

# Local Plan Modification



**New York State  
Department of Labor**

**Workforce Development  
and Training Division**

**July 1, 2008 – June 30, 2009**

## General Instructions for Modifying the Existing Local Plan

The Workforce Investment Act Local Plan Modification for Program Year 2008-2009, for Workforce Investment Act Title I-B and Wagner Peyser programs, must be submitted to the New York State Department of Labor (NYS DOL) no later than April 11, 2008, in accordance with the Planning Guidelines issued by NYSDOL on behalf of the State Workforce Investment Board and the Governor. The Plan Modification must be developed by the Local Workforce Investment Board (Local Board) in partnership with the Local Chief Elected Official(s).

The Plan Modification, generated through this process, will amend and extend both the approved Local Plan, which originally covered the period July 1, 2005 – June 30, 2008, and the local area's approved Functional Alignment Addendum. Therefore, this Local Plan Modification will extend the existing Plan and Addendum to June 30, 2009 and will become the basis for local area policy and monitoring.

### Plan Modification Guidelines

The Plan Modification Guidelines are available and can be downloaded on New York's Workforce Development System website at [www.workforcenewyork.com](http://www.workforcenewyork.com). The guidelines are attached to Technical Advisory # 08- 1, dated January 16, 2008.

### Publication

The Local Board must make copies of the proposed Plan Modification available for public comment through such means as public hearings, local news media, and local websites. The general public must have access to the proposed Plan Modification and has 30 days from the date of publication and/or availability in which to comment. When the Plan Modification is submitted for approval, any comments received in disagreement must be attached. In addition, the Plan Modification must explain how those disagreements were addressed.

### Time Table

Plan Modification Guidelines Issued	January 16, 2008
Latest Date for Publishing Plan for Public Comment	March 10, 2008
Local Plan Modifications due to NYSDOL	April 25 2008
NYSDOL approval or request for information	No later than May 16, 2008

### Submission

The draft Plan Modification is **due April 11, 2008**. NYSDOL requests local areas to complete the submittal process electronically by posting **the draft Plan Modification, any comments received and the manner in which the comments were addressed**, to the local area's workforce website. Specifically, local areas are required to send an e-mail by cob April 11, 2008 to [WDTDLocalPlans@labor.state.ny.us](mailto:WDTDLocalPlans@labor.state.ny.us) that includes the following information:

- Advises that the local Plan Modification, any comments received and information on the manner in which comments were addressed, are posted on the local website and available for State review;
- Indicates the URL and location of the Plan Modification document(s) on the website;
- States the dates the Plan Modification was made available for public comment;
- Provides contact information in the event there are problems accessing the Plan Modification; and
- Attests that no changes will be made to the document once it has been posted for NYSDOL review.

Should a local area be unable to comply with this method of submission, email a request for assistance to: [WDTDLocalPlans@labor.state.ny.us](mailto:WDTDLocalPlans@labor.state.ny.us). Please use "Request for Assistance with Local Plan Submission" in the Subject line.

### **Required Attachments**

The required Attachments include:

- Attachment A: Signature of Local Board Chair
- Attachment B: Signature of Chief Elected Official
- Attachment C: Signatures of WIB Director and Regional Labor Market Analyst
- Attachment D: Units of Local Government
- Attachment E: Fiscal Agent/Grant Subrecipient
- Attachment F: One Stop Operator Information
- Attachment G: Federal and State Certifications

If any of the following have changed, please also attach:

- Chief Elected Official Agreement (if applicable)
- Local Board By-Laws
- One Stop Operator Agreements

**Note: Hard copies of the required attachments and signature pages must be mailed to the address below. These attachments and signature pages must be received no later than June 6, 2008.**

**Attn: Karen A. Coleman  
Local Plan Modification**

New York State Department of Labor  
Workforce Development and Training Division  
Building 12 ~ Room 450  
W. Averill Harriman Office Building Campus  
Albany, New York 12240

## **Instructions for Filling out the Plan Modification Document**

There are two main sections of the Local Plan Modification, each beginning with a short narrative and followed by instructions and questions. **A shaded area is provided into which the details of your response should be typed.** Your response will be formatted in a different font (**Arial 12, Bold Type**) to distinguish it from the form document.

You may unprotect the form by clicking on the lock on the forms toolbar to enter this information. For the check boxes, you may want to re-lock the form to easily tab from box to box. If the forms toolbar is not visible, right click in the upper right hand corner of the document. The toolbar menu will appear—click on “**Forms.**”

It is recommended that you save this document to your computer as your working document using the following naming convention: “LWIA NAME – Plan Modification.” Save your document frequently during its completion.

Technical assistance regarding the development of the Local Plan Modification should be directed to your WIA Program Manager. If you need any assistance with the form, please contact Cathy Laccetti at (518) 457-0389.

**Workforce Investment Act Local Plan Modification**  
**July 1, 2008 – June 30, 2009**

In compliance with the Workforce Investment Act (WIA), each local workforce investment area is required to have a Comprehensive Local Plan in place. With the delay in WIA Reauthorization and a desire to align the development of the State Plan and Local Plans, NYSDOL has determined that each local Workforce Investment Board will develop a One-Year Plan Modification to extend the current plan to now cover the period July 1, 2005 - June 30, 2009. The Plan Modification will allow for short-term changes, development of strategies and efficiencies for dealing with reductions in funding, and alignment with updated State and local priorities. Commencing July 1, 2008, the Local Workforce Investment Areas (LWIAs) will be monitored according to the current Comprehensive Three-Year Local Plan, the Functional Alignment Addendum to the Three-Year Plan, and the Plan Modification. The Plan Modification will allow Local Boards the opportunity to re-evaluate their current system's delivery of employment and training services in light of funding considerations, new initiatives and performance. In developing those new strategies, local areas are required to consult with their region's Labor Market Analyst to review updated data and trends that may impact planning efforts and to use demographic information provided to assure workforce related needs of special populations.

The Plan Modification consists of two parts, the Strategies and WIA Compliance sections.

1. The Strategies section is in the form of questions that will address current and future strategies and efficiencies to address the impacts of funding reductions including infrastructure costs; further plans to achieve functional alignment; regional initiatives and sector strategies to improve a region's competitive advantage by enhancing the supply and quality of the region's talent pipeline; a vision for Youth Services and program design strategies for achieving the common measures; critical local issues and successes; and continued emphasis on services for special needs populations.
2. The WIA Compliance section deals with the Local Board Policies that are regulated by the Workforce Investment Act. In this section, local boards are asked to verify that the policies contained in their current Three-Year Plan and in their Functional Alignment Addendum remain in effect, or indicate that the policy has changed. Where policies have changed or new policies have been instituted, the policy must be attached.

Plan Modifications will be reviewed by NYSDOL with a specific eye toward local area strategies that include efficiencies designed to address the effects of shrinking resources. During the State review process, local areas may be asked for clarification or additional information. Plan Modifications with strategies that do not include efficiencies will not be acceptable.

## Section I. Strategies

### 1. Funding Strategies

Please describe strategies currently underway or being planned by the local board to address continuing reductions to WIA resources. The State appreciates that local areas will find it increasingly more difficult to deliver the same high quality services they have in the past with less WIA resources. Therefore, we are interested in what other funding sources and resources you are seeking to supplement WIA funds, whether through leveraging foundation or grant funds, establishing corporate partnerships, exploring regional strategies, utilizing partner resources, or other creative initiatives. In describing how the local area will support local and regional workforce needs while continuing to provide high quality services to job seeking customers and businesses, address your area's efforts to:

- a. Further coordinate existing resources;
- b. Leverage additional resources, both public (federal, state, local) and private;
- c. Expand current functional alignment efforts to achieve further integration of workforce services;
- d. Implement consolidation strategies and efficiencies;
- e. Engage with neighboring local areas to regionally plan provision of services;
- f. Reduce current infrastructure costs; and,
- g. Form new partnerships and alliances (i.e. community colleges, faith based entities, etc).

