

Workforce Investment Board of Columbia & Greene Counties

Minutes for April 3, 2012 5:30 p.m.

Columbia Greene Community College

MISSION: The C-G WIB 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 Karen Schoonmaker welcomed Board members and guests. Karen announced that the WIB restructure is in process of finalization in both counties. Membership is set at 34.

Chair Karen Schoonmaker called the meeting to order:

Present: Frank Alguire, Barbara Arisohn, Betty Betts, John Betts, Russ Coloton, John Craft, Fran DelGaudio, Terri Drobner, Mark Fingar, Larry Krajeski, Ann Luby, Kathryn Nelson, Mary Prazma, David Scott, Karen Schoonmaker, Cindy Tipple, Mike Veeder, M. A. Wiltse and Anthony Zibella.

Proxy votes received from Pamela Dusharm, Kate Konopka, Tracy Racicot and Deb Tuttle.

Excused: Gina Armstrong, Lisa Benfield, Nancy Costine, Pam Dusharm, Patrick Gabriel, Kary Jablonka, Kate Konopka, David Lester, Cindy MacKay, Tracy Racicot, Sally Sharky, Deb Tuttle, Terry McGee Ward and Joe Wolodkevich.

Consultant: Katy Drake

Guests: Maureen Boutin (Workforce Office), Nancy Bell (DOL-DEWS), Stuart Duffield (CGCC) and Susan Gallagher (DEWS).

With 19 members in attendance, a quorum is present.

STATUS OF VACANCIES

- There are no vacancies at this time. Florence Ohle's appointment is part of the finalization of the restructure. The appointment should be set for April.

ACCEPTANCE OF MINUTES

Frank Alguire made a motion to accept the Board meeting minutes for January 10, 2012. John Betts seconded the motion and the minutes were approved by the Board. All Board meeting minutes are sent electronically to all members and are posted on the website- www.columbiagreeneetworks.org.

CORRESPONDENCE

Secretary Frank Alguire noted that the following correspondence is available for member review:

Letters Sent:

- January 13, 2012 Letter of congratulations to newly elected Chairman, Mr. Patrick Grattan
- January 25, 2012 Letter sent to Chairman Grattan regarding WIB quarterly activities and the pending restructure

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- January 25, 2012 Quarterly report sent to Chairman Speenburgh
- March 27, 2012 Reappointment Letters for PY12 sent to both county offices
- March 30, 2012 Signed on with 32 other WIB Directors regarding the PIP for performance measure: Increase Business Customer Base (regional measure).

Letters Received:

- January 6, 2012 Letter from NYSDOL, Mr. Walter Wrobel, regarding Summer Jobs Express Grant Review
- January 13, 2012 Copy of letter to Mr. Patrick Wemitt, Catskill Central School from the Workforce Investment Office, Ms. M.A. Wiltse, regarding WIA Youth Program contract modification for PY11
- January 25, 2012 Letter from NYSDOL, Ms. Nancy Bell, regarding WIB Governance Review addendum for the Hatch Act
- January 30, 2012 Letter from NYSDOL, Ms. Nancy Bell, regarding WIB Governance Review for membership (restructure)
- March 7, 2012 Layoff Notice from Time Warner Cable for NYC office.
- March 16, 2012 Letter from NYSDOL, Ms. Karen Coleman, regarding WIA PY10 unsatisfactory performance notification

COMMITTEE MEETINGS

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

ONE STOP DIRECTOR'S REPORT

MA Wiltse distributed the One Stop Center's Participation Report for PY11 (July 1, 2011-April 3, 2012). The report included: An overview of Core and Intensive Services for the two quarters with a comparison to the corresponding quarter in PY10, Skill Development and Training Services (7/1/11- 6/30/12), employment statistics, adult education classes, and a quarterly report of marketing efforts. It was reported by Ann Luby that New York State has recovered 95% of the private sector jobs lost during the recession. Unemployment rates for January 2012 were discussed: United States (8.8%), NYS (9.2%), Capital Region (8.2%), Columbia County (8.3%) and Greene County (9.7%). MA Wiltse acknowledged the success in the coordination of training funds with Greene County Community Action; extending thanks to Florence Ohle. Additional funding and training services under the Trade Act were also discussed.

