

Workforce Investment Board of Columbia & Greene Counties

Minutes for January 13, 2010 8:30 a.m.

Columbia Greene Community College

WELCOME

Anthony Zibella welcomed new members, Joe Wolodkevich (Intelligent Technology Solutions) and Tracy McNally (Greene Chamber of Commerce) and guests, Maureen Boutin (WIO), Nancy Bell (DEWS), Suzanne Pollard (Empire State Development) and Cori Beck (DOL).

Chair Tony Zibella called the meeting to order.

Present: Frank Alguire, Betty Betts, John Betts, Russ Coloton, Terri Drobner, Pam Dusharm, Diane Franzman, Patrick Gabriel, Kary Jablonka, Kate Konopka, David LaFleur, David Lester, Ann Luby, Cindy MacKay, Rebecca Main, Tracy McNally, Mary Prazma, Karen Schoonmaker, Tina Sharpe, Deb Tuttle, Terry McGee Ward, M. A. Wiltse, Joe Wolodkevich and Anthony Zibella.

Excused: Fran DelGaudio, Ken Flood, Susan Hollister, Mike Kutski, Tracy Racicot, David Scott, Sally Sharkey, Lynn Strunk and Mike Veeder.

Absent: Tom Every

Consultant: Katy Drake

Guests: Maureen Boutin (WIO), Cori Beck (DOL), Nancy Bell (DOL-DEWS) and Suzanne Pollard (Empire State Development)

With 24 members in attendance, a quorum is present.

STATUS OF VACANCIES

- One vacancy for Columbia County business
- Two vacancies for Greene County business (1 appointment pending)
- An organized labor representative for Greene.

ACCEPTANCE OF MINUTES

A motion was made by John Betts, seconded by Rebecca Main and carried by the Board to accept the Board Meeting Minutes for October 15, 2009. All Board meeting minutes are posted on the website, www.columbiagreene.org.

CORRESPONDENCE

Frank Alguire, WIB secretary, noted that the following correspondence is available for member review:

Letters Sent:

- October 27, 2009 letter to Patrick Wemitt, Catskill GED Program, regarding program contract modifications.

Letters Received:

- October 14, 2009 letter from Karen Coleman, DOL, regarding PY08 Performance Notification
- October 27, 2009 letter from Karen Coleman, DOL, regarding review of local plan modification.
- October 19, 2009 letter from Karen Coleman, DOL, regarding PY 08 Incentive Grant Eligibility.

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- October 27, 2009 letter from Nancy Bell, DOL, regarding CG review of ARRA SYEP files for PY08.
- November 2, 2009 letter from Kimberly Lewis, Catskill School District, responding to concerns regarding contract modification for additional funding.
- November 6, 2009 letter from Karen Coleman regarding plan modification.
- November 9, 2009 letter from Alfonso Rubio-Aragon, DOL, regarding ARRA summer youth payroll review.
- November 9, 2009 letter from Bob Bodratti, CGCC, regarding reconsiderations for the Building Skills in NYS grant opportunity for COARC.
- December 2, 2009 letter from Karen Coleman, DOL, approving the local plan modification.

COMMITTEE MEETINGS

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

One Stop Operator Director's Report

The One-Stop Operator's report was provided to all members. MA Wiltse reviewed the Participation Report, Skill and Development Training Services from 10-01-09 to 12-31-09 Unemployment Rates, DOL Local Activities Report and Marketing Efforts.

It was noted that according to the data, job losses are slowing, yet job creation has yet to begin. New York appears to lag behind the rest of the county both coming in and getting out of a recession. Rapid Response for Stiefels was discussed. Lay offs are scheduled to begin in a year with additional information from the company being sought.

It was noted that 41 former Kaz and L & B employees are taking advantage of TAA funded training services. There has been an increase in English as Second Language (ESL) classes. A new training program is starting at Questar III focusing on food service, maintenance and janitorial classes.

The Youth Program enrollment for PY09 was also reviewed for the Board, with a total of 83 youth being served across the Catskill GED program, Greenville In-school Youth Program and the YES program.

OLD BUSINESS

As a quorum was not available at the October 15, 2009 Board meeting the following resolutions were again brought before the Board.

Business Services' Resolution on In Demand Occupation List

Frank Alguire made a motion to move forward the resolution to approve the "Community and Social Occupations" to the In Demand Occupations List. David LaFleur seconded the motion. The motion was carried with all in favor.

Business Services Resolution on funding tuition

Russ Coloton made a motion to focus limited funding directly on tuition and to allow the Career Center to reallocate funding designated for childcare and educational support services.

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Rebecca Main seconded the motion. MA Wiltse reported that no one currently in training will lose services due to this change. The motion was carried with all in favor.

Youth Council's Resolutions

Frank Alguire made a motion to amend the youth ITA System to include the stimulus definition of youth 18-24 and to allow stimulus funding to support ITAs based on priorities set by DOL, retroactive to July 1, 2009. Ann Luby seconded the motion. With all in favor, the motion was carried.

