

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, 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**

### **TRAINING OPPORTUNITIES & WORKFORCE INFORMATION**

#### **NEW GRANT OPPORTUNITY: Occupational Safety & Health- Hazardous Abatement Board**

The 2010-11 OSHT&E Request for Proposals (RFP) is available as of December 7, 2009 on the Board's website [www.labor.state.ny.us/hab](http://www.labor.state.ny.us/hab). **Proposals will be due by 5pm on January 29, 2010**, in accordance with instructions contained in the RFP. This year the board will place an added emphasis on risk assessment in determining the need for training which funding is being requested. Elaborate plans will not be required but the application should include how the need was determined ie. Workman's Compensation data, Safety Consultant, Safety Committee input etc. This information should be clearly explained in the Narrative Section I, question 1-3. The site also includes past grant recipients and award levels.

The Hazard Abatement Board awards grants for programs that provide occupational safety and health training for public and private employers, labor organizations, educational institutions, non-profit organizations and trade associations. Eligible programs must train and educate workers, supervisors and/or employers and must promote workplace accident and injury prevention.

#### **Employee Enhancement Program: FLEXIBLE & SIMPLE!!**

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 begins January 14th and runs for 4 Thursday mornings from 9-12.

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

Anyone earning under \$16.00 can now attend any or all four trainings, no reviews are necessary, the ***30 Ways to Shine*** workbook cost is just \$10.00/person. For employees earning over \$16.00 there is a \$50.00 fee per module or \$175.00 for the series plus a book fee of \$10.00.

#### **Columbia Greene February JSEC: Training Topic: Maximizing Employee Motivation**

This program will train attendees on how to maximizing employee motivation. The program will help supervisors better understand what drives motivation. You will learn practical strategies that promote higher performance and increase employee retention. The workshop focuses on understanding the leader's role in motivation, and how individual differences in employees point to the motivators that have the greatest impact.

Date: **Thursday, February 25, 2010**

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: Alan Krieger of Krieger Solutions, LLC

Sponsor: Herrington's

Contact: Debra Lombardo: 828-4654 ext. 4209; Fax 828-8474 or [debra.lombardo@labor.state.ny.us](mailto: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 2009-2010 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.

### **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. Many courses are offered in the Albany area, below is a link which will provide additional information on the Division and upcoming trainings. Also included is a link for 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.

[http://www.labor.state.ny.us/workerprotection/safetyhealth/DOSH\\_TRAINING.shtm](http://www.labor.state.ny.us/workerprotection/safetyhealth/DOSH_TRAINING.shtm)

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

### **NYSDOL Shared Work Program**

The Shared Work program helps employers survive temporary business downturns by giving them an alternative to 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>

### **Greene County Chamber of Commerce: Leaders Wanted! 2010 Leadership Greene Program**

- Would you like to build your professional and personal network?
- Are you ready to assume a leadership role in your business or within the community?
- Are you committed to creating a better tomorrow for Greene County?

**Then the Leadership Greene program wants you!** Apply today, and you may be among the 10-15 highly motivated individuals selected from a cross-section of business, professional, educational, governmental and not-for-profit organizations throughout Greene County. In Leadership Greene, you'll...

- Develop leadership skills
- Network with prominent business leaders
- Build your professional network
- Meet new people
- Learn how YOU can make a difference and get involved with your community

The 2010 Leadership Greene program will kick off with a two-day professionally facilitated retreat on January 19-20 at the Bavarian Manor Country Inn and Restaurant in Purling followed by ten sessions (held every other Wednesday mornings) from January through June. For a complete list of the meeting dates and locations, see page 4 of the application. To download an application, visit: [http://www.greencounty-chamber.com/LG\\_Application\\_2010.pdf](http://www.greencounty-chamber.com/LG_Application_2010.pdf)

If you have any questions, please call Tracy McNally at 943-4222.

### **Greene County Rural Health Network's Healthy Weight Initiative**

Beginning in January, the Greene County Rural Health Network's Healthy Weight Initiative will offer worksite wellness initiatives for Greene County businesses. They will offer a worksite walking program, Healthy Meeting Guidelines, and other programs that can be tailored to suit your needs. If you are interested in learning more about

these and other Healthy Weight Initiative programs, please contact Melissa Scheriff at (518) 392-0657 or Scheriff1@fairpoint.net.

### **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@occmedgroup.com](mailto:szucker@occmedgroup.com) for info or to discuss providing educational programs, including TEEN SAFETY, services, trainings or flu clinics at your worksite.

