



Workforce Investment Board of Columbia & Greene Counties  
**Minutes for July 11, 2007 8:30 am**  
**Columbia Greene Community College- Professional Academic Building**

## **WELCOME**

Karen Diffley announced new member Sally Sharkey (Cairo Durham School District)  
**Chairperson Karen Diffley called the meeting to order and did roll call.**

### **Attendance:**

**Present:** Frank Alguire, John Betts, Russ Coloton, Pam Dusharm, Karen Diffley, Barbara Eacott, Tom Every, Jim Galvin, Susan Hollister, Stan Ingalls, Kate Konopka, Mike Kutski, Les Lak, David Lester, Rebecca Main, Cindy MacKay, Betty Rosato, David Scott, Tina Sharp, Deb Spaulding, Lynn Strunk M. A. Wiltse, Sarah Witham and Anthony Zibella

**Excused:** Kit Ali, David Leavitt, Diane Franzman, Terry McGee Ward, Linda Overbaugh, John Seacord and Sally Sharkey.

**WIO Staff: Consultant:** Katy Drake

**Guests:** Suzanne Pollard (Empire State Development)

**With 24 members in attendance, a quorum is present.**

## **STATUS OF VACANCIES**

There are a total of six vacancies with three (3) business vacancies for Greene County, one Greene County Organized Labor vacancy, one Columbia County Education and two (2) Columbia County Business Vacancies.

One appointment is pending for Greene Business. Recruitment in Columbia County is in process.



## **ACCEPTANCE OF MINUTES**

A motion was made and carried to accept the Board Meeting Minutes from the April 16, 2007 meeting. All Board meeting minutes are posted on the website, [www.Columbiagreeneorks.org](http://www.Columbiagreeneorks.org).

## **CORRESPONDENCE**

The following correspondence is available for member review:

### **CORRESPONDENCE**

#### **Letters sent:**

- April 20, 2007 letter to Mr. Rick Morgan at New Lebanon Youth Program regarding follow up from the 2006 Program Evaluation.
- May 2, 2007 letter to Mr. James Keegan regarding reappointments to the Board.
- May 2, 2007 letter to Mr. James Keegan regarding business and education vacancies for Columbia County.
- May 2, 2007 letter to Ms. Lisa Slutzky of the Catskill GED program as follow up to the 2006 Program Evaluation.
- May 31, 2007 letter to Mr. James Keegan regarding recommendations for potential Board Members.

## Workforce Investment Board of Columbia & Greene Counties

- June 1, 2007 letter to Mr. Wayne Speenburgh regarding Greene County Board Vacancies with recommendations for potential Board Members.
- July 6, 2007 Letter sent to Mr. Wayne Speenburgh regarding Greene County Board Vacancies with recommendations for potential Board Members.

### **Letters received:**

- June 1, 2007 letter received from Dawn Bucci, Ass't Director of Accounting for Columbia Greene College regarding New Lebanon School's cash expenditures for the 3<sup>rd</sup> quarter.
- Resolution from Greene County Legislature reappointing Theresa McGee Ward to the Board.
- Resolution from Greene County Legislature appointing Ms. Sally Sharkey to the Board.
- Letter dated May 9, 2007 from Ms. Rebecca Cort, the Deputy Commissioner for VESID recommending Mr. John Seacord for the Board.
- May 22, 2007 letter informing the Board of the TANF Summer Youth Employment Programs budget.
- June 22, 2007 letter regarding monitoring to the TANF Summer Youth Employment Program.

## **COMMITTEE MEETINGS**

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

### **Business Services**

Jim Galvin, Chair for the Business Services Committee, reviewed the committee report and further discussed transportation needs for the county. Mr. Galvin will keep the Board apprised of new developments, as meetings continue regarding transportation in Columbia County.

### **Continuous Quality Improvement**

Board member Lynn Strunk, was commended for her recent award regarding her advocacy work for State Troopers in the 1950's and 60's. Ms. Strunk was recognized by Senator Stephen Saland for her efforts to improve working conditions for State Troopers.

