

# Workforce Development Board of Columbia & Greene Counties

## Minutes for April 11, 2017 5:30 p.m.

Columbia Greene Community College

MISSION: The C-G WDB will provide leadership, influence, focus and oversight for the local workforce development system. *Strategies to Achieve Vision and Mission:*

- Promote collaboration between economic development, education and training resources.
- Measure system performance for quality improvement.
- Promote the system with the public

Chair Terri Drobner called the meeting to order at 5:36. Members and guests were welcomed. New member, Ms. Jane Wais/FieldGoods, Inc, was welcomed to the board.

**Present:** Frank Alguire, Tracy Cantele, Carolyn Dongara, Terri Drobner, Chris Foster, Myra Garcia, Ann Luby, Kathryn Nelson, Florence Ohle, Joe Sacchetti, Joshua Taylor, Lisa Thomas, Deb Tuttle, Mike Veeder, Jane Wais, Terry McGee Ward, M. A. Wiltse and Karen Wolff

**Consultant:** Katy Drake

**Excused:** Barbara Arisohn, Debra Armstrong, Lindsay Arp, Mark Finger, Tony Jones, Maryanne Lee, David Lester, Mary Prazma, Kathy Roop, Cindy Tipple, Michael Torchia and Joe Wolodkevich

Proxy Votes Received from Lindsay Arp, Barbara Arisohn, Joe Wolodkevich and Mark Finger

**Guests:** Nancy Bell (DOL), Maureen Boutin (Workforce Office), MaryAnn Morrison (YES) & YES student Jasmine, Deb Zwoboda (Catskill TASC) and Russ Kerska (The Pines at Catskill)

**With 18 out of 31 members in attendance, a quorum was present.**

### STATUS OF VACANCIES

There are no vacancies at this time, but recruitment is in process for an upcoming Columbia County business vacancy.

### ACCEPTANCE OF MINUTES

MA Wiltse made a motion to accept the board meeting minutes for January 31, 2017. Frank Alguire seconded the motion and the minutes were approved by the board.

### CORRESPONDENCE

Secretary Frank Alguire made the following correspondence available for member review:

#### **Letters Sent:**

- February 14 & 16, 2017 Advocacy letters sent out
- February 27, 2017 Quarterly reports sent to CLEOs, including the status update on the procurement of the One Stop Systems Coordinator
- March 23, 2017 Letters sent to the CLEOs requesting PY17 re-appointments

#### **Letters Received:**

- Letters of support for PY17 funding for Title 1 and Title II at the level authorized by WIOA from CIA Security, DigiFab Shop, Management Advisory Group of NY and FieldGoods.
- February 21, 2017 letter responding to advocacy letters from Senator George Amedore
- March 6, 2017 Chamber sponsorship letter
- March 8, 2017 Appointment of Ms. Mary Gerlach, Key Bank
- March 20, 2017 Appointment of Ms. Jane Wais, Fieldgoods, Inc.
- April 6, 2017 Letter from Mr. James Boudreau, CPA/NYS DOL regarding FY14 TAA Closeout Review

## **BOARD PRESENTATIONS**

### **Catskill TASC Program Coordinator Recognition**

On behalf of the CG Youth Council and the Board, Terry McGee Ward thanked Catskill TASC Program Coordinator Deb Zwoboda for her sixteen plus years of service and dedication to the youth of both counties. Deb will be retiring from the program at the end PY16. Deb will be greatly missed by the students, her co -teachers and her colleagues at the Workforce Office.

## **COMMITTEE MEETINGS**

Committee reports were distributed prior to the meeting and reviewed by committee chairs at the meeting. Committee reports are attached to the minutes for reference.

## **ONE STOP DIRECTOR'S REPORT**

MA Wiltse reviewed the Columbia Greene One Stop Center Participation Report for the third quarter of PY16. Core & Intensive Services were outlined and compared to last year's service numbers. Additional information in the Participation Report included: Skill Development and Training Services, Unemployment Rates, and Marketing & Outreach Efforts. The Quarterly Local Job Bank Activities were not available.

