



The *Workforce Investment Board of Columbia & Greene Counties* (WIB) is responsible for providing leadership, influence, focus and oversight for the local workforce development system. The Mission of the *Workforce Investment Board of Columbia & Greene Counties* is to provide indispensable, high quality labor market information, employer services and career development opportunities to assist individuals and businesses striving to achieve their employment, hiring, and career education and training goals through an easily accessible network of workforce development partners. This email is designed to provide your business with up-to-date relevant information.

If you have questions regarding any of this information or you are interested in any of the grant opportunities, please call/email me at the number listed below. If you prefer not to receive these updates, email me and you will be removed from our list.

COLUMBIA GREENE WORKFORCE NEW YORK

GRANT/TRAINING OPPORTUNITIES

NEW- NYSDOL Training Grant: Skills Training and Education Program (STEP)

STEP is a new, on-going training grant available to private sector for-profit and not-for-profit businesses that are part of a targeted industry sector. Targeted Industry Sectors for Columbia and Greene Counties include: Advanced Manufacturing, Construction, Biotechnology, Energy, Nanotechnology and Healthcare. Funds may be used to pay for outside vendors or in-house trainers to provide on-site/off-site training or distance learning. The applicant must demonstrate that the training will result in the workers' acquisition of transferable occupational skills and the trainees' receipt of a permanent 3% increase in wages. There will be a per-trainee cap of \$2,000. Awards for individual applications may not exceed \$50,000.00, and there is a STEP program lifetime maximum of \$100,000. Businesses with 100 or more total employees will be awarded up to 75% of the instruction costs and are required to contribute a 25% cash match toward the costs. This match does not include employee wages, but would be 25% of the actual instructor cost. Contracts will be awarded for a period of up to six months with be no opportunity for contract extensions. Please read the full RFP for details and acceptable trainings. Note: General skills training, proprietary training, sales training; human resources training; conferences, basic computer literacy and mandated trainings are not fundable. All interested businesses are required to contact their local Workforce Area prior to application. Staff can assist in guiding business through the process, please contact me if you are interested. See the following link for further information. <http://www.labor.state.ny.us/workforcenypartners/PDFs/STEP%20RFP.pdf>

NEW – Hazardous Abatement Board – Safety Grant Announcement

The 2009 Occupational Safety and Health, Training & Education Request for Proposals will be available on January 21, 2009, www.labor.state.ny.us/hab. **The due date for proposals is March 13, 2009**, the grant period will run from August 1, 2009 through July 31, 2010.

Employer Prescreening, On Line Skill Assessments: Prove It

The Columbia Greene Workforce Area has recently begun to use Prove It, a skills assessment program for job seekers. Prove It has over 900 validated tests and is now available to assist businesses with prescreening potential employees. Assessments cover a wide content area including clerical, software, industrial, healthcare, financial and technical job classifications. Please review the Prove It website and contact me to discuss how we can assist you in

identifying the most qualified applicants for your positions! <http://www.columbiagreeneworks.org/Online-assesment.html>

On Line Learning is now available to job seekers to close skills gaps through Greene Workforce New York. If you have job applicants that have not passed your pre-hiring testing please refer them to the Career Center so they will have the opportunity to remediate their skills using the NY Wired, Matrix Learning system enabling them to more quickly re-enter the workforce.

Shared Work

The Shared Work program helps employers survive temporary business downturns by giving them an alternative to firing/laying off full-time workers. It makes sense to help businesses retain productive workers. Under this program, instead of cutting staff, an employer can reduce the number of hours of all workers, or just a select group. Under an approved plan, employees may collect partial Unemployment Insurance benefits while working a reduced workweek. Review the following link for details. <http://www.labor.state.ny.us/ui/dande/sharedwork1.shtm>

Employee Enhancement Program: FLEXIBLE & SIMPLE!!

Anyone earning under \$16.00 can now attend any or all four training sessions, no reviews are necessary, the cost is just \$10.00/person to cover the workbook, *30 Ways to Shine!*

Are you looking for an effective proven way to increase the retention rates & develop workplace skills? If so, then the Employee Enhancement Program is for you! This four module workshop is designed to help workers develop soft skills necessary for success on the job. The next session will run March 2009, Thursday mornings from 9-12am.