**The Columbia-Greene workforce area is small and the shrinking resources may require difficult decisions to be made. In the past few years, as resources have diminished, successful efforts have been undertaken to form new partnerships, leverage additional resources and integrate service delivery.**

**Specifically, being located at Columbia-Greene Community College saves the One-Stop Center both infrastructure and operational costs. Resources, other than WIA formula funds, are used to support rental costs and accounting functions. In addition, public resources, like Title V of the Older American's Act, EDGE and the TANF Summer Youth Employment program have been aligned and integrated into general Career Center operations.**

**During the upcoming year continuing efforts will be made to leverage additional resources and look for additional public funding opportunities. Columbia-Greene has a 6-year history of partnership on regional efforts with 3 other LWIAs: Saratoga-Warren-Washington, Capital District (Albany, Rensselaer, Schenectady), and Fulton, Montgomery, Schoharie. FMS is currently the grant recipient of a regional Transformational Strategies grant on behalf of our 4 Local Workforce Investment Areas in the Greater Capital Region. Columbia-Greene is also a partner in a federal STEM initiative, and in the RFP 07-P Developing and Brokering Student internships.**

## 2. Regionally Based Sector Strategies

Local areas have previously been engaged in strategic planning to develop their human capital to address the needs identified by key industry sectors in their region. The USDOL's WIRED framework and the Department's own Regional Sectoral Strategy Initiative are also focused on the development of a talent pipeline to fuel the needs of key growth industry sectors and clusters within a regional economy. This framework brings together all the key players in a region to leverage their collective assets, resources and knowledge in order to devise strategies that focus on infrastructure, investment, and talent development that will optimize innovation and successful regional transformation. The workforce system must be fully connected and aligned with state and regional economic development and growth strategies. This requires integration of workforce development, economic development, and education systems in support of economic competitiveness. To this end, discuss your local board's efforts to engage in the development of a regional sector or cluster based strategy. Include within this discussion:

- a. Progress made in advancing the strategic planning efforts outlined and described in the local area's previous WIA Plan, and how this connects to the development of a regionally based sector strategy;
- b. Progress towards aligning the services of the local workforce system, economic development and education systems to support a regional based sector strategy;
- c. Policies adopted or planned for aligning training initiatives and ITAs to sector strategies and demand occupations;
- d. Partnerships developed in support of this effort and the role of these partners;
- e. Planned outcomes related to your strategy; and,
- f. Next steps to be taken in this effort during the coming year.

**The local area has made considerable progress on many of the local strategic planning efforts outlined in the 2005 plan. We have re-established the HR Roundtable for local businesses. Columbia-Greene Community College and the Workforce New York Career Center have shared this responsibility. Three years ago the HR Roundtable had 28 companies that were considered members, with an average of 16 people in attendance per meeting. This forum has grown to include over 60 members, which has given us the opportunity to learn about the issues and trends affecting the workforce needs of our business community. It has also helped improve the image of both Workforce New York Career Center and the NYS Job Bank (America's Job Exchange) which has assisted with the job placement of our customers. This activity continues to be a high priority.**

**We also continue to work with the Youth Employability Credential Steering Committee to expand the program that addresses the need for "soft skills" learning opportunities for high school students. During the past three years the Steering Committee has transformed itself in the BEST program. Three local high schools are in their third year of full operation. Over 150 students have participated, with 88 students submitting completed portfolios and 70 students receiving the BEST credential. The Columbia-Hudson Partnership and Greene County Economic Development are financially supporting the program. Currently**

**the WIB's role consists of promotion of the program and assistance with portfolio reviews. This activity is designed to address the perceived lack of a work ethic and social skills among emerging workers. It is still a high priority of our community, but other Partner's have taken the lead.**

**We have also made progress in improving the local image of the NYS Job Bank (America's Job Exchange). During the past three years we have averaged at least three events per month promoting the Career Center and Job Bank/Exchange to employers and community organizations. This is on top of the daily efforts to teach job seekers the benefits of our services. These activities have focused on addressing businesses' concerns over the difficulty in finding entry-level workers and high-end technical workers. We have antidotal evidence that shows businesses are very happy with the assistance we are providing in helping them find qualified entry-level workers. Businesses are still expressing difficulty in filling high skilled technical and health care related jobs. Promotion of our labor exchange services to the business community will always be considered a high priority.**

**During the past three years, between WIA and other funds we have helped develop, promote and fund training programs specifically designed to meet the needs of the business community. Well over \$500,000 have been devoted to these efforts through more than 40 business focused projects. State and local Economic Development agencies, Career Center and Columbia-Greene Community College personnel are responsible for this undertaking.**

**As stated earlier, Columbia-Greene has a 6-year history of partnering with 3 other LWIAs of the Greater Capital Region. Self-identified as the Greater Capital Region Workforce Investment Boards, this partnership is made up of the Saratoga-Warren-Washington LWIA, the Fulton-Montgomery-Schoharie LWIA, the Capital District LWIA (Albany-Rensselaer-Schenectady), and Columbia-Greene WIA.**

**Previous activities of the Greater Capital Region WIBs include hosting two regional Workforce Summits; authoring and publishing a joint State of the Workforce Report; holding quarterly meetings to discuss common workforce issues, challenges, and opportunities; and providing regional training in 2006 for WIB Directors, County E&T Directors, NYSDOL DoEs Managers, and One-Stop Operators on WIA/ES Resource and Service Integration (Functional Alignment). Additionally this group applied for a WIRED grant and was a part an application for a Community Based Jobs Training Grant submitted by the lead organization, Adirondack Community College. While these grant applications were not successful the effort did result in the establishment of new partnerships beyond typical partnerships with local educational institutions.**

**In September of 2006, the Greater Capital Region WIBs, applied for Tier I and Tier II Transformation Strategies Grants. FMS WDB was the grant applicant on behalf of the four LWIA partners. The applications were successful, and the partnership**

is currently in the process of completing Tier I activities. These activities include developing a Talent Pipeline Template which will be used in Tier II as the Pipeline itself is developed; developing formal partnerships with a significant regional representation of educational institutions, chambers of commerce, economic development organizations, local government, organized labor, and industry; and developing an Emerging Technologies workforce Development Plan for the region. Tier II will focus on a Pipeline Study to determine core competencies needed for entry into the target sectors of advanced manufacturing, construction, energy, nanotechnology, and biotechnology as well as gaps in the availability of that training. Additionally, proposals will be sought from the partners to develop innovative, regionally accessible, educational and training programs that expand and promote science, technical, engineering and math (STEM) programs for a competitive technology-based workplace.

Briefly describe any other regionally focused initiatives currently underway or planned by your local board.

**As stated earlier, Columbia-Greene is a partner in an USDOL STEM initiative, and in the NYS DOL RFP 07-P Developing and Brokering Student internships.**

### 3. Youth

Describe the strategies, activities and initiatives currently in place or planned by your local area to improve your ability to meet or exceed the Youth System Indicator and Common Measure goals through improved youth program design and service delivery. Include a description of any joint regional efforts your local area is also involved with or is planning with regard to youth initiatives. Specifically, address:

- a. Increasing Out-of-School Youth Participation: Describe the current and planned *recruitment* strategies to expand and market services to out-of-school youth. Describe current and planned *retention* strategies to ensure seamless, year-round services to out-of-school youth despite possible gaps caused by expiration of provider contracts.

**The Columbia-Greene area has always allocated the majority of its resources to serving the out-of-school youth population. Our marketing efforts rely on word-of-mouth, connection with local high school guidance departments, and connections with probation departments and other community organizations serving the youth of our two counties. A marketing plan for this year involves creating a "My Space" web page. We do not anticipate any service gaps caused by the expiration of contracts, as the out-of-school youth service providers operate during the summer, either offering internships or basic skill (GED) instruction.**

- b. Literacy/Numeracy Gains: Describe service strategies (current and planned) for assuring that out-of-school youth deficient in basic reading/writing and math, attain these basic

skills. Describe the assessment strategy and procedures for pre-testing the basic reading/writing and math skills of all out-of-school youth for basic skills, including the assessment test, and the rationale for the timing of the pre-test within the 60-day window (i.e., is the pre-test administered at the beginning or at the end of the 60-day window, and how does this timing align with the service strategy?). Describe the assessment strategy and the procedure for ensuring post-testing occurs within one year of the first youth service or prior to exit.

**The WIB currently has three-year contracts in place with two youth providers that offer educational services to high school dropouts. Prior to a youth's enrollment in any WIB sponsored program they are required to complete an initial assessment process that is used to develop their Individual Service Strategy. The TABE is administered to determine if the reading and math levels for out-of school youth are above an 8.9 level. Other initial assessment activities include a review of each youth's job readiness and pre-employment skills, utilizing in-house developed tools, and records released by the students' last high school. Those students performing below an 8.9 level are required to participate in a basic skills program in order to receive any other WIB sponsored services. Because of the transitory nature of the lives of many of these youth, post-testing occurs on a regular basis, within a 30 to 60 day interval by the program in which the student is enrolled.**

- c. Attainment of a Degree or Certificate: Describe assessment and service strategies (current and planned) for youth to attain a high school diploma, GED, or certificate. Describe the specific certificate training (current and planned) offered by the program, and how each certificate relates to employment opportunities in the local area and/or region.

**Having a high school diploma or GED is a basic requirement for the majority of jobs available in our local workforce area. All WIB funded services for youth are designed to assist at-risk youth in either completing their high school diploma or obtaining their GED. The WIB funds one in-school program that assists disabled youth in graduating from High School. The program offers different after-school services for students in each grade, from 9-12. The other two programs sponsored by the WIB focus on serving high-school dropouts and provides educational services that leads to the obtainment of a GED.**

- d. Placement in Employment or Education: Describe assessment and service strategies (current and planned) for placing youth into employment or enrolling youth in post-secondary education and/or advanced training/occupational skills (including apprenticeship, apprenticeship preparation, OJT, work readiness skills training, etc.).