## **NEW BUSINESS**

### **One Stop Operator Procurement under WIOA**

Through the Executive Committee & Procurement Sub Committee reports, Chair Terri Drobner updated the board on the competitive selection of a One Stop Systems Coordinator for Columbia Greene. Columbia Greene Community College's Workforce Investment Office (CGCC WIO) was the sole respondent to the February 1, 2017 Request for Qualifications for the One Stop Systems Coordinator starting July 1, 2017. The Procurement sub-committee met on March 29th and scored the CGCC WIO response. The CGCC WIO scored a perfect score on the rating. The CGCC WIO was a member of the consortium serving as the One Stop Operator under WIA and through the transition to WIOA. The Executive Committee approved the sub-committee's request to bring a resolution before the board to approve the CGCC WIO to serve as the Columbia Greene One Stop Systems Coordinator. The board was reminded that there is no funding attached to this role at this time. Karen Wolff made a motion for the CG WDB to award the role of One Stop System Coordinator to CGCC WIO beginning July 1, 2017. Florence Ohle seconded the motion. MA Wiltse and Ann Luby abstained from the vote. The motion carried with all others in favor. As required under WIOA, both CLEOs will be need to approve CGCC WIO as the One Stop Systems Coordinator. The One Stop Operator/Systems Coordinator will require procurement at a minimum of every four years (PY21).

### **By Laws Update for PY17**

On March 30, 2017 all board members were sent an email with the proposed changes to the CG WDB bylaws. The two major changes recommended are based on the transition from WIA to WIOA. Florence Ohle made a motion to accept the recommended updates to the bylaws as indicated in the email and the hard copy distributed at the meeting. Ann Luby seconded the motion. The motion carried to approve the bylaw updates with all board members in favor. The bylaws will be forwarded to the CLEOs for final approval and then distributed to board members.

# Workforce Development Board of Columbia & Greene Counties

## **Economic Development Updates**

Frank Alguire provided a brief overview of the numerous micro-enterprise loans in the works in Greene County over the past quarter. New local businesses in Greene County were discussed. Joe Sacchetti was thanked for his role in connecting a new Athens business to the Workforce Office.

## **GOOD AND WELFARE**

Thanks to Frank Alguire, Carolyn Dongara, Terri Drobner, Mary Prazma, Mike Veeder, Terry McGee Ward and Karen Wolff for their time and efforts in serving on the sub-committee for the One Stop Procurement.

Thank you to Mark Finger for coordinating Chamber collaboration.

Thank you to Carolyn Dongara for serving as Chair for the MOU process.

Thank you to Lisa Thomas and Debra Armstrong for the YES program visit.

Thank you to Sue Brown (Germantown Superintendent) and Debra Armstrong for the Warren Street Academy visit.

Thank you to Alan Frisbee (Greene Probation), Bernie Mack (ACCES-VR), Chris Foster, Terry McGee Ward and Debra Armstrong for the Catskill TASC program visit.

Thanks to Joe Sacchetti and Karen Wolff for their participation at the resume review for the CG Workforce Career Fair.

<b>PY 16 Full Board Meeting Schedule</b>	
<b>Tuesday, July 18, 2017</b>	<b>5:30 p.m.</b>

The meeting adjourned at 6:20 p.m.

## **Business Services Committee**

**March 23, 2017 8:30 am**

### **OJT (On the Job Training)**

For PY16, there are no OJT contracts to date.

### **HR Roundtable/JSEC**

The **HR Roundtable** next meets on April 19, 2017 from 8:00 - 9:15 at CGCC. Mr. Bob Francis from NYSDOL will be presenting on safety.

JESC events included:

- March 30, 2017: Legal Updates-- John Bagyi of BSK

### **CGCC Career Fair, April 11, 2017 10:00 - 1:00**

Currently 45 businesses, 6 education entities and 6 service agencies have signed up for the April Career Fair. Professionals to provide the resume review services for job seekers during the Career Fair are being sought.

### **REDC - Round 6/Sector Partnership NEG Update**

The Columbia Greene Workforce Office was approved for up to \$42,630 in workforce funding to train 12 truck drivers. Drivers are in critical need in our region and across the state. Columbia Greene was awarded the funding to train 12 dislocated workers ( 6 CDL A and 6 CDL B drivers). The contract began on February 1, 2017. To date, three people have enrolled for Class A CDL training. MA believes the grant is on track to reach the established goals by the end of the contract (January 31, 2018).