The CQI committee will meet in the fall to continue the policy review for the Workforce Investment Office

### **Executive Committee**

The Executive Committee met twice over the previous quarter to discuss legislative support for the Workforce Investment Office for PY2008. A meeting will be planned for the fall with the local Legislature and Board of Supervisors to discuss the WIA financial situation, regionalization and provide an update on the services the Workforce Office provides.

### **Youth Council**

The Youth Council twice over the past quarter to review the proposals submitted for youth programs for PY07. Recommendations were reviewed and resolutions will be put before the Board for youth program funding.

## **One Stop Operator Director's Report**

The One-Stop Operator's report was provided to all members.

MA Wiltse reviewed New York State Performance Standards. Ms. Wiltse informed the Board that while the State will have a program in place for local areas to be eligible for PY 06 incentive funds , the funding will not be based on reaching performance measures. They will largely be based on coordination of services between Wagner Peyser and WIA under functional alignment. Specific measures for success have not yet been clarified.

## Workforce Investment Board of Columbia & Greene Counties

The New York State Request for Proposals for Regional Economic Transformation Strategies (RFP-#13-N) through a sector of clustered base approach was issued on June 27, 2007. All Board members received a copy of the RFP overview. The recent RFPs issued provide insight into the new Governor's agenda. The grants issued focus on regionalization and immigrants. The regional areas of focus include: Biotechnology, energy and advanced manufacturing. The Columbia Greene Workforce area will be partnering with other WIBs from the WIRED grant application for a tier two submission of the RFP#13-N.

### **OLD BUSINESS**

Resolutions from the April 16, 2007 meeting were addressed:

#### **Employer Services & Skill Standards**

- A resolution was approved by the Executive Committee to place *Auto/CDL Driving School.Com* on the NYS Training Provider List was approved by the Executive Committee on April 16, 2007. Frank Alguire made a motion to approve this resolution for the Board. Stan Ingalls second the motion. All members were in favor and the motion was carried.

#### **Employer Services & Skill Standards**

- A resolution was made to change the by laws for the WIB to combine the Skill Standards and Employer Services to create a Business Services Committee that covers the operations as outlined for both committees in the by laws forwarded to all members on March 16, 2007. Frank Alguire made a motion to accept this resolution. Jim Galvin seconded the motion. All members were in favor and the motion was carried.

#### **Executive Committee**

- A resolution has been made to change the by laws, in regards to the Treasurer position, as noted in the outline forwarded to all members on March 16, 2007. John Betts made a motion to approve the resolution. Lynn Strunk seconded the motion. All members were in favor and the motion was carried.

### **NEW BUSINESS**

#### **Youth Council**

The following resolutions were submitted by the Youth Council in response to the May 2007 RFP:

- The Youth Council resolves to not fund the New Lebanon Youth Program for PY07 based on concerns regarding retention of students necessary to meet performance measures. Rebecca Main made a motion to accept the resolution. Frank Alguire seconded the Motion. MA Wiltse abstained. All others voted in favor and the motion was carried.
- The Youth Council resolves for the three youth programs to resubmit their budgets using the approved funding level of an 8% increase from PY2006. Resubmitted budgets must follow any caps made by the council at the June 26, 2007 meeting. Additionally, any variance more than 10% per line item on the

## Workforce Investment Board of Columbia & Greene Counties

resubmitted budgets must be approved by the Council. Tina Sharpe made a motion to accept the resolution. Rebecca Main seconded the motion. MA Wiltse abstained. All others were in favor and the motion was approved.

- The Council resolves the following funding:
  - The Catskill GED Program will receive funding of \$50,011.56 for PY2007. Frank Alguire made a motion to accept the resolution. Russ Coloton seconded the motion. MA Wiltse abstained. All others approved and the motion was carried.
  - The YES Program will receive funding of \$59,400.00 for PY2007. Tina Sharpe made a motion to approve the resolution. David Lester seconded the motion. MA Wiltse abstained. All others approved the motion and the motion was carried.
  - The Greenville Program will receive funding of \$17,259.48 for PY2007. Stan Ingalls made a motion to approve the resolution. Frank Alguire seconded the motion. MA Wiltse abstained. All other members approved and the motion was carried.