**Each participant's service strategy includes a process the youth must complete in regards to developing either a short-term or long-term career goal. The goal must include a plan for the youth to either enter (or remain**

in) employment or enroll in a post-secondary educational program. Career Zone, workshops and other assessment systems are used to insure youth develop a strong understanding of the local labor market, and what local employment options are best suited to their individual vocational interests and abilities. For those youth who wish to obtain employment, paid internships are used to connect them to the labor force. Many of these opportunities transition into unsubsidized employment. Youth who wish to continue their education are assisted with researching educational options, preparing application forms and applying for financial aid. These efforts ensure that all participating youth are prepared to either enter employment or continue their education at the end of their program participation.

#### 4. Other Service Strategies

Describe your service delivery strategies and initiatives currently in place or planned by your local area to address the workforce related needs of special populations. Include a description of any joint regional efforts your local area is involved with or is planning. Specifically, describe strategies to address the needs of:

- a. Unemployment Insurance Customers: UI claimants comprise over 60 percent of the one-stop system's current customer base. Describe current and planned strategies to improve services to UI customers, particularly in light of the goals established in the Incentive/Sanction Technical Advisory 07-11 and 07-11.1 and in alignment with the Reemployment Services Plan in your local area.

**It is required that the Career Center obtain information from every UI claimant that will enable professional staff to assess re-employment needs and/or barriers as early in the claims process as possible. When a customer's name appears as a new UI claim applicant in REOS they are mailed a letter informing them that they are required to come to the Career Center. Their appointment date is always on the 2nd Tuesday or Wednesday from the date their UI claim application appears in REOS (this will insure that we will meet NYS DOL's requirement that customers are seen within the 14 day time period). Customers will be given a two hour time frame, either in the morning or in the afternoon, in which to report on their appointment date.**

**Included with the appointment letter, the customer is also sent an OSOS registration, job matching, and Initial Assessment form. They are told to bring the completed forms with them to their appointment. This information provides enough detail for the claimant to become a registered customer, while also providing staff with basic information to begin an initial assessment on the customer's employment needs. If the customer does not come to their first appointment, they are sent another letter rescheduling them on the 20th day from the date their UI claim application appeared in REOS. If the customer does not appear during their scheduled time then they will have a "failure to report" notice attached to their UI claim. They will also be sent a second letter**

informing them that they have been rescheduled to come on the next Thursday morning or afternoon. A second failure to show will result in a second UI “failure to report”.

When the customer shows on their appointment date, they are introduced to one of the Employment Advisors on the Workforce Information Services Team. The Employment Advisor uses the Initial Assessment form, the Job Matching Skills form and the OSOS form to conduct the initial assessment interview. The purpose of the initial assessment is to determine the following:

- Availability of job openings that fit the customer’s requirements (match/refer).
- The completeness and accuracy of the customer’s OSOS form.
- The customer’s job search skills as matched against the Career Center’s Standards for Conducting Job Search Activities.
- The customer’s work history as it relates to demonstrating an ability to maintain employment.
- The customer has a career goal and it is reasonable based on the labor market and the customer’s background and experience.
- The customer’s need or desire for computer skills training.
- The customer’s need or desire for academic or occupational skills training.

The Employment Advisor will review all three forms. If any issues become apparent, the Employment Advisor will discuss those issues with the customer. The Employment Advisor will recommend any appropriate services the customer needs or requests. The Employment Advisor will then refer the customer to the next appropriate service the customer should receive.

The Employment Advisor that conducts the initial assessment is responsible for maintaining contact with the customer at least once every 60 days until the customer either finds employment, enrolls in a training service that has another Employment Advisor assigned to that program, or notifies the Employment Advisor that they are officially no longer seeking employment.

- b. Individuals with Limited English Proficiency: Describe the need for employment, training and supportive services to individuals with limited English proficiency in your area. Describe current and planned strategies for increasing access to ESL training; providing services and materials in multiple languages; increasing cultural awareness among staff serving customers; and current and planned partnerships to improve the local area’s ability to serve individuals with limited English proficiency.

**Individuals with limited English proficiency have the same need for employment, training and supportive services as the rest of Columbia and Greene county residents, except they also need American culture and English language instruction. How the Career Center serves the non-English speaking customer depends on the customer’s native language. For those Spanish**

speaking customers, we have a bi-lingual staff member who is responsible for providing them with core and basic intensive services. In addition, we have access to a Columbia-Greene Community College language professor for the other romance languages and InterpreTALK services for speakers of most other languages. Our Business Services Representatives are familiar with the local employers who are willing to hire limited English proficient customers, so appropriate job referrals can be made.

We also have mutual referral processes in place with the two local organizations that are the major providers of ESL instruction. We encourage all non-English speaking customers to attend these available classes. In general, we have found that the vast majority of individuals attending these classes are currently employed or are homemakers not looking for paid employment. Generally, once ESL students have completed their ESL coursework, and they are interested in additional education, they choose to pursue GED classes. Students interested in obtaining a combination ESL/vocational training program, they must be able to commute outside of the local area, the closest of which are in the Albany area.

- c. Low-Income, Low-Skilled Workers: Describe current and planned strategies for increasing the ability of low-income workers to earn sustainable wages and access good jobs with benefits and/or career ladders that will help sustain themselves and their families. Describe current and planned strategies for assessing and increasing the skills of workers, including the TANF population, to enable them to qualify for higher wage positions. Describe strategies to partner with other agencies to provide these workers with supportive services including transportation, child care, mentoring, etc.

**Providing skill development and vocational training services is the major strategy for increasing the ability of low-income workers to improve their economic situation. Utilizing the ITA system to provide this training is our current methodology. Plans are also under investigation to offer skill assessment through Prove It and on-line courses through NY WIRED. This plan includes establishing a learning lab at the Career Center, separate from the resource room, that would be staffed by a licensed educator to assist students in the completion of their on-line courses of study. This option for providing training services will be an additional way to reach both low-income workers and the TANF population because of both its flexibility and student management system. It will have the added benefit of providing our local Dept. of Social Services with another option in providing quality services while also helping them reach their participation rates.**

**As resources continue to dwindle, offering supportive services becomes more difficult. Currently we work with the two local Department of Social Services and their sub-contractors to provide transportation and child care services for those customers who meet their programs' eligibility**

**requirements. For job coaching services we work with VESID and their subcontractors for individuals with disabilities.**

- d. Individuals with Disabilities: Describe current and planned strategies for providing services to individuals with disabilities through the one-stop center, including the role of the Disability Program Navigator and how that role will be sustained in light of diminishing funds. Discuss how functional alignment has improved service delivery, partner relationships and referral processes as it relates to this population.

**As part of the functional alignment registration process at the Career Center, all customers are provided an initial assessment during their first visit. At that time they are asked if they wish to self-identify as an individual with a disability. If they say yes, the DPN is brought into the conversation to determine any accessibility needs and referrals to appropriate services. These services include: VESID and VESID fast track; SSA and WIPA (Work Incentive Planning Assistance); and, other service providers that deal with mental health and alcohol/drug recovery services.**

**DPN services will be extremely difficult to maintain without the necessary funding. All direct line staff have been trained, so that referral to appropriate services will still occur, however, the personal relationships the DPN has developed with other service providers will be lost and remaining staff will not be able to fill that void.**

- e. Veterans: Describe new or planned local/regional initiatives for providing services to veterans in, or returning to, your local area.

**The NYSDOL, through its Veterans Program Office, has implemented or improved some initiatives to better serve veterans. Currently we are focused on soldiers returning from Iraq and Afghanistan who are reentering civilian life.**

**REALifelines (The Recovery and Employment Assistance Lifelines) is a US DOL/VETS Program that provides veterans and transitioning service members who are wounded and injured as a result of the War on Terrorism (and their family members) with the resources they need to successfully transition to a rewarding career. Veterans who are returning to NYS are referred to the One-Stop Center from US DOL/VETS. Veterans Program staff will provide intensive case management services to these veterans until they achieve their career goals.**

**55C Programs are not new, but have been in need of improvement for some time. NYSDOL is taking steps to enhance the program by providing disabled veterans with an easier method to identify positions within state government for which they qualify. Veterans Program staff will be available to assist**

**disabled veterans with the application and job search processes and facilitate the connection with a government job.**

**The veteran staff member covers both Columbia and Greene counties. He is out stationed at the Veterans Service Agency, 159 Jefferson Heights in Catskill weekly. This office is located within the Greene County Medical Arts Building which hosts a V.A. Clinic, a satellite of the Stratton V.A. of Albany. He also maintains strong contacts with the American Legion, VFW, Greene County Director of Veteran Services, the Columbia County State Veteran's representative, on a regular basis.**

**The accessibility to Veteran staff at this location and the One Stop affords customers a user –friendly experience in obtaining services.**

- f. Other individuals with barriers to employment: Discuss any other strategies in place to address services to individuals with barriers to employment.

