

Workforce Development Board of Columbia & Greene Counties

Minutes for April 19, 2016 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

WELCOME

Vice Chair Mary Prazma called the meeting to order at 5:35. Members and guests were welcomed.

Present: Frank Alguire, Debra Armstrong, Lindsay Arp, Tracy Cantele, Carolyn Dongara, Terri Drobner, Chris Foster, David Lester, Kathryn Nelson, Florence Ohle, Mary Prazma, Lisa Thomas, Cindy Tipple, Deb Tuttle, Terry McGee Ward, M. A. Wiltse, Karen Schoonmaker Wolff

Excused: Barbara Arisohn, Betty Betts, Nancy Costine, Dan DeVinney, Gladys Dysard, Mark Fingar, Maryanne Lee, Ann Luby, Joe Sacchetti, Mike Veeder, Donna Williams and Joe Wolodkevich.

Consultant: Katy Drake

Guests: Maureen Boutin (Workforce Office), Nancy Bell (DOL) and Susan Gallagher (DOL).

With 17 out of 31 members in attendance, a quorum was present.

STATUS OF VACANCIES

A Greene County business representative-- Ms. Myra Garcia/Hunter Mountain-- will be appointed on April 20, 2016. A Columbia County Business Representative is scheduled to be appointed in May.

ACCEPTANCE OF MINUTES

Debra Armstrong made a motion to accept the board meeting minutes for January 19, 2016. M.A. Wiltse 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 2, 2016--Quarterly Reports sent to Columbia County Board of Supervisors and Greene County Legislature
- February 16, 2016 Recruitment letter for Greene business representative
- March 10, 2016 Support letter sent to Ms. Karen Coleman regarding DOL application for "Strengthening Working Families Initiative" funding
- March 14, 2016 Letter sent to each county office regarding PY16 WDB re-appointments
- March 14, 2016 Recruitment letter for Columbia County business representative
- April 4, 2016 Recruitment letter for PY16 Greene business representative

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Letters Received:

- *March 2, 2016 WDB composition and notice of compliance*
- *March 2, 2016 Sponsorship letter from Mr. Jeff Friedman, Greene County Chamber*
- *March 24, 2016 MOU with Experience Works*
- *March 29, 2016 Letter from Mr. James Boudreau, Senior Auditor, DEWS-QA-FOTA re: closeout of PY13 Formula Funds*
- *March 29, 2016 Letter from Mr. James Boudreau, Senior Auditor, DEWS-QA-FOTA re: Property Management Review*
- *March 29, 2016 Letter from Mr. James Boudreau, Senior Auditor, DEWS-QA-FOTA re: PY14 Sub Recipient Monitoring Review*
- *April 11, 2016 Letter from Mr. James Boudreau, Senior Auditor, DEWS-QA-FOTA re: Procurement Review*

COMMITTEE MEETINGS

Committee reports were distributed prior to the meeting and reviewed by committee chairs or a representative 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 PY15. Core & Intensive Services were outlined and compared to PY14 service numbers. Additional information in the Participation Report included: Skill Development and Training Services, Unemployment Rates, Quarterly Local Job Bank Activities and Marketing & Outreach Efforts. As the unemployment rate is low, especially in Columbia County (4.2 % in February), on site recruitments have increased as local businesses seek qualified workers. The Greene unemployment rate for February was 5.6%.

The PY16 allocations were shared with the board. The cuts, across the state and especially our local area, are severe. Adult funding has been cut 6.9%. Youth funding has been cut 6.88%. Dislocated funding has been reduced the most for PY16 by 21.1%. We will be working to develop a plan over the next few months to address these cuts. The reduction in funding for PY16 will impact staffing and training.

OLD BUSINESS

One Stop Center Procurement and Certification Process

At previous meetings, the Board discussed the requirement under WIOA of having to develop a request for proposals (RFP) for operation of the One Stop Center. This remains on hold with information and guidance to be provided from DOL once the final regulations are released. At this time, it is expected that the process will begin in the last quarter of 2016 for a July 1, 2017 start. The challenges of procuring the Career Center in a rural area were discussed.

Memorandum of Understanding (MOU) for WIOA

The MOU process also remains on hold awaiting further guidance. At this time, it is believed MOUs will be required to be in place for PY17. At this time, partners are not prepared to discuss the cost sharing allocations required in a complete MOU.

Career Services Committee

This committee is also on hold until the final regulations are released and guidance is received on MOUs.