### **GOOD AND WELFARE**

Board Chair

#### ▪ Economic Development Reports

**Jim Galvin & Frank Alguire**

Mr. Frank Alguire updated the Board on the proposed tourist-retail destination project for New Baltimore, Greene County. The project includes retail, a hotel, cultural center and water park. It is expected to bring 6,800 jobs into the area. The project will require realignment of the thruway exit. Mr. Sandy Mathes is holding public meetings. The comment period runs through July 13, 2007.

Workforce housing for the existing and new jobs in the area was discussed by the Board as a significant concern. The local area is currently experiencing housing cost of 100 % -200% more than other areas. The cost of housing is resulting in people leaving the area.

Addressing the workforce housing issue is in initial start up phase in Greene County.

An agreement in principle for industrial parks with clean room pads has been reached as an incentive for advanced manufacturing to come into Greene County.

Mr. Jim Galvin updated the Board on the Hudson Agribusiness Corporation which is a joining of three counties to encourage the business side of agriculture. As no single county can support agriculture, it is the hope that all counties in the valley will join to support these projects. These close to the land clean businesses (bio diesel, farming, etc) may be acceptable to the counties who are seeking to remain rural and are often resistant to development. Working with the towns during their comprehensive planning process on accepting business into the counties is in process. Due to the resistance to development, a focus on appropriate business that the county will accept is the goal.

Plans for Wide Waters, a shopping center in Greenport is still moving forward. These plans include a Wal\*Mart Super center. The number of jobs this project would bring to the area has not yet been estimated.

# Workforce Investment Board of Columbia & Greene Counties

## Please Mark Your Calendar

<b>Upcoming Special Events</b>	<b><i>Date, Time, Location</i></b>	<b><i>Information:</i></b>
<b><i>WIB Full Board Meetings</i></b>	October 10, 2007 5:30 pm  January 15, 2008 8:30 am  April 8, 2008 5:30 pm  July 15, 2008 8:30 am  Meetings are held in The Professional Academic Building at the College unless otherwise noted	Contact Katy Drake at <a href="mailto:Drake@mhccable.com">Drake@mhccable.com</a> or 945-1508

Respectfully submitted,  
Katy Drake  
WIB Consultant

Attachment: Committee Reports

# Workforce Investment Board of Columbia & Greene Counties

## **Business Services Committee**

June 21, 2007 – 8:30 a.m.

### **Job Fair**

Information on the April 24, 2007 Job Fair was reviewed by the committee. Fifty-four Employers and Community Organizations were present for the Job Fair which was attended by approximately 396 job seekers. Public transportation for the job fair and for general employment was discussed by the committee. Transportation was provided to the job fair, but transportation for employment throughout the county remains a challenge. It was reported that Mr. Zanchelli and a city of Hudson representative are holding meetings looking at coordination of transportation and ways of better serving the public.

### **Discussion on John Twomey's April Board Presentation**

The impact of housing costs on our area's ability to attract and maintain employees at practically every employment level was noted as a significant concern for the Columbia Greene area. Lack of affordable housing has an impact on local business. Columbia County is in the beginning stages of planning for workforce housing. Greene County was also noted as starting the planning process.

It was requested that the Workforce Investment Board consider taking a position on the need for more affordable workforce housing in the two counties. Affordable housing is not often embraced by individual communities for a number of reasons, including the impact on municipality costs and the desire to maintain the rural character of our communities. As this battle heats up some members feel that it would be appropriate for the WIB to take an official stand in favor of additional housing options in the two counties.

Over the next quarter, members of the committee will work on a resolution to put before the Board that addresses the issue of affordable workforce housing. The resolution will ask for the WIB to take a stand on this issue and to also agree that the WIB should actively work in favor of supporting additional workforce housing options in the two counties by sharing its views with each municipal planning committee so it may be included in their comprehensive plans.

Ideas on how to support and encourage affordable housing in our communities on a meaningful basis will be drafted by Jim Galvin and Tina Sharpe and then routed to the committee for input prior to the next meeting. The resolution will address a wide continuum of housing options from low income to moderate and medium priced homes.