**We provide specialized job search assistance for ex-offenders. These extra services focus on using the NYSDOL publication "The Prime Objective". Staff work with the customer to insure they complete all the recommended steps outlined in this booklet. In addition, staff teach the job seekers how to use the New York State Federal Bonding program to help assist them in their discussions with potential employers.**

## **5. Critical Local Issues**

Please describe any critical issues or major initiatives unique to your local area that you are currently addressing or developing strategies to address. Specifically, describe:

- a. The issue and its impact on the area and/or region;
- b. Other parties involved (e.g., industry sectors, state, local or community partners, etc.); and,
- c. The proposed resolution or actions being taken, timeframe and outcomes expected.

**Currently there are no critical issues the local area is facing that has not be described in earlier sections of this document**

## Section II WIA Compliance

The Local Plan Modification will extend the existing Local Plan and Functional Alignment Addendum to June 30, 2009 and will become the basis for local area policy and monitoring.

It is anticipated that many of the local board's policies and procedures have remained constant since implementing the approved 2005-2008 Plan and Functional Alignment Addendum. Therefore, the purpose of this Compliance Section is to capture and publish local information about policies that may have changed or been updated. The local board is asked to certify as to whether a policy change has occurred and, where that has happened, provide the new policy.

Please complete the following chart (which follows the same order as the Compliance Section of the 2005-2008 Plan) indicating the status of your governing policies and attach new policy where appropriate.

<i>Required Policy</i>	<i>Is current policy, definition, design or provision of services different from that in the approved 2005-2008 Plan or the Functional Alignment Addendum?</i>	<i>Is changed or new policy, definition, design or provision of services description attached?</i>
<b>1. Selecting and Certifying One Stop Operators</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>2. Contracting for Service Providers</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>3. Priority of Service</b>  <i>Has the Board declared a priority of service to be in effect?</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>4. Self-Sufficiency</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>5. Supportive Services and Needs-Related Payments</b>  <i>Does the Board make needs-related payments?</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>6. Grievances and Complaints</b>  <i>Provide the name, title, and contact information of the EO Officer.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<b><u>Maureen Boutin, Associate Director, WIO</u></b> <b><u>Columbia-Greene Community College</u></b> <b><u>4400 Route 23, Hudson, NY 12534</u></b> <b><u>(518) 828-4181 x 5510</u></b>	
<b>7. Youth Services</b>		
<i>In designing this plan and the services to be provided, the LWIA consulted with their regional Labor Market Analyst to assure a comprehensive understanding of the demographic characteristics of the population.</i>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

<b>Performance</b>  <i>Provide the name and contact information of the local area's performance expert.</i>	<b><u>Mary-Alane Wiltse, Director</u></b> <b><u>Columbia-Greene Community College</u></b> <b><u>4400 Route 23, Hudson, NY 12534</u></b> <b><u>(518) 828-4181 x 5510</u></b>			
<b>Design Framework</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Youth Council</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Selecting youth providers</i>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Youth eligibility definitions</i>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>8. Adult, Dislocated Worker and Wagner-Peyser Services</b>				
<i>In designing this plan and the services to be provided, the LWIA consulted with their regional Labor Market Analyst to assure a comprehensive understanding of the demographic characteristics of the population.</i>			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Performance</b>  <i>Provide the name and contact information of the local area's performance expert.</i>	<b><u>Mary-Alane Wiltse, Director</u></b> <b><u>Columbia-Greene Community College</u></b> <b><u>4400 Route 23, Hudson, NY 12534</u></b> <b><u>(518) 828-4181 x 5510</u></b>			
<b>Eligibility Definitions</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Rapid Response</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Business Services</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Integration of Services</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Services to Special Populations</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Eligible Training Providers (ETP)</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Individual Training Accounts (ITA)</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Customized Training/OJT</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Trade Act Strategies</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>9. WIA IB &amp; Title III PY05 Performance and System Indicators</b>	NA			
<b>10. Local Monitoring</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>11. Open Meetings</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>12. Public Comment on Local Plan</b>	NA			

**Required Signatures**

	<i>Required Signatures</i>	<i>Attached?</i>	
Attachment A	Signature of Local Board Chair	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Attachment B	Signature of Chief Elected Official(s)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Attachment C	Signatures of WIB Director and Regional Labor Market Analyst	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Attachment D	Units of Local Government	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Attachment E	Fiscal Agent/Grant Subrecipient	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Attachment F	One Stop Operator Information	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Attachment G	Federal and State Certifications	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

If any of the following documents have changed in whole or in part, please attach.

	<i>Changed?</i>		<i>Attached?</i>	
Chief Elected Official Agreement	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Local Board By-Laws	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
One Stop Operator Agreement	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**ATTACHMENT A: SIGNATURE OF LOCAL BOARD CHAIR**

**Workforce Investment Act Local Plan Modification for  
Program Year 2008-2009, for Workforce Investment Act Title 1-B  
and Wagner Peyser Programs**

In compliance with the provisions of the Workforce Investment Act of 1998, the Interim Final Rule, and Planning guidelines and instructions developed by the Governor, this Plan Modification is being submitted jointly by the Local Board and the respective Chief Elected Official(s).

By virtue of my signature, I:

- agree to comply with all statutory and regulatory requirements of the Act as well as other applicable state and federal laws, regulations and policies
- affirm that the composition of the Local Board is in compliance with the law, rules and regulations and is approved by the State
- affirm that this Plan Modification was developed in collaboration with the Local Board and is jointly submitted with the Chief Elected official(s) on behalf of the Local Board
- agree to comply with § **661.310** by ensuring a firewall exists between the board and the provision of core services, intensive services, training services and the One Stop Operator

Date:		Signature of Local Board Chair:	
Mr. _____	Typed Name of Local Board Chair:		
Ms. <input checked="" type="checkbox"/>	Karen Diffley-Schoonmaker		
Other _____			
Name of Board:	Workforce Investment Board of Columbia & Greene Counties		
Address 1:	P.O. Box 753		
Address 2:			
City:	Catskill		
State:	NY	Zip: 12414	
Phone:	518 945 1508	E-mail: drake@mhccable.com	

**Submittal directions:** Complete this form as part of the Plan Modification development process and submit the entire Plan Modification electronically as described earlier in this guidance. Submit this form with original signatures as directed on page 2 of the Instructions.

**ATTACHMENT B: SIGNATURE OF CHIEF ELECTED OFFICIAL**

**Workforce Investment Act Local Plan Modification for  
Program Year 2008-2009, for Workforce Investment Act Title 1-B  
and Wagner Peyser Programs**

In compliance with the provisions of the Workforce Investment Act of 1998, the Interim Final Rule, and Planning guidelines and instructions developed by the Governor, this Plan Modification is being submitted jointly by the Local Board and the respective Chief Elected Official(s).

By virtue of my signature, I:

- agree to comply with all statutory and regulatory requirements of the Act as well as other applicable state and federal laws, regulations and policies
- affirm that the Grant recipient possesses the capacity to fulfill all responsibilities and assume liability for funds received, as stipulated in **§667.705** of the rules and regulations
- affirm that the composition of the Local Board is in compliance with the law, rules and regulations and is approved by the State
- affirm that the Chair of the Local Board was duly elected by that Board
- agree to comply with **§661.310** by ensuring a firewall exists between the board and the provision of core services, intensive services, training services and the One Stop Operator

**Note:** A separate signature sheet is required for each local Chief Elected Official.

Date:		Signature of Local Chief Elected Official (CEO):	
Mr. <input checked="" type="checkbox"/>		Typed Name of Local CEO:	
Ms. <input type="checkbox"/>		Arthur Baer	
Other <input type="checkbox"/>			
Title of Local CEO:	Chairman		
Address 1:	Columbia County Board of Supervisors		
Address 2:	401 State Street		
City:	Hudson		
State:	NY	Zip:	12534
Phone:	518 828-1527	E- mail:	dicosmo@govt.co.columbia.ny.us

**Submittal directions:** Complete this form as part of the Plan Modification development process and submit the entire Plan Modification electronically as described earlier in this guidance. Submit this form with original signatures as described on page 2 of the Instructions.

**ATTACHMENT B: SIGNATURE OF CHIEF ELECTED OFFICIAL**

**Workforce Investment Act Local Plan Modification for  
Program Year 2008-2009, for Workforce Investment Act Title 1-B  
and Wagner Peyser Programs**

In compliance with the provisions of the Workforce Investment Act of 1998, the Interim Final Rule, and Planning guidelines and instructions developed by the Governor, this Plan Modification is being submitted jointly by the Local Board and the respective Chief Elected Official(s).

