



Columbia Greene  
**LOCAL PLAN**

JULY 1, 2013 - JUNE 30, 2014

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**The following attachments are provided separately:**

- Attachment C: Signature of Local Board Chair
- Attachment D: Signature of Chief Elected Official
- Attachment E: Signature of WIB Director
- Attachment F: Federal and State Certifications
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- Attachment I: Budget
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## Labor Market Overview

WIA §118 (b) The local plan shall include - (1) an identification of—

- (A) the workforce investment needs of businesses, jobseekers, and workers in the local area;
- (B) the current and projected employment opportunities in the local area; and
- (C) the job skills necessary to obtain such employment opportunities;

1. Based on consultation with NYSDOL’s Labor Market Analyst, and a review of your Regional Economic Development Council’s (REDC) Five-Year Strategic Plan, describe the current and projected employment opportunities in your local area and region. Provide a priority ranked list of the local area’s demand occupations for PY 2013 that includes SOC codes and job titles.

The current and projected employment opportunities in our area and region shows growth in STEM occupations in industries ranging from advanced manufacturing, to health care, to renewable energy and biotechnology. STEM occupations also were emphasized in the Capital Region's REDC Five-Year Strategic Plan. In addition, the Columbia-Greene area is part of the Greater Capital Region Consortium that was just awarded a USDOL Workforce Innovation Grant for our focus on training customers to meet the STEM talent pipeline needs in the Capital Region.

There has not been any significant change since last year. The Columbia Greene In-Demand occupation list can be found at: <http://www.labor.ny.gov/workforcenypartners/lwia/local-plan-overview.shtm>

2. Explain how your demand list was shaped. Describe the data source(s) used to develop/support your demand list.

The explanation of how are demand list was developed can also be found at: <http://www.labor.ny.gov/workforcenypartners/lwia/local-plan-overview.shtm>

3. Identify the job skills/credentials for the occupations that are highest in demand, including those identified as priorities by your REDC. Describe the education and training resources that exist in your area/region to assist individuals to obtain these skills. Training options such as on-the-job training, ITAs, customized training and contracted training should be discussed where relevant.

The in-demand occupations for our area have training requirements that range from requiring an Associate's Degree to occupations only requiring on-the-job training, with occupations in-between that require post-secondary vocational training that leads to meeting licensing requirements. The Capital Region REDC has a general focus on STEM related careers.

Generally, the vast array of vocational schools and Community Colleges in our area offers programs that prepare people for these occupations. However, some degree programs have limited class sizes, and one or two year waiting lists can be the norm (Registered Nurse, Respiratory Therapist). Changing this reality is very cost prohibitive due to the additional lab, instructor and equipment costs associated with STEM related technical degree programs. Additionally, many of the Career Center's customers require math and science remediation before they can start training for STEM careers. Unfortunately, most credit bearing training programs in our area do not offer combined

remedial and vocational training. The remedial must be completed prior to entry into the occupational training. This makes STEM training option both cost and time prohibitive to many of our customers. The Workforce Innovation Fund regional grant in which we are a partner is designed to address this issue through its innovative two-step training program. This approach allows participants to work in an entry level job while training for an in-demand STEM

The Columbia-Greene area focuses most of its training resources on providing ITAs to individual customers, however OJTs, and customized or contracted training can be utilized to meet specific employer needs if necessary.

4. Describe any regional or sector-based training initiatives in which your local area is involved or is planning to be involved during PY 2013. Explain how these initiatives align with the demand occupations on your list.

As mentioned earlier, Columbia-Greene is part of a consortium that will be starting its second year implementing a Workforce Innovation Fund (WIF) program focusing on STEM career fields. The other LWIB's of the consortia are Saratoga-Warren-Washington WIB, the Capital Region (Albany, Rensselaer, and Schenectady) WIB, , and Fulton, Montgomery, and Schoharie WDB. The Greater Capital Region WIBs successful proposal "Steps up to STEM" focuses on creating new career opportunities in the fields of science, technology, engineering and math by creating a flexible talent pipeline system that links our workforce system, employers, educations and workers through a two-step career plan. The proposal was developed to respond to current and forecasted future demand occupations in local and greater regional area as opposed to shaping the demand occupation list. Health care and advanced manufacturing are two areas already reflected in our demand occupation list and this proposal was a direct response to training and re-training a local and regional workforce to meet these industry needs.

## Performance

*WIA §118 (b) The local plan shall include - (3) a description of the local levels of performance negotiated with the Governor and chief elected official pursuant to section 136(c), to be used to measure the performance of the local area and to be used by the local board for measuring the performance of the local fiscal agent (where appropriate), eligible providers, and the one-stop delivery system, in the local area;*

Information and documentation produced through the yearly Performance Indicator Negotiation Process will become part of this plan. No additional information is required.

