

Workforce Investment Board of Columbia & Greene Counties

Minutes for July 10, 2012 8:30 a.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. Florence Ohle, Community Action of Greene County, was welcomed back to the Board. Karen thanked the Nominating Committee—Betty Betts, Cindy MacKay and MA Wiltse—for their efforts.

Chair Karen Schoonmaker called the meeting to order at 8:42.

Present: Barbara Arisohn, Gina Armstrong, Lisa Benfield, John Betts, Terri Drobner, Pam Dusharm, Kate Konopka, David Lester, Ann Luby, Cindy MacKay, Kathryn Nelson, Florence Ohle, Mary Prazma, Tracy Racicot, David Scott, Karen Schoonmaker, Mike Veeder, Terry McGee Ward, M. A. Wiltse, Joe Wolodkevich and Anthony Zibella.

Proxy votes received from Betty Betts.

Excused: Frank Alguire, Betty Betts, Russ Coloton, Nancy Costine, John Craft, Fran DelGaudio, Mark Fingar, Patrick Gabriel, Kary Jablonka, Larry Krajieski, Cindy Tipple and Deb Tuttle.

Consultant: Katy Drake

Guests: Cori Beck (DOL), Maureen Boutin (Workforce Office), Nancy Bell (DOL-DEWS), and Susan Gallagher (DEWS).

****With 21 members in attendance, a quorum is present.**

STATUS OF VACANCIES

- There is a vacancy for a superintendent for Greene County, along with a Greene County business representative.

ACCEPTANCE OF MINUTES

MA Wiltse made a motion to accept the Board meeting minutes for April 3, 2012. Tracy Racicot 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.columbiagreeneorg.org.

CORRESPONDENCE

The following correspondence is available for member review:

Letters Sent:

- *PY10 Performance Improvement Plan submitted on April 5, 2012*
- *June 9, 2012 Letter to all Board Members regarding the nominating committee's recommendations for the July 10th election of WIB Vice Chair (Greene Business) and Secretary (General Membership).*

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Letters Received:

- *April 11, 2012 Resolution from the Columbia County Board of Supervisors for the restructure of the WIB*
- *April 11, 2012 Columbia County WIB reappointments*
- *April 19, 2012 Letter from Nancy Bell, NYSDOL, regarding the satisfactory follow up for the CG WIB Governance Review*
- *April 26, 2012 Copied on letter from Nancy Bell, NYSDOL, regarding recommendations on the PY 10 Performance Improvement Plan*
- *June 28, 2012 Slater's Great American WARN letter*

The details of Slater's WARN letter were discussed by the Board. A Hannaford's will be building in that location so it is expected that the jobs will return to the area. Slater's is planning on closing the end of September 2012. Approximately 56 people will be laid off with the closing of Slater's Great American Store.

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

Mr. Peter Rivera was announced as the new Commissioner for the Department of Labor starting July 9, 2012.

MA Wiltse distributed the One Stop Center's Participation Report for PY11 (July 1, 2011- June 30, 2012). The report included: An overview of Core and Intensive Services for the four 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.

MA Wiltse reported that due to the region being awarded the WIF grant, Columbia Greene will be spending 30% of formula funding on training for PY12.

An overview of PY11 and PY12 budget was presented, however, Adult and Dislocated Worker PY 12 funds are still pending.

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 and the Executive Committee will continue to follow and monitor the One Stop Recertification process until signatures are complete or the process is revised.

Regional Economic Development Council (REDC)

Ann Luby provided a brief update on the REDC. The recent focus has been on the CFA workshops. More than 500 people attended the three workshops held across the region. The three WIBs in the region, covering eight counties, worked together, along with DOL, to formalize support for the REDC through a local plan. The three WIBs are working closely with Ann to

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provide the needed workforce development information to the REDC. Potential funding awards were discussed. The REDC web site has detailed information regarding the CFA. (www.capitalregionopenforbusiness.com)

NEW BUSINESS

Workforce Innovation Fund (WIF) Grant

The Greater Capital Region Workforce Investment Boards were awarded the WIF grant to address the STEM skills shortage in the region. The grant will be for approximately three million dollars over three years. The Columbia Greene WIB and center staff will receive approximately \$85,000/year to complete the goals of the grant. The grant will bring in approximately \$312,000/year for training in STEM related fields across the consortium (11 counties). \$6,500 will be set aside for grant years two and three of the grant for Columbia –Greene to hold a STEM summer camp.