By virtue of my signature, I:

- agree to comply with all statutory and regulatory requirements of the Act as well as other applicable state and federal laws, regulations and policies
- affirm that the Grant recipient possesses the capacity to fulfill all responsibilities and assume liability for funds received, as stipulated in §667.705 of the rules and regulations
- affirm that the composition of the Local Board is in compliance with the law, rules and regulations and is approved by the State
- affirm that the Chair of the Local Board was duly elected by that Board
- agree to comply with §661.310 by ensuring a fire wall exists between the board and the provision of core services, intensive services, training services and the One Stop Operator

**Note:** A separate signature sheet is required for each local Chief Elected Official.

Date:		Signature of Local Chief Elected Official (CEO):	
Mr.	<input checked="" type="checkbox"/>	Typed Name of Local CEO: Wayne Speenburgh	
Ms.	<input type="checkbox"/>		
Other	<input type="checkbox"/>		
Title of Local CEO:		Chairman	
Address 1:		Greene County Legislature	
Address 2:		411 Main Street, PO Box 467	
City:		Catskill	
State:		NY	Zip: 12414
Phone:		518 719-3793	E-mail:

**Submittal directions:** Complete this form as part of the Plan Modification development process and submit the entire Plan Modification electronically as described earlier in this guidance. Submit this form with original signatures as described on page 2 of the Instructions.

**ATTACHMENT C: SIGNATURES OF WIB DIRECTOR and REGIONAL LABOR MARKET ANALYST**

**Workforce Investment Act Local Plan Modification for  
Program Year 2008-2009, for Workforce Investment Act Title 1-B  
and Wagner Peyser Programs**

In compliance with the Planning guidelines and instructions developed by the Governor, this Plan Modification was developed through consultation and dialogue between the local area's representative(s) and the New York State Department of Labor's Regional Labor Market Analyst.

By virtue of my signature, I:

- attest that face-to-face dialogues were conducted between the WIB's representatives and the LMA which provided the WIB with data and the demographic characteristics of the LWIA's resident population
- assure that service delivery and design, resource allocation, and other planning decisions were made by the WIB as a result of a careful consideration of the implications of the data and demographics as provided

Date:		Signature of Local WIB Director:
Mr.	<input type="checkbox"/>	Typed Name of Local WIB Director: Katy Drake
Ms.	<input checked="" type="checkbox"/>	
Other	<input type="checkbox"/>	
Name of Board:	Workforce Investment Board of Columbia & Greene Counties	

Date:		Signature of Labor Market Analyst:
Mr.	<input checked="" type="checkbox"/>	Typed Name of Labor Market Analyst: James Ross
Ms.	<input type="checkbox"/>	
Other	<input type="checkbox"/>	
Region:	Capital	

**Submittal directions:** Complete this form as part of the Plan Modification development process and submit the entire Plan Modification electronically as described earlier in this guidance. Submit this form with original signatures as directed on page 2 of the Instructions.

**ATTACHMENT D: UNITS OF LOCAL GOVERNMENT**

*Where a local area is comprised of multiple counties or jurisdictional areas, provide the names of the individual governmental units and identify the grant recipient.*

Unit of Local Government	Grant Recipient	
	Yes	No
Columbia County Board of Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Greene County Legislature	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

**ATTACHMENT E: FISCAL AGENT/GRANT SUBRECIPIENT**

*Identify the Fiscal Agent or a Grant Recipient to assist in the administration of grant funds.  
Provide the names of the agent and/or subrecipient.*

Entity	Fiscal Agent	
	Yes	No
Columbia-Greene Community College	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Entity	Grant Subrecipient	
	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

**ATTACHMENT F: ONE STOP OPERATOR INFORMATION**

Complete the following information for each locally certified One Stop Operator in your Workforce Investment Area.

<b>OPERATOR: Columbia-Greene Workforce New York</b>	
<i>Method of Selection</i>	<i>Type of Operator</i>
<input checked="" type="checkbox"/> Consortium  <input type="checkbox"/> Competitive Bid	<input type="checkbox"/> System  <input checked="" type="checkbox"/> Center(s)
<b>Operator Address:</b>	Columbia-Greene Community College 4400 Route 23, Hudson, NY 12534
<b>Operator Phone:</b> (518) 828-4181 x 5510	
<b>E-Mail:</b> wiltse@sunycgcc.edu	

Attach a list of all One Stop centers overseen by this Operator and include for *each* center:

- Name/Address/Phone of Center(s)
- Identify Full-Service or Certified Affiliate Site
- Identify Partners On-Site and Frequency On-Site (e.g., half day/week; two days/week)
- Identify Center Hours of Operation

**OPERATOR CERTIFICATION STATUS**

Indicate status of Local Level Operator Recertification:

- Granted
- Application Submitted/Pending LWIB Review
- Application Not Yet Due
- Other (explain)

## **ATTACHMENT G: FEDERAL AND STATE CERTIFICATIONS**

The funding for the awards granted under this contract is provided by either the United States Department of Labor or the United States Department of Health and Human Services which requires the following certifications:

### **A. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION-LOWER TIER COVERED TRANSACTIONS**

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statement in this certification, such prospective participant shall attach an explanation to this proposal.

### **B. CERTIFICATION REGARDING LOBBYING - Certification for Contracts, Grants, Loans, and Cooperative Agreements**

By accepting this grant, the signee hereby certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The signer shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of facts upon which reliance was placed when this

transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C. **Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.**

**C. DRUG FREE WORKPLACE.** By signing this application, the grantee certifies that it will provide a Drug Free Workplace by implementing the provisions at 29 CFR 98.630, Appendix C, pertaining to the Drug Free Workplace. In accordance with these provisions, a list of places where performance of work is done in connection with this specific grant will take place must be maintained at your office and available for Federal inspection.

**D. NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE:**

**For contracts funded by the U.S. Department of Labor**

As a condition to the award of financial assistance from the Department of Labor under Title I of WIA, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- (1) Section 188 of the Workforce Investment Act of 1998 (WIA) which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I - financially assisted program or activity;
- (2) Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the basis of race, color, and national origin;
- (3) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- (4) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
- (5) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The grant applicant also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIA Title I - financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance. For grants serving participants in work

activities funded through the Welfare-to-Work block grant programs under Section 407(a) of the Social Security Act, the grant applicant shall comply with 20 CFR 645.255.

**For contracts funded by the U.S. Department of Health and Human Services**

As a condition to the award of financial assistance from the Department of Labor under Title IV-A of the Social Security Act, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws including but not limited to:

- (1) Title VI of the Civil rights Act of 1964(P.L. 88-352) and Executive Order Number 11246 as amended by E.O. 11375 relating to Equal Employment Opportunity which prohibits discrimination on the basis of race, color or national origin;
- (2) Section 504 of the Rehabilitation Act of 1973, as amended, and the regulations issued pursuant thereto contained in 45 CFR Part 84 entitled “Nondiscrimination on the Basis of Handicap in Programs and Activities Reviewing or Benefiting from Federal Financial Assistance” which prohibit discrimination against qualified individuals with disabilities;
- (3) The Age Discrimination Act of 1975, as amended, and the regulations at 45 CFR Part 90 entitled “Nondiscrimination on the Basis of Age in Programs and Activities Reviewing Federal Financial Assistance”. which prohibits discrimination on the basis of age;
- (4) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs; and
- (5) The Americans with Disabilities Act (ADA) of 1990, 42 U.S.C. Section 12116, and regulations issued by the Equal Employment Opportunity Commission which implement the employment provisions of the ADA, set forth at 29 CFR Part 1630.

The grant applicant also assures that it will comply with 45 CFR Part 80 and all other regulations implementing the laws listed above. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

**STATE CERTIFICATIONS**

**E. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND OUTSTANDING DEBTS**

The undersigned, as a duly sworn representative of the contractor/vendor, hereby attests and certifies that:

- 1) No principle or executive officer of the contractor’s/vendor’s company, its subcontractor(s) and/or successor(s) is presently suspended or debarred; and



competition, as to any matter relating to such prices with any other bidder or with any competitor;

2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit to bid for the purpose of restricting competition.

I, the undersigned, attest under penalty of perjury that I am an authorized representative of the Bidder/Contractor and that the foregoing statements are true and accurate.

Signature of Authorized Representative:
Title: Director, WIO at Columbia-Greene Community College
Date:

## Summary of Changes to Columbia-Greene WIB Policies

### Self-Sufficiency

In January 2002 the WIB defined the self-sufficiency amount at \$11.00 per hour. It was raised to \$15.00 per hour in October 2002. It has remained at that level since that time. In 2002 the Self-Sufficiency level was determined by reviewing the 200% of Poverty Level and the Median Household Income. The information regarding the Average Wages Paid by Local Employers was not used in 2002, when the Self-Sufficiency level was set.