NEW BUSINESS

PY16 Nomination Process

Katy Drake reviewed the process for nominations and elections as outlined in the bylaws and policy manual. As this is the first election under WIOA, a Chair, Vice Chair and Secretary will all be elected at the July meeting. Per the bylaws, the Chair must be nominated from a Columbia County Business. The Chair will serve a total of two years, until the next election. The Vice Chair must be nominated from a Greene County Business. The Vice Chair will serve two years as Vice Chair and then ascend to serve two years as Chair. The Secretary will serve a term of two years and may be nominated from the membership at large. The following Board members were appointed to serve on the Nominating Committee:

- Karen Wolff
- Betty Betts
- Mary Prazma

The Nominating Committee will be meeting in early May. Per policy, a minimum of 30 days before the election the Nominating Committee will notify all Board members of the nominations. In addition, nominations can be taken from the floor the day of the election as long as the members nominated are present at the meeting to accept the nomination. Anyone interested in information regarding the nominations or elections should contact Katy Drake at drake@mhcable.com.

Columbia Greene Workforce Career Fair

The Career Fair was held today, April 19th from 10:00 - 1:00 at the College. The fair hosted 83 businesses and organizations- compared to 82 last April. This year 377 job seekers attended- compared to last year's 418. A Resume Review was offered to job seekers again this year with 25 job seekers using the service.

Economic Development Updates

The Columbia County Economic Development Corporation's Strategic Plan was shared with Board members electronically following the meeting.

GOOD AND WELFARE

- Thank you to the Youth Council members who attended program visits for PY15: Lisa Thomas, Alan Frisbee, Bernie Mack, Maryanne Lee and Debra Armstrong
- Appreciation to the Board Members who participated in the April Speed Networking Session: Terri Drobner, Terry McGee Ward, Maryanne Lee, Mark Fingar, Tracy Cantele, Joe Sacchetti and Karen Wolff
- Appreciation to Maureen Boutin for the April Speed Networking Session, Career Fair and Resume Review
- Best wishes to David Scott/Pro Printers on his recent (semi) retirement
- Congratulations was extended to Chairman Mike Veeder for running in the Boston Marathon this week.

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- Mary Prazma shared information on the upcoming "Relay for Life". Team members and support is still being sought for the event, which will run from 6:00 pm on June 17th to 6:00 am on June 18th at Columbia Greene Community College.

PY15 Meeting & Event Schedule

Tuesday, July 19, 2016	5:30 p.m.

The meeting adjourned at 6:32 p.m.

Business Services Committee

March 31, 2016 8:30 am

OJT (On the Job Training)

Information was distributed on the OJT contract utilizing WIOA funds. Currently there is one contract, and it is utilizing the new WDB policy allowing the maximum amount of the employer reimbursement (\$4,000) because the participant will be earning an industry recognized credential as part of their training.

HR Roundtable/JSEC

The HR Roundtable met in February with 12 professionals in attendance. There was no special topic at the meeting. Another meeting was held on April 13, 2016. It appears that 3 new members will be joining the group. At the March JSEC meeting, John Bagyi, Esq., spoke on the topic "Labor & Employment Law Update: What's New, What's Hot, What's Next".

The next meeting on May 19, 2016 will feature Rob Manfredo, from Bond, Schoeneck & King. The topic will be "How to Legally and Effectively Conduct Workplace Investigations".

Speed Networking

The second workshop was held on April 7, 2016. Five WDB members and two other business volunteers meeting with job seekers to advise them on their "Elevator Pitch". There was a discussion around the participant evaluation form the businesses will use to anonymously provide feedback to the job seekers. The form underwent minor revisions before the event.

Workforce NY Career Fair

The Career Fair will be held April 19th from 10:00 am to 1:00 pm at CGCC. So far there are 57 vendors signed up, including 48 businesses. Resume reviews will also be available. There are 5 volunteers so far.

Soft Skills Training – Working Together Pilot Program

The effort to offer a program for low-income adults that combines an eight week internship placement with a private business, along with a revamped Employee Enhancement Program has not progressed. The recruitment of businesses and participants was slow. On top of that, we had additional training/tuition expenses that were somewhat unexpected. Because of less available funds we stopped promoting the program to both potential participants and businesses. We may still end-up funding one or two internships to serve the participants that have fulfilled the pre-enrollment requirements.

NYS Mentoring Program Initiative

Maureen has been invited to serve on the Capital Region Workgroup for this Governor sponsored new initiative. The program is designed to match mentors from businesses and civic groups with 4th, 5th, and 6th grade students through individual school districts. The mentors will be required to commit one hour per week during the academic year. It will be a structured program with background checks and training required for the mentors. Each school will have a liaison to assist with structured activities. Both the mentors and the students will provide weekly feedback electronically.

