

Workforce Investment Board of Columbia & Greene Counties

Minutes for October 8, 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 member, Mr. Dan DeVinney, Athens Generating. Chairman Zibella called the meeting to order at 5:33

Present: Frank Alguire, Barbara Arisohn, Betty Betts, John Betts, Russ Coloton, Nancy Costine, Dan DeVinney, Carolyn Dongara, Terri Drobner, Pam Dusharm, Gladys Dysard, David Lester, Paul Mossman, Kathryn Nelson, Florence Ohle, Mary Prazma, Tracy Racicot, Joe Sacchetti, Karen Schoonmaker, David Scott, Randy Squier, Cindy Tipple, Mike Veeder, Terry McGee Ward, M. A. Wiltse, and Anthony Zibella.

Excused: Mark Fingar, Kary Jablonka, Larry Krajeski, Ann Luby, Deb Tuttle and Joe Wolodkevich

Consultant: Katy Drake

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

****With 26 members in attendance, a quorum was present.**

STATUS OF VACANCIES

There is one representative for Greene County DSS, pending appointment for October. The Local Education representation from Columbia County is vacant following Mr. Gabriels' retirement.

ACCEPTANCE OF MINUTES

Frank Alguire made a motion to accept the board meeting minutes for July 9, 2013. Karen Schoonmaker 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:

- July 16, 2013 Letter to Mr. Chris Drumma, Greenville Hometown Graphics program, regarding the PY 13 youth proposal and intent to re-issue the youth RFP.
- July 16, 2013 Letter to Ms. Marcella Sanchez, Germantown Central School District, regarding the PY 13 youth proposal and intent to re-issue the youth RFP.
- July 29, 2013 Quarterly reports to the Columbia County Board of Supervisors and the Greene County Legislature.
- August 6, 2013 Letter to Mr. Ken Flood regarding support for the CEDC's Consolidated Funding Application-Workforce Development Funds.

Workforce Investment Board of Columbia & Greene Counties

Letters Received:

- August 7, 2013 Copied on Letter to Ms. Janet Maassmann, Greenville School District, from Ms. Dawn Bucci, CGCC, regarding the PY12 contract modification and confirming compliance with state and federal requirements.
- August 8, 2013 Submission of the PY 13 Local Plan
- August 12, 2013 Letter from Anthony Joseph, NYSDOL, regarding findings for the local plan. (Response pending Board approval of PY13 Youth Program Providers).

COMMITTEE MEETINGS

Committee reports and the Youth Council proposal chart were distributed prior to the meeting and reviewed by Committee Chairs 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 there are less people using the Career Center compared to last year at this time. New registrants, new UI claimants, customers receiving services and attendees in workshops are all down from this time last year. It was noted that summer is always the slowest time of year. The major industries of the job placements were broken down for the Board in the report. The self reporting of job placements was presented with 30 customers finding jobs in July, 33 in August and 37 in September. The new hires for Hannaford in Cairo are not included in the job placement numbers provided to the Board. Unemployment rates and quarterly job bank activities were presented. Marketing efforts were outlined by numbers served, target audience and type of event.

The PY 12 WIA Common Measures Summary Report was provided. It showed that Columbia-Greene "passed" all nine of the performance measures.

The performance measures for youth are:

- Placement in Employment or Education after completing WIA services – 45 of the 74 participants that exited during the "year" either enrolled in college or got a job
- Attainment of a Degree or Certificate – 48 of 77 participants either graduated from high school or received their GED
- Increasing Literacy and Numeracy skills for those participants who are deficient and no longer enrolled in high school - – 32 of the 41 students who were considered "basic skills" deficient improved their reading and/or math skills

The performance measures for adults and dislocated workers are:

- Entered Employment – 1,275 of the 2,038 who received services found employment. (approximately 106 customers per month)
- Employment Retention Rate -1,242 of the 1,483 people who found employment were still employed six months later.
- The average earnings for the first six months of employment worked out to be \$12,815 for adults and \$16,934 for dislocated workers.