Workshop topics include:

1. Having it All-Managing Your Job & Life
2. Employee Strategies for Creating On-the-Job Success
3. Communication at Work; Pulling Together-Being Part of Your Work Team
4. Business is a Service Thing- Excellent Customer Service for both Internal & External Customers

Note, if you would like to enroll an employee in the WIB Credential Program that option is still available for new workers! For employees earning over \$16.00 there is a \$50.00 fee per module or \$175.00 for the series plus a one time book fee of \$10.00.

Columbia Greene January JSEC: Training Topic: Financial Practices & Business Audits

This program will provide critical information for employers facing an IRS audit and to others who want to improve their financial accountability, internal controls and on-site practices. Topics will include worker classification issues (i.e., employee v. independent contractor); Buy-sell Agreements; handling cash; and surviving an IRS audit.

Date: Thursday, January 29, 2009

Time: 8:00 am Breakfast, 8:30-10:00 Program, Q & A's \$15.00 per person, cost includes breakfast

Location: Columbia Greene Community College, Professional Academic Center

Trainer: Frank C. Mayer, Esq., Bond Schoeneck and King, PLLC & Robert A. Pryba, Jr., CPA, Pryba, Tobin & Company, CPA's, PC.

Sponsor: First Niagara

Contact: Debra Lombardo: 828-4654 ext. 4209; Fax 828-8474 or debra.lombardo@labor.state.ny.us

Columbia Greene March JSEC: Training: What You Don't Know Might Hurt You: How Lesser Known Labor & Employment Laws Can Effect Your Business

Certain employment laws, like the FLSA, Title VII, and the NYHRL, should be household words for employers. However, there are lesser known employment laws that can also expose an employer to significant liability. The Fair Credit Reporting Act, The Warn Act, the Older Workers Benefit Protection Act, not to mention NY's wide array of wage and hour laws including those requiring a day of rest, payment of supplement wage supplements, and 5-day letters may not be as widely known as their counterparts, but potential liability remains very real. Through a practical discussion of these lesser known laws, as well as quirky aspects of more well known laws, this presentation will give employers the tools they need to comply today, thereby avoiding future liability.

Date: Thursday, March 26, 2009

Time: 8:00 am Breakfast, 8:30-10:00 Program, Q & A's \$15.00 per person, cost includes breakfast

Location: Columbia Greene Community College, Professional Academic Center

Trainer: John Bagyi, Esq. Bond Schoeneck and King, PLLC

Sponsor: EmUrgentCare

Contact: Debra Lombardo: 828-4654 ext. 4209; Fax 828-8474 or debra.lombardo@labor.state.ny.us

JSEC Sponsorship

Looking for a low cost, efficient marketing tool that will distribute your business logo to over 600 businesses? The Columbia Greene JSEC is seeking sponsors for some of their 2008-2009 programs. The cost is \$125 and it includes two program registrations; an opportunity to briefly address program participants and distribute corporate literature. Your logo will also be attached to the program flyer which is sent to over 600 businesses, as well as the media, Chambers of Commerce, CRHRA and many other organizations.

Columbia Greene Community College:

Computer Courses: Microsoft Office 2007 Software Application Classes for Windows

All Classes 9am to 4pm; Main Building Room 111

Course fee is \$97.00.

- Intermediate Excel Monday, January 26th
- Advanced Excel Friday, February 20th
- Beginning Access Friday, January 30th
- Intermediate Access Monday, February 23rd
- Quickbooks Pro 2007 Friday, January 23rd

Everybody Sells - Tuesday, February 17th from 6:30pm to 8:00pm

Regardless of your position eventually your success depends upon your ability to sell a product, idea or cause in an organized fashion. Join **Bob Phibbs - The Retail Doctor** when he offers one of his nationally recognized seminars at Columbia-Greene Community College. Join Bob as he uses real world examples and an interactive approach to lift the curtain on the human relations side of selling and introduces his 5 step system that almost anyone can use to build rapport in an honest manner.

Course fee is \$47.00.

Bio: Bob Phibbs, The Retail Doctor, is a professional trainer, speaker, author, and successful small business owner, and frequent guest on MSNBC's *Your Business*. Learn more at <http://www.retaildoc.com>.

Contact: Columbia Greene Community College 828-4181 ext. 3342 during regular business hours for registration.