OLD BUSINESS

One Stop Center Recertification

The MOU is still in process for the One Stop Center recertification. A signature is still pending from the Commissioner of State Education. The CQI committee will continue to follow and monitor the One Stop Recertification process. MA Wiltse will continue to work on obtaining the final signature needed.

Regional Economic Development Council (REDC)

Ann Luby provided a brief update on the REDC. The next meeting is scheduled for May 1st. A spring round for the CFA will occur with three workshops to be held reviewing the process for completing the CFA. Workshop dates will be posted on the website once established. (www.capitalregionopenforbusiness.com)

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NEW BUSINESS

Nominating Committee

Chair Karen Schoonmaker and Vice Chair, Tony Zibella discussed the roles of Chair and Vice Chair for the Board. At the July meeting, the Vice Chair ascends to Chair for a two year term. A Vice Chair, serving from the private sector representing Greene County will be elected for a four year term; two years as Vice Chair working with Tony and then ascending to Chair for two years. Volunteers for a nominating committee were sought. Cindy MacKay, Betty Betts and MA Wiltse were appointed to the nominating committee. The committee will submit nominations by June 1st to be voted on at the July meeting. Any private sector member from Greene County interested in serving as Vice Chair should contact one of the members of the nominating committee.

Proposed By-laws Change

The proposed changes to the by-laws were distributed to all members electronically on March 20th. The proposed changes are to further meet the requirements under the Hatch Act. He changes focus on the areas of ethics and conflict of interest. Frank Alguire made a motion to approve the proposed changes of the bylaws as distributed. John Craft seconded the motion. Ann Luby abstained from the vote. All others were in favor and the motion carried. Proxy votes from Pamela Dusharm, Kate Konopka, Tracy Racicot and Deb Tuttle supported the bylaw change. The updated copy of the by-laws will be distributed to all members via email.

Columbia Greene WIB Presentation

MA Wiltse presented an overview of the successes, challenges and changes in the Workforce Investment System since WIA was enacted in 1998. Members can contact Katy Drake for a hard copy of the presentation.

Economic Development Reports

Frank Alguire provided an update on development for Greene County. Frank discussed grant opportunities for small businesses under flood disaster relief.

Good and Welfare

- Wednesday, April 4th at 6:00 @Schenectady County Community College- *New York Open for Small Business Outreach Initiative.*
- *Career Expo 2012.* Tuesday, May 1st 5:00 p.m. An interactive and innovative exploration of careers for students interested in Science, Technology, Engineering and Math. Birch Hill, Castleton. Sponsored by the Tech Valley Career Pathways Consortium. For more information contact: Lynn Seftner at lseftner@questar.org or 828-4157.

A motion to adjourn was made at 6:55 by Ann Luby and seconded by Mark Fingar.

Please Mark Your Calendar

Upcoming Special Events	Date, Time, Location	Information:
WIB Full Board Meetings	Tuesday, July 12, 2011 8:30 a.m.	Contact Katy Drake at Drake@mhccable.com

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Business Services Committee

March 8, 2012 8:30 am

Old Business

NEG OJT (National Emergency Grant -On the Job Training)

Maureen Boutin distributed information on the OJT/NEG contracts obligated for 2011- 2012. Ten out of fourteen contracts were successful for overall success rate of 71%. All NEG OJT funds have been obligated at this time.

NEG Disaster Relief Grant

The NEG Disaster Relief Grant was accessed on a very limited basis in the two counties. The town of Halcott used the grant to hire temporary workers to fix the highway garage for a total contract amount of approximately \$6,000. Due to the potential cost to municipalities, like unemployment insurance, Greene County declined the funding available. MA Wiltse discussed the challenges other areas are having implementing these grant funds. NYS DOL recently approved using temporary agencies for hiring the temp workers. Now the issue has become the prevailing wage requirement, since these temporary workers will technically be state employees. Small business and flood mitigation relief grants were discussed by Suzanne Pollard. These opportunities can be found on the Empire State Development (ESD) web page.

