

# Workforce Development Board of Columbia & Greene Counties

## Minutes for October 20, 2015 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**

Chairman Veeder called the meeting to order at 5:31. New member, Ms. Lindsay Arp, Columbia County DSS, was welcomed to the board.

**Present:** Barbara Arisohn, Lindsay Arp, Tracy Cantele, Carolyn Dongara, Terri Drobner, Mark Fingar, Chris Foster, Maryanne Lee, David Lester, Kathryn Nelson, Florence Ohle, Joe Sacchetti, David Scott, Lisa Thomas, Cindy Tipple, Deb Tuttle, Mike Veeder, Donna Williams, M. A. Wiltse and Joe Wolodkevich

**Excused:** Frank Alguire, Debra Armstrong, Betty Betts, Nancy Costine, Dan DeVinney, Gladys Dysard, Ann Luby, Mary Prazma, Karen Schoonmaker and Terry McGee Ward

**Proxy Votes Received:** Ann Luby and Dan DeVinney

**Consultant:** Katy Drake

**Guests:** Nancy Bell (DOL), Maureen Boutin (Workforce Office), Jeff Friedman (Greene Chamber) and Susan Gallagher (DOL)

**With 20 out of 31 members in attendance, a quorum was present.**

### **STATUS OF VACANCIES**

An appointment for a Greene County business representative is pending for November 18, 2015.

### **ACCEPTANCE OF MINUTES**

MA Wiltse made a motion to accept the board meeting minutes for July 28, 2015. Mark Fingar seconded the motion and the minutes were approved by the board.

### **CORRESPONDENCE**

The following correspondence is available for member review:

#### **Letters Sent:**

- July 30, 2015 Letter sent to Ms. Jennifer Searing Burke of Northeast Career Planning regarding funding for the submitted PY15 youth proposal. Follow up email sent 8-7-15 providing feedback on the proposal.
- July 30, 2015 Letter sent to Mr. Anthony Taibi, Cairo- Durham Central School District regarding funding for the submitted PY15 youth proposal. Follow up email and letter sent 8-5-15 providing feedback on the proposal.
- August 17, 2015 Quarterly reports sent to Chairman Lewis and Chairman Grattan
- September 9, 2015 Recruitment letter sent
- October 13, 2015 Letter sent by Youth Chair Terry McGee Ward to Bruce Potter, Berkshire Free Union School Superintendent regarding PY14 contract review (Referencing Dawn Bucci's 9-29-15 letter).

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- Request to transfer funds from WIOA Administration to Adult and Dislocated Worker allocations.

### **Letters Received:**

- August 10, 2015 Letter received from Mario Musolino, NYSDOL Acting Commissioner deeming the Columbia Greene WDB in compliance with WIOA.
- September 22, 2015 Copied on letter sent to Superintendent Kathleen Farrell from Dawn Bucci regarding the Catskill School District's PY14 Youth Contract Review.
- September 29, 2015 Copied on letter to Superintendent Bruce Potter from Dawn Bucci regarding the Berkshire Union Free School District's PY14 Youth Contract Review.
- October 2, 2015 Letter from Nancy Bell regarding AD/DW/TAA monitoring

### **COMMITTEE MEETINGS**

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

Upon review of the Business Services Committee report the board voted on the policies required to be addressed under the transition from WIA to WIOA. All policies were reviewed and recommendations were framed to target those whom the board seeks to serve, while keeping in mind that limited funding is available. The policies are designed to support lower income workers in the two counties. The following resolutions were brought before the full board based on the committee's review:

1. ***Self- Sufficiency Standard:*** Florence Ohle supported the resolution of ***a Self- Sufficiency Standard for adults of \$16 per hour for the individual applicant was made by the Business Services Committee. The self sufficiency level for dislocated workers is a replacement wage of 97% of their previous salary.*** Tracy Cantele seconded the motion. The motion was carried with all in favor.

