

Workforce Investment Board of Columbia & Greene Counties

*Minutes for January 9, 2002
Columbia Greene Community College
Room 105
4400 Route 23 Hudson, NY 12534*

Attendance:

Present: Kit Ali, Karen Diffley, Joyce Lissandrello, Gary Balfour, Rikki Beal, Teresa Beiter, John Betts, Bruce Bohnsack, Jim Cullie, Barbara Eacott, Tom Fleming, Jim Galvin, Brian Keeler, Raymond Kottke, David Leavitt, Peter Markou, Terry McGee-Ward, Cindy MacKay, Hilton Perez, Tina Puckett, Colleen Rundell, David Segalla, Keith Valentine, M. A. Wiltse, Sarah Witham, Anthony Zibella.

Excused: Patrick Hernandez, Marylou Eisenhardt, Richard Phelan, George Skraastad, Donald Spitz, Lynn Strunk, Geraldine Wolfe.

Absent: Paul Dellio, Aaron Flach, Al Hulick, Tom Every, Dawn Saul

One Stop Staff: Maureen Boutin

Consultant: Betty Ann Falkner

Guests: Bob Keup, James Robertson

With 26 members in attendance, a quorum is present.

WELCOME

The meeting began with the Introduction of new appointees from Columbia and Greene Counties, Keith Valentine, Jim Cullie, Dawn Saul, Teresa Beiter, Hilton Perez and Jim Galvin.

STATUS OF VACANCIES

Board membership is complete.

CORRESPONDENCE

Eight letters were received: One from Greene County Legislature appointing Keith Valentine, Jim Cullies and Dawn Saul. A letter of resignation was received from Irving Gerard. A letter was received from the New York State Department of Labor nominating Hilton Perez to the Board. A letter of resignation was received from Bernardina Torrey. A letter was received from Columbia County Board of Supervisors appointing Teresa Beiter

to fill Irving Gerard's position. Letters were received from both Columbia & Greene Counties appointing Hilton Perez. A letter was received from Maggie Moree of the New York State Department of Labor regarding approval of the Local 5 year plan as well as requesting changes to the Board bylaws and self-sufficiency guidelines. A letter was received from Columbia County Board of Supervisors appointing Jim Galvin to replace Bernardina Torrey.

Letters were sent to John Clapper regarding his meeting with the Skills Standards committee. A Thank you letter was sent to all employers who responded to the first round of the Skills Survey. A letter of Appreciation was sent to Bernardina Torrey for her service on the Board.

ACCEPTANCE OF MINUTES

Chairman Zibella asked for a motion to accept the September 19, 2001 minutes as written. Motion to accept was unanimous.

COMMITTEE MEETINGS

Marketing & System Services Committee:

The Committee met and reviewed the current self-sufficiency level. The level is at 200% of the poverty level, which equals \$8.22/hr for a single person household. Having the self-sufficiency level tied to family (household) income makes it difficult to work with incumbent workers and business. It was decided to recommend to the board that self-sufficiency level be changed to \$11/hr.

The Committee learned that the 2nd round of the Skills Survey has been mailed to area employers who did not respond the first time. Response has been very good. The Department of Labor Analyst will review all the collected data and compile a report, which will be available to the Board, area employers and members of the public who are interested in the results.

Skills Standards Committee:

The committee met at the request of John Clapper who asked to speak to the Workforce Investment Board regarding some issues and concerns he has with the WIA program. The committee agreed that the policies that are currently in effect are valid and there is no recommendation to change any of them.

The Committee met again and learned that the Marketing & Business System Services committee is considering raising the self-sufficiency level to \$11/hr. In order not to flood the Individual Training Accounts with more potential candidates than there is funding for, the Skills Standards committee proposes that those adults at the 200% of poverty level have priority in receiving these funds, if it is determined by NYS DOL that this policy does not violate any WIA regulations

Continuous Quality Improvement:

The committee met to review the certification of the One Stop Center. The committee gained knowledge of the reasons why the center needs to be certified.

The committee determined that the Certification application met the necessary criteria for approval and recommended that the application be forwarded to the Executive Committee for their review.

The committee then reviewed a draft copy of the One-Stop Center's Operator's Agreement between the Center and the Board and recommended that the document be forwarded to the Executive Committee for approval as written.

Executive Committee:

The committee met and after learning of the new state quorum requirements, the committee sent a letter to all Board members, with a copy of the law, informing them of these requirements. This required a change to the Board by-laws.

The committee then reviewed information on having a System Operator. The committee decided that the option of having the Board Consultant and the Partners overseeing the system would be in the best interests of the Board. Information regarding the System Operator and the measurements was sent to all Board members requesting their input on the measurements of success of the system.

At the next meeting, the committee approved appointments of new members to various committees: Skills Standards Committee- Teresa Beiter, Keith Valentine and Dawn Saul; Marketing & System Services Committee-Jim Cullie and Jim Galvin; Executive Committee- John Betts.

Certification of the One Stop center was completed at this time. It was resolved to submit the Certification to the Board for approval. The committee reviewed the One Stop Operators Agreement and the System Operator Agreement and resolved that the Board approve these Agreements. Copies of all these documents are available at the Workforce Investment Office for review.