The National Work Readiness Credential Pilot Project

A survey was done with approximately 200 Columbia Greene college students exploring their work history and interest in help with finding a summer job. 55% of the students surveyed are currently working. Unfortunately, the Division Chair whose input would be needed for implementing the NWRC into a college summer job prep program is on leave and is not available to start this pilot project.

New Business

Workforce Innovation Fund (WIF) Grant

The Greater Capital Region WIBs, including Columbia-Greene, are applying for a **USDOL Workforce Innovation Grant** that supports innovative approaches to design and delivery of employment and training services. Eligible applicants are Workforce Investment Boards, with consortiums of Boards such as the GCRWIBs receiving extra points in their application. The grant deadline is March 22. Our region is submitting an application for three million dollars over three years. The grant awards are expected to be announced over the summer for a fall start.

The goal of our proposal is to address the STEM skill shortage in the Greater Capital Region to ensure employers have access to qualified workers that are needed for their businesses' success and the region's economic growth. There are two main focuses of this grant; first, to convince more dislocated workers and disadvantaged youth to consider pursuing STEM related occupations. Secondly, to work with businesses to help them meet their STEM related hiring needs by sharing the training costs involved in hiring and then offering the opportunity for promotion to WIA eligible workers through a two-step career plan option. In many ways, this grant continues and enhances all the work we did on the Sector Strategies Grant for Advanced Manufacturing (13N), adding new and innovative ways to provide STEM training to our WIA eligible youth, adults, and dislocated workers.

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Columbia Greene Workforce New York & Congressman Gibson Job Fair

The Workforce Office is working with Congressman Gibson's office to host the May 3, 2012 Job Fair. The first hour of the Job Fair will be open to only veterans. The fair will run from 10:00 – 11:00 for veterans only and then open to the general public from 11:00 – 3:00. Maureen Boutin is the contact for registering for the job fair.

Maureen and Cori updated the committee on local recruitment activities occurring through DOL and the Workforce Office. The Hannaford job fair had an excellent turn out with close to 300 applicants. The quality of the applicants at the job fair was also noted by Hannaford representatives.

Continuous Quality Improvement Committee Meeting *March 15, 2012 5:30 p.m.*

Old Business

One Stop Center Recertification Review

The MOU for the recertification is still pending final signatures. MA will contact those partners with signatures still pending to move the process along before the next meeting. The CQI committee will continue to monitor the process until complete.

Columbia Greene WIB Restructure

Columbia County has not yet approved the restructuring of the CG WIB. MA and Katy will be meeting with the Human Services Committee for Columbia County on March 21st. The change in the Chairman for Columbia County is believed to have delayed the process for approval.

New Business

Proposed Bylaws Change

The committee reviewed the changes drafted to the bylaws to further meet the requirements under the Hatch Act. The committee requested that before the bylaws are distributed to members for review, the gift policy for both counties be reviewed to ensure the bylaws are acceptable under each county's code of ethics.

- **Follow Up Note:** As Greene County has a "no gift" policy, the bylaw draft was adjusted to meet this standard.

Monitoring Update

The monitoring reports from the Youth Council and the February participant file review were made available to the committee. The file review went much smoother due to the upgrade in the OSOS system since last year. Files were found to be comprehensive, detailed and in accordance with the established monitoring criteria.

Security/Policy Review

MA updated the committee on two sensitive situations that occurred at the center, one involving a customer and the other involving students. The committee discussed security in regards to procedures previously put in place. Both situations were handled well and no further follow up is required.

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CQI Committee Membership

Due to continued small turnouts at the quarterly CQI meetings, the group discussed possible solutions to enhance the committee. Suggestions for adding the committee into the Executive session or changing meeting times to the mornings will be brought to the Executive Committee for input and further follow up. Volunteers from the general membership will be sought for the upcoming policy audits.

Executive Committee

March 19, 2012 5:30 p.m.

Membership

MA and Katy will be meeting with the Human Services Committee for the Columbia County Board of Supervisors on March 21st to discuss the proposal for the restructure. Once approved, the WIB will be full membership-with no Board members vacancies.