2. ***Priority of Service Guideline:*** MA Wiltse supported the resolution for the following Priority of Service Guidelines:

Priority of Service for adults is:

- a. A Columbia or Greene County Resident.
- b. A veteran or eligible spouse of a veteran
- c. A member of a household with a family income below poverty level or 70% of the lower Level Standard Income Level Guidelines, based on the family income during the previous 26 weeks.

Priority of Service for Dislocated Workers:

- d. A veteran or eligible spouse of a veteran
- e. An individual whose previous income was below the self sufficiency level

Florence Ohle seconded the motion. The motion carried with all in favor.

3. ***Individual Training Account (ITA)*** Mark Fingar supported the resolution that the ***ITA Policy*** in which the maximum amount of an ITA is \$3,000, including books and supplies. Additional expenditures, based on special circumstances, can be approved beyond the ITA cap by the Career Center Director. No ITA can be approved for any occupation where the mean hourly wage is below \$12.00/hour. **(Raised from \$9.87)**. The board discussed special

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circumstances in which a rate below \$12/hour would be considered. Barbara Arisohn seconded the motion. With all in favor, the motion carried.

4. **On the Job Training (OJT):** Florence Ohle made a motion to accept the new **OJT policy**. Changes to the proposed policy include increasing the OJT amount to \$4,000, from \$3,000, for those OJTs that also lead to an industry recognized credential for the trainee. The change in policy also proposes that the occupation's hourly wage for eligibility for training funds be raised from \$9.87 to \$12.00. Maryann Lee seconded the motion. With all in favor, the motion carried.

5. **In Demand Occupation List:** This list was recently reviewed and approved by the committee. Florence Ohle made a motion that the current In Demand Occupation List be approved under WIOA. Mark Fingar seconded the motion. With all in favor, the motion carried. The link for the full In Demand Occupation list can be found at:

<http://www.labor.state.ny.us/stats/lproj.shtm> under "Employment Projections".

### ONE STOP DIRECTOR'S REPORT

MA Wiltse reviewed the Columbia Greene One Stop Center Participation Report for the first quarter of PY15. Core & Intensive Services were outlined and compared to PY14 service numbers. As the economy continues to improve, less people are looking for jobs and new registrants continue to be down from last year. 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, on site recruitments have increased as local businesses seek qualified workers.

### OLD BUSINESS

#### Workforce Innovation and Opportunity Act (WIOA)

The Columbia Greene Workforce Development Board is in compliance in regards to membership. Prior to the meeting, a draft of the CGWDB bylaws were sent to all members for initial review. The board talked about the significant changes in the bylaws. The addition of a Career Services Committee was discussed. The other significant change is that the bylaws allow the WIB Chair to serve as the WDB Chairman until the July 2016 election. Upon board approval, the bylaws will be sent to the Chairman of the Legislature and the Chairman of the Board of Supervisors for review, as required by the regulations under WIOA. The final document will be sent to all Board members for review a minimum of ten (10) days before a vote. Kathryn Nelson made a motion to approve the bylaws being sent as written to the CLEOs for review. Barbara Arisohn seconded the motion. With all in favor, the motion was approved.

### Appointments

Ms. Mary Prazma was appointed to the position of Vice Chair (representing Columbia County) to serve until the July 2016 election.

Ms. Terri Drobner (Columbia County Business Representative) was appointed to the Executive Committee until the July 2016 election.

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## NEW BUSINESS

### Conflict of Interest Policy

Board members were provided the Conflict of Interest Policy (as outlined in the bylaws) for review and sign off.

County Economic Development Reports were not available at this meeting.

## GOOD AND WELFARE

- Maureen Boutin was thanked for providing the new member tour prior to the start of the meeting.
- Jeff Friedman was thanked for his support of Greene County business representatives appointed under WIOA.
- Mark Fingar was commended for his performance in "Little Shop of Horrors".

On **Wednesday, December 9th from 5:30 - 6:30**, Melinda Mack, Executive Director of New York Association of Training and Employment Professionals (NYATEP) will be presenting an overview of WIOA for Columbia Greene Workforce Development Board members. The Workforce Board Primer: will provide highlights of the law, board responsibilities and strategies to further engage the board.