The WIF overview distributed will be attached to the minutes for future reference. The contract for the grant should be in place for the next meeting as the grant will begin in July 2012. MA Wiltse was recognized with a plaque, mug and cake for her extensive role in securing the WIF grant for our region—The only WIF award in NY state!

- **Youth Contract Modifications for PY12**

Terry McGee Ward, Youth Council Chair, informed the Board that this is the last year of the current youth contracts. All three youth programs submitted contract modifications for PY12. The following resolutions were brought before the Board:

- John Betts made a motion to approve the PY12 contract modification for the YES program in the amount of **\$54,318.96** plus an additional amount of up to **\$14,000** as available to cover all internships for all three youth programs. Florence Ohle seconded the motion. MA Wiltse abstained from the vote due to her involvement with the YES program. All other members were in favor and the motion carried.
 - Mary Prazma made a motion to approve the PY12 contract modification for the Greenville program in the amount of \$14,750 (with all internships under the YES program). MA Wiltse seconded the motion. With all Board members in favor, the motion was carried.
 - Mary Prazma made a motion to approve the PY12 contract modification for the Catskill program in the amount of \$54,620.00 (with all internships under the YES program). Florence Ohle seconded the motion. With all in favor, the motion carried.
- **ITA Extension & Cap Increase**
MA Wiltse reviewed the Business Services Committee report (attached) which provided details on the two ITA resolutions.
 - David Scott made a motion to approve an additional \$290.00 expenditure above the ITA cap to further serve a veteran in completing his CDL training and to further approve any additional expenditures above the ITA cap for other customers, based on the Director's discretion. Mary Prazma seconded the motion. MA Wiltse abstained from the vote. With all other Board members in favor, the motion carried.
 - Tracy Racicot made a motion to restore the ITA amount to \$3,000.00 including books and supplies. No ITA can be approved for any occupation where the hourly wage is below \$9.87.

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Terry McGee Ward seconded the motion. MA Wiltse abstained from the vote due to her role as Center Director. The motion carried with all other members in favor.

Nominating Committee

Chair Karen Schoonmaker thanked the nominating committee once again for serving. At this point in the meeting, Mrs. Schoonmaker thanked the members of the Board and stepped down as Chair. Per the bylaws, Mr. Zibella ascended to the position of Chair. Mrs. Schoonmaker was presented a certificate of appreciation on behalf of the Greene County Legislature's office and the Columbia Greene WIB.

Chairman Zibella called for nominations for the position of Vice Chair (Greene Business Representative). Karen Schoonmaker supported the nominating committee's nomination of Mr. Mike Veeder for Vice Chair. Ann Luby seconded the motion. No other nominations were made. The nomination of Mike Veeder was approved by all Board members.

Ann Luby nominated Mr. Frank Alguire for the position of Secretary (general membership). John Betts seconded the nomination. All Board members were in favor of Frank Alguire serving as secretary. Mr. Alguire accepted the nomination prior to the meeting starting and his having to leave the meeting.

Local Area Plan

MA is working completing the local Workforce Investment Act PY 12 Plan. The Plan is due September 14, 2012, so it will be available for a 30 day public comment period on August 14, 2012. **Note: To avoid a special WIB meeting, the Executive Committee will need to approve the plan, as per the by-laws.**

Good and Welfare

- Congratulations to Maureen Boutin on the Chancellor's Award for Excellence in Professional Service!
- Admiration and praise to MA Wiltse for being the brains, draft writer and driving force on the WIF grant. (Only award in NY!)
- Our undying gratitude to Karen Schoonmaker for her 12 plus years of leadership for the WIB!
- Many thanks to David Scott—Pro Printers for the exceptional work on WIF recognition cards.
- Thanks to Deb Tuttle for presenting to the Catskill GED program-much appreciated!

No economic development reports were available at this meeting.

A motion to adjourn was made at 9:40 by MA Wiltse and seconded by Terry McGee Ward.

Please Mark Your Calendar

Proposed PY 12 Full Board Meeting Schedule	
Tuesday, October 9, 2012	5:30 p.m.
Tuesday, January 8, 2013	5:30 p.m.
Tuesday, April 9, 2013	5:30 p.m.
Tuesday, July 9, 2013	5:30 p.m.

Business Services Committee

March 8, 2012 8:30 am

Old Business

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

No new information is available as all NEG OJT funds have been obligated at this time. An NEG OJT auditor is at Columbia Greene presently auditing in the areas of participant eligibility, placement, training plans, retention and if the companies were properly reimbursed. The auditor will be calling participants as well. There is speculation of additional NEG OJT funding becoming available.