One Stop Center Recertification

Several approval signatures are still pending for the MOU for the One Stop Center Recertification. MA will contact those still pending to move the process along before the next meeting. The CQI committee will continue to track the recertification process.

Bylaws Update to fully meet all requirements under the Hatch Act

The Committee reviewed the draft of the proposed changes to the WIB bylaws. The gift policy was adjusted to "no gifts" to be in alignment with the Greene County Ethics policy. The bylaws will be brought before the full Board for vote at the April meeting.

Availability of Meeting Agendas to the Public

Based on new legislation, when public meeting notices are sent to the local papers, Katy will include an email address for members of the general public to request an agenda in advance. As always, extra hard copies of the agenda will be available to all attendees before and/or during the meetings.

CQI Committee

The CQI committee general meets with only John Craft, MA Wiltse and Katy Drake. Both John and Katy have reached out to other Board members, but interest in the committee remains low. Adding this critical component to the start of the Executive Committee was discussed. Also discussed was adjusting the meeting time to the mornings. A morning meeting time would mean that Chair John Craft would not be able to attend those meetings. As John Craft is a strong leader and has played a major role in the CQI committee for many years, the Executive Committee would prefer not to lose his leadership in the area of quality review by adjusting the meeting time. The committee determined that twice a year the CQI committee will meet at the start of the Executive Committee meeting. Policy audits, center audits and handling the recertification process will be done through stand alone CQI meetings with the request for Board volunteers.

Nominating Committee

Karen will appoint the nominating committee at the April Meeting. The committee will make recommendations for the Vice Chair and Secretary positions in June for a July Board vote.

Upcoming Board Presentation

The Executive Committee members provided MA input into drafting the upcoming WIB presentation. The focus of the presentation will be on reviewing our accomplishments over the years since the beginning of the WIB in 2000. The changes in funding through the years will also be outlined.

Youth Council Meeting Notes

March 7, 2012 9:00 a.m.

Catskill GED

To date, fifteen youth have passed their GED. The class is currently at full capacity, twenty students, with a waiting list. At the time of the program visit in December, six students had been suspended as they did not return after signing out for the dinner break. The program is run like a worksite, with break policies strictly enforced. The students have since returned to the program. Mark Decker met individually with each student to review the standards and expectations of the program. Catskill is to be commended for maintaining high standards for the program.

The program evaluation was sent to all Youth Council members for review. The teachers are doing an exceptional job. The students in the program appear to be more and more challenging each year. The teachers often go above and beyond to ensure the students stay in the class, are prepared and attend the test as scheduled.

The fiscal reporting issues were presented by MA Wiltse. The PY10 contract has not been closed out, with 10% of the contract being held back, as some reporting issues remain outstanding. Turnover in the Catskill School District's finance office and change in the fiscal management has impacted reporting and has delayed the securing of necessary information. Dawn Bucci will continue to work with the newly appointed fiscal manager to resolve the issue.

The job description of the Program Coordinator was discussed at length. Continuation of the Program Coordinator position will be further discussed as contracts are renewed for PY12.

Greenville Youth Program

The Greenville Youth Program currently serves 13 students. The program is doing very well under Ms. Arnone's leadership. Three internships will begin this month. The program evaluation was reviewed by the Council. This will be Ms. Arnone's last year with the program. Succession planning has been strong with Mr. Chris Drumma working side by side with Ms. Arnone this year in order to take over for PY12. The program is well structured and the transition appears to be going smoothly. The Council discussed ways to recognize Ms. Arnone's exceptional service.

YES-Educational Gains Program

Seven Educational Gains students have passed their GED in PY11. The average nightly attendance for the program is 13. The overwhelming success of this program is credited to the teacher, Ms. Marianne Morrison. Six youth have successfully completed the pre National Work Readiness Credential preparation and will sit for the NWRC this month. Two unsuccessful internships began in January. One youth started an internship in February. Four new internships will begin this month.

Summer Youth Employment Program

While not yet approved, twenty five million has been set aside in the state budget for the Summer Youth Employment Program. Columbia Greene is gearing up to run a program this summer.

Notes respectfully submitted by Katy Drake/WIB Consultant