NYSDOL On Site Consultation Program, Safety Training:

The Department of Labor, Division of Safety & Health offers a wide variety of safety training at no cost. Below is a schedule of an upcoming training offering that will be held in the Albany area. Also included is contact information to sign up for the courses. The link below is the complete course catalogue. If you have an interest in a particular topic and we can get together a group of trainees there is the possibility of holding the training session here at Columbia Greene Community College, Professional Academic Center.

Training Course Catalogue: <http://www.labor.state.ny.us/workerprotection/safetyhealth/PDFs/21D/On-Site%20Training%20Catalogue.pdf>

10 Hour Construction Industry Safety Outreach Training

This two-day course provides an introduction to major issues and hazards and related OSHA regulations in the construction industry. Topics will include electrical safety, fall protection, chemical hazard communication and other safety and health topics to be arranged. Participants must attend all 10 hours of class to be eligible to receive an OSHA 10-Hour Construction Safety and Health wallet size certificate card."

January: Day 1 – January 8, 2009 (8:30 a.m. – 3:30 p.m.)

 Day 2 – January 9, 2009 (8:30 a.m. – 3:30 p.m.)

February: Day 1 – February 12, 2009 (8:30 a.m. – 3:30 p.m.)

 Day 2 – February 13, 2009 (8:30 a.m. – 3:30 p.m.)

March: Day 1 – March 12, 2009 (8:30 a.m. – 3:30 p.m.)
Day 2 – March 13, 2009 (8:30 a.m. – 3:30 p.m.)
Training Site for the above sessions: NYS Department of Labor, Albany, NY

OSHA's Recordkeeping Rule

This course is for companies required to keep records of occupational illnesses and injuries for OSHA compliance. Attendees will receive the 300, 300A and 301 forms. You will learn how to determine what injuries are recordable and reportable per the rule and learn how to properly complete the recordkeeping forms and avoid over reporting.

January 7, 2009 (9:00 a.m. – 11:30 a.m.)

Training Site: NYS Department of Labor, Albany, NY

Construction Field Equipment

This is a hands on training session that discusses the use, calibration and limitations of many types of testing equipment including air pumps, noise dosimeters, confined space equipment, fit testing equipment, etc.

January 14, 2009 (9:00 a.m. – 12:00 p.m.)

NYS Department of Labor in conjunction with Capital Safety Services

Training Site: Capital Safety Services Training Center, 520 Livingston Avenue Albany, NY

To register for this class, please contact Terry Yates at (518) 461-7921

Accident Investigation

Even the best Accident Prevention Program cannot eliminate every incident or accident. However, something can be learned from each incident so it does not happen again. This session is designed to help you learn how to investigate all incidents in your workplace and how to use that information to prevent future similar events.

February 11, 2009 (9:00 a.m. – 11:30 a.m.)

Training Site: NYS Department of Labor, Albany, NY

Lead Awareness

Emphasis on identifying sources of lead exposure in the workplace, health effects of lead exposures and how to comply with OSHA's Lead Standards. Lead is a common hazard in construction, mining and manufacturing operations. Learn to identify lead hazard sources, the health effects of exposure and prevention strategies such as engineering controls and employing personal protective equipment and medical evaluations.

February 11, 2009 (9:00 a.m. – 12:00 p.m.)

NYS Department of Labor in conjunction with Capital Safety Services

Training Site: Capital Safety Services Training Center, 520 Livingston Avenue, Albany, NY

To register for this class, please contact Terry Yates at (518) 461-7921

Personal Protective Equipment

Training includes an introduction to the types of PPE (Personal Protective Equipment), such as eye protection, gloves, respirators, etc. Trainees will learn how to do a job assessment for PPE, including documentation, OSHA Standards Requirements, and evaluating the purposes, use, care and limitation of various PPE are presented.

March 11, 2009 (9:00 a.m. – 11:30 a.m.)

Training Site: NYS Department of Labor, Albany, NY

Bloodborne Pathogens Basic Training

This training is for employers whose workers may be exposed to blood and other fluids, e.g. by helping injured coworkers, giving first aid or cleaning up after an injury, etc. Learn how to create an exposure control plan, required personal protective equipment, and post-exposure procedures.

March 11, 2009 (9:00 a.m. – 12:00 p.m.)

