

Workforce Investment Board of Columbia & Greene Counties

Minutes for April 9, 2013 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, Tony Zibella, welcomed new Board members, Ms. Carolyn Dongara, The Management Advisory Group, (welcome back) Mrs. Karen Schoonmaker, Coarc and Mr. Paul Mossman, Columbia County Department of Social Services.

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

Present: Barbara Arisohn, Betty Betts, John Betts, Fran DelGaudio, Carolyn Dongara, Ann Luby, Paul Mossman, Kathryn Nelson, Mary Prazma, Tracy Racicot, Karen Schoonmaker, Cindy Tipple, Mike Veeder, Terry McGee Ward, M. A. Wiltse, Joe Wolodkevich and Anthony Zibella.

Excused: Frank Alguire, Russ Coloton, Nancy Costine, Terri Drobner, Pam Dusharm, Gladys Dysard, Mark Fingar, Patrick Gabriel, Kary Jablonka, Larry Krajeski, David Lester, Florence Ohle, David Scott, Randy Squier and Deb Tuttle

Consultant: Katy Drake

Guests: Maureen Boutin and Mark Decker (Workforce Office), Susan Gallagher (DEWS), Dennis DiDonato (Questar) along with presenters, Dennis Donahue & Craig Walton (NYS Commission for the Blind and Visually Handicapped).

****With 17 members in attendance, a quorum was not present.**

STATUS OF VACANCIES

There are two business representative vacancies for Greene County, pending appointment for May.

ACCEPTANCE OF MINUTES

John Betts made a motion to accept the board meeting minutes for January 8, 2013. M.A. Wiltse 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.columbiagreeworks.org.

CORRESPONDENCE

The following correspondence is available for member review:

Letters Sent:

- January 8, 2013 OJT monitoring report submitted by Katy Drake
- February 3, 2013 Quarterly updates sent to the Columbia County Board of Supervisors and the Greene Legislature
- February & March 2013 Recruitment Letters

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Letters Received:

- January 24, 2013 Letter from Anthony Joseph, NYSDOL, regarding revision of the PY12 Local Plan
- March 8, 2013 Letter from Anthony Joseph, NYSDOL, regarding approval of the PY12 Local Plan
- March 28, 2013 Letter to Catskill Central School District from Dawn Bucci, regarding the financial review for PY11

COMMITTEE MEETINGS

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

ONE STOP DIRECTOR'S REPORT

M.A. Wiltse distributed the Columbia Greene One Stop Center report. During the review of Skill Development and Training Services for PY12, inaccuracies in the report were noticed. A corrected version of the cumulative enrollment report for PY12 is attached to the meeting minutes. Unemployment rates and quarterly job bank activities were presented. Marketing efforts were outlined by numbers served, target audience and type of event.

OLD BUSINESS

One Stop Center Recertification

The MOU is still pending for the One Stop Center recertification. A signature is still required from the Commissioner of State Education. The Executive Committee will continue to follow and monitor the One Stop Recertification process until signatures are complete or the process is revised. This remains an issue for many WIBs.

NEW BUSINESS

See Possibilities, Presentation from Dennis Donahue and Craig Walton from the NYS Commission for the Blind and Visually Handicapped (CBVH).

Mr. Donahue and Mr. Walton provided an overview of the CBVH, highlighting some of the many advantages of working with their agency along with a review of the Job Save/Vision Loss program. Information was provided to the WIB members on business services. Additional information is available through the web site, www.visionloss.ny.gov or through Mr. Walton, Senior Vocational Rehabilitation Counselor, at Craig.Walton@ocfs.state.ny.us. The CBVH is looking to ways to increase partnerships with the WIBs across the state.

Summer Youth Employment Program (SYEP), Presentation by Mark Decker

Mark provided an overview of the SYEP, sharing the opportunities that will be available through the Workforce Office this summer for eligible youth.

Capital Region Economic Development Council, Presentation by Ann Luby

Ann reviewed the Capital Region representatives on the REDC and announced the newly established Workforce and Education Committee. The next RFP is expected out in late spring.

Good and Welfare

- Thanks to **Florence Ohle** and **Kathryn Nelson** for their time and efforts with the February Workforce Center audit.