Measurement	Hourly (40 hr. wk)	Annual	Change/hr.
200% of Poverty for a Family of One (2002)	\$8.22	\$17,097.60	\$1.60
200% of Poverty for a Family of One (2007)	\$ 9.82	\$20,425.60	
Median Household Income - Columbia & Greene (2000)	\$17.17	\$ 35,713.00	\$2.76
Median Household Income - Columbia & Greene (2006)	\$19.93	\$ 41,452.00	
Average Wages Paid by All Greene County Employers (2002)	\$13.57	\$ 28,216.00	\$2.13
Average Wages Paid by All Greene County Employers (2006)	\$15.70	\$ 32,654.00	
Average Wages Paid by All Columbia County Employers (2002)	\$13.81	\$ 28,720.00	\$1.60
Average Wages Paid by All Columbia County Employers – (2006)	\$ 15.41	\$ 32,054.00	
Average Wage Change Paid by both Columbia & Greene County Employers between 2002 & 2006			\$1.87

At the January 2008 WIB Board meeting the self-sufficiency level was changed to \$16.00 per hour

**Individual Training Account (ITA) – Changed at the January 2008 WIB Board Meeting**

The amount of WIA funding that can be used to pay tuition for customers in training in In-Demand Occupations is based on the mean hourly wage of the occupation. In other words, the WIB is willing to pay higher tuition rates for training for occupations that pay higher wages. June 2001 was the last time the WIB reviewed the set rates. Five levels of funding were established. The rates were initially established based on mean hourly wage rates for the occupations in which customers usually received JTPA funding. The “Possible New Policy” was developed by adding the average wage change paid by both Columbia & Greene County Employers between 2002 & 2006 (\$1.87) to up all the levels.

**New Policy January 2008**

MEAN HOURLY WAGE RATE	AMOUNT OF ITA
\$13.87 OR ABOVE	\$8,000
\$11.87 to \$13.86	\$7,000
\$10.37 to \$11.86	\$5,000
\$9.87 to \$10.36	\$3,500
BELOW \$9.87	0

**On-the Job Training:**

The policy for the minimum wage the WIB is willing to fund through an OJT contract has been set at \$8.00 per hour. This amount was established in June 2002. At that time the minimum wage for an OJT contract was close to the 200% of Poverty Level for a family of one. That level is now \$9.87 per hour, which is the new minimum wage for any OJT contract, as of January 2008.

**Supportive Services:**

Since PY06 the WIB has eliminated reimbursement for mileage costs for participants enrolled in training or intensive services. This change in policy occurred due to diminishing resources.

**Policy #: 706 Title: Initial Eligibility Review Process for Training Providers**

**Effective Date:** 1/15/07

**Amended Date:**

**Policy Description:** Section 122 of WIA and its associated regulations require that local WIBs accept applications from training providers that physically reside in their service area. It is the WIB’s responsibility to determine the initial eligibility of the provider and their offerings and submit the local list to the State agency. Training provider offerings should align with local labor market demands and

emerging/targeted occupations. It will be the responsibility of Career Center staff to assist the WIB with the review process.

**Reference Documents:** TA 06-7

**Procedures:**

Training entities in the area can apply for initial eligibility status through the New York State Workforce Eligible Training Provider List, which is available through the [columbiagreenevents.org](http://columbiagreenevents.org) website. Our website will also provide the Columbia-Greene In-demand occupations list.

Automatic eligibility: Postsecondary and educational institutions carrying out programs under the Higher Education Act of 1965 and entities carrying out Apprenticeship programs under the National Apprenticeship Act are automatically granted initially eligibility upon receipt of a completed application.

Approval Process for Institutions not Covered by the Higher Education Act of 1965:

- Potential providers must submit their initial application through the New York State Workforce Eligible Training Provider List. The applications will be reviewed to determine if they meet basic eligibility requirements for approval, based on the following criteria:
  - The provider is in compliance with State laws and has the license, certification, registration or approval from the appropriate State and/or Federal oversight agency to provide the training. This will be done using the websites for the State Education Department (SED) Bureau of Proprietary School Supervision Division (BPSS). This link is included as a tool for local areas to verify the approval status of a provider by NYSED BPSS.
  - The training is available to the general public and fits the criteria necessary to receive an ITA.
  - The course offerings are in line with the training needs of the local area based upon demand and targeted occupations
- Based on this review, Career Center staff will make one of the following determinations within 30 days of the submission:
  1. N/A – Offering will be submitted to the State for inclusion on the State list but is determined to be not applicable to local WIA ITA funding.
  2. Pending – the provider meets basic eligibility requirements and will be asked to submit additional information prior to approval.
- Pending applicants will be asked to submit a follow-up application that will provide the following performance information:
  - Average number of students enrolled per year.
  - Average number of graduates per year
  - Description of Credentials or Licenses awarded
  - Average number of credentials awarded per year

- Average Job Placement Rate
  - Average starting salary for graduates
- The follow-up application will be brought to the next available WIB Skill Standards Committee Meeting for review. Approval will be based on:
  - The comparison of the success rate of the provider's students to the local WIA Adult and Dislocated worker performance measures. Approval will only be granted to providers whose performance is within 80% of Columbia-Greene's mandated performance levels.
  - An evaluation of the experience and reputation of the provider and their schedule of offerings.
- The recommendation of the Skill Standards Committee will be brought to the full WIB for approval. Their recommendation can Career Center staff will be responsible for
  1. Approve – Offering has met all local requirements and may be added to the State list and is eligible for WIA ITA funds
  2. Deny – Offering has not met all local requirements and will not be added to the State list.

**Policy #: 706.1 Title: Subsequent Eligibility Review Process for Training Providers- For Initial Approval of "Outside" Providers and Local Renewals**

**Effective Date:** 1/15/07

**Amended Date:**

**Policy Description:** As required by Section 122 of WIA and its associated regulations, the State established a procedure for Local Board use in determining the subsequent eligibility of a training provider to remain on the State ETP list after the period of initial eligibility. During the subsequent eligibility process, providers must submit, via the web-based application, performance and program cost information for offerings that have been on the state list for at least 18 months. The Local Board may retain provider offerings on the ETP list that they determine have met minimum levels of performance as established by their local area. It is the responsibility of Career Center staff to provide the appropriate WIB committee with the relevant information necessary for the committee to make its recommendation.

**Reference Documents:** TA 06-7  
Columbia-Greene ETP - Subsequent Eligibility  
Evaluation Checklist

**Procedures:**

The WIB is responsible for recommending if a training provider and its offerings remain on the ETP list, or recommending that a state ETP be added to the local training provider list. Career Center staff must provide the WIB with a report that will enable them to consider the following items:

- Program-specific performance information and attainment submitted by the provider
- Program-specific cost information
- Compliance with the license, certification, registration or approval required by the appropriate State and/or Federal oversight agency to provide the training
- Career Center experience and customer satisfaction with provider
- Training needs of the local area

In addition, Career Center staff must provide the WIB with performance information on local WIA funded students:

- Number of WIA students enrolled during the last full program year.
- Number of WIA graduates during the last full program year.
- Job Placement Rate for WIA graduates during the last full program year.

The Skill Standards Committee will use the Columbia-Greene ETP - Subsequent Eligibility Evaluation Checklist form to document its findings. The Career Center staff will assist the committee in the completion of this form so that one of the following four designations can be recommended to the full WIB at the completion of the review:

3. Approve – Offering has met all local requirements and may be added to, or retained on, the State list and is eligible for WIA ITA funds
4. Deny – Offering has not met all local requirements and will not be added to, or will be deleted from, the State list
5. Pending – LWIB has requested and is awaiting additional information on the provider or its offering
6. N/A – Offering will be submitted to the State for inclusion on the State list but is determined to be not applicable to WIA funding

In accordance with NYS's Two Years of the Strategic Five Year State Plan for Title 1 of the Workforce Investment Act and Wagner-Peyser Act, the recommendation to deny the eligibility of an offering may originate from either the LWIB or NYSDOL. Training providers must be notified in writing of a decision to deny eligibility status to an offering. Eligibility may be denied/terminated for the following reasons:

- The training provider does not have appropriate State and/or Federal approval to operate.
- The application is not complete or is not submitted in a timely manner.
- The offering does not meet the definition of WIA training services.
- Required performance data is not included with the application or the performance data does not meet established performance levels.
- The training provider is delinquent in delivery of reports, payment of debt, or otherwise out of compliance with the Act, regulations, or any agreement executed under WIA.