NEW BUSINESS

Regional Initiatives

Updates on the Regional Grant were provided through committee reports (attached). Significant progress since the last meeting includes the fact that the Center for Economic Growth (CEG) has been chosen by Global Foundries to be their representative for all the efforts within the community to ready the regional workforce. CEG is working with the 4 regional WIBs representing 11 counties on coordinating a regional work readiness credential and will serve as the business intermediary for the sector strategies grant (13N). CEG has worked to pull local community college presidents together with the four WIB representatives to work collaboratively to meet the needs of preparing a regional workforce. SUNY is working on a new strategic plan to better address 21 century workforce needs.

Local Workforce Information

Maureen Boutin provided the Board an overview of the information and links available on the workforce website—www.columbiagreeneetworks.org.

GOOD AND WELFARE

Mr. Frank Alguire updated the Board on Greene County Economic Development, Tourism and Planning for the past quarter. Work on the zip line at Hunter Mountain has begun with completion expected at the start of the summer. 60,000 visitors are expected each year for the world's largest zip line. Thirty to forty employees are expected to be hired. A deal is in process regarding a maple sugar operation. A new restaurant serving south western cuisine has opened in Catskill.

A motion to adjourn the meeting was made by Diane Franzman at 6:45, seconded by Frank Alguire.

Please Mark Your Calendar

Upcoming Special Events	Date, Time, Location	Information:
WIB Full Board Meetings	April 27, 2010 5:30 p.m.(Date Changed) July 13, 2010 8:30 a.m.	Contact Katy Drake at Drake@mhccable.com or 965-1421
<i>Meetings are held in The Professional Academic Building at the College unless otherwise noted</i>		

Notes respectfully submitted by Katy Drake/WIB Consultant

Business Services Committee Report

December 17, 2009 8:30 am

OJT (On The Job Training)- Employee Enhancement Program-HR Roundtable

Maureen Boutin distributed information on year to date On the Job Training (OJT). Local Oceans and Intelligent Technology Solutions received funding for OJT in PY09. The Employee Enhancement Program information was reviewed noting a total of eleven attendees from three companies for the October-November classes. Attendance at the HR Round Table meetings remains strong with information on EAP now scheduled to be presented at the next meeting due to the December snow cancellation. The PHR class offered through the Saland Grant to local businesses had 16 attendees from 11 companies.

Awards for the **NYS DOL Building Skills in New York** were presented to the committee. Taconic, Wolfgang B. Gourmet and COARC received awards on September 22, 2009.

Maureen announced the **Occupational Safety and Health Grant** due January 29, 2010. Significant funding is available through this grant. Specifics on the grant were distributed in the Business email and are now posted on the web. This grant opportunity allows for funding even if a company has already been awarded other DOL grant funds.

“Regional Economic Transformation Strategies” Grant #13-N

MA Wiltse and Katy Drake provided a brief summary of the recent progress under the 13N grant. In year two of the grant funding, RFPs have been posted for the next steps in the Regional Work Readiness Credential project and the TCAP (Technical Career Awareness Program). With the regional partners, Columbia Greene has strengthened its relationship with CEG (Center for Economic Growth) to address regional workforce issues. This partnership has been expanded as Global Foundries has selected CEG to be the coordinator for workforce issues for the in- progress chip fab plant. CEG has reached out to the Capital Region WIBs to address Global Foundries main concern of stealing away the most qualified employees in the area. CEG is working with local partners including the WIBs to develop an employee pipeline. More progress is expected in the first quarter of 2010 when a training coordinator starts for Global Foundries. On December 14th, CEG, WIB Representatives and local college presidents met to discuss the regional workforce. Global Foundries needs 800 technicians with Associate Degrees within two years. The Training Coordinator will be able to be more specific on qualifications needed. It is anticipated that 250 people will need to be trained to meet the overall need. Transforming the educational system is a goal of Global Foundries. A representative from the Regents Department was in attendance at the last partners meeting serving as a change agent.

Local Workforce Issues

The scheduled closing of Stiefel Labs in 2012 was discussed. These employees would be Trade Act eligible; however employees are not eligible for the benefits/training funds until they actually lose their job.

Update on Training Fund Obligations

MA Wiltse distributed the updated PY09 ITA Report. Pell grant information is still pending, so the extra funds that are available is still unknown. Without Pell, only \$40,000 remains available until June for training. The waiting list is being analyzed as to how to best spend the remaining funds. Only Dislocated Worker (DW) funds remain. OJT funds may be created under the federal job creation plan.

Extension of Unemployment Insurance (UI) benefits continue. New staff throughout the state have been hired to meet with people on unemployment insurance every two weeks. Two new staff have been assigned to Columbia Greene. They are specifically working with those recently unemployed

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people who have been “profiled” as having the characteristics of people who should have the easiest time finding new employment. The intent of the program is to see if intensive case management will shorten the amount of time people receive Unemployment Insurance benefits.

