

# Workforce Investment Board of Columbia & Greene Counties

## Minutes for October 12, 2010 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

Chair Karen Schoonmaker welcomed Board members and guests. Larry Krajeski (Catskill Mountain Housing) and Valarie Ruff (Stiefels) were welcomed as new members to the Board.

### Chair Karen Schoonmaker called the meeting to order:

**Present:** Frank Alguire, Betty Betts, Russ Coloton, John Craft, Fran DelGaudio, Mike Fingar, Patrick Gabriel, Kary Jablonka, Larry Krajeski, Kate Konopka, David LaFleur, David Lester, Ann Luby, Cindy MacKay, Tracy McNally, Forence Ohle, Mary Prazma, Karen Schoonmaker, Sally Sharkey, Deb Tuttle, Mike Veeder, M. A. Wiltse and Anthony Zibella.

**Excused:** John Betts, Pam Dusharm, Terri Drobner, Ken Flood, Susan Hollister, Mike Kutski, Rebecca Main, Tracy Racicot, Valarie Ruff, David Scott and Joe Wolodkevich

**Absent:** Lynn Strunk, Jessica Schufelt

**Consultant:** Katy Drake

**Guests:** Nancy Costine (Columbia Hudson Partnership), Maureen Boutin (Workforce Office) and Nancy Bell (DOL-DEWS)

**With 23 members in attendance, a quorum is present.**

### STATUS OF VACANCIES

- An organized labor representative for Greene is in recruitment
- Gina Armstrong, Columbia County Healthcare Consortium, has been appointed to replace Diane Franzman on the WIB

### ACCEPTANCE OF MINUTES

A motion was made and carried by the Board to accept the Board meeting minutes for July 13, 2010. All Board meeting minutes are sent electronically to all members and are posted on the website- [www.columbiagreeneetworks.org](http://www.columbiagreeneetworks.org).

### CORRESPONDENCE

Secretary Frank Alguire noted that the following correspondence is available for member review:

### Letters Sent:

- July 2010 -Quarterly reports sent to CLEOs
- July 29, 2010 Collaboration Agreement with Iroquois Healthcare Association
- Recruitment letters

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## **Letters Received:**

- *July 2010 Business Intermediary final report from CEG*
- *Request for a collaboration agreement with Iroquois Healthcare Association regarding grant to serve TANF and other low income individuals*
- *Sponsorship letters*
- *Letters of support for NEG application for OJT initiative*
- *October 1, 2010 Letter of notice Columbia Greene qualifies for NYSDOL OJT/NEG*

## **COMMITTEE MEETINGS**

Committee reports 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**

MA Wiltse distributed the One Stop Center's Participation Report for PY10 (July 1, 2010-October 12, 2010). The report included: An overview of Core and Intensive Services for the quarter, Skill Development and Training Services, employment statistics, adult education classes, marketing efforts, and a quarterly report of local activities (job orders and job openings).

## **NEW BUSINESS**

### **Local, State and Federal On-the-Job Training Programs**

The morning of the meeting, the update of policy #509 On-the-Job Training was routed to all members via email. A hard copy of the policy was provided to all members at the meeting. The extensive changes in the policy are required to meet the standards for the new State and Federal On-the-Job Training Programs. Specifics of these programs were briefly reviewed with more information available in the Business Services Committee report (attached). The process of verifying a business is in good standing was clarified, with an online review occurring through NYS Division of Corporations and Federal OSHA regulations. DOL will be responsible for the due diligence with a 10 to 14 day turn around for approval expected. Questions were raised from Board members regarding the OJT pay rates due to the discrepancy in rates between the policy and the Business Services Committee report. The rate in the policy of \$9.87 is confirmed as the correct rate. The local funded OJT cap is \$4,000 including wages and supplies per trainee. The Board discussed the possibility of the State OJT funding being extended. Maureen Boutin outlined the steps job seekers and business would take to access the OJT programs. The intent of the program is to address skill gaps, assisting unemployed workers in gaining new skills to meet a company's skill requirements.

Frank Alguire put forth the resolution to accept the revisions to the OJT Policy for the purpose of incorporating new NYS DOL policy directives, which includes options for sponsoring federal or state funded OJT programs. John Craft seconded the motion. The motion was carried with 22 members in favor and one abstention, David LaFleur.

### **Significant Industries in the Capital Region Presentation**

Significant Industries in the Capital Region; A Report to the Workforce Development System was presented to the Board by the Capital Region's Labor Market Analyst, James Ross. The information was presented as a tool for the Board to have information on the region and industries to assist Capital Region WIBs in making decisions as to where to direct training resources and efforts in the future.

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While still in draft form, a copy of this report is available to Board members through Katy Drake.

## Good and Welfare

Frank Alguire provided an overview for the past five years for Greene County Economic Development, Tourism and Planning. Frank noted that it has been a challenging year for lending. Most deals for 2010 are grants with deferred loans. Seven micro enterprise grants were reviewed for the past quarter.

