

# Workforce Investment Board of Columbia & Greene Counties

## Minutes for April 8, 2014 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

Chairman Zibella called the meeting to order at 5:36.

**Present:** Barbara Arisohn, Debra Armstrong, Betty Betts, John Betts, Carolyn Dongara, Terri Drobner, Mark Fingar, Kary Jablonka, Kathryn Nelson, Florence Ohle, Tracy Racicot, Joe Sacchetti, David Scott, Deb Tuttle, Mike Veeder, M. A. Wiltse, and Anthony Zibella.

**Excused:** Frank Alguire, Russ Coloton, Nancy Costine, Dan DeVinney, Pam Dusharm, Gladys Dysard, Paul Mossman, Larry Krajeski, David Lester, Ann Luby, Mary Prazma, Karen Schoonmaker, Randy Squier, Cindy Tipple, Terry McGee Ward and Joe Wolodkevich

**Consultant:** Katy Drake

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

**With 17 members in attendance, a quorum was not present.** Due to a miscount at the meeting, it was thought 18 members were present. Review of the attendance indicates 17 members and 3 guest were present.

### STATUS OF VACANCIES

The local education representative from Columbia County is pending appointment.

### ACCEPTANCE OF MINUTES

Mark Fingar made a motion to accept the board meeting minutes for January 14, 2014. Kary Jablonka seconded the motion and the minutes were approved by the board. Due to a quorum not present, the meeting notes will be presented at the July board meeting for final approval. All board meeting minutes are sent electronically to all members and are posted on the website- [www.columbiagreeworks.org](http://www.columbiagreeworks.org).

### CORRESPONDENCE

**The following correspondence is available for member review:**

#### **Letters Sent:**

- *February 6, 2014 Quarterly Reports to Greene County Legislature and Columbia County Board of Supervisors.*
- *March 19, 2014 Letter to Ms. Susan Brown, Germantown Superintendent regarding serving on the WIB.*

#### **Letters Received:**

- *November 22, 2013 Letter from Mr. Tony Joseph, NYSDOL regarding WIA PY2012 Customer Service Indicator Performance Notification (This letter was not received until mid January 2014)*

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- *March 5, 2014 Letter from Ms. Nancy Bell accepting the performance improvement plan for Columbia Greene WIB.*
- *The PY13 Youth Evaluation Reports*

### **COMMITTEE MEETINGS**

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

### **ONE STOP DIRECTOR'S REPORT**

M.A. Wiltse distributed the Columbia Greene One Stop Center report, noting that while "New Registrants" was slightly down from last quarter, it is down significantly from last year at this time. New UI claimants, customers receiving services and attendees in workshops are all significantly down from this time last year as well. This is a positive sign for the economy. The self reporting of job placements was presented with 80 customers notifying us that they found jobs between January and March 30, 2014. The major categories of the job placements were broken down in the report, with the top two being manufacturing (33%) and healthcare (11%). Unemployment rates and quarterly job bank activities were presented. Both county unemployment rates were down significantly from last year at this time; Columbia was at 6.7% for February 2014 and Greene at 8.1 for February 2014. Marketing efforts were outlined by numbers served, target audience and type of event.

MA provided the PY14 actual allocations for the local workforce areas for WIA Adult, Dislocated Worker and Youth Programs. The allocations were compared to 2013. Columbia Greene's allocation for PY14 is \$805,552; an increase of \$32,164 for the upcoming program year. The Adult and Youth allocations are up, while the Dislocated Worker allocation is down approximately 4.8%.

### **OLD BUSINESS**

#### **One Stop Center Recertification, MA Wiltse**

The MOU is still pending for the One Stop Center recertification. A signature is still required from the Commissioner of State Education. This issue is still pending since the last recertification in 2012. The board will look to begin the 2014 recertification process in September 2014. A committee will review all the recertification components over the course of two meetings in September for a recommendation to the board for the October meeting. The board will consider recommendations from the committee regarding the pending MOUs at that October meeting.