## Planned Services and Expenditures

### Adult and Dislocated Workers

*WIA §118 (b) The local plan shall include - (2) a description of the one-stop delivery system to be established or designated in the local area, including—*

- (A) a description of how the local board will ensure the continuous improvement of eligible providers of services through the system and ensure that such providers meet the employment needs of local employers and participants;*

*WIA §118 (b) The local plan shall include - (4) a description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area;*

Please complete the charts entitled “PY 2012 Training” and “PY 2013 Training Projection” located in the Budget spreadsheet (Attachment I). In addition, if you procure service providers to provide Adult and Dislocated Worker or Business services, complete the Adult/Dislocated Worker and Business Services worksheets in the Service Provider spreadsheet (Attachment J).

5. Briefly describe the type and availability of Adult and Dislocated Worker services in your area.

Our job search ready services include use of our Career Resource Room, sign-up for the SMART system, job match and refer services, and job search workshops. The workshops cover such skills as finding job leads, interviewing skills, resume development, using social media, using email, job search through the Internet, and understanding Microsoft Word. Also, individual resume development appointments are available. Many UI claimants also participate in the Reemployment Eligibility Assessment Program, and all customers are on a schedule of continuous engagement while they are receiving UI benefits. We have also recently started offering services under the Emergency Unemployment Claimant Reemployment Program.

Our career development services include comprehensive assessment through individual counseling appointments, Prove It! Assessments and workshops utilizing the tools available through the Career/Job Zone website. Individual Employment Plan development is also offered and is often combined with skill development and occupational training services. These services range from Metrix on-line learning, to ITA's for vocational training and credential obtainment, to on-the-job training contracts with local employers.

All of our core and intensive services are available on a regular basis. Initial Assessment and the use of the Career Resource Room occurs upon request. Workshops are offered on a weekly or bi-weekly basis, and counseling appointments and skill development services are scheduled to occur within a week of the request.

Training services are dependent on the availability of funds and the providers schedule.

6. Describe the steps the Workforce Investment Board takes to ensure the continuous improvement of Adult and Dislocated Worker services through the system. Describe the information that is reviewed to determine that providers are meeting the employment needs of local businesses and jobseekers.

Continuous improvement of the one-stop service provider is accomplished through ongoing training and monitoring. Staff at the Workforce New York Career Center participate in the state-wide system of weekly calls and periodic webinars. In addition, staff attend statewide conferences and regional trainings set-up by Greater Capital Region Workforce Coalition. The WIB Director conducts annual monitoring of all program operations and funding streams. In addition, quarterly reports are provided to the WIB detailing:

- Participants receiving core & intensive Services
- Participants receiving Skill Development service
- Participants receiving training services (ITA's)
- Status and progress of OJT contracts
- Employment Services Statistics for the Counties
- Local Business Services marketing efforts

The monitoring process is conducted by the WIB Consulting Director to ensure that; the data in participant case files is accurate, reliable and up-to-date; participant data reported in the WIA case management and reporting system accurately reflects the data in participant files and the activities of case managers and participants are appropriate and accurately reflected in participant case files and in the WIA case management and reporting system.

7. Describe any partnerships that the WIB and One-Stop Operators have developed to improve services to customers in the local area or region.

We have developed partnerships with the Greater Capital Region Workforce Coalition to improve the talent pipeline for advanced manufacturing and STEM careers. Many of the local partnerships we had developed over the past few years have unfortunately been eliminated due to the funding cut backs our partner's have faced.

**Youth**

*WIA §118 (b) The local plan shall include - (6) a description and assessment of the type and availability of youth activities in the local area, including an identification of successful providers of such activities;*

Please complete the Youth worksheet in the Service Provider spreadsheet (Attachment J).

8. Describe the metrics that the WIB uses to determine whether or not a youth provider is successful.

The WIB utilizes Youth Common Measures and each provider's contract to determine if a youth provider is being successful. Quarterly and annual reports are used to determine if each youth provider is meeting enrollment and outcome goals.

9. How do the Workforce Investment Board and/or Youth Council monitor Youth Program providers?

Annual on-site program monitoring is conducted by Youth Council, WIB members and the WIB Director. Fiscal monitoring is conducted on a quarterly basis with an on-site annual review near the

end of each program year.

10. What steps are in place for addressing unsatisfactory providers?

The Columbia-Greene area has not had an unsatisfactory youth provider in over seven years. Support and technical assistance is offered through constant communication between the WIB Director, the One-Stop's Assistant Director for Youth Services, the WIA accountant and the youth providers. Any potential issues are resolved as quickly as possible to avoid unsatisfactory performance. Any identified fiscal issues are resolved before final payments for each contract year are made.

11. Do your Youth Program Providers have direct access to the One Stop Operating System (OSOS)?

Yes  No

a. If not, what process is in place to ensure youth activities are entered into OSOS in a timely manner?

Youth eligibility determination is completed by the One-Stop's Assistant Director for Youth Services, therefore the local area is always aware of the data information that is needed. Youth Program Providers are required to complete the Individual Service Strategy and the participant's goals within ten days of referral and enrollment in the program. This information is then provided to Assistant Director of Youth Services for timely entrance into OSOS. The ISS information also provides anticipated completion dates which allows the Assistant Director reminders on when other data is needed from the providers.

