

Workforce Investment Board of Columbia & Greene Counties

Minutes for July 12, 2011 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 new WIB members: Barbara Arisohn (ACCES-VR), Lisa Benfield (First Niagara) and Kathryn Nelson (Bank of Greene County). Karen welcomed back returning members Tina Sharpe (Columbia Opportunities) and Terry McGee Ward (Greene County Youth Bureau). Florence Ohle (Greene County Community Action) was thanked for her year of service.

The meeting began with introductions and local business/agency updates.

Chair Karen Schoonmaker conducted role call:

Present: Barbara Arisohn, Lisa Benfield, Nancy Costine, Fran DelGaudio, Terri Drobner, Pam Dusharm, Kary Jablonka, Kate Konopka, David Lester, Ann Luby, Kathryn Nelson, Mary Prazma, Tracy Racicot, David Scott, Karen Schoonmaker, Tina Sharpe, Sally Sharkey, Deb Tuttle, Terry McGee Ward, M. A. Wiltse and Anthony Zibella.

Excused: Frank Alguire, Gina Armstrong, Betty Betts, John Betts, Russ Coloton, John Craft, Mark Fingar, Patrick Gabriel, Larry Krajieski, Cindy MacKay, Tracy McNally, Lynn Strunk, Mike Veeder and Joe Wolodkevich.

Consultant: Katy Drake

Guests: Maureen Boutin (Workforce Office), Suzanne Pollard (Empire State Development), Nancy Bell (DOL-DEWS) and Mike Ferraro (DOL-DEWS).

With 21 members in attendance, a quorum is present. In addition, proxy votes were received by fax from Gina Armstrong and Betty Betts.

STATUS OF VACANCIES

- Organized labor representatives for Greene and Columbia are in recruitment
- One Greene business representative is in recruitment

ACCEPTANCE OF MINUTES

MA Wiltse made a motion to accept the Board meeting minutes for April 5, 2011. Tony Zibella 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.columbiagreene.org.

CORRESPONDENCE

The following correspondence is available for member review after the meeting or upon request:

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Letters Sent:

- *May 3, 2011 Letter to Roy Brown regarding PY11 WIB re-appointments*
- *May 4, 2011 Quarterly reports to the CLEOs*
- *May 23, 2011 Letter to Nancy Bell, NYSDOL responding to the DOL governance review*
- *June 16, 2011 Letter sent from Katy Drake to Catskill Mountain Housing supporting the Greenville Senior Housing application.*

Letters Received:

- *April 14, 2011 Letter of Recommendation from Kevin Smith, SED, for Ms. Barbara Arisohn, Acces-VR.*
- *April 25, 2011. Letter from Nancy Bell, NYSDOL regarding Columbia Greene Governance Review for PY10.*
- *May 14, 2011 Letter from Ms. Paige Brough, HearUSA regarding WARN notice.*
- *June 15, 2011 Holcim TAA determination*
- *June 20, 2011 Letter from Colleen Gardner, NYSDOL awarding \$33,796.00 in funding for the Summer Jobs Express! Program.*
- *June 27, 2011 Letter from Karen Coleman, DEWS-NYSDOL as a follow up regarding Summer Jobs Express!*

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

MA Wiltse distributed the One Stop Center's Participation Report for PY10 (July 1, 2010-June 30, 2011). The report included: An overview of Core and Intensive Services for the program year, Skill Development and Training Services, employment statistics, adult education classes, and a quarterly report of local activities (job orders and job openings). Maureen Boutin was commended for leading the region in NEG OJT contracts. In reviewing the reports, it was noted that new UI claimants are decreasing since this time last year.

OLD BUSINESS

One Stop Center Recertification

The Board received an update on the MOU for the local recertification of the Columbia Greene One Stop Center. Signatures on the MOU are being received and the MOU should be finalized by the next meeting.

Columbia Greene One Stop becoming a National Work Readiness Credential Test Site

The Work Readiness Credential (WRC) is a transferable certification of work readiness skills that is recognized nationally. The credential is validated and provides a business defined standard of work readiness. Information regarding the NWRC standards and sample exam questions were emailed to all Board members after the April meeting in response to the request for additional information about the credential. The youth participating in the Summer Jobs Express grant received 2 days of instruction on work readiness concepts and situational judgment, and will be working on math and reading during the rest of the summer. Those who pass the practice tests, and are over 17, will be taking the NWRC exam at the end of their work experience. The Columbia Greene One Stop Center anticipates becoming a NWRC test site by the end of the summer.