### **Enhanced Career Services Grant**

The Columbia Greene Workforce Office was awarded up to \$24,700 for the Enhanced Career Services grant through NYSDOL to serve up to 40 Dislocated Workers. The grant focuses on resume writing supports and Metrix online learning. So far, 25 resumes for Dislocated Workers have been completed (total reimbursement \$5,600). Also to date, 49 customers have received a Metrix license and orientation. A total of \$7,800 in reimbursement has been received in relation to Metrix services. Overall, 66 unique customers have taken advantage of the Enhanced Career Services Grant.

### **NEG Regional Sector Partnership Development Proposal**

A power point presentation developed by CEG regarding the Pathways Project was distributed. Key deliverables and project time lines were shared. Unfortunately, the recent meeting run by CEG to gather information from businesses on challenges for manufactures in finding qualified applicants had an extremely low turnout, with only two manufactures showing up beyond the leadership team. CEG will continue to reach out to manufacturers in the region to explore challenges in hiring, training and retaining qualified staff.

## Workforce Development Board of Columbia & Greene Counties

### **Skill Up America**

The Committee discussed offering Metrix Learning courses through Skillsoft to businesses for incumbent workers. Employed workers making under \$16/hour may qualify for Metrix training under WIOA through the Workforce Office. Licenses for other workers (making above the local self-sufficiency rate) can be purchased by businesses for \$199 each. The available courses under the different offerings were discussed as different licenses have different levels of course offerings. The committee discussed how to best manage the offering of Metrix Learning to businesses.

### **Workforce Development Institute Grants**

A handout outlining the businesses currently working with WDI within the two counties was shared. Due to greater interest in WDI grant funds this year, awards will generally be a one time opportunity for businesses. Projects are generally training, safety or equipment related.

### **Columbia County WDB Business Representative**

Mary Gerlach, Key Bank and Jane Wais, Field Goods have been recently appointed to the Board and will be joining the Business Services Committee. The committee discussed potential members to represent Columbia County business for an upcoming board opening. Recruitment for new members is in process.

# Workforce Development Board of Columbia & Greene Counties

## Career Services Committee

March 30, 2017 2:30 @ Columbia Greene College

### Career Service Committee Members for the CG MOU Process:

Susan Gallagher	DOL
Barbara Arisohn Gerri Malone	ACCES-VR
Chris Foster	Questar III
Ann Luby	DOL
MA Wiltse Maureen Boutin	Workforce Office/CGCC
Debra Armstrong Kira Pospesel	Greene DSS
Lindsay Arp Bob Gibson	Columbia DSS
Florence Ohle	Greene Community Action
Tina Sharpe	Columbia Opportunities
Karen Wolff	Coarc
Carolyn Dongara	Mgmt Advisory Group/Exec Committee
Joseph Nye Amanda Hladik	Commission for the Blind
Constance Carroll	NYSED
Patricia Stovall Madell Breedlove	Path Stone Corporation (sub grant)-Title V <b>Columbia</b>
Nancy Bell	DOL Technical Assistance
Mary Branagan & John Frisch	Title V- Greene Association for Training and Development
Deborah Snape	Glenmont Job Corp
Mary Teresa Heath	CGCC, Grant Officer CTE (Perkins)
Maritza Vega	NYSED CTE (Perkins)
Katy Drake	CG WDB

The meeting began with introductions. The following information was provided at the meeting:

- **3-30-17 Draft of CG MOU**
- **Partners Roster with Contact Information**
- **Questions and Answers from DOL regarding MOU Process**
- **Email Address for MOU Questions: [LWDB@labor.ny.gov](mailto:LWDB@labor.ny.gov)**

The questions and answers from the DOL website, the CG specific Q&A responses and the responses shared by SWW WDB were discussed.

## Workforce Development Board of Columbia & Greene Counties

The Services Matrix was reviewed and updated. The Systems Operating Budget was further discussed with partners sharing their specific directives.

The 3-30-17 draft of the Columbia Greene WIOA MOU was reviewed.