12. Describe *what* youth data is shared and *how* it is shared and reviewed with the Workforce Investment Board, Youth Council, and Youth Program Providers. Please address each group specifically.

The Youth Council reviews data on a quarterly basis and that information is shared with the full WIB through the Youth Council meeting minutes. A brief verbal report is also provided by the Chair of the Youth Council at each quarterly WIB meeting.

The youth Council receives a verbal report on new enrollments in each provider's program as well as noteworthy program outcomes (obtaining a GED, graduating from high school, finding employment or entering a post-secondary education program). In addition, the Counsel is provided with the Common Measures report.

Youth Program Providers are given information about the performance standards they are required to meet to reach the common measure goals. Discussions occur if there are any indications that they will not reach their goals for any given program year.

**Staff Information**

Consulting with your Wagner-Peyser partners, please complete the charts entitled "PY 2012 FTE Staffing" and "Projected PY 2013 FTE Staffing" located in the attached Budget spreadsheet (Attachment I).

13. Please explain the reasons for any changes between PY2012 and PY2013.

Two additional staff were assigned to provide services to Extended Unemployment Insurance beneficiaries.

## Procurement

*WIA §118 (b) The local plan shall include - (9) a description of the competitive process to be used to award the grants and contracts in the local area for activities carried out under this subtitle;*

14. Please describe the competitive bidding process that is used to award grants and contracts in your local area (including how vendors are made aware of opportunities to compete for these funding opportunities and how the process is being documented). Describe the process used for Adults/DW services, administrative services, and Youth services.

Our competitive bidding process is as follows:

A "bidders list," containing the names and addresses of potential service providers who have made a written request to be placed on such a list, shall be maintained. Solicitation invitations and Request for Proposal packages shall be sent to all potential service providers on the bidders list, as appropriate, according to the type of goods and services being sought. Service providers located in the Workforce Investment area of Columbia and Greene counties will be given priority as appropriate. Additionally, efforts will be made to utilize small business and women and minority-owned business sources of goods and services.

Proposal (RFP) packages shall be sent to potential service providers contained on the established bidders list, as appropriate according to the type of goods and services to be procured. Also, Notice of solicitation of RFPs will either be published in local newspapers, posted on the C-CGCC WIO website ([columbiagreenetworks.org](http://columbiagreenetworks.org)), or both.

RFPs shall contain a clear and adequate description of the goods and services to be procured; technical requirements, outcomes, and specifications which bidders must fulfill; and factors to be used in evaluating bids or proposals.

All proposals received in response to the solicitation shall be reviewed by the WIO Director, other staff as assigned, and/or members of the Workforce Investment Board, depending on the type of goods and services being sought. Copies of the proposals shall be distributed to all required parties.

For those goods and services that do not require the concurrence of the WIB, the WIO Director will make the final decision. For those goods and services that require the concurrence of the WIB, the appropriate committee reviewing the submissions will make their recommendations in the form of a resolution for action by the full Board.

All selected bidders will be required to participate in negotiations with the C-CGCC WIO Director and/or appropriate WIB Committee members. The award of any contract or agreement shall be contingent upon the satisfactory completion of negotiations and the continued availability of funding.

Unsuccessful bidders shall be notified in writing within thirty (30) days of the final decision.

## Waivers

The general statutory and regulatory waiver authority granted to the Secretary of Labor is a continuing authority granted by the Workforce Investment Act at section 189(i)(4), Public Law 105-220, and provides increased flexibility to states and local areas in implementing reforms to the workforce development system in exchange for state and local accountability for results, including improved programmatic outcomes. A list of the current waivers that are in effect for New York can be found in [Workforce Development System Technical Advisory #10.19.1](#).

15. Please suggest future WIA waivers that may be useful to your local area and which you would like NYS to consider requesting (optional).

## Contracts, MOUs, and Appendices

*WIA §118 (b) The local plan shall include - (2) a description of the one-stop delivery system to be established or designated in the local area, including—*

*(B) a copy of each memorandum of understanding described in section 121(c) (between the local board and each of the one-stop partners) concerning the operation of the one-stop delivery system in the local area;*

16. Is each Memorandum of Understanding for the local area up-to-date?

Yes  No

a. If not, when will they be updated?

We have an unofficial up-to-date, locally approved MOU in place, however, we have been unable to obtain State-Level required signatures.

*WIA §118 (b) The local plan shall include - (8) an identification of the entity responsible for the disbursement of grant funds described in section 117(d)(3)(B)(i)(III), as determined by the chief elected official or the Governor under section 117(d)(3)(B)(i);*

*WIA §118 (b) The local plan shall include - (10) such other information as the Governor may require.*

Please complete all of the required attachments. Hard copies of signature pages must be delivered to NYSDOL per the instructions at the beginning of these guidelines.

If any of the following documents have changed in whole or in part since the submittal of your PY 2012 Local Plan, please email any updated documents with your Local Plan:

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

**ATTACHMENT A: 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
Greene County Legislature	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Columbia County Board of Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

**ATTACHMENT B: 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
Columbia-Greene Community College	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>