

Workforce Development Board of Columbia & Greene Counties

Minutes for July 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

Chair Mike Veeder called the meeting to order at 5:32. Members and guests were welcomed.

Present: Frank Alguire, Debra Armstrong, Betty Betts, Carolyn Dongara, Terri Drobner, Chris Foster, Myra Garcia, Maryanne Lee, Kathryn Nelson, Florence Ohle, Mary Prazma, Joe Sacchetti, Lisa Thomas, Michael Torchia, Mike Veeder, Terry McGee Ward, M. A. Wiltse, Karen Wolff

Excused: Barbara Arisohn, Lindsay Arp*, Tracy Cantele, Gladys Dysard, Mark Fingar*, David Lester*, Ann Luby, Cindy Tipple, Deb Tuttle, Donna Williams* and Joe Wolodkevich.

Consultant: Katy Drake

Guests: Nancy Bell (DOL), Maureen Boutin (Workforce Office), Matt Bulich (Field Goods), Brad DiPietro (NYS Mentoring Program), Jeff Friedman (Greene Chamber of Commerce) and Susan Gallagher (DOL).

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

***Proxy votes received from Mark Fingar, Donna Williams, Lindsay Arp and David Lester.

STATUS OF VACANCIES

A Greene County business representative-- Ms. Kathy Roop, The Pines @ Catskill-- will be appointed on July 20, 2016. A Columbia County Economic Development representative is pending appointment.

ACCEPTANCE OF MINUTES

Maryann Lee made a motion to accept the board meeting minutes for April 19, 2016. Karen Wolff 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:

May 6, 2016 Letter sent from Chairman Veeder to Deputy Secretary de Leon Bhargava regarding the 15% discretionary WIOA funding

May 6, 2016 WIOA Administration to Program funds transfer

May 10, 2016 Letter sent to Deputy Secretary de Leon Bhargava regarding the 15% discretionary WIOA funding from local WDB Directors

May 17, 2016 Letters sent from WDB Director Katy Drake to Youth Programs (Catskill TASC, YES and the Bridge Program) regarding PY16 contract renewals

May 19, 2016 Quarterly report to the Board of Supervisors and Greene County Legislature

June 17, 2016 Thank you for service to the Board letters to Nancy Costine and Dan DeVinney

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June 19, 2016 Letter to Board members regarding the nominations for the July 19th election

Letters Received:

April 13, 2016 Columbia County Re-appointments to the Workforce Board

April 18, 2016 Letter from Nancy Bell, NYSDOL, regarding acceptance of the Performance Improvement Plan on Dislocated Worker Average Earnings Common Measure

April 20, 2016 Appointment letter for Ms. Myra Garcia

May 2, 2016 Letter from Nancy Bell, NYSDOL regarding 2014 Youth Monitoring Review

May 11, 2016 Letter from NYSDOL acknowledging board membership changes

May 18, 2016 Letter from Greene County Legislature regarding re-appointments to the Board

May 19, 2016 Sponsorship letter from Greene County Chamber of Commerce

May 25, 2016 Letter of resignation from Nancy Costine, CEDC

May 31, 2016 Notice of Obligational Authority (NOA) for TAA

June 1, 2016 Letter from OTDA regarding the Summer Youth Employment Program

June 14, 2016 Letter from NYSDOL acknowledging board membership changes

July 11, 2016 Letter from USDOL regarding WIOA implementation assessment scheduled for August 24, 2016

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 full year 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.

PY16 Regional Plan

Three local Workforce Boards (Saratoga-Warren- Washington, the Capital District and Columbia Greene) recently submitted the PY16 Regional Plan. The plan included an inventory of sector-based workforce strategies. The Director's report included the table of contents for the plan and the Executive Summary. Anyone interested in the full plan should contact Katy Drake-- kathleen.drake@gmail.com -- for an electronic copy. Once the plan is approved by the Department of Labor, it will be posted on our website.

A summary of the PY16 budget was provided to members in the Director's packet. Due to formatting issues, the included budget did not line up accurately. A corrected version of the budget will be distributed with the meeting minutes and voted on at the next board meeting. It was noted for the board that 24% of funding will be spent on training for PY16.