#### **Business Engagement for the National Work Readiness Credential (NWRC), Discussion**

In hopes of better promoting the NWRC, the Business Services committee had recommended that board members take the practice NWRC online test. Eight members took different sections of the NWRC. Several members who took parts of the exam discussed the value of the tool. The Business Services committee will put together the recommendations at their next meeting to discuss how to move forward in promoting the NWRC with both businesses and job seekers.

### **NEW BUSINESS**

#### **July Board Elections- Nominating Committee, Tony Zibella, Chair**

At the July meeting, Vice Chair Mike Veeder ascends to the position of Chair for a two year term. The Board will need to elect a Vice Chair from a Columbia County Business representative. A secretary will need to be elected as well and can be nominated from the

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general membership. The policy for the nominating committee will be sent out to all Board members with the meeting minutes. Chairman Zibella appointed Betty Betts, Terri Drobner and Karen Schoonmaker to serve on the nominating committee. All Board members will receive a letter prior to the July election indicating the nominees and clarifying the election process.

### **Youth Council Program Visits and PY13 Evaluations, Youth Council Members**

All three youth program visits occurred in January with strong council involvement. All three programs are doing well. Recommendations were shared with the board, as outlined in the Youth Council report (attached). Once the Catskill and YES programs are further in the transition from GED to TASC, business representatives will be sought to speak to the programs regarding work readiness, interviewing skills and business ownership.

The transition from GED to TASC was discussed by the board, with sample TASC test questions passed around for review.

### **County Economic Development Reports**

As the economic development representatives were unable to attend the meeting, there were no new reports presented to the board.

### **Center Monitoring, April/May 2014, Katy Drake**

A Career Center monitoring visit will occur in the spring. Deb Tuttle, Carolyn Dongara, Mike Veeder and Kathryn Nelson volunteered to assist with the review. Katy will schedule a center visit and distribute the policies to be reviewed prior to the end of May.

### **Career Fair, April 22 @ Columbia Greene College**

Several board members volunteered to assist with resume review at the April 22 Career Fair. Maureen Boutin will send out a confirmation email to the volunteers.

### **GOOD AND WELFARE, Tony Zibella, Board Chair**

- Thanks to Youth Council Members **Bernie Mack, Alan Frisbee, Dan DeVinney, Randy Squier, Tracy Racicot, Carolyn Dongara, Joe Sacchetti, Larry Krajieski and Jessica Nabozny** for attending the PY13 Youth Council Program Visits.
- Congratulations to **Mike Veeder** on his appointment to the Coxsackie Town Council
- Congratulations to **Paul Mossman** on his upcoming retirement
- Congratulations to **Mark Fingar** on his recent recognition for being a Certified Insurance Council for 20 years
- Happy Birthday Carolyn Dongara, Maureen Boutin and MA Wiltse.

A motion to adjourn was made and carried at 6:27.

## **Please Mark Your Calendar**

<b><i>PY 13 Full Board Meeting Schedule</i></b>	
<b><i>Tuesday July 15 2014</i></b>	<b><i>5:30 p.m.</i></b>

## **Business Services Committee**

March 20, 2014

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

The meeting began with a review of the status of the NEG OJT grants in Round Two. Columbia Greene established 19 contracts totaling \$178, 497. 74% of the contracts were successful with the employee trained and retained. The funding is expected to expire as of June 30, 2014. At this time, no new contracts are being awarded with requests going on a waiting list. Future OJT contracts for PY13 will have to come out of Adult or Dislocated Worker Funding, which is limited.

### **HR Round Table Update**

The HR Round Table met on March 26th for a presentation on Health Care updates, Wellness Programs and Consumer Advocacy.

### **National Work Readiness Credential (NWRC)**

Twenty-five percent (25%) of the Workforce Board has taken at least one section of the NWRC practice exam. Volunteers are still being sought to take the "Active Listening" and "Situational Judgment" sections of the practice test. A discussion on the value of the test in assessing entry level work readiness will be held at the April Board meeting.