The presentation will be held in room **612 of Columbia Greene College's Professional Academic Center**. Dinner will be served at the start of the meeting.

<b>PY15 Meeting Schedule</b>	
<b>Wednesday December 9, 2015-- WIOA Board Training</b>	<b>5:30- 6:30 p.m.</b>
<b>Tuesday, January 19, 2016</b>	<b>5:30 p.m.</b>
<b>Tuesday, April 19, 2016</b>	<b>5:30 p.m.</b>
<b>Tuesday, July 19, 2016</b>	<b>5:30 p.m.</b>

The meeting adjourned at 6:25 p.m.

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## Business Services Committee

September 22, 2015 8:30

### OJT (On the Job Training)

Information was distributed on the OJTs under the WIF grant. To date, there have been 30 trainees with two step contracts through the ***Workforce Innovation Fund*** (WIF) grant. Ten of those contracts have been successfully completed with the trainee retained. Eleven contracts are still in process. Funding under the WIF grant ends in December, so this is the last push for potential two step STEM OJT contracts. Maureen Boutin was commended for her extensive work on the WIF OJT contracts. There have been no OJT contracts yet in PY15 under WIOA.

### HR Roundtable/JSEC

The HR Roundtable met on September 16, 2015 with 18 professionals in attendance. The September topic was ***Child Support*** by OTDA. The next meeting date has not been finalized yet, but Ms. Michelle Pyan is expected to speak regarding background investigations.

At the October 22 JSEC meeting, Robert Manfredo, an Associate from Bond, Schoeneck & King will be presenting on ***Thoroughly and Effectively Screening Applicants While Avoiding Legal Pitfalls.***

### NY Talent

Maureen shared information on the Department of Labor's new job posting, talent bank and applicant tracking system. This site allows businesses to search resumes, manage postings and contact potential applicants directly.

### PY14 Services Report

During the PY14 program year, the career center has 1,415 adults enrolled in services; 1,083 were new registrants. The service report broke down the services provided in PY14 for adults, youth and businesses. This report will be shared at the October full board meeting.

### Transition to WIOA

In order to ensure the following policies were relevant and current under WIOA regulations, the Committee reviewed the following Columbia Greene policies:

- Self-Sufficiency Standard
- Priority of Service
- ITA Policy
- OJT Policy
- In Demand Occupation List

All policies were reviewed and recommendations were framed to target those who the board seeks to serve, while keeping in mind that limited funding is available. The policies are designed to support lower income workers in the two counties. The following resolutions will be brought before the full board based on the committee's review:

1. ***Self-Sufficiency Standard*** : Bob Bodratti made a motion to bring before the board ***a Self-Sufficiency Standard*** for adults of \$16 per hour for the individual applicant. The self sufficiency level

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for dislocated workers is a replacement wage of 97% of their previous salary. Mark Fingar seconded the motion. All committee members were in favor.

**2. Priority of Service Guideline** Bob Bodratti made a motion to bring before the board the following Priority of Service Guideline:

Priority of Service for adults is:

- f. A Columbia or Greene County Resident.
- g. A veteran or eligible spouse of a veteran
- h. A member of a household with a family income below poverty level or 70% of the lower Level Standard Income Level Guidelines, based on the family income during the previous 26 weeks.

Priority of Service for Dislocated Workers:

- i. A veteran or eligible spouse of a veteran
- j. An individual whose previous income was below the self sufficiency level

Karen Schoonmaker seconded the motion. All committee members were in favor.

**3. Individual Training Account (ITA)** Bob Bodratti made a motion to bring before the board the **ITA Policy** in which the maximum amount of an ITA is \$3,000, including books and supplies. Additional expenditures, based on special circumstances, can be approved beyond the ITA cap by the Career Center Director. No ITA can be approved for any occupation where the mean hourly wage is below \$12.00/hour. (**Raised from \$9.87**). Nancy Costine seconded the motion. All committee members were in favor.