MA provided information on the REDC consolidated funding application that was submitted on July 19th. The application requests \$46,000 in funding for CDL A and CDL B training for dislocated workers. Drivers remain a critical need in the region. CDL training is often attractive to dislocated workers as it is a relatively short training with a good starting salary. If approved, this initiative would stretch the PY16 training dollars even further.

OLD BUSINESS

One Stop Center Procurement and Certification Process/ Memorandum of Understanding (MOU) under WIOA

As the final regulations were released on June 29th discussions with NYATEP, other local Workforce Boards and the Department of Labor have begun. Information and direction regarding One Stop Procurement and MOUs is necessary before the CG WDB can move forward with procurement of a One Stop Operator and establishing the required MOUs.

NEW BUSINESS

PY16 Youth Project Contract Renewals

Youth Council Chair Terry McGee Ward reviewed the proposed contracts for the PY16 youth projects:

Program	Amount of Funding PY15	Reduction in Funding PY16	Amount of Funding for PY16
Catskill --OSY	\$61,330.00	\$5,112.00	\$56,218.00
YES-OSY & Work Experience	\$77,334.45	\$2,612.00	\$74,722.45
Bridge-- ISY & Work Experience	\$22,335.00	\$2,612.00	\$19,723.00
Total	\$160,999.45	\$10,336.00	\$150,663.45

Frank Alguire made a motion to approve the Catskill TASC program (out of school youth) for **\$56,218** in funding for PY16. Florence Ohle seconded the motion. MA Wiltse abstained from the vote. The motion carried with all others in favor.

Frank Alguire made a motion to approve the YES program (out of school youth and work experience) for **\$74,722.45** in funding for PY16. Florence Ohle seconded the motion. MA Wiltse abstained from the vote. The motion carried with all others in favor.

Frank Alguire made a motion to approve the Bridge Program (BUFSD) (in school youth/work experience) for **\$19,723** in funding for PY16. Florence Ohle seconded the motion. MA Wiltse abstained from the vote. The motion carried with all others in favor.

PY16 Nominations

Per policy, a letter was sent out to all Board members reviewing 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 Nominating Committee (Karen Wolff, Betty Betts and Mary Prazma) nominated the following Board members to serve the PY16 terms:

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- **Chair**---Mrs. Therese Drobner-- Columbia County Business
- **Vice Chair** --Mr. Mike Veeder-- Greene County Business
- **Secretary**-- Mr. Frank Alguire--Membership at large

There were no nominations received from the floor or by proxy vote. The above officers were elected to serve a two year term unanimously.

Following the election, Mary Prazma was appointed to serve on the Executive Committee representing a Columbia County business (Replacing Terri Drobner as she takes the position of Board Chair).

Economic Development Updates

Frank Alguire provided a brief economic development update, including information on the expansion of Honey Hollow Brewery and the opening of The Rive Gauche in Athens.

Frank shared information on the BEST Program (**Business Employment Standards Transition**). The Columbia-Greene B.E.S.T. program helps students develop the skills, behaviors and knowledge necessary for success in the workplace and/or college. The program just completed another successful year.

GOOD AND WELFARE

- Appreciation to the Nominating Committee: Betty Betts, Mary Prazma & Karen Wolff
- Best wishes to MA Wiltse on her upcoming semi- retirement!
- Thank you to Kathryn Nelson and the Bank of Greene County for their presentation to the Summer Youth Employment Program.
- Congratulations to the YES Program & Maryanne Morrison-- Record high of 16 TASC graduates for PY15!

PY 16 Full Board Meeting Schedule	
Tuesday, October 18, 2016	5:30 p.m.
Tuesday, January 17, 2017	5:30 p.m.
Tuesday, April 18, 2017	5:30 p.m.
Tuesday, July 18, 2017	5:30 p.m.

The meeting adjourned at 6:43 p.m.

Business Services Committee

June 16, 2016 8:30 am

OJT (On the Job Training), Maureen Boutin

Information was distributed on the OJT contract utilizing WIOA funds. In PY15, there was one contract with CIA Security with a credential earned for security & fire alarm installer.