Nancy Costine provided an update on Columbia County development. The micro-business series has a full enrollment of 14 students. TJ Maxx is scheduled to open October 24<sup>th</sup>. Kohls is expected to break ground before the end of the year. The Camphill Elder Care project is moving forward and is expected to add 40 jobs for the county. BAC sales is expanding in the same location with a new building and warehouse. The expansion will create ten manufacturing jobs.

## Please Mark Your Calendar

<b>Upcoming Special Events</b>	<b>Date, Time, Location</b>	<b>Information:</b>
<b>WIB Full Board Meetings</b>	Tuesday, January 11, 2011 8:30 a.m. Tuesday, April 5, 2011 5:30 p.m. Tuesday, July 12, 2011 8:30 a.m.	Contact Katy Drake at <a href="mailto:Drake@mhccable.com">Drake@mhccable.com</a> or 965-1421  Reminders with meeting agendas to follow.

### *Definitions*

*OJT- On the Job Training*

*ARRA- American Recovery and Reinvestment Act of 2009*

*TANF- Temporary Assistance for Needy Families*

*UI- Unemployment Insurance*

*ITA- Individual Training Account*

*SYEP- Summer Youth Employment Program*

*CLEOs- Chief Local Elected Officials*

*OTDA- Office of Temporary and Disability Assistance*

*PY 10 - Program Year beginning July 1, 2010- June 30, 2011*

*NEG- National Emergency Grant*

## **Business Services Committee**

September 23, 2010 8:30 am

Chair Frank Alguire welcomed Nancy Costine, Economic Development Specialist, from the Columbia Hudson Partnership to the Business Services Committee.

### **Transitional Job Grant & OJT (On the Job Training)**

Maureen Boutin distributed a Transitional Job Grant Fact Sheet along with specific information on the OJT jobs set up in the Columbia Greene area. The Transition grant serves only TANF eligible individuals with a child (or children) and is either receiving direct cash assistance from the Greene County Department of Social Services or has a family income below 200% of poverty guidelines. Individual grants through August 30<sup>th</sup> were reviewed. The total contract amount for all the OJTs is \$38,944. The goal of the program is for individuals to gain up to 28 hours a week job experience and 7 hours of education. Maureen has focused on job placement that will continue beyond the grant, but as the funding winds down, all work experience opportunities will be considered. For the Transition Grant, even short term employment considerations should be sent to Maureen to access the funds before the grant ends.

The Workforce Investment Office is serving as the business intermediary for the NYS OJT program. The NYS DOL OJT Program serves dislocated workers with a maximum cap of \$5,000 per trainee at a \$10/hr reimbursement until 3/10/11.

The local OJT program was outlined with limited funding for eligible adults and dislocated workers with a minimum hourly rate of \$9.98. The Federal OJT program is being finalized in the operational details.

The federal OJT program is established to serve the long term unemployed (26 weeks or more). The Workforce Office is calling in long term unemployed customers to discuss the OJT options available and marketing strategies for those options during a job search as well as conducting updated assessments for these customers.

### **Regional Marketing Materials**

MA distributed technical career information brochures created by the regional WIB initiative under the #13N grant. "Tech It Out" information has been distributed to schools in the region and commercials have run on television. Frank Alguire shared information regarding the commercials the Catskill School Summer program created to promote technical careers. Three short commercials were created and can be viewed on the workforce web site ([www.columbiagreeneetworks.org](http://www.columbiagreeneetworks.org)).

Marketing material on Business Services of the Greater Capital Region Workforce Investment Boards was also handed out. The Local Business Service Team was discussed. Reinvigorating this team to present a unified message to local businesses was suggested. This team could include Cori Beck (DOL), Maureen Boutin (WIO), Bob Bodratti (CG Community Services), Nancy Costine (Columbia County Economic Development), Frank Alguire (Greene Economic Development) and Stewart Duffield, the new Division Chair for Math, Science & Technology at Columbia Greene College. The team would create a unified message for local businesses and coordinate contacts from the college. Bob will set up a meeting with Stewart, M.A. and Maureen to start the dialog on the coordination of business services.

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## **Individual Training Account (ITA) Update**

The PY10 ITA report was distributed outlining the school, program and number of students served in ITAs since July 1, 2010. Health care demands are expected to continue. The cost increase of the LPN training courses was discussed. Truck driving remains an in-demand occupation.

58% of the PY10 funds have been obligated. 55 students are currently being served through ITAs. September was noted as the most significant month for enrollment for ITAs. With limited funding available, State and Federal OJT programs are opportunities to provide services as ITA money will be gone quickly.

## **Regional Business Service Teams**

DOL is working more regionally with supports from every WIB to work cooperatively and set goals for the area. The New Job Bank system, as of September 1st, was shared with the committee. The new system will be easier for businesses and should provide better leads and matches. Maureen is the local contact for the regional Business Services team. It was noted that DOL is increasing its focus on employers during this economic downturn.

## **Future of the Employee Enhancement Program**

Due to low enrollment, the Employee Enhancement Program was cancelled for September. The program costs approximately \$1,800 to run the four part session. The targeted group for enrollment is not being served, so the cost effectiveness of the program was questioned. The committee agreed to place the Employee Enhancement Program on hold and remarket the program when hiring picks up.