MA discussed the impact of the government shutdown on the One Stop Center. A handout was provided to members regarding the impact noting that One Stop Centers in Buffalo and Rochester have closed. Columbia Greene anticipates being able to remain open through at least November, however, at this time, no new training or supportive services will be approved

Workforce Investment Board of Columbia & Greene Counties

until the shutdown is resolved and funding resumes. Youth Programs have already been fully funded for the year, so they will not be impacted 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. 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

Recommendations for PY13 Funding for Youth Programs, Terry McGee Ward

Youth Council Chair, Terry McGee Ward, presented an overview of PY 13 Youth Proposals. \$158,000 is available for allocation in PY13. \$114,995.55 was approved for allocation by the Board at the July 9, 2013 meeting. The Youth Council re-issued the RFP in July with a due date of September 13, 2013. Greenville re-submitted a proposal for \$16,600 to fund the Hometown Graphics Youth Program. Due to missing information on the proposal Greenville was required to resubmit their proposal by September 27th in order to be supported by the Youth Council. A completed proposal was received and presented to the Executive Committee for approval on September 30, 2013. The Career Center Director submitted a proposal to increase the "Work Experience Fund" to \$26,500. A recommendation was also made to modify the YES and Catskill contracts to include a structured component for the National Work Readiness Credential (NWRC).

- Terry McGee Ward made a motion to fund the Greenville Hometown Graphics proposal for PY13 at \$16,600, with work experience being funded through the YES program. Frank Alguire seconded the motion. MA Wiltse abstained from the vote. All other Board members were in favor and the motion passed.
- Terry McGee Ward made a motion to fund the YES program's proposal for additional funding for PY13 up to, but not to exceed, \$26,500, for additional work experience and to further offer the NWRC in the YES (modified to \$54,882.70) and Catskill (modified to \$57,9711.25) Programs contracts. Florence Ohle seconded the motion. MA Wiltse abstained from the vote. All others were in favor and the motion passed.

Upcoming New York State High School Equivalency assessments, Tracy Racicot

Tracy provided the Board an update on the changes that will be occurring in January 2014 with the NY high school equivalency assessment. The changes will allow for the assessment to be in better alignment with the TABE (Test of Adult Basic Education). The testing will occur electronically. The same five local Questar III test sites will remain. Youth Programs across the state are gearing up for this change. Students who have only passed parts the exam's five sections have until the end of 2013 to finish. After January 1, 2014 the results of previous GED tests will expire and students will be required to take the new equivalency assessment.

Workforce Investment Board of Columbia & Greene Counties

Economic Development Reports

Frank Alguire and Nancy Costine provided an Economic Development update for Columbia and Greene County. Nancy noted for the Board that the Columbia Economic Development agency has been rebranded as: "Choose Columbia". The new website: www.columbiaedc.com

Good and Welfare

- Thanks to **Terry McGee Ward, Tracy Racicot, Bernie Mack (ACCES-VR) and Alan Frisbee (Greene County Probation)** for their time and efforts in reviewing the second round of PY13 youth proposals.
- Barbara Arisohn shared information regarding the Capital Region National Disability Employment Awareness Month (NDEAM) annual business recognition awards event.

A motion to adjourn was made at 6:23.

Please Mark Your Calendar

PY 13 Full Board Meeting Schedule

<i>PY 13 Full Board Meeting Schedule</i>	
<i>Tuesday January 14 2014</i>	<i>5:30 p.m.</i>
<i>Tuesday April 8 2014</i>	<i>5:30 p.m.</i>
<i>Tuesday July 15 2014</i>	<i>5:30 p.m.</i>

Business Services Committee

September 26, 2013

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

Maureen reviewed the second round of the NEG OJT grants. New contracts were reviewed. Business names, wages, contract length, actual wage amount reimbursed, job title and retention status were presented to the committee in chart form. Columbia Greene has initiated 17 contracts with an actual wage reimbursement amount of \$68,319.55 to date. The successful retention of individuals was discussed by job title. General information from the DOL OJT/NEG summary report was provided for a perspective beyond Columbia Greene's NEG OJT contracts. Approximately 202 hires remain available under the statewide grant.

Workforce Innovation Fund (WIF) Grant

Two – step contracts under the WIF grant were reviewed. Under the WIF grant, two Certified Nursing Assistant (CNA) classes were offered to fourteen students. Questar offered a class for ten students, in which eight passed the class and the CNA certification. Four of the eight CNAs have secured positions and have a second career step planned. Four additional CNA students are finishing the class at Ulster BOCES. The program was successful and may be considered again in the future.