Congressman Gibson Career Fair

Maureen Boutin distributed material regarding attendance and employer feedback on the May 3rd Career Fair held at Columbia Greene College. Congressman Gibson sponsored the Career Fair in which the first hour focused on veterans. While publicity from the Congressman's office was good, turnout by veterans was low during the first hour of the fair. The committee would like to further explore ways to continue to provide veterans priority service at the fair. Making the first 30 minutes for veterans only was suggested. Also to be further explored was the idea of identifying businesses which are seeking vet skills by a special symbol or designation. As companies are often required to do veteran outreach, the veteran focus serves the businesses as well. It was noted that the Congressman stayed for the entire Career Fair. Sixty-three employers were present for the fair. Approximately 575 job seekers attended with fifty-two veterans registering.

New Business

ITA Extension

In January, the Board voted to reduce the ITA amount to \$2,000 in hopes of serving more customers with an extremely limited budget. Approval of additional expenditures is being sought for a customer who exceeded the approved amount by \$290.00 for retraining when he did not originally pass his CDL test. The customer is a veteran who is receiving support through Community Action. This expenditure allowed him additional training to pass his CDL certification. Bob Bodratti made a motion to approve the expenditure. Pam Dusharm seconded the motion. All committee members were in favor of the \$290.00 expenditure to further serve the veteran to complete his CDL training. An additional motion was made to allow additional expenditures as needed based on the Director's discretion.

When the ITA cap was reduced, it was anticipated that more customers could be served in training. In reviewing ITAs since the cap, the reduction has not helped serve more people. It was expressed that the \$2,000 cap limits the people who can participate in training as they are unable to offset additional cost. Raising the ITA cap was discussed. While the budget is limited, it is critical to get customers into the necessary training. Mark Fingar made a motion to restore the ITA amount to \$3,000.00 including books and supplies. No ITA can be approved for any occupation where the hourly wage is below \$9.87. Kathryn Nelson seconded the motion. The resolution was carried unanimously.

New Metrix Credentials

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Maureen reported out on the Metrix credentials, which allows job seekers to go online to upgrade their skills with access to over 1000 courses. The program offers access to many certificates and credentials, from Microsoft programs to potentially Six Sigma in the future. More details to follow.

NYSERDA Program Opportunity Notice for Energy Efficiency training opportunities

The committee discussed program opportunities through NYSERDA and local utility companies. The web site for NYSERDA is listed below for direct information. Cori Beck also has a fact sheet available if anyone is interested.

(<http://www.nyserda.ny.gov/Funding-Opportunities/Current-Funding-Opportunities/PON-2033-Green-Jobs-Green-New-York-NYS-Registered-Apprenticeship-and-Building-Trades-Training.aspx>)

CFA meeting, CGCC Tuesday, June 19, 2:00pm-4:30pm

Information was distributed regarding the Regional Economic Development Council's Consolidated Application Process. The CFA due date is July 16, 2012. An informational meeting will be held at CGCC on June 19th at 2:00. It was recommend those interested, attend the meeting and look at the Q & A postings on the web site. Direct emails were also suggested to determine if business have eligible projects. Web sites for more information are as follows:

- [Consolidated Funding Application: http://nyworks.ny.gov](http://nyworks.ny.gov)
- CFA-programs@ny.gov
- CFA-tech@ny.gov

Executive Committee

June 25, 2012 5:30 p.m.

WIB Vacancies

Katy Drake reported that Sally Sharkey is no longer at Cairo Durham and therefore there is a WIB vacancy for a Greene County Superintendent. Katy will work with the Greene County Legislature to secure an appointment. In the past, Greene County has required the superintendent to live in the county. Karen Schoonmaker also submitted her resignation to the Board due to the Executive Connection closing. A Greene County Business representative will be sought. Karen will be greatly missed.

Nominating Committee Update

Cindy MacKay and MA Wiltse reported out for the Nominating Committee. Mike Veeder has accepted the nomination for Vice Chair (representing Greene Business). Frank Alguire has been nominated again for secretary. Tony Zibella will ascend to the position of Chair after the voting at the July meeting. Per the by-laws, all members received notification of the nominations 30 days prior to the scheduled vote.

Status of One Stop Center Recertification

The MOU is still pending approval by our state partners (Adult Education and ACCESS-VR, which are both part of the State Education Department). Apparently, there are ongoing discussions at NYS DOL regarding the local MOU process because we are not the only area that is having difficulty securing State partner's sign-on for local MOUs. The CQI and Executive Committee will continue to track until signatures are in place or direction regarding the MOU process is received.