NEW BUSINESS

Youth Program –Contract Modifications for PY11

Information on the three youth programs was presented during the committee reports (see attached). All three programs reported a successful year. PY11 is the second year of a potential three year contract for the programs. Funds are available to maintain the youth contracts at the PY10 rate for the upcoming year.

Ann Luby made a motion to accept the Youth Council’s resolution recommending approval of the Catskill GED contract modification for \$56,629.00 with a monthly reporting requirement for the Program Coordinator to be determined by the WIA staff. Kary Jablonka seconded the motion. MA Wiltse abstained from the vote. All others were in favor and the motion carried.

Mary Prazma made a motion to accept the Youth Council’s resolution recommending approval of the Greenville contract modification for PY11 at \$14,750 with all appropriate internship students being referred to the YES program. Tina Sharp seconded the motion. MA Wiltse abstained. All others were in favor and the motion carried.

Ann Luby made a motion to accept the Youth Council’s resolution recommending approval of the YES program at \$50,233.88 plus \$19,484 to administer the internship component to all three approved youth programs, for a total of \$69,717.88. Mary Prazma seconded the motion. MA Wiltse and Tracy Racicot abstained from the vote. All others were in favor and the motion carried.

*Two proxy votes were included in the above resolutions-Betty Betts & Gina Armstrong.

Economic Development Update

Nancy Costine provided an update on the collaborative effort of local organizations to assist Flanders with their start up in the building formerly owned by Kaz. A job fair is being held today, July 12th, in which many former Kaz employees are expected. The facility was purchased for \$3.2 million with production expected to begin in September. Management staff were interviewed on Monday. Between 150 –180 employees are expected to be hired. Wage rates were discussed, but definite starting wages are still unknown.

GOOD AND WELFARE

On behalf of Catskill Mountain Housing, Larry Krajieski extended his thanks for the letter in support of the Greenville Senior Housing application.

An article in Time Magazine on Local Oceans (Columbia County Business) was noted for member reading.

Please Mark Your Calendar

PY11 WIB Meeting Schedule	
Tuesday, October 11, 2011	5:30 p.m.
Tuesday, January 10, 2012	8:30 a.m.
Tuesday, April 3, 2012	5:30 p.m.
Tuesday, July 10, 2012	8:30 a.m.
All Board meetings will be held at the Professional Academic Center at Columbia Greene College, unless otherwise notified.	
Reminders with meeting agendas will be sent prior to each meeting.	

A motion to adjourn was made by Terry McGee Ward at 9:35. Seconded by MA Wiltse and carried by the full board.

Business Services Committee

June 16, 2011 8:30 am

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

For the NEG OJT grant, business name, town, job title, amount of contract, administrative percentages and start date were reviewed for the eleven companies. Contracts have been written for a total of \$111,212 plus \$8,896 for administration. The NEG OJT grant is working well for small businesses. The contracts written so far have been at a 90% reimbursement rate ranging in duration from three to six months. The One Stop Center has been calling in customers who have been on Unemployment Insurance for over 26 weeks for a workshop on how to market themselves, which includes information on NEG OJT. Opportunities have been mainly generated by the job seekers.

Career Fair

The Workforce Investment Office and DOL hosted a career fair on April 27th from 10:00 to 2:00 at the college. 37 businesses, 11 support agencies and 6 educational institutions attended. 636 job seekers attended. Businesses were encouraged to attend only if they had current job openings. The jobs available were posted on the Job Bank prior to the career fair. DOL sent out two surveys following the event to track data on hiring. The potential of posting internships available with businesses and marketing more to students in the future was discussed. Currently, some businesses do post internships and summer opportunities, but perhaps more can be done to enhance an internship component for the career fair.

Summer Jobs Express!

Columbia Greene WIO applied for a grant to serve additional youth over the summer through the Summer Jobs Express! program. The grant focuses on youth in high need areas. Based on such factors as UI rates, poverty rates and dropout rates, the Columbia-Greene workforce area ranked third "greatest in need" for the state. Youth served through this opportunity must be low income eligible, on public assistance or have a disability. The Summer Jobs Express! program promotes the National Work Readiness Credential, with the youth participating in work readiness training and having the opportunity to take the NWRC exam. Job sites for the program include Nursing homes, Herrington's, Community Action, restaurants, a fitness center and school districts.