HR Roundtable/JSEC, Maureen Boutin

The HR Roundtable last met on June 15 with a presentation on NYS Mentoring Initiative. The May 19, 2016 JSEC meeting featured Rob Manfredo, from Bond, Schoeneck & King on the topic of "How to Legally and Effectively Conduct Workplace Investigations". Twenty-five attendees were present.

Speed Networking, Maureen Boutin

Maureen reviewed the surveys from business representatives and job seekers from the April 7th Speed Networking Event. For the April event there were 12 attendees at the workshop, then 8 job seekers and 8 business representatives at the Speed Networking Session. The sessions have had very positive results and will start back up again in the fall. Many thanks to the Board members or their representatives who attended: Terri Drobner, Terry McGee Ward, Karen Wolff, Mark Fingar, Maryann Lee, Tracy Cantelle and Kathleen Proper (Taconic).

Workforce NY Career Fair, Maureen Boutin

The Job Fair was held April 19th from 10:00 am to 1:00 pm at CGCC. In total, there were 83 vendors - 69 businesses, 6 education providers and 8 agencies. The resume review session assisted 25 job seekers. Thanks to Kathleen Proper, Joe Sacchetti, Kary Jablonka and Debbie Trowbridge.

Maureen recognized the Employer Networking Group & Workforce NY for providing coffee and bagels. Greene County Community Action and The Second Show were acknowledged for the interview clothes vouchers provided during the career fair prep workshop.

The committee discussed how to balance the "Coarc Goes to College" program with the needs of businesses at the Career Fair. A speed networking session, or other similar event, may be explored in the future to provide networking/interviewing to those individuals who are seeking the networking experience but are not looking for a job.

Regional Plan, Discussion

For PY16, no local plan is required. For our Regional Plan, the *In Demand Occupation* list will need to be reviewed and updated as necessary. The three Workforce Development Boards in the Capital region are also working together to establish an *Inventory of Sector Based Workforce Strategies*. While unable to attend the committee meeting, Florence Ohle (Community Action of Greene County) sent in an overview of an initiative Community Action is working on as a sector based strategy. Community Action is developing a curriculum to teach food service and hospitality to unemployed and unskilled workers and opening a cafe as a training site. This initiative will help people learn the skills necessary to earn a living wage in the hospitality industry.

REDC - Round 6/Sector Partnership NEG/America's Promise Grant, MA & Maureen

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The REDC Guidebook was distributed to all committee members electronically before the meeting. The committee discussed the \$750 million available in awards for regional priority projects. The \$100 million available in awards for the Downtown Revitalization Initiative was also discussed.

The Columbia Greene Workforce Office is working with local businesses to submit an application for \$30,000 in workforce funding to train truck drivers. Drivers are in critical need in our region and across the state.

The committee discussed the newly announced **America's Promise Grant**. The regional partnership between the four WDBs, covering 11 counties, has already had a conference call to explore the grant. At this time, the region is interested in pursuing sector based strategies for Advanced Manufacturing **AND** Healthcare. Total funding available is \$100,000,000. Twenty to forty awards will be given out, in amounts ranging from \$1,000,000 - \$6,000,000. The purpose of the grant is to strengthen the pipeline of skilled workers to expand a region's middle to high skilled workers within one or more industry sectors that currently rely on H1B workers.

Columbia County Economic Development Representative.

The Board of Supervisors is working with the Columbia County Economic Development Corporation to appoint a member to replace Nancy Costine on the committee and on the Workforce Board.

Executive Committee

June 29, 2016 5:30

Membership

All re-appointments for PY16 have been finalized by both counties. Mr. Michael Torchia, of Sickler, Torchia, Churchill and Allen, CPAs, has been appointed to the board to serve as a Columbia County business representative. Ms. Kathy Roop, of The Pines at Catskill, is scheduled to be appointed as a Greene County business representative, replacing Mr. Dan DeVinney/Athens Generating, as of July 1, 2016. A recommendation to replace Ms. Nancy Costine, Columbia County Economic Development Corporation, is expected in August. The Nominating Committee finalized their recommendations for the PY16 election. A letter was sent to the board announcing the nominations per policy thirty days before the July 19th election. Ms. Terri Drobner has accepted a nomination to serve as Chair representing a Columbia County business. Mr. Mike Veeder has accepted the nomination to serve as Vice Chair representing a Greene County business. Mr. Frank Alguire has accepted a nomination to continue to serve as Secretary. Nominations will be accepted from the floor at the election on July 19th as long as the member is in attendance to accept the nomination or has accepted in writing prior to the meeting.