### **WIRED Grant**

The recipients of WIRED Generation III awards were reviewed. No area in New York received a grant in this round. The "Tech Valley Consortium" of which we were a part, was not selected by the state to be submitted to the Feds. One of the reasons the state gave us was that our area was too large. The criticism of too many counties was nullified at the Federal level, since some of the regions awarded grants were huge (Minnesota had an approved area of 36 counties). Our Tech Valley region is still working together and positioning ourselves for upcoming grant opportunities.

### **NEXT STEP**

The idea of *The Next Step* is similar to creating a junior-junior chamber of commerce, with a focus on workers ages 18 to 24. Outreach has been done to have younger workers serve on the feasibility committee. Peter Markou is running the feasibility study and assisting in planning initial events. Research has indicated that no other programs in the State or the nation seem to exist with this same focus. Two events will be held to try and draw in potential members. The first event will be a purely social activity. The second event will have a career focus. A boat cruise on the Hudson in August, free to anyone employed between the ages of 18 to 24 may be the first event. The program has experienced difficulty getting off the ground due to lack of interest of this age group of employees. Peter is working on how to get *The Next Step* program to take off. A survey will be distributed to businesses to provide to workers age 18 -24 to gain insights and information on the interests of this group.

## **Continuous Quality Improvement Committee**

June 12, 2007 – 5:30 p.m.

### **John Twomey's April Board Meeting Presentation**

The Committee discussed several of the mega trends impacting the local workforce brought up in the April Board presentation. The baby boomer retirement, graduates leaving NY and high school graduation rates were identified as concerns impacting NY and the local area. The need for a greater focus in science, math and technology in the schools, kindergarten through twelfth grade, to ensure the United States remains competitive in the world market was a focus of a discussion. Spreading the word on the necessity of post high school education and training may be an essential focus for committee and board in the future. School superintendents, principals, teachers, guidance councilors and parents could greatly benefit from the information John Twomey presented.

### **Member News**

Congratulations to Lynn Strunk on her recent award for State Police Workforce Issues. Lynn was a strong advocate in the 1960s and 1970s for limits on the number of hours State Troopers could work. Lynn was recently honored for her success as an advocate for the Troopers.

### **Customer Service Report**

The committee reviewed the reports distributed: Customer Demographics, Front Door traffic, Service Utilization and the Active Participant Reports

Based on numbers being low, the decision was made that unemployment customers again be required to visit the center instead of a phone call offering services. This change should result in an increase in number of customers coming into the Center. The CQI committee will continue to review the data for future meetings. It was noted that the reports reviewed still reflect OSOS system glitches which makes obtaining accurate information challenging.

### **Fall Policy Audit**

Committee members will be contacted for a September policy review of the following WIA policies:

- 301-Financial Aide Determination
- 301.5- Supportive Services
- 303-Job Readiness Services
- 307-On-the-Job Training
- 406-Labor Market (Workforce) Information

## **Executive Committee Meeting**

**May 21, 2007 - 5:30 p.m.**

### **Response to Budget Cuts**

The May 21, 2007 Executive Committee Meeting was scheduled to discuss options facing the Workforce Investment Board following the recent announcement of budget cuts in the areas of Youth and Adult funds for PY07 which begins in July. The cuts which range from 20% in the Adult fund and 30% in the youth fund are a result of the last census, which indicates that Columbia Greene no longer has an "area of substantial unemployment".

The impact from the budget cuts can be minimized for PY07 due to the performance incentive funds awarded Columbia Greene for passing all their performance measures in PY05. No performance funds are expected to be awarded for the current program year, as it does not appear that all measures will be passed for PY06. The Committee will be focusing on how to address the budget cuts for year PY08 and beyond. The current funding formulas may be in effect until the next census.

When faced with the same potential budget cuts for PY06, President Campion was asked to organize a meeting with County Legislatures: Mr. Frank Stabile, Mr. Jim Keegan representing Mr. Gerry Simons, Mr. Doug Brewer, Tony Zibella, WIB Chair and MA Wiltse also attended the meeting. It was reported that the meeting went well. \$60,000 per county was requested from each of the two counties to maintain the WIO office and services as a separate workforce area. Neither county was interested in beginning talks with other WIBs for the purpose of consolidation.