### **Workforce Innovation Fund (WIF) Grant**

Columbia Greene has done very well establishing two step contracts under the WIF grant. 10 contracts have been set up for two step plans in STEM related jobs. Maureen Boutin also shared information on the two step WIF program for CNAs. Fourteen individuals were trained through Questar and Ulster BOCES. Ten out of fourteen passed the CNA test. Ten are currently employed as Home Health Aides or CNAs. Wages range from \$10 - 11.50 plus weekend/shift differentials. Four out of the original fourteen have started on the second step (LPN/RN). The grant ends June 1, 2015 so it is critical for the second step to begin by September if the grant is going to cover some of the training costs.

### **Columbia Greene Workforce NY and Congressman Gibson Career Fair**

The Columbia Greene Workforce NY and Congressman Gibson Career Fair has been scheduled for April 22, 2014 at CGCC. The first half hour of the fair is for Vets only. Maureen Boutin is looking for WIB members to review resumes before and during the career fair. The dress requirements for the career fair were discussed by the committee. Florence Ohle shared that Community Action's "Pay It Forward" thrift shop has a program to provide business clothes (3 business outfits) to those in need.

### **Recruitment Events**

Cori Beck shared the recruitment events happening for local businesses. There have been eleven recruitment events since January. Cori shared that DOL, Workforce and ManPower are coordinating well together through these recruitment events.

## **Executive Committee**

March 20, 2014.

### **Vacancies**

The superintendent/local education representative for Columbia County is still vacant. Katy received approval on March 19th to contact Ms. Susan Brown, the Germantown Superintendent, to gauge her interest and availability. Paul Mossman, the Commissioner for Columbia County DSS, has announced a June retirement. Katy will be in touch with Paul regarding a DSS appointment to replace him on the WIB and to thank him for his service to the Board.

### **WIF Grant**

MA Wiltse provided a brief update on the WIF grant. MA will be going to a WIF conference in D.C. next week. The grant is two years in process, with the funding ending in June 2015.

### **National Work Readiness Credential (NWRC)**

The committee discussed board member engagement in taking the sample NWRC test to better promote the NWRC with businesses. 25% of our board members have taken at least one section of the practice exam. Katy sent out instructions and passwords to all board members requesting that members take the "Active Listening" and "Situational Judgment" sections of the practice exam prior to the April 8th meeting. A discussion on the NWRC is on the agenda for the April board meeting. Mike Veeder requested 17 pass codes for his Questar students to take the practice NWRC exam for additional work readiness experience.

### **Status on One Stop Center Recertification**

While the MOU is still pending from the 2012 recertification process, it is time for the Board to recertify the center for 2014. The Executive Committee recommends completing the recertification process with the exception of the MOU. This recommendation will be brought before the Board at the upcoming meeting. The Executive Committee discussed establishing a Quality Improvement Committee to lead the recertification process in September. The committee will meet on two occasions in September 2014 to review recertification requirements and then present a recommendation to the Executive Committee and Board in October.

### **PY13 Youth Program Visits and Evaluations**

Youth Council members visited all the three youth programs in January. There was exceptional level of Council involvement in the visits with eleven Council members/Board members participating. Recommendations were reviewed at the Council's March 12th meeting. All programs are doing well. The youth evaluations will be available at the April board meeting for board members interested in reviewing the documents.

The Executive Committee discussed the transition from GED to TASC (Test to Assess Secondary Completion). Sample tests for math and English were reviewed by committee members. Sample tests will be available at the April Board meeting for interested members.

### **Nominating Committee-- July Board Elections**

The committee reviewed the Board Officer Nominations-Elections Policy. Mike Veeder ascends to the Chair position for the July meeting. A vote will be held at the July meeting to elect a Vice Chair and Secretary. The Vice Chair must be a Columbia County Business representative. This

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position serves for two years as Vice Chair and then ascends to Chair for two years. The committee discussed appointing three board members at the April meeting to serve on the Nominating Committee. Katy will be available to assist the Nominating Committee throughout the process.

### **Columbia Greene Workforce NY and Congressman Gibson Career Fair**

The Columbia Greene Workforce NY and Congressman Gibson Career Fair has been scheduled for April 22, 2014 at CGCC. The first half hour of the fair is for Vets only. Maureen Boutin is looking for WIB members to review resumes before and during the career fair. Terry McGee Ward and Mary Prazma are available to review resumes at the Career Fair.