PY 16 Budget Update and Actions Taken

In response to the significant budget cuts for PY16 (and on top of all the budget reductions in previous years) MA Wiltse outlined the actions taken. As of August 1, 2016, MA will be retiring as the full time Director of the Career Center. MA has a contract with the college to continue on a part time basis, approximately 14 hours a week, to assist the Career Center through this time of transition. The Career Center is also exploring merging with the College's Community Services Office under Mr. Bob Bodratti, as a cost saving measure.

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The cuts to the PY16 Youth Project Contracts, as proposed by the Youth Council, were reviewed by the Executive Committee.

Twenty percent of the PY16 budget will be directed to training.

The committee was updated on the NY state WDB Directors' communications through NYATEP with the Department of Labor regarding the Governor's 15% discretionary funding for PY16. The Governor plans to keep the discretionary dollars in order to implement the priorities he outlined in his State of the State address. Workforce Directors are working with NYATEP to advocate that some of the discretionary funds be available to local area for training.

Transition to the Workforce Innovation and Opportunity Act (WIOA)

Procurement of the One Stop Center & MOUs

As of this meeting, the process remains on hold while we wait for USDOL to provide final guidance and clarification through the regulations. The final ruling is expected out prior to the end of June.

Monitoring

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. An OJT monitoring visit will be set up with CIA Securities for the one WIOA funded OJT for PY15. All other PY15 OJTs were funded under the WIF grant.

Regional Plan

The committee discussed the development of the Regional Plan. The plan is due in the beginning of July. Outreach has occurred to our regional partners to create an inventory of the priority sector strategies.

Youth Program- Contract Renewals for PY16

The Youth Council met on May 11th to address the contract renewal process and the reduced funding for PY16. Funding recommendations are noted in the chart below. Catskill TASC program had the most significant reduction as it appears they may be \$10,000 under spent for PY15 and are serving significantly less students than in past years.

Program	Amount of Funding PY15	Reduction in Funding PY16	Amount of Funding for PY16
Catskill --OSY	\$61,330.00	\$5,112.00	\$56,218.00
YES-OSY & Work Experience	\$77,334.45	\$2,612.00	\$74,722.45
Bridge-- ISY & Work Experience	\$22,335.00	\$2,612.00	\$19,723.00
Total	\$160,999.45	\$10,336.00	\$150,663.45

All three contract renewals packets have been received and are within the specified budgeted amounts.

REDC Consolidated Funding Application (CFA)

Columbia Greene will be submitting a CFA to train truck drivers. Drivers remain a critical need for businesses in the area. This application to serve adult and dislocated workers by providing CDL training will be submitted as a priority need through the REDC CFA process.

America's Promise Grant

An overview of the America's Promise Grant was provided for the committee. We are working with our regional partners on ideas for a proposal. Advanced Manufacturing and Healthcare are the two areas being pursued at this time. The intent of the grant is to strengthen the pipeline of skilled workers to expand an economic region's middle to high skilled workforce within one or more prioritized sectors. Twenty to forty regions will be awarded between one and six million

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dollars for a project period of up to four years. More information will be shared as work on the grant proposal continues. The grant proposals are due for August 25, 2016.

Contract Renewal for Consulting Director for PY16

The Executive Committee renewed the Consulting Director's contract for PY16. Thank you!

Good and Welfare

Ninety four youth are being served in Columbia and Greene through the Summer Youth Program.

Chair Mike Veeder acknowledged the time and efforts of the PY16 Nominating Committee. Many thanks to Mary Prazma, Betty Betts and Karen Wolff!

Youth Council

May 11, 2016 9:00 a.m.

The Youth Council meeting began with program updates from Mark Decker, Assistant Director/Workforce NY.