### **New York State Directory of Small Business Programs**

NYS has just unveiled the first-of-its-kind, comprehensive and interactive guide that will assist entrepreneurs in starting new businesses and will provide current small business owners with invaluable information and resources. The directory works as a clickable .pdf file with descriptions of 143 state programs from 28 agencies aimed at helping New Yorkers start and grow their businesses. These valuable resources for business planning and operations are organized into the following categories:

- Information Resources
- Technical Assistance
- Funding Incentives
- Industry-Specific Programs
- Workforce Recruitment, Development & Benefits
- Government Contracting & Market Expansion
- Mandated State Filings

[http://www.ny.gov/governor/press/pdf/DirectorofSmallBizPrograms\\_F\\_09-09.pdf](http://www.ny.gov/governor/press/pdf/DirectorofSmallBizPrograms_F_09-09.pdf)

### **USDOL Top 20 Request Items**

The link below lists topics and their websites of the most frequent pages that workers, students, employers and other customers go to most frequently. Great info all in one place!

<http://www.dol.gov/dol/top-requested.htm>

### **New OSHA Compliance Assistance Products**

The Occupational Safety and Health Administration (OSHA) has issued the following new or updated compliance assistance products. For more information on these OSHA products, see the New Compliance Assistance Products page [http://www.osha.gov/dcsp/compliance\\_assistance/new\\_ca\\_products.html](http://www.osha.gov/dcsp/compliance_assistance/new_ca_products.html). To order print copies of the publications, please visit OSHA's Publications Web page <http://www.osha.gov/pls/publications/publication.html>.

### **NYS DOL NEW LABOR LAW - Notice of Pay Rate and Payday for New Hires**

Starting on October 26, 2009, employers must give newly-hired workers written notice of the rate at which they will be paid and their regular payday, under Section 195.1 of New York's Labor Law. The notice must be given to new employees before they do any work. For more information:

<http://www.labor.state.ny.us/workerprotection/laborstandards/workprot/lshmpg.shtm>

## RECRUITMENT ASSISTANCE

### On Site Recruitment

The Workforce New York Career Center offers two types of onsite recruitment options. If you would like the opportunity to meet with a number of job seekers, either full time or part time 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 will 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.

### America's Job Exchange

Any New York State employer wishing to post a job lead can do so at no cost by registering with the following site ([www.americasjobexchange.com/ny](http://www.americasjobexchange.com/ny)). Please remember that all employers that register with NYSAJE are required to have an active Federal Employer Identification Number (FEIN) obtain through the IRS and a New York State Employer Identification Number (SEIN) obtain through NYSDOL-Registration. Upon approval, employers will have the ability to review resumes of job seekers in the Talent Bank.

### 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 meet the proper formatting this additional recruitment tool is for you! Register now at <http://www.jobcentral.com/indexingrequest.asp>

### Internships

If you would like to list an internship, check out the recently redesigned Tech Valley Internship site. 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. <http://www.techvalleyinternships.org/>

## WORKSHOPS/NETWORKING OPPORTUNITIES

### 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, January 26th, 8:00-9:15am. Note if the college is closed due to weather the meeting will be cancelled, check the college website at [www.sunycgcc.edu](http://www.sunycgcc.edu) or your local TV station.

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

### Columbia County Chamber of Commerce, Columbia County Historical Society and Kinderhook Bank co-host the Holiday Business After Hours

Date: Thursday, December 10 from 5:00 - 7:00 pm

Location: James Vanderpoel House, 16 Broad Street in Kinderhook

Reservations appreciated 828-4417

## **Columbia County Chamber of Commerce, Young Professionals Luncheon, January 20**

Date: Wednesday, January 20 from 12:00 - 1:30 pm

Location: To be announced

Reservations call 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. 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 eligibility guidelines, 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. 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.

## **EVENTS**

### **Columbia County Chamber of Commerce 21st Annual Crystal Apple Award Gala - Chamber Seeks Nominations**

The Chamber is seeking nominations for the 21st annual Crystal Apple Award Gala. This prestigious award is presented to a Chamber member business to recognize an extraordinary contribution to economic progress, community improvement, and the quality of life in Columbia County during 2009. All Chamber member businesses are eligible and candidate nominations will be accepted until January 4, 2010. The Gala will be held on Friday, February 26, 2010 from 6:00 to 9:00 p.m. For additional information and a nomination form go to: <http://www.columbiachamber-ny.com/enews/CrystalAppleAwardGalaNomination10.htm>

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