NYS Department of Labor in conjunction with Capital Safety Services

Training Site: Capital Safety Services Training Center, 520 Livingston Avenue, Albany, NY

To register for this class, please contact Terry Yates at (518) 461-7921

Introduction to OSHA

Attendees will learn about OSHA, why they exist, what are employers and employee's rights and responsibilities, inspection priorities, fines and penalties, OSHA assistance programs and resources. Learn how to negotiate the

OSHA website finding OSHA standards, letters of interpretation, statistics, e-tools, and links to other helpful websites like NIOSH and CDC. You won't leave without learning something new!

April 1, 2009 (9:00 a.m. – 11:30 a.m.)

Training Site: NYS Department of Labor, Albany, NY 12240

For Registration for NYSDOL Training Please Contact

Rosalind Compton, NYS Department of Labor, On-Site Consultation Program

Building 12 – Room 168, State Office Building Campus, Albany, NY 12240

Compton.Rosalind@dol.gov (518) 457-2810 – Phone, (518) 457-1639 – Fax

*****NOTE***** Training held at all NYS DOL facilities require photo identification for entry into the building.

Greene County Chamber of Commerce: St. Patrick's Day Business Education Breakfast Seminar: Training Topic - Marketing

Date: March 17th, 8:00 - 9:30 a.m.

Location: The Inn at Leeds, Route 23B, Leeds, NY

For information and reservations call 943-4222

Occupational and Environmental Health Center of Eastern NY (OEHC)

OEHC is a non-profit occupational health center dedicated to the diagnosis, treatment and prevention of occupational and environmental illness and injury. OEHC provides medical services, training and educational programs for eight counties including Columbia and Greene.

AVAILABLE CLINICS:

- Diagnoses for work-related diseases
- Treatment for injured or ill workers
- Screening for workers at increase risk
- Industrial hygiene evaluation of workplace hazards
- Recommendations to reduce or eliminate hazards in the workplace and
- Training and education for workers, employers, unions and healthcare professionals

TEEN WORKER SAFETY INITIATIVE

Did you know?

- 200,000 young workers are injured annually on the job in this country
- 70,000 end up in the hospital with serious injuries
- One teen worker dies every 5 days

Check out : <http://www.osha.gov/SLTC/teenworkers/teenworkers.html>

Contact: contact Susan Zucker at 518-690-4420 ext 220 or szucker@occmgroup.com for info or to discuss providing educational programs, including TEEN SAFETY, services, trainings or flu clinics at your worksite.

IRS- e-News for Small Business: Weekly Useful Tax Information

The 'e-News' convenient format will put IRS tax information at your fingertips. "Useful Links" brings you quickly to some of the most useful information on IRS.gov for large and small businesses and the self-employed. To start your FREE subscription to e-News, just go to IRS.gov

at <http://www.irs.gov/businesses/small/content/0,,id=154826,00.html> type in your e-mail address & submit.

Recruitment

Greater Capital Region Internship Program

The Greater Capital Region Internship Program's mission is to connect local employers with high school or college students to promote the quality career opportunities that exist in our community. Employers benefit by providing part time paid internships that focus on promoting the high skill jobs in which they have the most difficult time recruiting qualified candidates. Do you have a short term project you need complete? Are you in need of temporary help, interns can be a great way to get quality work completed without the expectation of full time employment.

Job Central – National Labor Exchange

Job Central is a site that will “index” or transfer jobs that are listed on your business website to Job Central for no cost. When job seekers click on your listing they are directly connected to your corporate website. If your available positions are on line and listed individually (vs one page with a listings of all positions and with no separate link for each position) this service is for you! Register now at <http://www.jobcentral.com/indexingrequest.asp>

On Site Recruitment

The Career Center offers Job Fairs twice a year, for the times between events we have on site recruitment options for you. If you would like the opportunity to meet with a number of job seekers, talk to us about on site recruitment. This can happen in either of two ways, if you are looking for part time/weekend help, college students may be a great solution. Your business can set up a table in front of the Student Center. This would provide you with a high traffic area to advertise positions, meet and talk with students about your available positions.

If you are looking to fill full time positions and would like to meet a group of potential employees for interviews or to provide information about your business, we recommend you place an ad in the newspaper, list your positions with the Career Center and we will schedule a room for you here at Columbia Greene Community College, Workforce Career Center. In addition we will list the event on our website and the NYSDOL site, post a flyer in the Career Center, the college and distribute to local agencies.