Annual by law and membership review

The annual review of the by –laws and membership was completed in January with the restructure.

Workforce Innovation Fund (WIF) Grant

The Greater Capital Region Workforce Investment Boards were the only NY award for the Workforce Innovation Fund (WIF) Grant. The goal of the grant is to address the STEM (science, technology, engineering and math) shortage in the region. Major components of the grant were reviewed per the handout distributed to the Executive Committee. The GCRWIB will receive approximately three million dollars over three years. Columbia Greene will receive \$85,000 per year for WIB and center staff participation. This grant will bring in \$312,000/year in training funds for the WIB consortium. Columbia Greene will receive video conferencing equipment under the grant funding. Starting in 2013, each WIB will be funded up to \$6,500 per year to run a STEM summer camp in the WIB area. MA Wiltse was commended for being the driving force behind this grant.

PY12 Youth Contract Modifications

The committee reviewed the resolutions for the final year of the three youth program contracts. As the amount of PY 11 “carry over” money has not yet been finalized, the specific amount available for funding the youth programs is not yet available. When these resolutions are brought before the full board, the internship funding administered under the YES program will be separated out from the YES operating funds for approval. The resolutions will appear before the board as follows:

The Youth Council supported a resolution to approve the PY12 contract modification for the YES program in the amount of **\$54,318.96** plus an additional amount of up to **\$14,000** as available to cover all internships for all three youth programs.

The Youth Council supported a resolution approve the PY12 contract modification for the Greenville program in the amount of \$14,750 (with all internships under the YES program).

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The Youth Council supported a resolution to approve the PY12 contract modification for the Catskill program in the amount of \$54,620.00 (with all internships under the YES program).

The committee reviewed pictures from Sandy Arnone's appreciation event with the Hometown Graphic's program at Greenville. Mr. Chris Drumma will be taking over for Mrs. Arnone for PY12. Mrs. Arnone had run the Greenville youth program for over 14 years.

Support letter regarding cuts in non defense discretionary programs (NDD)

The support letter address cuts in NDD programs including workforce development and education. The request from NYATEP to sign on regarding cuts in non defense discretionary programs was discussed by the committee, with Ann Luby abstaining from the conversation. It was agreed that MA will forward Karen the information for the Columbia Greene WIB to sign the support letter.

Business Services Resolution

The resolutions by the Business Services Committee were reviewed by the Executive Committee. All were in agreement for the extensions and in raising the ITA cap to \$3,000. The resolutions will be brought before the board as follows:

The Business Services Committee put forward a resolution to approve an additional \$290.00 expenditure above the ITA cap to further serve a veteran in completing his CDL training and to further approve any additional expenditures above the ITA cap for other customers, based on the Director's discretion.

The Business Services committee put forward a resolution to restore the ITA amount to \$3,000.00 including books and supplies. No ITA can be approved for any occupation where the hourly wage is below \$9.87.

PY12 Meeting Calendar

Based on Chair availability, the WIB meetings for PY12 will be scheduled in the evenings. Meetings will be held the second Tuesday of the month on a quarterly basis. The proposed calendar is as follows:

Proposed PY 12 Full Board Meeting Schedule	
Tuesday, October 9, 2012	5:30 p.m.
Tuesday, January 8, 2013	5:30 p.m.
Tuesday, April 9, 2013	5:30 p.m.
Tuesday, July 9, 2013	5:30 p.m.

Consulting Director's Contract PY12

The Consulting Director's contract was renewed for PY12.

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Youth Council

June 13, 2012 9:00 a.m.

Program updates & PY11 Contract Modifications

Prior to the meeting, all council members were emailed the three contract modification forms for review. The three youth contracts funded by the Workforce Investment Board are up for the final year of their contract renewal. Program year 2012 (PY12) is the third year of a potential three year contract opportunity. It is believed that the youth budget can maintain the three contracts for the upcoming program year at their current funding levels. Committee members were presented with the contract modification documents for PY12 along with a comparison chart. Prior to their submission, programs were informed that there may be the potential of a small amount of funding available beyond the PY11 contract amounts. While final funding amounts are not yet available, it is believed there will be between \$131,000 – 137,000 in funding available for the three contracts for PY12. More definitive budget numbers are expected before the July Board meeting.

YES Program

The Council reviewed the contract modification for the YES program for PY12. This contract includes the funding for internships for all three youth programs. The PY12 contract modification requested \$67,694.96 in funding. 45 students were served in PY11. The contract continues to propose to serve 33 students in PY12. As of June, 16 students have received their GED, with 5 students to be tested in June and July. The contract will now include National Work Readiness Credential classes offered two or three times a year.