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- Congratulations and best wishes to **Fran Del Gaudio** on her upcoming retirement!
- Thanks to **David Scott** for hosting the Hometown Graphics Program tour at **Pro-Printers**.
- Thanks to **Tracy Racicot**, **Bernie Mack** (ACCESS-VR) and **Alan Frisbee** (Greene County Probation) for their assistance in the Youth Program visits and evaluations.
- Thanks to **Deb Tuttle** for her winter visit to the Catskill GED Program to review work readiness and interviewing skills.

Announcement: Columbia Greene Workforce New York & Congressman Gibson Career Fair, May 2, 2013 10:00 – 3:00. The first half hour (from 10-10:30am) will be devoted exclusively to veterans and their families. All veterans will receive notification of the Career Fair.

<http://www.columbiagreenevents.org/Job%20Fair%20May%202013.pdf>

Announcement: Presentation and Discussion on the Enacted FY2013-2014 Executive Budget and Management Plan. Workforce Investment Board members are invited to join Mr. Jerry Boone, Commissioner and President, New York State Civil Service Commissioner, on Friday, April 12th at 11:00 am at the Columbia County Chamber of Commerce office in Hudson for the presentation and discussion.

Announcement: Barbara Arisohn, ACCES- VR, announced the RFP for a 5 year contracts under ACCES VR. \$50,000,000 is available for providers through the RFP process. Barbara presented ACCES-VR's successful outcomes for 2012.

A motion to adjourn was made at 6:56.

Please Mark Your Calendar

PY 12 Full Board Meeting Schedule

PY 12 Full Board Meeting Schedule	
Tuesday, July 9, 2013	5:30 p.m.

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Business Services Committee

March 7, 2013 8:30 am

Old Business

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

Maureen Boutin passed out a listing of the OJT/NEG contracts obligated for PY12. Maureen reviewed the eligibility criteria, noting that for eligibility for the NEG OJT grant the potential employee must have been unemployed/laid off for at least 20 weeks since 2008. An OJT/NEG summary as of 2/15/13, a DOL report, was presented to the committee. It is believed the NEG/OJT funds will be available through the grant for another year. The NEG/OJT grant works well with small businesses due to the 90% reimbursement rate. It was noted that there is a quick turnaround for due diligence. It was again stressed that eligibility needs to be determined before hire under the NEG/OJT grant.

HR roundtable & JSEC

Meeting dates and topics were provided for HR Round Table meetings and JSEC presentations. The JSEC schedule is outlined below.

Meeting Date	Topic	Presenter
March 28, 2013	Legal Updates: Wage Deductions	Elizabeth Ares, NYS Department of Labor
May 16, 2013	Compensation Best Practices	Diane Lustenader

Workforce Innovation Fund (WIF) Grant

Maureen presented the contracts to date under the Workforce Innovation Fund (WIF) grant. Three two step training opportunities have been identified through the Columbia Greene WIO in the areas of security- video & access, welding and solar energy technical sales. Under the WIF grant, the company provides a 50% match in funding. The WIF grant can provide up to \$6,000 in training funds. NEG/OJT can be accessed in the two step process along with WIF funding. The second step in the career pathway must be STEM. It was stressed that these two step career paths connect a job seeker with an employer.

The committee was updated on the NWRC component of the WIF grant along with overviews of the STEM and Math/Science Anxiety Workshops. The STEM workshop is already being done and the Math/Science Anxiety Workshop will begin in March.

Brockway-Smith

Maureen provided an update on the closing of Brockway-Smith. A follow up job fair was scheduled with eight local employers due to the drivers being unavailable during the initial fair.

The onsite recruitment for Lowes and Home Depot was discussed due to the large number of people the businesses are looking to hire.

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Columbia Greene Workforce New York and Congressman Gibson's Career Fair Columbia Greene Workforce New York and Congressman Gibson's career fair was announced for **May 2, 2013 from 10:00 – 3:00**. The first 30 minutes of the job fair will be open only to veterans. Employers which actively recruit veterans will be designated on the job seekers program. Maureen distributed registration information for businesses.

The committee discussed an organization called "Soldier On". Soldier On is a private nonprofit organization committed to ending veteran homelessness. A table with information on this organization at the job fair was suggested.

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Executive Committee
March 26, 2013 5:30 p.m.

Old Business **Membership**

Katy reviewed the current vacancies for the WIB. Ms. Carolyn Dongara, The Management Advisory Group, has been appointed as a Greene Business representative. Recruitment for the other two Greene County business representatives is in process. Karen Schoonmaker, Coarc, has been appointed as Columbia County's community based organization (CBO) following Gina Armstrong's resignation from the Healthcare Consortium. Commissioner Paul Mossman, Columbia County DSS, will be replacing Cindy MacKay. Re-appointments for terms starting in July are in process with the counties.