Holcim-TAA (Trade Adjustment Act)

Notice was just received that Holcim employees have been determined to be eligible for TAA. TAA will provide additional access to training funds and services. TAA can provide an income supplement for workers over the age of 50 for up to two years. The committee discussed the best way to notify employees of the additional benefits under TAA. MA stated NYSDOL will be sending out a follow up letter explaining TAA benefits and how people apply. Several workers have already been identified for the supplemental income based on the pay rates of the new jobs they are starting.

Flanders Residential and Commercial Air Filters

Flanders is expanding from North Carolina into New York and will be purchasing the Kaz building in Hudson. Flanders reports that they are the largest air filter manufacturer in the Country. Manufacturing is expected to start in September. Interviews will be held at the college on July 12th. All applicants must apply on line. The jobs being recruited for are at similar skill levels as the previous Kaz positions. Drug testing will occur for all applicants.

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National Health Care & the Impact on Local Businesses

The committee discussed the current and potential impact of the National Health Care Plan on local and seasonal businesses. While the plan does not go into full effect until 2014, some companies are already experiencing greater costs in 2011 due to family coverage being extended to age 26. While the regulations are still being developed, businesses expressed concerns about implementing the National Health Care Plan. As the healthcare initiative will have an impact on local jobs, the committee and the Board will need to discuss further. The topic will be added to the Executive Committee agenda and discussed further at future committee meetings as it is important for people to understand the implications of this legislation.

Wheels for Work

Florence Ohle discussed the significant funding cuts to the Community Action Transportation program. Funding for the Wheels to Work program has been reduced with the potential of up to ten loans in the county. The Transportation to Work program will be eliminated at the end of the summer unless new funding develops. Florence will provide an update at the fall meeting.

Continuous Quality Improvement Committee Meeting June 16, 2011 5:30 p.m.

Career Center Recertification

The committee reviewed the status of the One Stop Center recertification. All the agencies involved in the MOU have met and are in agreement with the document. Final signatures are in process. The CQI committee agreed to pre-approve the MOU, as long as no modifications are made to the agreement, for when all signatures are present. Status of the MOU process will continue to be monitored by the CQI committee until complete. The CLEOs will need to sign the recertification documentation once the Board approves the signed MOU.

DOL PY10 Governance Review

The results of the PY10 Governance Review were reviewed for the committee. The committee discussed current monitoring practices. TAA/TGAA monitoring has not occurred in the past. Policy #900 regarding Monitoring was presented to the committee noting changes to include the monitoring of TAA/TGAA files. It was agreed upon that at the Fall CQI review, the committee members will look at the implementation of the monitoring policy in regards to TAA/TGAA and OJT (specifically due to changes in the policy for the NEGF OJT grant).

Action Item

The Committee will conduct a One Stop Center review on October 6th with a specific focus on TAA and OJT monitoring.

Executive Committee

June 28, 2011 5:30 p.m.

Appointments and Board Vacancies

Katy Drake reviewed the WIB vacancies and recent appointments. Kathryn Nelson, Bank of Greene County, has been appointed as a Greene County business representative. Lisa Benfield, First Niagara Financial Group, has been appointed as a Columbia County business representative. Barbara Arisohn has been appointed to represent ACCES-VR (formerly VESID). One Greene County business representative is still being sought. Katy Drake is working with the CLEOs to fill the organized labor representative for both counties.

PY11 Meeting Schedule

The PY11 full Board meeting schedule was confirmed:

Proposed PY 11 Full Board Meeting Schedule	
Tuesday, October 11, 2011	5:30 p.m.
Tuesday, January 10, 2012	8:30 a.m.
Tuesday, April 3, 2012	5:30 p.m.
Tuesday, July 10, 2012	8:30 a.m.

Holcim-TAA (Trade Adjustment Act) Update

Notice was just received that Holcim employees have been determined to be eligible for TAA. TAA will provide additional access to training funds and services. TAA can provide an income supplement for workers over the age of 50 for up to two years.

Flanders Residential and Commercial Air Filters Update

Flanders is expanding from North Carolina into New York and will be purchasing the Kaz building in Hudson. Manufacturing is expected to start in September. Flanders will be meeting with applicants on July 12th. All applicants must apply on line. The One Stop Center is available to assist applicants with online applications. The jobs being recruited for are at similar skill levels as the previous Kaz positions.