- The training provider is not current in the payment of unemployment insurance contributions or reimbursements, or is in violation of State Labor Law, or any other requirement for training program under the Act is not met.
- The training provider intentionally supplied inaccurate information.
- The training provider substantially violated any requirement under the Act.
- Failure to demonstrate the business capacity or integrity to successfully deliver training.

When the WIB makes the determination of subsequent eligibility regarding the offering, Career Center staff will complete the data entry on the New York State Workforce Eligible Training Provider List and the training provider will be notified of the status via email. The ETP website will update the status of the offering to note that it has met the subsequent eligibility criteria established by the Local Board.

**Workforce Investment Board of Columbia & Greene Counties**  
**By-Laws**

**ARTICLE I NAME AND LOCATION**

SECTION 1 The name of this organization shall be the Workforce Investment Board of Columbia & Greene Counties, hereinafter referred to in these by-laws as the Board.

SECTION 2 Configuration & Area of Service – The Columbia-Greene Workforce Investment Area includes Columbia and Greene Counties of New York State.

**ARTICLE II PREAMBLE**

SECTION 1 **Vision**

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.

SECTION 2 **Mission**

**For the System Partners:** The Workforce Development System of Columbia and Greene Counties provides enhanced employment opportunities for individuals and a quality workforce for employers.

**For the Workforce Investment Board:** The C-G WIB 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

**ARTICLE III AUTHORITY, ROLES, AND RESPONSIBILITIES OF THE BOARD IN CONJUNCTION WITH THE CHIEF ELECTED/EXECUTIVE OFFICIALS**

SECTION 1 The board is responsible for organizing the Workforce Development System (WDS) in a customer-focused way.

SECTION 2 The board shall define the components of the system based on customer needs and expectations, as well as the system's resources.

SECTION 3 The Board shall develop local performance measures in

consultation with the Governor.

SECTION 4 The Board shall set quality standards through a customer satisfaction system.

SECTION 5 The Board will establish skill standards (transferable, occupational, and academic) as related to getting and keeping work.

SECTION 6 The Board shall collect data and issue consumer report cards for the purpose of continuous improvement of the Workforce Development system.

SECTION 7 The Board shall solicit the input and participation of the local business

community in the provision of program services.

SECTION 8 The Board shall issue charters and franchises, certifying that Board standards have been met.

SECTION 9 The Board will inform and lead on regulatory reform as appropriate for

the local WDS.

SECTION 10 The Board shall construct its own by-laws and, if it chooses to incorporate, may develop and approve an annual budget for its internal activities and insure that an annual audit/desk review is completed.

SECTION 11 The Board shall have the authority to:

1. **Determine, in agreement with the Chief Elected Officials, allocation of funding streams after notification of funding;**
2. Monitor attainment of program goals/standards;
3. Certify programs/providers pursuant to legislation;
4. Set strategic objectives for the Workforce Development System and take action to remove barriers;
5. Monitor program expenditures and determine customer priority and/or request or seek additional funding.
6. Enter into Memorandum of Understanding (MOUs) with One-Stop partners.

#### **ARTICLE IV MEMBERSHIP**

SECTION 1 As determined by the Board, the size of the Board will not exceed 38 members.

SECTION 2 Original appointments to the Board will be made by Chief Elected Officials in accordance to the Workforce Investment Act and accompanying Regulations (see Attachment A). Each county shall have equal

representation on the board. Any vacancy on the Board shall be filled in the same manner as the original appointment.

1. Representatives of the private sector, who shall constitute a majority of the membership of the Board and who shall be owners of business concerns, chief executives or chief operating officers of non-governmental employers, or other private sector executives who have substantial management or policy responsibility;
2. Private sector representatives on the Board shall reasonably represent the industrial and demographic composition of the business community.

SECTION 3 Except for the initial appointments, Members shall be appointed for three-year terms. Memberships may be renewed by the Chief Elected Officials. Rotating Board members, as described in Attachment A, shall be appointed for one (1) year.

SECTION 4 Membership on the Board shall cease when:

1. The member offers his/her resignation to the Chairperson of the Board;
2. The member is not re-appointed after completion of the term;
3. The member is absent from forty percent (40%) of regular and committee meetings held during a program year, unless excused by the Chairperson or Committee Chair.

SECTION 5 Each member of the Board shall be encouraged to serve on at least one subcommittee.

SECTION 6 Each member of the Board shall be entitled to one vote during a regular, specially called, or committee meeting in which said member is present and provided a quorum, at least 51% (“not less than a majority”) is required for a quorum, and must be physically present at the meeting – not there via proxy, except where a real or perceived conflict of interest occurs. (The majority required for voting must be the majority of the full board membership) However, if a quorum is present, absent members may vote by proxy. Proxy votes must however, be in writing, signed by the absentee member, and specifically address the exact items of business that will be voted on during that meeting. Members of the Board and/or Committee’s cannot delegate someone to act as their proxy. While they may send a representative to a meeting, the representative does not have a vote.

The Chairperson will not vote at regular or specially called Board meetings, except in the instance of a tie.

SECTION 7 Conflict of interest, real or perceived, will not be tolerated. Any duality of interest or real or perceived conflict of interest on the part of any board member shall be disclosed to other board members and made a matter of record when the interest becomes a matter of board action. Any board member having a duality of interest or conflict of interest, real or perceived, on any matter shall not vote or use his/her personal influence on the matter. The minutes of the meeting shall reflect that a disclosure was made and the abstention from voting.

SECTION 8 If the Board chooses to incorporate, no part of the income revenue of the Board shall inure to the benefit of any member or any private individual (except that reasonable compensation may be paid for services rendered to the Board), and no member or any private individual shall be entitled to share in the distribution of any of the assets on dissolution of the Board.

SECTION 9 No part of the activities of the Board shall be directed toward participating in, or intervening (including the publication or distribution of statements), in a political campaign on behalf of any candidate for public office.

## **ARTICLE V OFFICERS**

SECTION 1 The Board shall elect a Chairperson and Vice-Chairperson who shall be representatives of the private sector. At its inception, the Chairperson will be elected from among the private sector representatives of one county. The Vice-Chairperson will be elected from among the private sector representatives of the other county. At the end of the Chairperson's term, the Vice Chairperson will ascend to the office of Chairperson. The Vice Chairperson will then be elected from among the private sector representatives of the county with the open seat. A Secretary (and Treasurer, if the Board should become incorporated) shall be elected from the membership at large. Term of office shall be for a two (2)-year period commencing at the end of the first meeting of the first quarter of the Program Year.

The Secretary (and Treasurer, if incorporated) may be reelected to succeeding terms at the discretion of the Board.

If the Chairperson or Vice Chairperson must resign before the completion of their term, the Executive Committee will appoint a private sector representative from the same county of the Officer who resigned to complete the balance of the term of office.

SECTION 2 Functions and responsibilities of said officers shall be as follows:

1. Chairperson
  - a. shall preside at all meetings of the Board

- b. shall establish agendas for each regular Board meeting
  - c. shall sign, on behalf of the Board, all necessary legal documents.
  - d. shall appoint Ad Hoc committees as determined necessary;
  - e. shall be the official representative of the Board, as required',
  - f. shall assign responsibility to staff to the Board
  - g. may call special meetings of the Board
  - h. shall call special meetings of the Executive Committee as deemed necessary; and
  - i. other responsibilities as determined by the Board.
  - j. shall only vote at regular or specially called Board meetings in the instance of a tie.
2. Vice-Chairperson
- a. shall assume all responsibilities of the Chairperson, noted herein, in his/her absence.
3. Secretary
- a. shall be responsible, through the oversight of staff, for assuring that the following be maintained:
    - 1. the minutes of the general membership;
    - 2. the attendance records of the general membership meetings;
    - 3. advising the Chairperson of any member whose absences exceed the prescribed number for removal;
    - 4. notification of members of all meetings at least one week in advance of said meetings, and include therewith a brief agenda and a copy of the minutes of the prior meeting, so that members who had been absent at the last meeting may be informed of business transacted.
    - 5. oversee communication of subcommittees to Board members.
4. Treasurer (in event the Board should incorporate)
- a. Shall, in the event the Board chooses to incorporate, be responsible, through the oversight of staff, for assuring that the following be maintained:
    - 1. monitoring the control, receipt, and custody, of all assets of the Board;
    - 2. monitoring the disbursements as authorized by the Executive committee;
    - 3. reporting the receipt, use, and disbursement of all assets of the Board;
    - 4. serving as liaison with the County Government in the grant seeking and budget preparation functions:
    - 5. be responsible for disbursing funds related to the internal budget and is authorized to sign checks for payment of same with a co-signature by one other member of the

Executive Committee.

SECTION 3 Said officers shall be elected by a majority vote of the members present at a meeting consistent with quorum requirements when a vacancy occurs or terms expire.