## **HR Roundtable**

The upcoming topic is Records Retention, scheduled for November 3<sup>rd</sup> by John Bagyi.

## **Continuous Quality Improvement Committee Meeting**

September 23, 2010

**The CQI Committee is seeking a few Board members to assist in the One Stop Center Recertification Process. If you are interested please contact Katy Drake at [drake@mhicable.com](mailto:drake@mhicable.com).**

### **Career Center Recertification**

The CQI Committee met to prepare for the Career Center Recertification due January 2011. The Committee reviewed the One Stop Center Application for Recertification which will need to be completed by the Executive Committee in December. The Committee discussed the One Stop Operator Consortium Agreement. MA will begin work on the MOU required for the recertification process. Critical success factors for Employer Services were also reviewed. The committee agreed that the required NYS DOL Local Plan and the yearly modifications will serve as the Business Plan for the recertification process as it is more direct and relevant. Measuring customer satisfaction was discussed and will be further explored in the recertification process.

The self assessment form will be emailed out to all committee members for review and will be then completed at the December meeting.

### **Review of Management Report**

Active Participant reports from July 1, 2009 – September 30, 2009 were compared to the current quarter's participant's report for July 1, 2010 – September 30, 2010. While active participants in the period remained approximately the same for the quarters in comparison, the new registrations for 2010 were significantly lower than 2009. This indicates that job loss has slowed in the area.

### **Action Item**

The Committee will review the self assessment form and finalize the documentation for the recertification at the December 2010 meeting.

## **Executive Committee**

September 28, 2010

### **Board Membership**

Board vacancies were reviewed. Valarie Ruff (Stiefel) and Larry Krajeski (Catskill Mountain Housing) were appointed in September. Penny Hill has offered to assist in finding a Labor representative for Greene County. Recommendations will be brought to the Legislature's office before any contact is made. An appointment from the Columbia County Healthcare Consortium is pending to replace Diane Franzman. Nancy Costine, Economic Development Specialist, has joined the Business Services Committee representing the Columbia Hudson Partnership.

### **One Stop Center Recertification**

The Continuous Quality Improvement (CQI) Committee, led by Chair John Craft, will be addressing the One Stop Center recertification process. The recertification documents will be brought before the full Executive Committee in December. An Executive Committee member will be asked to participate in the final CQI review of the documentation in order to assist the committee with the recertification.

### **Greene IDA Education & Training Center Project Grant**

The committee reviewed grant information regarding the NYS CDBG Innovative Projects and Special Assistance Program from the Office of Community Renewal. The Greene IDA has been awarded \$100,000 to create an education and training center at the Greene Accelerator Building in Coxsackie. The center is projected to serve 1,000 participants; 750 of which will be low to moderate income families. In order to maximize funds available and avoid duplication of services, the Executive Committee will be seeking more information on the grant and the services to be provided by the Greene IDA. Further coordination will occur.

**Youth Council**

September 16, 2010

**Status of Youth Contracts for PY10**

Mark Decker provided an update on the three Youth Programs funded by the WIO.

The Greenville program has started recruiting. A significant number of students are expected to return to the program. Terry McGee Ward reported that Greenville's Hometown Graphics Program will be creating material for the statewide Youth Bureau Conference. A visit to the Greenville program will be set up for November or December, once the program is in full swing.

Mark reported that the Catskill GED program is at maximum capacity, currently serving twenty students. Reimbursement from the State for in-school youth attending the GED program was again discussed. The definition of "drop out" was reviewed. Recommendations were made by the Council for the creation "Quarterly NYSED Alternative High School Equivalency Program Status Report" form. MA Wiltse will revise the form distributed with the recommended changes and forward to the Council again for review.

Mark reported that the YES program is off to a strong start with 13 students in the educational gains program. Sharon Tedford has returned this year as the instructor and the classes are now Monday – Wednesday nights.

MA Wiltse distributed the "Essential Workplace Skills" Portfolio Overview for the Council's review. The Council recommended the creation of electronic portfolios in addition to paper files. All three youth programs will include the Essential Workplace Skills component in their programs for the upcoming year. The Essential Workplace Skills Evaluation form was reviewed, with minor changes recommended. The entire Workplace Skills Information Packet will be distributed electronically to all Council members.

**Summer Youth Employment Program**

Due to limited funding (no ARRA funds this summer), the summer youth program served a total of 59 youth. The program served 17 Columbia County Youth and 42 Greene County Youth. Mark Decker and Holly Wanek ran the program with the last minute funding under TANF to serve the youth in work settings. Greene County Community Action provided the WIO with some additional grant funds to serve the youth in this program which is the reason so many more Greene Youth were served this summer. Any unused grant funds from Community Action will be put toward student tuition for fall for Greene County adults.

**Catskill Summer Program TCAP Commercials**

Three short commercials initiated by Frank Alguire (Greene Economic Development), supported by the Workforce Office and created by the Catskill Summer Program are posted on the web site. These three commercials encourage students and families to consider technical career opportunities and community college education programs.

The commercials can be found at [www.columbiagreene.org](http://www.columbiagreene.org) -5<sup>th</sup> bullet down under "What's New" listed as public service announcements.