Update on Human Resources Roundtable

The next HR Roundtable meeting is December 11, 2013. The last meeting on September 11th covered “LinkedIn” for business use. Seven business representatives used the Q & A email system to connect with other local businesses on HR challenges. A FMLA survey was conducted with results shared with members.

Workforce Innovation Fund (WIF) Grant- STEM Camp

An overview of the week long STEM camp written by a student was forwarded to committee members and is posted on the “The Greater Capital Region Workforce Investment Boards” face book page along with pictures.

Regional In-Demand Occupation List

As requested by the Department of Labor, the Business Services committee reviewed the regional in-demand occupation list. The list is based on the information submitted by local workforce areas in their local plans. The Regional Economic Development Council (REDC) priority information was extracted from accepted projects through the CFAs, but these are not job titles that were specifically identified as “in-demand” by the Capital Region REDC, therefore NYS DOL will be removing these job titles from their website. NYS DOL is requiring that each region in the state agree on a regional LWIA in-demand occupations list. The committee agreed that the regional priorities will be the occupations listed as a priority in all three WIB areas. The list can be reviewed at <http://www.labor.ny.gov/workforcenypartners/lwia/lwib-regional-plans.shtm> (LWIB Regional Workforce Plans). The plans will remain fluid and can be updated as necessary.

Executive Committee

September 30, 2013

Vacancies

Patrick Gabriel retired as of August. A recommendation from the Board of Supervisors is pending for Mr. Gabriel's replacement to the Board. A Greene County DSS representative has again been nominated. An October appointment is now expected.

Status on One Stop Center Recertification

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

WIF Grant Status Update

MA Wiltse provided an update on the WIF Healthcare Initiative. Eight CNAs successful completed the class through Questar and passed their licensing requirements. Four have been hired through the two step program. Two hires were in Greene County, two hires were in Columbia County. Four more CNAs will be graduating soon through Ulster BOCES. An overview of the WIF STEM camp serving students from the summer youth employment program, ages 14 – 18 year old, was distributed to committee members via email. A student provided the comprehensive review of the activities of the STEM camp. Pictures of the camp are available on "The Greater Capital Region Workforce Investment Boards" face book page.

October 1st Government Shut Down

The committee discussed the pending shut down, however, little information is yet available.

PY13 Youth Contract Recommendations

Terry reviewed the youth proposal for the second RFP for PY13. One proposal was received in response to the RFP due September 13, 2013. Four Youth Council members reviewed the proposal and met on September 19th to speak with the Greenville program representatives. Due to significant information still missing from the proposal Greenville was required to complete the necessary information by September 27th in order for the Executive Committee to consider funding the proposal. The Youth Council subcommittee recommended funding the Greenville Program per the revised proposal received September 25th. Alan Frisbee had made a motion to fund Greenville at \$16,600 for PY13. Tracy Racicot seconded the motion. All other subcommittee members were in favor.

Frank Alguire made a motion to accept the Youth Council's recommendation to fund the Greenville Hometown Graphic's proposal at \$16,600.00 for PY13. John Betts seconded the motion. MA Wiltse abstained. Motion carried with all others in favor. The proposal will go before the Board on October 8th.

M.A. Wiltse submitted recommendations for the use of the additional youth funds available for PY13. As this proposal was inadvertently left off the agenda, the proposal was sent to all committee members on October 1st for consideration. A motion will be sought to bring the proposal to the full Board on October 8th. The proposal requests increasing the work experience budget, managed by the Career Center, an additional \$17,004 for work experience (total budget would not exceed \$26,500). The recommendation also includes a proposal to modify the YES

Workforce Investment Board of Columbia & Greene Counties
and Catskill contracts to include a structured National Work Readiness Credential (NERC)
component.

Regional In-Demand Occupation List

NYS DOL is requiring that all local WIBs work within their region to develop a Regional In-demand Occupations list. The stated purpose is to align efforts of the Regional Economic Development Councils, even though our regional council doesn't have an "in-demand" list. The committee reviewed the recommendations from the Business Services' committee regarding the parameters the Capital Region WIBs should use to develop a Regional In-Demand occupations list. The DOL draft lists can be found at: <http://www.labor.ny.gov/workforcenypartners/lwia/lwib-regional-plans.shtm> (LWIB Regional Workforce Plans). The plans can be updated as necessary.

General Business

The Executive Committee provided suggestions for the upcoming new member tour and for speakers for upcoming Board meetings.