Youth Program Status Updates

Catskill

The Catskill TASC program currently has 13 students enrolled. This is the lowest enrollment since the program started over 15 years ago. Three new students started since April 1. Since the last Council meeting in March, one student has passed the TASC test. This student has applied to attend CGCC in the fall. For PY15, a total of twelve students have passed the TASC. The contract for Catskill plans on serving 50 students. In past years, Catskill has traditionally been at their maximum of 20 students enrolled, with a waiting list. For many years, Catskill had 50 - 60 students pass the GED in each program year. This year 25 students to obtain their TASC is an optimistic goal. The students in the program are noted as having many challenges. The Council discussed possible positive reasons for low enrollment-- students may be staying in high school more, less referrals from probation and/or the school age population in the area is decreasing. The Council also discussed that the program now being four days a week may deter some students.

Mark Decker is working with the Catskill and Hudson Guidance Offices to put together an information packet for youth who are dropping out or seeking information on the TASC. Students are always encouraged to stay in school whenever possible, but this packet could benefit the students who have already made the decision to drop out before graduation.

YES

Where the Catskill enrollment is unusually low, the enrollment for the YES program is significantly high. The YES program generally serves students ages 18 - 21. With four new students starting this month, enrollment will be up to seventeen. As of May 1, fifteen youth have passed the TASC in PY15.

Berkshire Union Free-Bridge Program

The Bridge Program has twelve students enrolled, with eight students being 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 again been encouraged to establish Greene County internships to serve the youth who reside in Greene. Seven of the twelve youth in the Bridge Program are set to graduate in June.

Internships

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For PY15, there have been fourteen internships to date. As funds are extremely limited as we approach the end of the program year, no new internships will be established for PY15. Seven of the youth are working post internship. Three of the students will be attending Columbia Greene Community College.

Career Zone

Career Zone is being utilized by all the youth programs. While some challenges exist in recording the data, twenty eight students (7 Catskill, 13 YES, 8 Bridge) are involved with Career Zone.

Summer Youth Employment Program (SYEP)

Mark noted that recruitment is in process for around 100 income eligible youth and for SYEP work sites in both counties. Deb Armstrong will investigate a way to notify Greene County TANF recipients between the ages of 16 and 20 about their eligibility for the Summer Employment Program.

PY16 Youth Program Contract Renewals

The three youth programs who were awarded contracts in PY15, will be sent the contract renewal 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 final contract renewal forms and information on the PY16 youth allocations were sent out to all Council members in advance for review. The Youth funding for PY16 was reduced by \$16,427.00. The funding for projects will go from \$161,000 (PY15) to **\$150,664 (PY16)**. Project budgets will need to be adjusted by a total of **\$10,336.00**. The Council discussed the importance of meeting the 75% of funding spent on Out of School Youth requirement under WIOA. The requirement of 20% of funding being spend on work experience was also reviewed. The low enrollment of the Catskill TASC program along with the fact that Catskill appears to be significantly under spent for PY15 was discussed by the Council.

Jessica Nabozny made a motion to fund the youth projects at the following amounts:

Program	Amount of Funding PY15	Reduction in Funding PY16	Amount of Funding for PY16
Catskill --OSY	\$61,330.00	\$5,112.00	\$56,218.00
YES-OSY & Work Experience	\$77,334.45	\$2,612.00	\$74,722.45
Bridge-- ISY & Work Experience	\$22,335.00	\$2,612.00	\$19,723.00
Total	\$160,999.45	\$10,336.00	\$150,663.45

Randy Squire seconded the motion. MA Wiltse and Mark Decker abstained due to their involvement with the YES program. The motion carried with all others in favor.

Another Youth Council meeting will be scheduled for the end of June to review the contract renewals. If programs are able to submit the project budgets within the thresholds without impacting work experience and staff levels, the meeting may not be necessary and final approval, based on the funding amounts above, will be done via email. The contract renewals are due back, completed and signed, by 5:00 on June 17, 2016. Katy Drake will alert Council members to any significant changes included in the contract renewals.

Note: All three youth contract renewal form packets were received on time and within budget. No additional meeting was required.