A meeting similar to the meeting held in 2006 is being planned. The Executive Committee strongly believed that it is the counties best interest to remain an independent workforce area to serve the residents and businesses in the two counties. The Committee agreed that for the presentation to the legislatures, it will be important to reflect on the successes of the WIB in the past and present a focus on what will be done in the future.

The Executive Committee will oversee the process of development of materials to be reviewed with the counties for the discussion. Following the May meeting, MA Wiltse will develop some materials for the county presentation and then request that President Campion schedule a meeting with the local legislatures.

*July 9, 2007- 5:30 p.m.*

At the July 9<sup>th</sup> meeting, the committee reviewed initial materials for presentation to the Legislature and Board of Supervisors. Due to carry over funds and anticipated PY2008 allocations, it does not appear that the Columbia Greene Workforce Board will need financial support from the counties in PY2008, which begins in July 2008. The Executive Committee did agree, however, that it would be beneficial to meet with the County representatives in the fall to keep them up to date on the financial situation, regionalization and the services the WIO provides.

The Executive Committee approved the renewal of the Consulting WIB Director's contract for the 2007 Program Year.

At the July 9<sup>th</sup> meeting, the Executive Committee reviewed the Youth Council's recommendations for funding Youth Programs in response to the RFP for PY2007. The Executive Committee supported the Council's recommendations. The Board will review the Youth Council's recommendations and resolutions at the upcoming meeting.

Recruitment for Board Vacancies was discussed. Columbia County Business and Education Vacancies are in the recruitment process. Greene vacancies are pending approval of the Legislature before the recruitment process can begin.



# Workforce Investment Board of Columbia & Greene Counties

## Youth Council June 27, 2007

All Council members were sent the four proposals received in response to the Youth RFP that was issued in May. Only the four programs that received funding in the past responded to the RFP.

It was noted that the Request for Proposals (RFP) was sent to all agencies in both counties, in addition to all school Superintendents. An informational meeting was held for programs to explore the RFP. A legal ad was run in the local papers noting that the RFP was posted on the web site. Board members were notified and received copies of the RFP.

It was also noted that a subcommittee of volunteers from the Youth Council met on June 18, 2007 to review the proposals with representatives from the applicant organization there to answer questions about their proposals. The subcommittee's recommendations are the starting point for the committee meeting.

Prior to the meeting all Youth Council members were forwarded information via email from Maggie Moree (labor) regarding the high minimum standard thresholds for the Youth Common Measures. The standards in negotiations make it particularly challenging to fund in-school youth. The performance measures for youth in negotiations would require that the students remain in the program until they receive a credential. The information regarding these performance negotiations and the risks to the Workforce Board of failed performance measures was shared with each of the programs, as well as the Youth Council.

IEP diplomas for in-school youth programs, such as Greenville, were also identified as a consideration as an IEP diploma will not satisfy the credential requirement for the performance measures.

Charts summarizing the budgets for the proposals were distributed.

The following proposals were discussed, with recommendations for modifications noted.

### **Catskill –**

The Catskill GED program submitted a proposal to serve approximately sixty-one (61) students in PY2007 for a requested \$57,485.00. The current Teachers and Program Coordinator will not be returning for PY2007. A new Program Coordinator has been hired. The teachers are unable to return due to required certification issues. The current Teacher Assistant will help facilitate the transition.

An increase in work readiness skills and career exploration was included in the proposal for 2007. An increase in preparation time from 13 hours weekly to 15 hours weekly was requested. Additionally, three weeks of preparation time was also included in the program, making the program duration 46 weeks instead of 43 weeks.