**4. On the Job Training (OJT)** Bob Bodratti made a motion to bring before the board the new **OJT policy**. Changes to the proposed policy include increasing the OJT amount to \$4,000, from \$3,000, for OJTs that also lead to an industry recognized credential for the trainee. The change in policy also proposes that the occupation's hourly wage for eligibility for training funds be raised from \$9.87 to \$12.00. Mark Fingar seconded the motion. The motion carried with all in favor.

**5. In Demand Occupation List** This list was recently reviewed and approved by the committee. Bob Bodratti proposed that the current In Demand Occupation List be brought to the board for approval under WIOA. Terri Drobner seconded the motion. The motion carried with all in favor. Katy will provide an electronic copy of the list along with the policy for the board's review and approval at the October meeting. (The link can be found at: <http://www.labor.state.ny.us/stats/lproj.shtm> under "Employment Projections".)

### Soft Skills Training

MA brought before the committee a proposed draft of a Soft Skills Training Curriculum. The proposed curriculum is designed to introduce potential students to college while addressing the persistent need of local employers for soft skills training. The proposal will be brought before the board to request that board members support the program and assist with marketing the course across their business contacts.

### Brew Training

Information on the brew training program being established under the WIF grant was shared. While no brewers in the Columbia Greene area are participating in the program, job seekers may be referred for the Schenectady Community College program.

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## **Executive Committee**

**October 14, 2015**

### **Workforce Innovation and Opportunity Act (WIOA)**

#### **Membership**

The WDB is in compliance with membership. We will be welcoming two new members in October. Ms. Lindsay Arp will be replacing Commissioner Jablonka representing Columbia County DSS. Ms. Stephanie Cohoes, Windham Mountain, will officially be appointed to the Board in November. All the new board members who have started since July have been invited on a tour of the Workforce Office before the October board meeting. Chairman Veeder appointed Mary Prazma to serve the remainder of the Vice President term following Tony Zibella's retirement. The next election of officers is scheduled for July 2016. The committee discussed the appointment of a Columbia County business representative to the Executive Committee following Mary's ascension to Vice Chair.

#### **Fiscal Agent Agreement**

MA presented the draft of the agreement between the WDB, CLEOs and CGCC in regards to administrative responsibilities and conflicts of interest. This draft will be forwarded to the CLEOs and College Administration for review.

#### **By Laws**

All Executive members received the bylaws in September for review and comment. Suggestions and changes were incorporated into the second draft sent to the Exec members this week via email. The committee finalized the document. The bylaws will be distributed to board members this week for review prior to the October 20th Board meeting. Approval from the board will be sought to submit the bylaws to the counties for review. Once the counties sign off on the CGWDB bylaws, the full board will vote to finalize the document.

A new committee-- Career Services-- will be discussed at the Board meeting.

The committee discussed the challenges of procuring a One Stop Center (as potentially required under WIOA) versus the consortium approach, used under WIA. There is a great deal of support across the state to continue to have a consortium option for designating One Stop Centers. NYATEP and NYSDOL are making their views known through the "commenting on draft regulations" procedures and a letter writing campaign to elected officials. This process is on hold while we wait for USDOL to provide final guidance and clarification through the regulations.

#### **Monitoring**

PY14 Adult and Dislocated Worker file monitoring occurred in October. The PY14 Youth file review is still in process and will be completed before the end of October. Youth program visits

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to Catskill and The Bridge Program will be scheduled for December. The OJT monitoring report was reviewed: There were no WIA OJTs in PY14. A visit with one business (Melo) was cancelled as the employee with the OJT contract left with no notice. A PY15 Center/Policy Audit will be scheduled in the upcoming quarter.

### **PY14 Annual Service Report**

The PY14 Service Report was distributed to committee members via email and will be reviewed at the full Board meeting.

### **WDB Regional Plan**

The Regional Plan (3 WDBs/8 counties) was distributed via email for committee review.