Status on One Stop Center Recertification

The MOU is still pending. This is an outstanding issue for all workforce areas.

WIF Grant Status Update

An RFP has been issued for STEM Summer Youth camps serving each of the four WIB areas. Columbia Greene currently has three two step career path contracts in process under the WIF grant. The *Overview of STEM Careers* and the *Math/Science Anxiety Workshops* are being offered through the One Stop Centers throughout the eleven county region.

New Business

PY 12 Local Plan

The PY12 local plan for Columbia-Greene has been approved. Originally, the plan approval was on hold until all WIB vacancies were filled.

Regional Economic Development Council (REDC)

Ann Luby reported on the new Capital Region's Workforce and Education work group. The committee membership is still under review. The next Capital Regional Workforce Coalition meeting will be gathering recommendations for the new REDC Workforce and Education workgroup.

Executive Committee Appointment for Columbia County

The committee recommends Karen Schoonmaker to serve as the Columbia County representative on the WIB Executive Committee. Karen has extensive WIB and Executive Committee experience, having previously served 12 years on the WIB & Executive Committee as Chair and Vice- Chair.

Quality Improvement

Katy reported that the Youth Program Visits and evaluations have all been completed. All three programs are doing well. The evaluations were reviewed by the Youth Council and are available for Executive Committee review. Board members, Florence Ohle and Kathryn Nelson, recently conducted a review of the One Stop Center. The review occurred during a busy time at the Center and provided the Board members a clear picture of Center operations. The One Stop Center review will be sent to all Executive Committee members via email prior to the Board meeting. The review will be included in the Board member packets for full Board review.

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Karen Schoonmaker will be asked to lead the Continuous Quality Improvement initiative.

Youth Council March 22, 2013 9:00 a.m.

Old Business

Youth Program Update, Mark Decker

Greenville

The program is currently serving eleven students. One internship has started, with several more in process. A few glitches with eligibility occurred this year under the transition of the program from Mrs. Arnone to Mr. Drumma. Mark Decker provided assistance with finalizing the eligibility of the students and will provide additional assistance if necessary next year.

YES

The YES program currently is serving 21 students, with 5 graduates to date in PY12. Twelve students will be testing in April. The high failure rate of the December GED test was discussed by the committee. Mark reported three of the YES students are enrolled in college and three internships have been established (a day care, CMH and Long term Care). A total of eleven of the 21 students are presently working.

Catskill

The Catskill GED program is at the maximum with 20 students, with a waiting list to enter the program. Seven students are signed up to take the test in April.

Potential changes in the GED test for January 2014 were discussed by the committee, with limited information still available.

Summer Youth Program, Mark Decker

While the budget is still pending, CG does anticipate running the Summer Youth Employment Program (SYEP) again this year. The same amount of funding as last year is expected. The Council discussed summer youth placement opportunities.

Workforce Innovation Fund (WIF) Update, MA Wiltse

STEM Camp RFP

A RFP is out now for a STEM camp that will serve WIA eligible youth for one week during the SYEP program. The program was bid out as a regional initiative with hopes of running the same program in each of the four WIB areas. Proposals are due back March 29th.

WIF Youth Brochure

The Youth STEM brochures were distributed to the Council. The brochure encourages students to consider careers in science, technology, engineering or math.

New Business

Youth Program Evaluation Review, Katy Drake

The PY12 program visit evaluations for the Greenville Hometown Graphics Program, the YES program and the Catskill GED program were distributed electronically to all Council members in advance with an overview provided at the meeting. The programs are all doing well. The YES

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program as a year round program was discussed based on the teacher's concerns that the long holiday break and the summer break have a significant impact on the students' progress and general program retention. The budget limits the ability to run the program year round. Low attendance numbers over the summer also are a factor as it would be cost prohibited to run the program for only a couple of students.

Request for Proposals PY13 - Youth Employment and Training Programs_Draft, Discussion
The Council reviewed the Request for Proposals for PY13 Overview, the proposal application and the budget summary sheet. The RFP opens April 1, 2013 with submissions due May 31, 2013. An informational meeting will be held April 21st at 3:00. Notice of the RFP will be published in the papers, posted on the website along with distribution to the school superintendents.

