for dislocated workers is a replacement wage of 97% of their previous salary.*** Tracy Cantele seconded the motion. The motion was carried with all in favor.

2. ***Priority of Service Guideline:*** MA Wiltse supported the resolution for the following Priority of Service Guidelines:

Priority of Service for adults is:

- a. A Columbia or Greene County Resident.
- b. A veteran or eligible spouse of a veteran
- c. A member of a household with a family income below poverty level or 70% of the lower Level Standard Income Level Guidelines, based on the family income during the previous 26 weeks.

Priority of Service for Dislocated Workers:

- d. A veteran or eligible spouse of a veteran
- e. An individual whose previous income was below the self sufficiency level

Florence Ohle seconded the motion. The motion carried with all in favor.

3. ***Individual Training Account (ITA)*** Mark Fingar supported the resolution that the ***ITA Policy*** in which the maximum amount of an ITA is \$3,000, including books and supplies. Additional expenditures, based on special circumstances, can be approved beyond the ITA cap by the Career Center Director. No ITA can be approved for any occupation where the mean hourly wage is below \$12.00/hour. **(Raised from \$9.87)**. The board discussed special circumstances in which a rate below \$12/hour would be considered. Barbara Arisohn seconded the motion. With all in favor, the motion carried.

Workforce Development Board of Columbia & Greene Counties

4. **On the Job Training (OJT):** Florence Ohle made a motion to accept the new **OJT policy**. Changes to the proposed policy include increasing the OJT amount to \$4,000, from \$3,000, for those OJTs that also lead to an industry recognized credential for the trainee. The change in policy also proposes that the occupation's hourly wage for eligibility for training funds be raised from \$9.87 to \$12.00. Maryann Lee seconded the motion. With all in favor, the motion carried.

5. **In Demand Occupation List:** This list was recently reviewed and approved by the committee. Florence Ohle made a motion that the current In Demand Occupation List be approved under WIOA. Mark Fingar seconded the motion. With all in favor, the motion carried. The link for the full In Demand Occupation list can be found at: <http://www.labor.state.ny.us/stats/lproj.shtm> under "Employment Projections".

ONE STOP DIRECTOR'S REPORT

MA Wiltse reviewed the Columbia Greene One Stop Center Participation Report for the first quarter of PY15. Core & Intensive Services were outlined and compared to PY14 service numbers. As the economy continues to improve, less people are looking for jobs and new registrants continue to be down 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. As the unemployment rate is low, on site recruitments have increased as local businesses seek qualified workers.

OLD BUSINESS

Workforce Innovation and Opportunity Act (WIOA)

The Columbia Greene Workforce Development Board is in compliance in regards to membership. Prior to the meeting, a draft of the CGWDB bylaws were sent to all members for initial review. The board talked about the significant changes in the bylaws. The addition of a Career Services Committee was discussed. The other significant change is that the bylaws allow the WIB Chair to serve as the WDB Chairman until the July 2016 election. Upon board approval, the bylaws will be sent to the Chairman of the Legislature and the Chairman of the Board of Supervisors for review, as required by the regulations under WIOA. The final document will be sent to all Board members for review a minimum of ten (10) days before a vote. Kathryn Nelson made a motion to approve the bylaws being sent as written to the CLEOs for review. Barbara Arisohn seconded the motion. With all in favor, the motion was approved.

Appointments

Ms. Mary Prazma was appointed to the position of Vice Chair (representing Columbia County) to serve until the July 2016 election.

Ms. Terri Drobner (Columbia County Business Representative) was appointed to the Executive Committee until the July 2016 election.

NEW BUSINESS

Conflict of Interest Policy

Board members were provided the Conflict of Interest Policy (as outlined in the bylaws) for review and sign off.

County Economic Development Reports were not available at this meeting.

GOOD AND WELFARE

- Maureen Boutin was thanked for providing the new member tour prior to the start of the meeting.
- Jeff Friedman was thanked for his support of Greene County business representatives appointed under WIOA.
- Mark Fingar was commended for his performance in "Little Shop of Horrors".

On **Wednesday, December 9th from 5:30 - 6:30**, Melinda Mack, Executive Director of New York Association of Training and Employment Professionals (NYATEP) will be presenting an overview of WIOA for Columbia Greene Workforce Development Board members. The Workforce Board Primer will provide highlights of the law, board responsibilities and strategies to further engage the board.

The presentation will be held in room **612 of Columbia Greene College's Professional Academic Center**. Dinner will be served at the start of the meeting.

PY15 Meeting Schedule	
Wednesday December 9, 2015-- WIOA Board Training	5:30- 6:30 p.m.
Tuesday, January 19, 2016	5:30 p.m.
Tuesday, April 19, 2016	5:30 p.m.
Tuesday, July 19, 2016	5:30 p.m.

The meeting adjourned at 6:25 p.m.