Local Business Update

The Committee discussed the changes announced this week in the leadership at the Greene County IDA. To date there has been no response to the request for information (letter sent November 22, 2010 WIB Chair, Karen Schoonmaker) regarding the IDA's interest in a One Stop affiliate site located at the Greene Education and Training Center in Coxsackie.

Youth Program Contract Modifications for PY11

The Executive Committee reviewed the recommendations from the Youth Council regarding the PY11 Contract Modifications. The CG WIA budget does have funds for the contracts to be maintained for PY11 at the PY10 approved funding levels. All youth programs reported a successful year.

Summer Jobs Express!

MA Wiltse updated the committee on the approval of grant funds in the amount of \$33,283 to serve additional youth over the summer. The grant monies are available from June 13, 2011 until September 30th. Youth will be gaining work experience in local businesses. The youth served will have the opportunity to gain work readiness skills and take the National Work Readiness Credential exam.

Annual By-law Review

The by-laws were distributed via email to all Executive Committee members for review. No changes are recommended by the committee at this time.

Consulting WIB Director's Contract

The Executive Committee voted to extend the current Director's contract for PY11.

The Impact of the National Healthcare Initiative on Local and Seasonal businesses

The current and potential impact of the National Healthcare Initiative was brought to the committee by the Business Services Committee. Time following the meeting on July 12th will be available for any members who would like to further discuss the issue.

Youth Council Meeting
June 14, 2011 9:00 a.m.

Program Updates & PY11 Contract Modifications

The three youth contracts funded by the Workforce Investment Board are up for contract renewal. All three programs have been funded by WIA for ten years. Program year 2011 (PY11) is the second year of a potential three year contract opportunity. 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 PY11 along with the approved budget page from PY10 for comparison. Programs were instructed to submit the contract modification requests remaining in the PY10 budget parameters.

The Council began the review with the Catskill GED Program Contract Modification PY11. For PY10, the program has served 38 students, with 14 to date receiving their GEDs. The drop from the proposed number served of sixty is due to an increase in challenging students and testing obstacles at the start of the program year. The program remains very successful and of great value to the students. The Council discussed, at length, the Program Coordinator's annual \$3,000 stipend. The need for the Coordinator position was questioned in light of the issues and challenges the program has experienced over the years. It is believed the Coordinator position was originally created to support the teachers and address ongoing communication concerns. It is the Council's belief that many of the expected duties of the Program Coordinator are completed by the teachers. The Council needs a better understanding of the value of this position.

Extensive discussion around the Program Coordinator occurred along with several failed motions. A resolution to approve the Catskill GED contract modification for \$56,629.00 with a monthly reporting requirement for the Program Coordinator to be determined by the WIA staff was carried. WIA staff will determine the Program Coordinator's reporting requirements. Funding reimbursement will be dependent on the Program Coordinator's quarterly paperwork submission.

The Greenville contract modification for PY11 was reviewed. The program is doing exceptional well, exceeding their projected numbers this past year by serving 20 students. Proposed changes to the program include the addition of a staff volunteer to work with Mrs. Arnone to supervise the students in the program and oversee specific aspects of the program. The addition of animation software and videogame testing will be added to the Hometown Graphics program component. The budget remains \$14,750 with \$11,000 set aside for internships to be administered by the YES program.

A motion to recommend funding the Greenville Youth Program for PY11 at \$14,750 with all appropriate internship students being referred to the YES program was approved.

The YES contract modification for PY11 was reviewed by the Council. The only proposed change for the contract modification was the addition of students taking the National Work Readiness Credential exam. The cost of fifteen exams was added to the supply line, with a cut back in work experience hours for internships by eight hours occurring to offset the costs. Any WIB funded student, from any of the three programs, can use a test voucher for the NWRC exam. Marketing of the NWRC was discussed with momentum gaining for the credential now that GE is using the exam as part of their hiring requirements.

A motion to recommend funding of the YES program at \$50,233.88 plus \$19,484 to administer the internship component to all three approved youth programs, for a total of \$69,717.88 was approved.

Summer Youth Programs

Funds are available to run a small summer youth employment program this summer. The program hopes to serve close to 40 youth between the two counties. Due to limited funding, the program will focus on job

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placement/work experience for youth ages 16 – 18. An additional 23 youth will be served with the Summer Jobs Express! funding. \$33,796.00 has been awarded to Columbia Greene to serve Youth between now and September 30th.