Youth Council:

The committee met with Andy Turner of Cornell Cooperative Extension. He came to meet with the Youth Council to work with us on setting a Mission Statement and Vision. The members came up with some ideas and agreed to move ahead on setting the Mission and Vision for the Youth Council.

Additionally, the Youth Council was reminded that they are required by law to have youth and parental participation. The original persons who were on the committee are no longer

available. The members asked Maureen to look at current participants and parents to come up with some likely names to attend the meetings on a consistent basis.

Partners Committee:

The committee met many times to discuss the cost allocation plan for the Plan year (PL) 2001-2002 Memorandum of Understanding (MOU). The committee completed its work on the MOU.

The MOU has been submitted to each Partner's respective state-level review team for their feedback and approval. Once that process has been completed, the Partner's will review the recommended changes and develop a final document that will be presented to the Board and the Chief Elected Officials for final approval.

The Partners felt that once this work is approved they can begin the real work of continuously improving both the overall System as well as the One-Stop Center.

ONE STOP OPERATOR DIRECTOR'S REPORT

M. A. gave a Budget Report for the One Stop. News has been received that the Federal government has passed funding at approximately the same levels as last year with a slight increase in dislocated worker funds. She reviewed the report and commented that there is going to be some carryover in Youth funds. This is deliberate so that we can maintain the same level of service for at least another year. The amount of ITA funds expended this year, so far, is less than planned. This will enable us to start promoting OJT more aggressively to employers.

M.A. Wiltse shared the Participation Report on the number of persons being served by the One Stop Center. A question was asked about the Youth Contracts and what programs the schools offer. Maureen Boutin responded by sharing information on the specific programs and what youth they serve. Maureen also indicated that there are fewer contracts with the school districts in Columbia County than with the districts in Greene County. The Youth Council held two rounds of requesting youth proposals from schools; however, we were unable to generate much interest with the Columbia County districts. Many of these districts have received large state and federal grants to offer after school programs, so they do not need our funds. This is especially true since our money has such eligibility restrictions based on student's family income.

M.A. reported on the GED classes that are being held at Columbia-Greene two nights a week. Thirty-eight students are enrolled with an average of eleven persons attending each class.

Hilton Perez reported on the Department of Labor (DOL) statistics. He indicated that he would provide this information on a quarterly basis. If members would like additional labor market information they can speak with Hilton.

Board members learned that Emsig (the Button factory) will be closing on February 5. A wide range of community organizations will be meeting as part of the Department of Labor's Rapid Response team to discuss what services to offer the company and its

employees. One additional problem in serving these employees is that 45% of them speak Bengali. There is one Interpreter who works for Even Start who has agreed to help us at the Rapid Response meeting.

M. A. also shared some Local Performance numbers with the Board members. This information covered the Program Year July 2000-June 2001. Of the fifteen areas being rated our local area met or exceeded ten of those criteria. The retention rate of those who found employment and stayed on the job were the ones that were difficult to meet. Under JTPA, retention rates were calculated 13 weeks after a customer found a job. It is now calculated after six months and is based on NYS UI wage records. This means that the actual follow-up time could be closer to 9 months. The WIA staff is reviewing better follow-up procedures to help us capture those customers who may not be showing up on wage records, but are still actually employed. We have another year to improve the follow-up procedures to improve this performance measure.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Resolutions:

- Resolve to accept the recommendations of the Marketing & System Services Committee to change the self-sufficiency level to \$11.00/hr for adults. A motion to accept was made by Peter Markou and seconded by Tina Puckett. All were in favor and the motion was approved.
- Resolve to accept the recommendations of the Executive Committee for appointments of new members to various committees. A motion to accept was made by Kit Ali and seconded by Ray Kottke. All were in favor and the motion was approved.
- Resolved to approve Certification of the One Stop Career Center and forward it to New York for State certification. A motion to accept was made by Peter Markou and seconded by Bruce Bohnsack. All were in favor and the motion was approved with M.A. Wiltse and Hilton Perez abstaining.
- Resolved to accept the One Stop Operators Agreement. A motion to accept was made by Joyce Lissandrello and seconded by John Betts. All were in favor and the motion was approved with M.A. Wiltse and Hilton Perez abstaining.
- Resolved to accept the System Operator Agreement. A motion to accept was made by Peter Markou and seconded by Jim Galvin. All were in favor and the motion was approved with M.A. Wiltse, Cindy MacKay, Barbara Eacott, David Segalla and Hilton Perez abstaining.

- Resolve to accept the recommendations of the Skills Standards Committee that the priority of service guideline for ITA's for adults will be based on 200% of the poverty level, if it is determined by NYS DOL that this policy does not violate any WIA regulations. A motion to accept was made by Peter Markou and seconded by John Betts. All were in favor and the motion was approved.

GOOD AND WELFARE

The Board learned about an E-learning pilot project. Area employers and their employees are invited to participate in training in a variety of topics via the Internet. To date seventeen employers with 165 employees have indicated interest in the program.

Chairman Zibella announced that the next Board meetings would be held on:

- Tuesday, March 26, 2002 @ 5:30 p.m.
- Wednesday, June 19, 2002 @ 8:30 a.m.

ADJOURNMENT

A motion was made to adjourn by Ray Kottke and seconded by David Leavitt. All were in favor and the meeting was adjourned at 10 a.m.