Columbia Greene WIOA Service Delivery MOU (Part 1) Schedule	
Meeting and/or Due Date	Topic
<b>March 9, 2017</b>	First MOU Partner Meeting
<b>March 30 2:30</b>	<b>Meeting:</b> MOU Draft Review--System Orientation, Initial Assessments & Referrals/Linkage
Friday, March 31	Progress Report Due to DOL
<b>Thursday, April 27 2:30-- Pending</b>	<b>Meeting, if necessary:</b> Review MOU Template
Thursday, May 1	MOU Due to Start Signature Process **** <b>New Guidelines in place as of 4/4/17.</b>
<b>Thursday, June 1 2:30-- Pending</b>	<b>Meeting, if necessary:</b> Status Update on MOU
Friday, June 30, 2017	Final Due Date: Service Delivery MOU Complete
	Schedule Meetings for Part 2: IFA Infrastructure Funding Agreement due January 1, 2018

### Executive Committee

**March 29, 2017 5:30**

The meeting was called to order at 5:47 by Chair Terri Drobner following the meeting of the One Stop Systems Coordinator Procurement Sub-Committee meeting.

#### Membership

Mrs. Jane Wais, Field Goods has been appointed to the Board as a Greene County business representative by the Greene County Legislature. Mrs. Mary Gerlach, Key Bank, has been appointed to the Board as a Columbia business representative. Recruitment for an upcoming opening for a Columbia County business representative is in process.

## Workforce Development Board of Columbia & Greene Counties

Re-appointments for PY17 are in process with both counties for July 1, 2017.

### **CG WDB Bylaw Review**

The committee received the current CG WDB bylaws (approved 1-19-16) in advance of the meeting for review for update. The recommended changes will be emailed out to all board members by April 1, 2017 for the ten day required review period. Changes focus on the transition from WIA to WIOA. The board will vote on the bylaw updates at the April 11, 2017 meeting.

### **PY 17 Budget Update**

The initial budget projections from DOL indicate the CG WDB budget may be reduced by \$88,000 for PY17. These cuts, on top of all the previous years' cuts, will make providing services even more challenging. Youth funding will be reduced by \$33,000. The Youth Council will need to meet to attempt to balance the program requirements (75% on out of school youth and 20% on work experience) with the current youth contracts.

### **Transition to the Workforce Innovation and Opportunity Act (WIOA)**

The new Career Services Committee met several times in March for the WIOA partners to work on the Memorandum of Understanding (MOU). The MOU has been drafted and is under review with partners. A May 1st deadline for the MOU has been set to allow time for the signature process before the July 1, 2017 deadline. Many thanks to Carolyn Dongara for chairing this committee.

### **One Stop Systems Procurement**

A sub-committee of the Executive Committee met at 5:30 before the Executive Committee meeting to review and rate the single response to the One Stop Systems Coordinator RFQ. MA Wiltse, who represents the College, and Ann Luby, NYSDOL, have recused themselves from the RFQ review and rating process. The CGCC WIO proposal received a perfect score on their response (See subcommittee meeting notes and rating sheet). Carolyn Dongara made a motion recommending the CGCC Workforce Investment Office serve as the One Stop Systems Coordinator beginning on July 1, 2017. Frank Alguire seconded the motion. Ann Luby and MA Wiltse abstained from the vote. With all others in favor, the motion carried. The recommendation for CGCC WIO to serve as the One Stop Systems Coordinator for the CG WDB starting on July 1, 2017 will be brought to the board for vote on April 11, 2017.

### **Monitoring**

All three youth program visits occurred in the first quarter of 2017. The Youth Council reviewed the Catskill TASC program evaluation and the Warren Street Academy (formerly the Bridge Program/BUFSD) evaluation at their March meeting. The YES program visit occurred on March 21st and that evaluation will be reviewed at the June Youth Council meeting. Any CG WDB member interested in reviewing the youth program evaluations should contact Katy for an electronic copy.



# Workforce Development Board of Columbia & Greene Counties

## One Stop Procurement -- Sub-Committee

March 29, 2017 5:30

Executive Committee members Ann Luby and MA Wiltse recused themselves from the meeting.