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Maureen's role will be to assist in getting mentor volunteers. Interested businesses can contact Maureen for additional information.

Executive Committee

April 13, 2016 5:00

Old Business

Membership

The appointment of Ms. Myra Garcia, *Hunter Mountain*, is pending for April 20, 2016. The appointment for Mr. Michael Torchia, *Sickler, Torchia, Allen & Churchill, CPAs*, is pending for May. PY16 re-appointments are in process with both counties. Recruitment has occurred for a PY16 Greene County business representative with the hopes that an appointment will be set for July 1, 2016.

Transition to the Workforce Innovation and Opportunity Act (WIOA)

Procurement of the One Stop Center

This process remains on hold while we wait for USDOL to provide final guidance and clarification through the regulations. NYSDOL is still planning on releasing a discussion paper regarding One Stop Procurement, One Stop Certification and the MOU process. The challenges of the procurement of the One Stop Center were again discussed. Once guidance has been received, the procurement process will begin in PY16 in order to be finalized before PY17 (July 1, 2017).

Career Services Committee

This committee will be established once final regulations are received. This committee will be made up of partners and a few business representatives and will address the MOU process.

Monitoring

The PY15 youth program monitoring for the YES program occurred on February 17, 2016. All three youth evaluations have been reviewed by the Youth Council and were made available for Executive Committee review. TAA monitoring occurred on March 15, 2016 with the OSOS review still pending. A PY15 Center audit needs to be scheduled for this upcoming quarter.

Soft Skills Training Update

MA shared an update on the "Working Together Pilot Project" with the city of Hudson. Due to lack of interest and follow up by both the businesses and the job seekers, this project has not moved forward. At this time, PY15 training/work experience dollars have been expended and are no longer available for this project. The committee discussed the Employee Enhancement Program to address soft skills for job seekers and newly hired workers. If funding is available in PY16, this program may be able to be revitalized.

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New Business

PY16 Funding Allocations

Columbia Greene received notice of the PY16 funding allocations today. Adult funding was cut 6.9% (\$15,295) from PY15. The Youth allocation was reduced 6.88% (\$18,252). The Dislocated Worker funding was the hardest hit, with a 21.1% reduction (\$52,895) for PY16. This will drastically impact the One Stop Center. Training funds will be significantly limited. The Youth Council will need to meet to address the cut in Youth funding as it impacts the PY16 contract renewals.

Youth Program- Contract Modification Process

The committee discussed the process for youth program contract modifications. All youth program contract modifications are reviewed by the Youth Chair and the WDB Consulting Director. Contract modification requests under 10% of the contract, in line with the intent of the contract, can be approved without Youth Council prior review. Contract modifications involving greater than 10% of the contract, or any unusual requests, will be sent out to the full Council to determine if a meeting is required to review and take action upon the request.

PY16 Youth Program Contract Renewals

The Youth Program Contract Modification form has been drafted for PY16. Due to the drastic reduction in youth funding for PY16, the Council will need to meet prior to its release to address the 6.88% (\$18,252) funding cut.

Speed Networking Session for Job Seekers & Career Fair

The speed networking session held on April 7th was a success. Many thanks to the Board members who participated. Thanks to Maureen Boutin for such a well organized event.

The Workforce Career Fair is scheduled for April 19th from 10:00 - 1:00 at Columbia Greene Community College. The resume review for job seekers at the Career Fair will occur again this year.

PY16 Nominations

Due to the transition from WIA to WIOA, a full election will be held this year. The committee discussed the nomination process. A nominating committee will be appointed at the April Board meeting. This committee will meet in May and submit their recommendations for nominations for the Chair (Columbia County), Vice Chair (Greene County) and Secretary (Membership at large) by the beginning of June. Board members will receive at least 30 days notice of the nominations and election process.

The Executive Committee discussed appointments for Vice Chairs for the Youth Council and the Business Services Committee.

Youth Council Meeting Notes

March 23, 2016 9:00

Youth Program Status Updates

Catskill

The Catskill TASC program currently has 16 students enrolled. Three new students started March 14, 2016. Two students passed the TASC this month. Three students are involved in paid internships. Turnover in the finance department at Catskill Central School was discussed. Dawn Bucci, the CGCC Assistant Director of Finance, is working with the finance staff currently at Catskill to ensure terms of the grant are met, including fiscal reporting and that the program remains on budget for PY15.