Modifications to the proposal discussed by the Council include the following:

- **The Council approved only one week of preparation (15 hours each for one week for the two teachers and the teacher assistant). The contract will require modification from 46 weeks to 44 weeks, which includes the 43 weeks of instruction and the one week of preparation.**
- **The Council will require that instruction/information on GED testing and instruction be provided for the new teachers. Instruction for the teachers should be obtained for the program at the state level.**
- **As the Program Administrator's salary was increased dramatically (from \$350 to \$3,000) from Program Year 2005 to 2006, no further increases were approved for 2007. The Council is requiring a salary cap for PY2007 at \$3,000 for the Program Coordinator.**
- **Job descriptions for the positions of Teacher, Teacher Assistant and Program Coordinator are required.**
- **The Council will require a log for the Program Coordinator to account for hours spent on the GED program.**
- **The approved additional preparation time from 13 hours weekly to 15 hours will be required to include an hour meeting time weekly for the Program Coordinator, Teachers and Teacher Assistant.**

### **YES-**

The YES Program submitted a proposal to serve twenty seven (27) students for a requested budget of \$66,590.01. The proposal includes more time for the students with Mark Decker to facilitate career exploration and focus on student retention. The YES program was commended for their career focus and connection with businesses and other service agencies. For PY 06 the YES program did not meet its enrollment goals, but did meet the performance measures. A focus this year will be on recruiting more students through the use of other agencies, such as the courts and probation. Recruitment is a challenge due to age and income guidelines for the students. Unlike the Catskill program, students must be 18 to enroll.

# Workforce Investment Board of Columbia & Greene Counties

No specific modifications to any budget category were suggested for the budget that was submitted. The YES program will focus on recruitment and retention for 2007.

## **New Lebanon-**

The New Lebanon Program submitted a proposal for PY2007 to serve 10 students for \$12,512.50. In light of the information on youth performance measures which was reviewed, retention of students at New Lebanon was discussed. Other than a student planned program, New Lebanon did not have a plan to ensure retention. A transient population in New Lebanon and student's desire to work when of age was noted by the program as a real challenge for keeping the students in the after-school program until they graduate (and a credential is earned). Without a solid retention plan, the Council did not believe it is in the best interest of the Council or the Board to fund New Lebanon at this time. The failure of New Lebanon to meet the performance measures will impact Columbia Greene's ability to receive much needed performance incentive funds. In addition, after two years of failing a measure it could result in a 3% reduction in the limited formula funds we receive. Also after two years the state could also choose to "reorganize the WIB and the workforce area".

The Council also discussed that in the past New Lebanon has had difficulty recruiting and retaining the 10 students. The Council does not recommend funding New Lebanon for PY2007.

## **Greenville-**

Greenville submitted a proposal to serve twenty (20) students for a requested budget of \$19,400 for PY2007. Greenville presented a well thought out retention strategy which included a progression of skills and tasks each school year, with an internship for the students' senior year. Greenville has joined the program with the media club to offer students an expansion of skills as well as the ability to be involved in an additional after school activity. Sandy Arnone maintains contact with her students through classes and the resource room to help prevent the students from disconnecting with the program. The students receive a stipend based on their performance and initiative. The program has the ability to be flexible with projects and program days in order to meet each students needs. Students receiving IEP diplomas may have a small impact on the performance measure, but the Council did not believe it would significantly impact the success of the measure. Due to a strong retention strategy that will keep students participating in the program until they graduate (and earn a credential), the Council recommends funding Greenville for program year 2007.

## **Resolutions**

- A motion was made to not fund the New Lebanon Youth Program for PY07 based on concerns regarding retention of students that will be necessary to meet performance measures.

It was recommended that New Lebanon contact BOCES & Questar to explore options for funding their in-school program.

## **PY2007 Budget**

The council looked at five funding options to meet the anticipated budget of approximately \$126,000 for the upcoming year. The Council agreed that a fair way to fund the remaining programs would be to provide an 8% increase from their PY 2006 funding level.

- The Youth Council put forth a resolution for the three youth programs to resubmit their budgets using the approved funding level of an 8% increase from PY2006. Resubmitted budgets must follow any caps made by the council at the June 26, 2007 meeting. Additionally, any variance more than 10% per line item on the resubmitted budgets must be approved by the Council.

The Council recommends the following funding:

- The Catskill GED Program will receive funding of \$50,011.56 for PY2007.
- The YES Program will receive funding of \$59,400.00 for PY2007.
- The Greenville Program will receive funding of \$17,259.48 for PY2007.