

Workforce Investment Board of Columbia & Greene Counties

Minutes for July 15, 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 5:37.

Present: Frank Alguire, Barbara Arisohn, Betty Betts, John Betts, Carolyn Dongara, Terri Drobner, Pam Dusharm, Larry Krajeski, David Lester, Ann Luby, Kathryn Nelson, Florence Ohle, Joe Sacchetti, Karen Schoonmaker, David Scott, Cindy Tipple, Mike Veeder, Terry McGee Ward, M. A. Wiltse and Anthony Zibella.

Excused: Debra Armstrong, Susan Brown, Nancy Costine, Dan DeVinney, Gladys Dysard, Mark Fingar, Kary Jablonka, Mary Prazma, Tracy Racicot, Randy Squier, Deb Tuttle and Joe Wolodkevich.

Consultant: Katy Drake

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

With 20 members in attendance, a quorum was present.

******Proxy votes were received from Tracy Racicot, Nancy Costine and Mary Prazma.**

STATUS OF VACANCIES

- An appointment is pending for a Columbia County DSS representative.
- A Greene County business representative is in recruitment.

ACCEPTANCE OF MINUTES

M.A. Wiltse made a motion to accept the board meeting minutes for April 8, 2014. John Betts seconded the motion and the minutes were approved by the board.

CORRESPONDENCE

The following correspondence is available for member review:

Letters Sent:

- April 29, 2014 Quarterly reports sent to Greene County Legislature and Columbia County Board of Supervisors
- May 7, 2014 Letter sent to Chairman Pat Grattan regarding WIB appointments and reappointments
- May 9, 2014 Letter sent to Ms. Deb Zwoboda, Catskill Central School District regarding the PY13 program evaluation
- May 9, 2014 Letter sent to Mr. Chris Drumma, Greenville Central School District regarding the PY13 program evaluation
- June 6, 2014 Letter to all Board members regarding WIB Vice Chair and Secretary nominations

Letters Received:

- April 30, 2014 Letter from Ms. Karen Coleman, NYSDOL, regarding approval for additional funds under the Trade Adjustment Assistance Program.
- May 7, 2014 Letter from Ms. Nancy Bell, NYSDOL, regarding PY12 Governance Review

Workforce Investment Board of Columbia & Greene Counties

- *June 5, 2015 Letter from Ms. Karen Coleman, NYSDOL, regarding transfer of funds from Adult to Dislocated Worker.*
- *June 6, 2014 Letter from Ms. Phyllis Morris, Office of Temporary and Disability Assistance, regarding the 2014 Summer Youth Employment Program.*

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, focusing on the county unemployment rates. The last time the county unemployment rates were so low (Greene 6.4% for May 2014 and Columbia 4.8%) was May 2008-before the recession. The self reporting of job placements was presented with 77 customers finding jobs between April and June 30, 2014. The major categories of the job placements for the quarter were broken down in the report, with the top two being transportation (18%) and Office (17%). Quarterly job bank activities were presented Marketing efforts were outlined by numbers served, target audience and type of event.

M.A. Wiltse briefly discussed the PY14 budget. Columbia Greene's Youth allocation has increased by about \$40,000 over the past two years. For PY14, 40% of the total allocation goes to Adult and Dislocated Worker training. In youth funding, 41% of the funds go to GED/TASC preparation or work experience. About 10% of Columbia Greene's total allocation is for administrative costs.

A comparison of the Workforce Investment Act of 1998 and the Congressionally approved Workforce Innovation and Opportunity Act (WIOA) was distributed and discussed. The legislation is pending the President's signature. WIOA will remain on the meeting agendas as the Board works through the transition. Regulations are not yet rewritten, so the impact of the changes are not fully known at this time.

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.

NEW BUSINESS

Annual By law Review

- Frank Alguire made a motion to continue functioning under the WIB bylaws as written, with no changes recommended at this time. Karen Schoonmaker seconded the motion. The motion carried with all in favor.

Recommendations for PY14 Funding for Youth Programs,

Terry McGee Ward discussed the Youth Programs proposed for PY14. Specific PY13 information on each program is available in the Youth Council report (attached).

Frank Alguire made a motion to fund the YES contract modification for **\$58,003.20** for PY14. **Note:** The YES contract total is \$61,413.80. This includes the college's match of \$3,410.60. The actual WIA funds to be expended are \$58,003.20. Florence Ohle seconded the motion. The motion carried with all in favor, except M.A. Wiltse who abstained from the vote.

Karen Schoonmaker made a motion to fund the Catskill GED contract modification for PY14 for **\$57,108.00**. Joe Sacchetti seconded the motion. The motion carried with all in favor, except M.A. Wiltse who abstained from the vote.