### **PY14 Youth Contract Follow Up**

The Committee discussed the PY14 contract review for The Bridge Program. The follow up letter from Ms. Dawn Bucci, Assistant Director of Accounting, was shared. The Youth Council Chair sent a letter on October 13 requesting a corrective action plan to address the issues regarding internal fiscal controls by November 15, 2015. The Council will monitor this issue until resolution.

### **WIOA Policy Update**

The Executive Committee reviewed five resolutions with policy recommendations from the Business Services committee. Resolutions on the following policies will go before the board at the October meeting:

1. In Demand Occupation List
2. Self-sufficiency Standard
3. Priority of Service
4. OJT Policy
5. ITA Policy

### **Transfer of Funds**

The committee reviewed the Transfer of Funds request for PY14, transferring funds from Admin to Adult and Dislocated Worker allocations.

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## Youth Council Meeting Notes

October 6, 2015 9:00

### Youth Program Status Updates

#### Catskill

The Catskill program ran for three weeks in July before students had the month of August off. 15 students have enrolled since July 1 with 9 of the 15 students new to the program. The biggest change is that the program now runs four nights a week, Monday through Thursday. In addition to the extra night of class, a science teacher has also been added to the team per new State Education requirements. The extra night will be a challenge in student attendance. Mark will be reviewing attendance this week and working with Catskill on how to address the new challenges. At this time, there are no Catskill TASC student's participating in internships.

#### YES

The YES class ran for three weeks in July to prepare four students to take the TASC exam in August. Three out of four students passed the exam. Of those students, two are working full time and one is registering for the winter semester at Columbia Greene. One student returned to the program for further instruction and exam preparation. The YES program has thirteen students actively participating in TASC preparation, employment or internships. Six students are currently enrolled in TASC preparation class, with two new students starting this week. Mark expects the program to be at capacity in the near future.

#### Berkshire Union Free-Bridge Program

Three Bridge students graduated in June. Mark will be meeting with the program this week to discuss a prompt start to the work experience component of the program. Per the RFP: "While funding for approved contracts is available August 1, 2015, it is expected that program implementation will begin by September 30, 2015". A Youth Council visit will be scheduled for the Bridge Program for early December.

The September 29, 2015 letter from Ms. Dawn Bucci, Assistant Director of Accounting/ CGCC to Mr. Bruce Potter, Berkshire Union Free School District regarding the PY14 contract was shared with the Council. Significant concerns were noted during the review regarding the separation of duties and internal controls in regards to the financial systems. The Youth Council does not want to wait until the next audit to further follow up on the concerns. A letter will be sent to Superintendent Potter requesting a corrective action plan to address the concerns noted in the September 28, 2015 financial management review by Ms. Bucci.

#### Summer Youth Employment Program (SYEP)

Mark reported that 46 Columbia youth and 48 Greene County youth were served through the Summer Youth Employment Program. Following the program, only 4 youth were picked up for continued employment. Mark reported a difficult summer, with 7 Columbia youth and 12 Greene youth quitting or being terminated before the end of the six week program. Time and attendance issues were a serious concern.

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### **Update on the National Work Readiness Credential (NWRC)**

The NWRC appears to be back with a new publisher. The materials are believed to be the same, however, the cost of the test is still pending. Programs look forward to starting up the NWRC training component as they believe it has a strong impact with the students served.

The Council discussed **NY State Career Zone**. CareerZone is a site geared for youth to explore careers related to their strengths, skills and talents. [www.careerzone.ny.gov](http://www.careerzone.ny.gov). NYSDOL is now requiring WIOA youth participants to have an active account on Career Zone.

### **WIOA 14 Required Program Elements**

The Council reviewed the 14 Required Program Elements under WIOA and how they are being addressed locally. The four new elements were reviewed. For PY15 all program elements are satisfied by CGCC, Workforce NY Career Center or the WIOA Youth Contracts. At this time, no additional agreements need to be developed.

### **Youth Program Visits**

Program visits for the Bridge Program and Catskill TASC Program will be set up for early December.