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Workforce Investment Office Center Review February 28, 2013

On February 28, 2013 at 10:30 am, a center audit was conducted for the Columbia Greene Workforce Investment Office. Workforce Investment Board members Florence Ohle and Kathryn Nelson, assisted with the review. This audit focused on policies and services for new customers.

The following policies were reviewed in the 2/28/13 center audit:

- Policy #: 100 Title: Greeting Customers – Walk-ins and Phone Calls
- Policy #: 100.1 Title: Greeting Customers with UI Questions
- Policy #: 101 Title: Service Explanation for New Customers – Walk-ins
- Policy #: 101.1 Title: Service Explanation for New Customers – Phone Calls
- Policy #: 102 Title: Registering Customers - Self-Help
- Policy #: 102.1 Title: Registering Customers - Staff Assisted, Walk-ins

The February review covered services available for adult and dislocated workers. Board members met with WIO staff individually regarding services available. The findings of the review are as follows:

- The center was extremely busy at 10:30 on a Thursday. Board members auditing had to wait to speak with WIO staff, as customers took priority during the review. While the center was very busy, wait time was very reasonable, with everyone greeted immediately when they entered the office.
- The phone was answered, on all occasions, within two rings with the professional greeting of “Workforce NY”. Director covered the phone when all WIO staff were serving customers.
- Workforce staff came out from behind the front desk to greet customers and provide services. Staff are friendly and professional.
- Board members received a full listing of services, with samples of resources, as they were walked step by step through the process of being a new customer.
- The customer registration form was reviewed.
- The “Get Connected” website was reviewed.
- Services available through the Resource Room were identified.
- Available workshops were presented.
- “SMART” was presented reviewing the need for a complete listing of job seeker skills and experiences.
- Evening hours for the Resource Room were commended as a benefit to job seekers.
- Staff were pleasant, professional and positive, with both WIB members reporting that they would be comfortable seeking services or returning to use the resource room if they were customers.

There are no recommendations at this time. Exceptional service. Policies followed.

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Thanks to the center staff who assisted with the review and to the WIB members for their time in conducting the center audit.

Notes compiled by: Katy Drake/ Consulting WIB Director

Columbia-Greene One Stop Center April 9, 2013

CORE & INTENSIVE SERVICES:

- New Registrants: 7/1/12–9/30/12 – 506 (last year 544)
10/1/12-12/31/12 – 620 (last year 539)
1/1/13-3/31/13 – 552 (last year 601)
- New UI Claimants: 7/1/12–9/30/12 – 406 that visit the center (last year 439)
10/1/12-12/31/12 – 446 that visit the center (last year 445)
1/1/13-3/31/13 – 452 that visit the center (last year 453)
- Customers Receiving Services: 7/1/12–9/30/12 – 919 people received one or more services
10/1/12-12/31/12- 966 people received one or more services
1/1/13-3/31/13 – 1045 people received one or more services
- Career Center Workshops: 7/1/12–9/30/12 – 517 participants in workshops
10/1/12-12/31/12 – 592 participants in workshops
1/1/13-3/31/13 – 551 participants in workshops
- Career Resource Room: 7/1/12–9/30/12 – 802 visits to the room
10/1/12-12/31/12 – 983 visits to the room
1/1/13-3/31/13 – 996 visits to the room

SKILL DEVELOPMENT AND TRAINING SERVICES: (From 7/01/2012– 06/30/2013)

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Cumulative New Enrollment Report for PY 12				
WIA Title I Program	Adult	Disloc. Wkr	Youth	Total
Skill Development Services				
Metrix Learning (estimate of funding source)	35	40	0	75
Training Services				
CGCC – Degree Prog.		10		10
Columbia-Greene Computer Literacy	15	22		37
Hudson Valley Community College				0
CDL	8	9		17
RCG BOCES – LPN	6			6
Modern Welding				0
RCG BOCES – Other		1		1
Ulster BOCES	5	5		10
Other Proprietary Schools	5	2		7
OJT Transitional Grant				0
Workforce Development Institute		1		1
NEG Disaster				0
OJT/NEG		14		14
Workforce Innovation Fund		3		3
Youth Programs through Contracts				
YES (Internships)			5	5
YES (Pre-Voc Ed.)			21	21
Greenville School			11	11
Catskill			34	34
Total	74	107	71	252