Greene DSS Transitional Jobs Program

MA Wiltse updated the committee on a small grant with Greene DSS to help TANF (Temporary Assistance for Needy Families) recipients get jobs. The grant pays 100% of person’s wage for 6 months to a year. The people hired will be an employee of the company, even though their wage is paid by the grant. Health insurance costs would not be covered by the grant. OTDA funds are being utilized. Interested businesses should contact the Workforce office. The positions considered for this grant must pay at least \$8 an hour. Participants are required to work up to 28 hours per week, but also must attend seven hours of training per week (for which they also get paid). Maureen noted that a few people have attended the training and then have found their own jobs through resume creation and job search assistance. The grant requires the applicant to be living at 200% of the poverty level and have a child to qualify.

Business Services Pending Resolutions:

In Demand Occupation List

The Business Services Committee put forth a resolution to approve the “Community and Social Occupations” to the In Demand Occupations List.

Funding tuition

A motion was made to focus limited funding directly on tuition and to allow the Career Center to reallocate funding designated for childcare and educational support services.

Continuous Quality Improvement Committee Report

The Committee will be meeting on February 4th, 2010 at 3:30 to conduct a policy audit. Please contact Katy Drake (drake@mhcable.com) if interested and available to attend.

Executive Committee Meeting Minutes

January 5, 5:30 p.m.

The Executive Committee began with a review of current member vacancies. Recruitment for a Greene Business Representative is in progress. The Greene Organized Labor spot just became vacant as Rob LaBuff resigned due to becoming Union President. Katy Drake will reach out to the new Chairman to follow up on pending recruitment for a Columbia County Business representative.

MA Wiltse provided a brief update on the 13N regional grant projects. Work continues on the creation of an advanced manufacturing talent pipeline, the regional work readiness credential and the Technical Career Awareness Program (TCAP). The Work Readiness Project will award the bid on January 6th.

MA Wiltse updated the committee on the partnership with CEG (Center for Economic Growth) working with local college presidents. CEG is addressing the regional workforce needs for Global Foundries. Workers with two year degrees will be necessary to support both Global Foundries and other local businesses once the Global Foundries begins the hiring process.

The response to the letter sent by Chair Tony Zibella addressing concerns regarding the contract modification for the Catskill GED program was shared with the committee. No further action is required by the Executive Committee.

The proposal submitted by the Greene IDA to New York State DOL for funding for a One Stop center in Coxsackie was discussed. As the proposal was not submitted in response to an RFP or grant opportunity, NYSDOL cannot award the funds. Columbia Greene WIB does not have the funds available to support a second One Stop center. Columbia Greene would need any additional funding for training.

The meeting with the Chief Local Elected Officials will be rescheduled for the end of January or beginning of February.

Youth Council Committee Report

December 3, 2009

Catskill GED Program

The Council discussed the letter sent to the Catskill GED program regarding the lack of follow through on the opportunity of an additional \$3,000 of funding for materials and supplies. The November 2nd response from Kimberly Lewis, Assistant Superintendent for Business for the Catskill School District, was provided to the committee in hard copy for review. The letter provided clarification on the oversights that occurred while attempting to access the additional funds.

MA Wiltse informed the committee that the Catskill GED program ultimately did receive the funding as the purchases did occur during the grant year ending on July 31, 2009 and were paid out by the Columbia Greene College Business Department. Though purchased in the grant year, the resources were not purchased in the time frame specified by the Council (June 30, 2009). While the funds were awarded, the council would like a follow up letter sent to the Superintendent reinforcing that the Council and WIA Office will be responsible for communicating only to those listed on the grant application for official communication. Communication beyond those on the grant is an internal issue. If Catskill would like to change those notified, the contract needs to be modified to include their names and contact information.

Youth ITAs (Individual Training Account)

A motion was made at the last meeting to amend the youth ITA System to include the stimulus definition of youth 18-24 and to allow stimulus funding to support ITAs based on priorities set by DOL retroactive to July 1, 2009. This resolution was approved by the Executive Committee and will be presented to the Board in January. Two students are currently enrolled in the LPN program under an ITA.

Update on Youth Programs

Mark Decker provided an overview of the three youth programs.

The Catskill GED program has had 37 students enrolled for PY09. Thirteen students have obtained their GEDs with 4 additional students GED results pending since July. The program evaluation visit is pending a teacher's return. Mark reported that the staff has been a pleasure to work with and the program continues to have a high success rate.

The Greenville program currently has 12 students enrolled with another student starting this week. The program visit was rescheduled for January 20th at 2:45. Council members are being sought to attend the visit. The program is doing very well under Sandy Arnone's leadership.

The YES program currently has 15 students enrolled. Four students have accomplished their GED in PY09. A large group tested in November and results are still pending. Tracy Racicot and Katy Drake visited the YES Program on November 11th, speaking with four students and the teacher. The draft program evaluation was shared with the council. The program, under teacher Sharon Tedford, is running extremely well. Three to five student internships are being explored.

Notes submitted by Katy Drake/Consultant

Pending Resolutions: A motion was made at the last meeting to amend the youth ITA System to include the stimulus definition of youth 18-24 and to allow stimulus funding to support ITAs based on priorities set by DOL retroactive to July 1, 2009.