Frank Alguire brought before the Board a motion to postpone a contract extension for the Greenville School District WIA youth program because the agency missed the application deadline. Mike Veeder seconded the motion. A lengthy discussion on the concerns regarding Greenville's incomplete and late contract modification for PY14 was held. A time line of the correspondence with Greenville was reviewed. Greenville was not awarded a contract last July due to similar issues. If the program is awarded funding at the October meeting, their program year will be only slightly delayed. The value of the program to the students was discussed. A positive visit and program evaluation occurred in January 2014. If it were not for the late and incomplete contract for a second year in a row, the Youth Council would have recommended Greenville for funding for PY14. Unfortunately, the completed contract modification was not available when the Youth Council met in June. A completed contract for PY14 has since been received, including a budget. The cost to the students of a postponed or cancelled contract was questioned. The program, while not as robust as it was under Sandy Arnone, does still have strong value to the students. Currently 13 students are enrolled, however, it was brought to the Youth Council's attention in June through a budget transfer request that attendance for the program is down. Specific attendance numbers have not yet been made available to the Council. Concerns exist regarding no college visits or internships occurring in PY 13. Internships and college visits have been very positive aspects of the program in the past. The students being the ones who suffer the consequences if the contract is cancelled was discussed by the Board. Voting on the motion resulted in the motion being carried by 16 board members being in favor (plus three yes proxy votes), with 3 members being opposed and one abstention.

Ann Luby then brought before the Board a motion to postpone the Greenville contract extension at this time, then prior to the next full Board meeting having the Youth Council meet with the Greenville Superintendent to confirm the school district's interest and commitment to the program. Based on the level of commitment received the Board could vote on the contract extension at the October meeting. David Lester seconded the motion. The motion carried with all in favor, except for M.A. Wiltse who abstained.

The Board tabled the Executive Committee's resolution to bring before the Board a motion to cancel the contract for the Greenville School District WIA youth program because the agency missed the application deadline for the second year in a row.

Workforce Investment Board of Columbia & Greene Counties

Frank Alguire made a motion that the Career Center use WIA youth funding not allocated to contracts (up to **\$46,000.00**) for internships and occupational training utilizing ITAs per previously approved policies. Florence Ohle seconded the motion. The Board then discussed the funding options available through the PY14 youth budget. The Board could issue a new RFP for youth contracts in the amount of \$25,000 with still having \$21,000 available for internships and ITAs. This option also holds the \$16,600 for the Greenville contract modification in reserve. Following the discussion, the motion was carried with all in favor except for M.A. Wiltse who abstained.

Karen Schoonmaker then made a motion to issue a new Youth Request for Proposals for \$25,000 of the remaining youth unallocated funds. Larry Krajeski seconded the motion. The motion carried with all in favor, except for MA Wiltse who abstained from the vote.

Ascension of the Vice Chair to Chair

Immediately following the Youth Council votes, Vice Chair Mike Veeder ascended to the position of Chair, per the bylaws. A letter was sent out to all Board members on June 6, 2014 outlining the Nominating Committee's report. With all in favor, Tony Zibella was elected to the position of Vice Chair, representing a Columbia County Business. With all in favor, Frank Alguire was elected to the position of secretary. Both terms are for two years, after which the Vice Chair will ascend to the position of Chair for an additional two year term.

Summer Youth Employment Program PY14

M.A. Wiltse, Director

While Columbia Greene has funding for 80 youth in the PY14 Summer Youth Employment Program, 90 youth started the program. Over enrollment occurs because the program always loses a few participants throughout the five weeks of the program. Specific information on the STEM camp will be forwarded out to Board members in case anyone would like to visit the program to observe the aerospace activities. The program is designed to be very hands on, including rocket launches, a flight simulator and a portable planetarium.

Local Workforce Plan

The Local Workforce Plan is due September 30, 2014, following a 30 day public comment period. The link to the plan will be sent out to all Board members when posted.

County Economic Development Reports

Frank Alguire provided an update on Ferguson, the plumbing supply company moving into Greene County. Frank also discussed Nina's Last Chapter, a food truck/concession trailer that will be servicing some of the construction sites in Greene County. Frank stated that more deals are in the works that will be reported on at the fall meeting.

GOOD AND WELFARE

Mike Veeder, Board Chair

- Thanks to Joe Sacchetti, Terry McGee Ward, Mary Prazma, Terri Drobner and Kary Jablonka for reviewing resumes at the Workforce NY & Congressman Gibson Career Fair.
- Thanks to Deb Tuttle, Kathryn Nelson, Carolyn Dongara and Mike Veeder for their assistance with the April 30, 2014 Policy Audit.

Workforce Investment Board of Columbia & Greene Counties

- Thanks to Betty Betts, Terri Drobner and Karen Schoonmaker for serving on the Nominating Committee.
- Congratulations to Kary Jablonka for serving as the Acting Commissioner of Columbia County Department of Social Services.

A motion to adjourn was made and carried at 6:52.

Please Mark Your Calendar

<i>PY 14 Full Board Meeting Schedule</i>	
<i>Tuesday October 28, 2014</i>	<i>5:30 p.m.</i>
<i>Tuesday January 27, 2015</i>	<i>5:30 p.m.</i>
<i>Tuesday April 28, 2015</i>	<i>5:30 p.m.</i>
<i>Tuesday July 28, 2015</i>	<i>5:30 p.m.</i>