## Youth Council

March 12, 2014

### Youth Program Status Updates & Program Evaluation Reviews:

MA Wiltse reported on the information provided by Mark Decker. Tracy Racicot reported that the TASC was administered to a small group in January and glitches are being worked out before it is rolled out completely.

### Greenville

The Greenville program has 13 students currently enrolled. All paperwork (including goal setting) has been completed. Eight members of the Youth Council visited the program on Thursday, January 29<sup>th</sup> from 2:45- 3:45. The program evaluation was reviewed with the Council. The program is running very well. Evaluators were impressed with the career exploration and work readiness projects along with the students mentoring each other on different responsibilities. Suggestions from the visit include:

- Several of the students were researching unusual career/entrepreneur opportunities. Having a speaker in to discuss the challenges and opportunities of being a small business owner is suggested.
- In past years, students worked off a master schedule/checklist so they knew what their current and upcoming projects were. This also let students work ahead if they completed the current assignment quickly or help others complete necessary work. It is recommended that the program utilize the master schedule/checklist at the start of each class to ensure all students are aware of what they are working on that day.
- Katy will follow up on future internships as Greenville currently does not have any internships running.

The evaluation will be reviewed with the Executive Committee in March and the full board in April.

### Catskill

The Catskill GED program is at 15; this is the first time they are not at their maximum of 20. This may be due to the current change from GED to TASC. This program serves students 16-18. Eight students were scheduled to take the GED test in December. Four passed, two did not pass and two did not sit for the test. Internship opportunities have been offered to four students with only one accepting. 5 students are currently employed. Two members of the WIB visited on Tuesday, January 21st at 5:00. Suggestions from the visit include:

- Testing appears to be done mainly with pen and paper. As of this year Catskill High School has loaned the GED/TASC program lap tops. It is recommended that the students use these for practice with online job applications and practice tests when the TASC resources become available.
- The Catskill GED/TASC math teacher suggested that a former student come speak to the class to help illustrate the future benefits of their current efforts. It is recommended that the Program Coordinator set up a visit for a former Catskill student to come speak about opportunities available following obtaining the credential.
- Once the transition from GED to TASC is more settled, increased interaction with local businesses is recommended. The Workforce Board has several members interested and available to speak to the Catskill program regarding interviewing, completing job applications, work readiness skills and career paths.

The Catskill Program is offering a National Work Readiness training class on alternate months. One of the Catskill GED teachers is currently leading the NWRC class. Three students are taking the NWRC test.

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### **YES**

The YES program, held at Columbia Greene College, currently has 22 participants with the potential of four new additional students. Fifteen students are actively participating in the Educational Gains (GED/TASC) part of the program. The NWRC exam will be offered to twelve students in March. Two Youth Council members visited the YES program on January 28<sup>th</sup>. The students present were actively engaged in NWRC activities during this time of transition from the GED to TASC. Suggestions from the evaluation include a greater involvement with local businesses once the transition from GED to TASC is complete. The Teacher for YES is doing an exceptional job managing the transition from GED to TASC.

### **Test Assessing Secondary Completion (TASC)**

The Council discussed the TASC exam. Council members reviewing the new TASC materials at the YES program discussed the challenging level of the math and science sections.

### **Workforce Innovation Fund (WIF) STEM Camp RFP**

The RFP for the second year STEM camp was issued in January and posted on the Columbia Greene website. Two letters of intent to apply have been received. The RFPs are due at the end of March. The camp will serve a different group of students than last year through the Summer Youth Employment Program.

### **Tax Incentives- NY Youth Works**

A NYSDOL handout was distributed to Youth Council members in response to questions regarding NY Youth Works. The NY Youth Works program is for businesses in the identified cities only.

### **STEM to STEAM**

The Council discussed the new focus for some programs in adding Arts to STEM initiatives. M.A. and Katy shared basic information on the National Girls Collaborative Project (NGCP). The vision of NGCP is to bring organizations together who are committed to informing and encouraging girls to pursue careers in STEM/STEAM. The NGCP serves boys as well. More information on NGCP can be found at [www.ngcproject.org](http://www.ngcproject.org).