Internships were discussed. Transportation remains a challenge and often limits internship opportunities.

Greenville Program

The Council reviewed the Greenville contract modification for PY12, noting the program will be run by Mr. Chris Drumma in the upcoming year, with Ms. Arnone available as a resource. The in-kind match on the contract modification was noted, along with the elimination of the afterschool bus. The Council expressed confidence that the program will remain strong despite the transportation change for next year. With the internships funded under the YES program, Greenville was requesting \$16,583.00 for PY12. The Hometown Graphics program served 12 students in PY11. Five out of six of the graduating seniors are attending college in the fall.

Catskill

The Catskill GED contract modification for PY12 was reviewed by the Council. With Mr. Wemitt's retirement, the Program Coordinator stipend in the contract was reduced to \$1,500.00. The Catskill program proposed to serve 60 students in PY11. 49 students were served with 21 receiving their GED as of June. It has been noted, that the students have many more challenges and obstacles than in past years. For PY12, the program hours will change to 3:30 – 7:30 (from 4:00 – 8:00). The Catskill GED program is requesting \$55,120.00 for PY12. The Council discussed reducing the Program Coordinator's stipend to \$1,000 based on the duties outlined in the attachment to the contract modification.

Resolutions

Larry Krajewski made a motion to approve the PY12 contract modification for the YES program in the amount of \$65,694.96 (covering all internships and NWRC for all three youth programs). Alan Frisbee seconded the motion. MA Wiltse abstained from the vote. The motion carried with all others in favor.

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Bernie Mack made a motion to approve the PY12 contract modification for the Greenville program in the amount of \$14,750 (with all internships under the YES program). Larry Krajeski seconded the motion. MA Wiltse abstained from the vote. The motion carried with all others in favor.

Bernie Mack made a motion to approve the PY12 contract modification for the Catskill program in the amount of \$54,620.00 (with all internships under the YES program). Larry Krajeski seconded the motion. MA Wiltse abstained from the vote. The motion carried with all others in favor.

Summer Youth Employment Program

Funds are available to run a small summer youth employment program this summer. The program anticipates serving 33 Columbia County Youth and 44 Greene County Youth.

**Greater Capital Region Workforce Investment Boards (GCRWIB)
Workforce Innovation Fund Grant Summary**

The main goal of this grant is to address the STEM (Science, Technology, Engineering and Math) skill shortage in the Greater Capital Region of New York State to ensure employers have access to qualified workers by establishing a new pipeline of STEM talent that links the workforce system, employers, educators, and emerging and returning workers through the realization that success for all is built on a foundation of career pathways and life-long learning. We also include an emphasis on manufacturing.

Major components:

1. STEM awareness campaign for adults and youth
2. Summer Tech Camps for teens during the summer youth employment program
3. Workshops introducing individuals to the opportunities and value of STEM careers for customers in need of more than job search assistance, those who are collecting unemployment insurance benefits, and newly enrolled WIA youth. We will also utilize videoconferencing equipment to expand the exposure potential as well as presentations by local business and training providers.
4. Math/Science anxiety/skills building workshop for center customers
5. Use of Metrix skill assessment and E-learning training as well as National Work Readiness Credential (NWRC) materials/credential to assess and remediate those in need who are interested in pursuing a STEM occupation.
6. Develop a two step career plan with interested adults and businesses providing, in partnership with interested businesses, OJT and/or ITA training.
7. Outreach to businesses and business sectors in STEM related sectors to identify STEM needs and opportunities
8. Professional development for center staff related to STEM career guidance for job seekers.

Specific activities for staff may include:

- Promote opportunities for STEM
- Utilize testing and assessment tools such as Prove-It, Career Zone, and Metrix
- Provide a path to completion of the National Work Readiness Credential
- Provide career guidance, including knowledge of STEM Career job descriptions, education and training requirements, case management and workshops
- Development of Individual Employment Plans such as the proposed Two-Step Career Plan which include Employer Based Training Programs
- Funding approval for classroom training, on the job training, etc
- Acting as a resource for other Center staff for information pertaining to STEM Careers
- Developing relationships with employers that result in STEM-Focused Sector Partnerships

Funding highlights:

- Approx. 3 million over 3 years total for consortium
- Approx. \$ \$85,000 WIB and centers staff participation
- video conferencing equipment for Columbia Greene
- \$312,000/ year total for training for consortium
- \$6,500/ yr. for 2 years of STEM summer camps in each WIB area

Notes respectfully submitted by Katy Drake/WIB Consultant