All subcommittee members received the copy of the only response (CGCC WIO) to the CG WDB One Stop Systems Coordinator RFQ and the rating sheet electronically before the meeting. Prior to reviewing the CGCC WIO response, the committee set a minimum standard for the review at 80/100 points. A proposal under 80 points will not be considered for recommendation to the Board.

The committee reviewed the CGCC WIO proposal per the rating sheet. Due to the Workforce Office's experience under WIA as part of the consortium serving as the One Stop Systems Operator, the subcommittee believes the CGCC Workforce Office would be a strong WIOA One Stop Systems Coordinator. The committee expressed regret that there are no funds to put toward this function.

A resolution was passed to take the recommendation that Columbia Greene Community College's Workforce Office serve as the One Stop Systems Coordinator to the full Board for a vote on April 11th. A draft agreement addressing functions and firewalls will be crafted for review at the meeting. If the CG WDB supports the recommendation of the CGCC WIO serving as the One Stop Systems Coordinator, the Board will seek approval from both CLEOs. CLEOs have been updated throughout the process.

Katy will update DOL and submit the rating sheet for review. The procurement process will need to be done every four years under WIOA.

## Youth Council Meeting Notes

March 8, 2017 9:00

Update on the youth programs:

### **Catskill TASC**

Mark reports that currently 14 students are enrolled with three new participants starting this past week. Daily attendance remains low. Seven students have passed the TASC this year, which is also low for the program. Mark believes referral numbers remain consistent with past years, but fewer youth are following through with enrolling and staying in the program until completion. The Council discussed if this low interest/participation was due to the program now being four evenings a week (too similar to a regular school day) or due to the change in test (from GED to TASC). The TASC is considered to be significantly more challenging than the previous test. An article from Chris Foster regarding the significant reduction in students seeking high school equivalency diplomas was shared. The five year decrease is more than 40% statewide. It is believed that the drop off is due to the more challenging test. Mark shared the outreach to school guidance counselors that has occurred. The Council will continue to monitor enrollment.

## Workforce Development Board of Columbia & Greene Counties

The Council discussed that Program Coordinator, Deb Zwoboda will be leaving the program after this program year. The Board will recognize Deb for her dedication to the students over the past 17+ years at the upcoming April Board meeting.

The Council was notified that quarterly financial forms from the Catskill TASC program have been overdue and difficult to obtain. A formal letter will be sent should the forms not be received by the end of this week.

### **The Warren Street Academy (Formerly known as The Bridge Program/Berkshire Union Free)**

Eleven students are enrolled, two of which are Greene County residents. New students have not yet started the Work Experience component of the grant. Concerns about the late start were discussed by the Council.

### **YES**

The YES program has 15 students enrolled, with six students having started in the past three weeks. Five youth have passed the TASC since July. Three of those five are now attending Columbia Greene Community College. Five students have failed the TASC this program year, with three of the five fails last month. Three of the students who have not passed have continued on in the program.

The Board recognized teacher Maryann Morrison at the January meeting for her exceptional dedication and success over the years.

Nine **internships** are in place with an additional two in process for this month. Approximately 65% of the internship money for PY16 has been spent.

Recruitment for the **Summer Youth Employment program (SYEP)** has begun.

### **PY16 Youth Evaluations**

The Council reviewed the PY16 program evaluations for Catskill and The Warren Street Academy. Council members can contact Katy Drake --kathleen.drake@gmail.com for copies of the evaluations. The YES program visit was scheduled for March 14 (changed to 3/21 due to snow cancellation).

Thanks was extended to Debra Armstrong and Sue Brown for their participation in The Bridge Program Evaluation. Thanks was also extended to Bernie Mack, Terry McGee Ward, Alan Frisbee, Chris Foster and Deb Armstrong for their participation in the Catskill TASC Program Evaluation.

### **PY17 Youth Contracts & Budget**

PY17 budget projections indicate a \$33,000 reduction in youth funding alone. Over the past two years, youth funds have been reduced by 19%. MA Wiltse will draft up the PY17 youth budget for Council consideration in regards to the final year of the youth contracts. A meeting will be held once a preliminary budget is available to determine the status of the PY17 youth contracts.

**Action Item:** Once estimates are available for the PY17 Youth Budget, Katy Drake will schedule a meeting for the Council to make recommendations to the Board regarding PY17 youth program funding.