WORKSHOPS/NETWORKING OPPORTUNITIES

Columbia County Chamber of Commerce, Business After Hours: The Cascades

Date: Thursday, January 22nd, 5:00-7:00pm

Location: 407 Warren Street, Hudson

Reservations appreciated 828-4417

Human Resource Manager's Roundtable

The HR Roundtable provides a forum in which HR Managers can exchange information, answer HR questions and discuss best practices. Guest speakers or group members often volunteer to lead a discussion a topic. Bring your HR questions and share your expertise with this group of HR professionals.

Tuesday, February 10th, 8:00-9:15am

Location: Columbia Greene Community College, Professional Academic Center, Upper Level-Room 707

Greene County Chamber of Commerce: Valentine's Day Power Networking Lunch

Date: Thursday, February 12, 12:00 - 2:00 p.m.

Location: Red's Restaurant, 12005 Route 9W, West Coxsackie, NY

Cost: Members \$15 per person. Non-members \$25 per person

RSVP to Tracy McNally at 518-943-4222

Columbia County Chamber of Commerce, Business After Hours: Village Dodge

Date: Thursday, February 12th, 5:00-7:00pm

Location: 819 Route 66, Hudson

Reservations appreciated 828-4417

Columbia County Chamber of Commerce, Business After Hours: Agricultural Business Brunch

Date: Wednesday March 11, 2009

Reservations and information call 828-4417

Columbia County Chamber of Commerce, Business After Hours: First Niagra Bank

Date: Wednesday, March 25th, 5:00-7:00pm
Reservations appreciated 828-4417

For Your Employees...

Consumer Credit Counseling Services of NY

This organization assists consumers with debt management, counseling for credit, bankruptcy or for those in danger of foreclosure. Unfortunately we have seen a rise in customers with these types of issues. This organization can really help, especially in the management of credit card debt! We have had very positive response from customers that have met with counselors. <http://www.credithelpny.org/>, a representative is available to meet the first Thursday of every month here at the Career Center.

Low Interest Car Loans

Community Action of Greene County, Inc in partnership with NYSOTDA & the Bank of Greene County are offering low interest loans of 5% for 3 years for up to \$5,000 for eligible applicants residing in Greene or Columbia Counties. No down payment required, there is eligibility criteria please contact 943-9205 and ask for the Wheels for Work Program for further information.

Does the lack of transportation affect your employee's ability to get to work?

If so, you might have a solution through Community Action of Greene County, Partner's Van Program. The program providing eligible Greene County residents a ride to and from work has been expanded. Increased route services are now available, along with second shift transportation services! For further information call 954-9205 and ask for the Partner's Van Program.

Child Health Plus Expands to All Uninsured Children and Teens

The Child Health Plus program has expanded its eligibility guidelines September 1, making affordable health insurance coverage available to all uninsured children and teens. Child Health Plus provides free or low cost health insurance for children in NYS who are not eligible for Medicaid or a state health benefits plan and do not have other health insurance coverage. Effective September 1, the income eligibility guidelines for the program have expanded. No family makes too much money to enroll their uninsured children in health insurance. Depending on household size and income, some families may have to pay a family premium contribution.

For more information on Child Health Plus, visit <http://www.nyhealth.gov/nysdoh/chplus/index.htm>

Local Contact: Healthcare Consortium, Columbia Greene Facilitated Enrollment Program 822-9600.

Volunteer Income Tax Assistance

Need help completing your tax returns? Community Action of Greene County, Inc and Columbia Opportunities Inc. offer no cost assistance to mid to low income earners for personal income tax preparation. (Qualifications include family income under \$42,000.) Free electronic filing! Free direct deposit of your tax refund check!

Contact Information:

Community Action of Greene County, Inc: Call 943-9205

Appointments will be scheduled on Tuesdays and Thursdays, beginning on Tuesday February 17th.

Columbia Opportunities Inc.: Call 828-4611 for an appointment.

EVENTS

Columbia County Chamber of Commerce Chamber: Crystal Apple Award Gala.

Date: Friday, February 27, 2009 from 6:00 to 9:00 pm

Contact the Chamber for more information or to make a reservation, 828-4417.

Maureen Boutin
Business Services Representative
Columbia Greene Workforce New York
Columbia Greene Community College

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