## **ARTICLE VI EXECUTIVE COMMITTEE**

### **SECTION 1** Membership and Meetings

1. The Executive Committee shall be made up of Officers of the Board (4), a business sector representative from each county (2), WIA Title I representative (1), Wagner/Peysner Representative (1) and a Grant Recipient representative from each county (2). As noted in Appendix A, the Grant Recipient representative is a rotating appointment. For the purposes of the Executive Committee, the county without a Grant Recipient appointment may designate a representative to the Executive Committee. This appointed representative may vote at Executive Committee meetings, but will not have voting rights at Board meetings. The Chairperson will not vote at Executive Committee meetings, except in the instance of a tie.

The Executive Committee shall assume responsibilities as designated by the Board and shall meet as needed.

2. The Executive Committee will have a special meeting at the end of each program year to perform the following functions for the Board:
  - a. nomination of committee appointments;
  - b. review of meeting attendance as described in Article IV, Section 4, making recommendations to the Board for member replacement to be forwarded to the appropriate county's Chief Elected Official for vacancies resulting from term expiration, resignation, or removal;
  - c. review of Board by-laws, making recommendations to the Board as appropriate;
  - d. review of Board administration, making recommendations to the Board, as appropriate.
3. In the event a non-contractual issue arises that needs immediate attention, the Chairperson has the discretion to determine if the issue requires the attention of the full board through the assemblage of a special meeting or if the Executive Committee can be called upon to take interim action. Any action taken by the Executive Committee will then be brought to the full Board for ratification at the next regularly scheduled meeting.

### **SECTION 2** Duties of the Executive Committee

1. The Executive Committee interacts with the Standing Committees to insure alignment to the board's strategic goals and plans. Functions of the Executive Committee include:
  - Conducting oversight with respect to the One-Stop Delivery System
  - Making recommendations to the board on certifying the One-Stop Center and additional Satellite sites based on their ability to offer core services and establish quality standards
  - Making recommendations to the board on establishing and reviewing Memorandums of Understanding with One-Stop Partners
  - Ensuring a universal population is served and that access to the system is readily available
  - Recommending as appropriate, technological changes to keep a continuous improvement process functioning

## **ARTICLE VII STANDING COMMITTEES**

### **SECTION 1 General**

1. Chairs and Vice-Chairs of Committees are appointed by the Chairperson of the Board.
2. Chairperson of standing committees shall be a member of the Board. Vice-Chairs can vote at Board meetings if the Committee Chair is absent.
3. Committee members do not need to be Board members.
4. Non-Board members may vote at Committee meetings, but do not have voting rights at Board Meetings
5. All standing committees are to submit their recommendations to the full Board for ratification. All minutes and relevant documents produced by Committees are available to all Board members upon request.
6. All Committee meetings are subject to the Open Meetings Law.

### **SECTION 2: Continuous Quality Improvement Committee**

This committee's mission is to develop a measurable continuous quality improvement system based on the Malcolm Baldrige National Quality Award criteria. The work of the Continuous Quality Improvement Committee connects to the franchise activity of the Executive Committee, and the coordination work of the Partner's Committee. The Continuous Quality Improvement Committee will:

- Provide oversight in assisting One Stop Centers and affiliates in preparing for the certification process required every

two years. At a minimum, the committee will utilize the following categories as a guide for review:

- Leadership
  - Strategic Planning
  - Customer and Market Focus
  - Information and Analysis
  - Human Resource Focus
  - Process Management
  - Business Results
- 
- Review Program and System Performance measures for ensuring the success of the One-Stop System and address the challenges to creating and implementing system measures.

### **SECTION 3 Business Services Committee**

This committee's mission is to determine the needs and expectations of the business customers as it pertains to the workforce development system and to promote the system to employers. The Business Services Committee is responsible for:

- Developing new and synthesizing existing labor market information so it can be used by the WIB in determining policy and allocating resources.
- Reviewing "best practice" methodologies in offering services to the business community.
- Reviewing the development of programs and/or presentations targeted to individual businesses as well as business organizations.
- Reviewing marketing materials (catalogs, brochures, etc.) for services sponsored by the workforce development system

In addition, the Business Services Committee is responsible for continued development of a skill standard system that will continually identify current and future labor force requirements of regional businesses for the purpose of establishing a local training voucher system.

- Establish and maintain annual local Provider List for WIA Title I Individual Training Accounts
  1. Establish parameters for Individual Training Accounts in terms of maximum amount and length
  2. Establish priority of service guidelines for use of Individual Training Accounts
  3. Establish funding priorities, for the issuance of Individual Training Accounts for Adult and Dislocated Worker funds

that focuses on supporting local and regional industry needs

- Establish and administer credentialing procedures for Intensive Services offered by the One-Stop system or WIB approved contracted training as described in the Workforce Investment Act - Section 134(d)(4)(G)(ii)
- Reviewing WIA Title I performance standards
- Oversee the workforce development system's efforts in addressing the lack of soft skills in job seekers and incumbent workers.

#### **SECTION 5 Partner's Committee**

This committee's mission is to work towards developing an integrated workforce development system that offers a seamless employment, education and training system that meets the needs of job seekers and employers. The Committee is responsible for:

- Developing and maintaining the Memorandum of Understanding
- Coordinating with local economic development efforts
- Reviewing Staff Capacity Building efforts among/between partners
- Working towards continually improving the referral process for customers and the non-duplication of services among partners
- Overseeing the marketing of services to the job seeking population

#### **SECTION 6 Youth Council**

This committee's mission is to create a community-wide youth strategy. The membership must include Board members with a special interest or expertise in youth policy: representatives of youth service agencies, including juvenile justice and local law enforcement agencies; representatives of local public housing authorities; parents of eligible youth seeking assistance; former participants and representatives of the Job Corps, if they establish a center in Columbia or Greene County. The duties and responsibilities of the Youth Committee shall be:

1. Develop the portions of the local plan relating to eligible youth as determined by the Chairperson of the Board, taking into consideration:
  - School to career services
  - In-school student services
  - Services for dropouts
  - Services for HS/GED graduates
2. Recommend to the Board eligible providers of youth activities/

programs to be considered for grants/contracts on a competitive basis.

3. Conduct oversight with respect to eligible providers of youth activities.
4. Establish and administer credentialing procedures for programs and services sponsored by the Youth Council and the Board.
5. Coordinate youth activities that are authorized by the act.
6. Other duties determined to be appropriate by the Board Chairperson.

All actions of the Youth Council are subject to approval of the full Board.

## **ARTICLE VIII AD HOC COMMITTEES**

**SECTION 1** The Chairperson of the Board shall appoint Ad Hoc Committees as needed.

### **SECTION 2 NOMINATING COMMITTEE**

The Board Chairperson shall appoint a Nominating Committee consisting of three (3) Board members for the purpose of nominating officers and board replacements prior to the expiration of existing terms. The Committee shall submit to the Board a slate of officers to assume office on the first day of July following their election. The Committee shall nominate Board members for the positions of Vice-Chairperson, Secretary, and Treasurer as per Article V, Section 1. The Chair of the Nominating Committee shall mail to all Board members, prior to the annual election, a list of nominees recommended by the Nominating Committee. At the Board meeting, nominations will be accepted from the floor as long as the nominee is present or a letter is in hand from the nominee stating they will accept the nomination.

## **ARTICLE IX MEETINGS**

**SECTION 1** There will be a minimum of 4 business meetings per year for the full Board.

**SECTION 2** Special meetings may be called at the discretion of the Chairperson.

**SECTION 3** All committees shall meet as necessary. The Executive Committee will also have a special meeting at the end of each program year as outlined in Article VII and other times as needed.

SECTION 4 Special committee meetings may be called at the discretion of the Committee Chairperson or by a majority of any committee.

SECTION 5 A quorum shall be constituted for full Board meetings and Executive Committee meetings, provided at least 51% (“not less than a majority”) is required for a quorum, and must be physically present at the meeting – not there via proxy. However, if a quorum is present, absent members may vote by proxy. Proxy votes must however, be in writing, signed by the absentee member, and specifically address the exact items of business that will be voted on during that meeting.

SECTION 6 Resolutions shall be passed by the majority of members of the total membership of the Board.

SECTION 7 All meetings of the Board and its Committees will be in compliance with the Open Meetings Law.  
A. Minutes of open meetings must be made available within 3 weeks  
B. Minutes of executive session, if any action taken, must be made available.

## **ARTICLE X METHODS OF AMENDMENT**

SECTION 1 Recommended changes in the by-laws and WIB-CEO Agreement shall be submitted in writing by a Board member to the Chairperson.

SECTION 2 The Chairperson will review recommended changes with the Executive Committee and will notify the full Board of proposed changes at least ten days prior to the regular meeting at which amendments are to be considered.

SECTION 3 Amendments to the by-laws shall be passed by a simple majority of the Board.