YES

The YES program currently has seventeen students enrolled. Seven out of the seventeen are working. Four recently passed the test. One student recently failed the test and has returned to the program. One student registered for the test but did not show to take the exam and has not returned to program.

Berkshire Union Free-Bridge Program

The Bridge Program has twelve students enrolled, with eight currently involved in paid internships. It was noted for the Council that currently all internships are for Columbia County youth in Columbia County only. The Bridge Program has been encouraged to establish Greene County internships to serve the youth who reside in Greene. In a follow up to enrollment issues discussed at the December Youth Council Meeting, as of 12/15/15, the Bridge Program had 11 students enrolled. The local barrier was not used for any of the new students enrolled. Eligibility is no longer a concern. The Bridge Program Coordinator did an excellent job of ensuring eligibility under the new WIOA requirements.

Internships

MA reported that to date for Catskill and YES there are 12 internships for PY15. Three internships have been students in the Catskill Program.

Summer Youth Employment Program (SYEP)

MA reported that while final allocations for the Summer Youth Program have not been received yet, the allocations for the SYEP have reportedly been increased to handle the increase in minimum wage (\$9.00 as of 12/31/15).

PY15 Youth Evaluations

Katy Drake reviewed the three PY 15 Youth Evaluations. The Council members who attended the visits shared their thoughts and impressions on the programs. Any Council Member wanting a copy of the program evaluations emailed to them should contact Katy Drake (drake@mhcable.com). The evaluations will go before the board in April.

Action Item: In response to the YES teacher's concerns about the lack of practice TASC tests available, Chris Foster will forward the three practice TASC test materials to MA for the YES program.

Action Item/Follow Up: The PY15 YES program visit noted that the YES program was in need of basic supplies (calculators, pens, pencils, etc). MA confirmed these supplies have been ordered for the YES program.

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Non-Financial Agreement-- CGCC/Academic Affairs Division and the CG Workforce Development Board.

Both the Catskill TASC and the BUFSD programs have contracts in place with the college to operate their WDB approved WIOA program. Because the college cannot officially have a contract with itself, there has never been an official document outlining the agreement for the Academic Affairs Division of the College to operate the YES program. This past year NYSDOL changed its previous position and now says there must be some sort of agreement in place regarding the YES program. The Council reviewed this new agreement that is designed to cover the YES project. The PY 15 agreement outlines the duties and authority of the College (through the Workforce Investment Office & the Office of Community Services) and the WDB in the mutual obligations and performances agreed upon to serve eligible WIOA clients.

Contract Modification Process for Youth Programs

The Council discussed the process for handling modifications to the youth contracts. These modifications occur when programs move funding from one budget line item to another--most often in the last quarter of the fiscal year. Generally, the Youth Council Chair and the WDB Consulting Director approve any requests for changes in line items and then review those requests at the next Council meeting and the Board meeting (generally under correspondence). In the past, large or usual transfer of fund requests have been brought before the Council for approval. Two years ago, the Council was called upon to review a very large request from an in-school youth program to move a significant amount of the contract funding to the supply line. The Council declined this modification request as it was not in line with the intent of the original contract. After discussion, the Council agreed that:

The Youth Chair and WDB Consulting Director will continue to review all requests. Contract modification requests under 10% of the contract, in line with the intent of the contract, can be approved without Youth Council prior review.

Contract Modifications involving greater than 10% of the contract, or any unusual requests, will be sent out to the full Council to determine if a meeting is required to review and take action upon the request.

PY16 Youth Program Contract Renewals

The three youth programs who were awarded contracts in PY15, will be sent the contract modification forms with a budget form for consideration for funding for PY16. The contract modification is a much shorter form than the original RFP and focuses on PY15 performance as well as goals and modifications necessary for PY16.

The contract modification forms will be sent out to programs when the PY16 allocations are received and will be due back by June 17, 2016. The next Council meeting will be scheduled towards the end of June so the Council can review all three contract modifications for PY16.

In reviewing the PY16 Contract Modification form, the Council agreed to take out the National Work Readiness Credential (NWRC) requirements as the NWRC is no longer supported by the State Department of Labor. Also, during this past year, the company that was offering the test sold its interest to another publishing house. The test was unavailable for use for over a 6 month timeframe. Because the credential is not officially recognized and its future is in question, the Council does not feel it is beneficial to continue to set this program requirement. It is anticipated that the programs may still choose to use the NWRC workbooks and course materials as they have been a valuable learning tool for students. The Council will revisit the NWRC should the state require or encourage it. The NWRC is no longer an extra performance measure.

The Council reviewed and discussed the Common Measures and the WIOA Youth Performance Measures.