

Workforce Investment Board of Columbia & Greene Counties

*Minutes for January 7, 2004
Student Center
Columbia Greene Community College*

Attendance:

Present: Karen Diffley, Kit Ali, John Betts, Bruce Bohnsack, Jim Cullie, Barbara Eacott, Tom Every, Aaron Flach, Diane Franzman, Jim Galvin, Susan Hollister, Al Hulick, David Leavitt, Cindy MacKay, Terry McGee-Ward, Ralph Marino, Jim Molloy, Irene Norsworthy, Hilton Perez, Dawn Saul, David Segalla, Tina Sharpe, M. A. Wiltse, Sarah Witham, and Anthony Zibella.

Excused: Rikki Beal, Joyce Lissandrello, Paul Dellio, Pam Dusharm, Brian Keeler, Richard Phelan, Alan Rabideau, Lynn Strunk, and George Skraastad.

Guests: Laeda Baston, NYS Department of Labor, Suzanne Pollard, Empire State Economic Development, John Craft, Chatco.

WIO Staff: Maureen Boutin

Consultant: Betty Ann Falkner



With 25 members in attendance, a quorum is present.

WELCOME

The meeting began with a welcome to all members and guests. Chairman Karen Diffley welcomed guests Laeda Baston, Department of Labor representative who oversees our local area, Suzanne Pollard of Empire State Development and John Craft a potential new member from Chatco. New members Susan Hollister of Hudson River Bank and Trust Company and Ralph Marino of Hunter-Tannersville Central School District were welcomed to the Board.

STATUS OF VACANCIES

- There are officially three vacancies in Greene County, for business representatives and one from Columbia County. Two business people have been identified from Greene and one from Columbia County to be appointed by their representative legislative bodies.

CORRESPONDENCE

There were eight letters received. The reading of correspondence by the secretary was waived. Members who wished to were able to review the correspondence. A letter from the Columbia County Board of Supervisors appointing Susan Hollister to the Board. A resignation letter was received from Patrick Hernandez. A letter was received from Margaret Moree regarding the awarding of the Strategic Planning Award in the amount of \$100,000. Another letter was received from Margaret Moree awarding \$75,000 for Promising Practices. A resignation letter was received from Carol Wilber. Frank Stabile of the Greene County Legislature sent a congratulation note on the Promising Practices award. Former Board member, Dr. Geraldine Wolfe sent a holiday card and note. A letter of resignation was received from Keith Valentine, who was recently elected to serve on the Greene County Legislature. There were ten letters sent. A thank you letter was sent to former Board members, Dr. Geraldine Wolfe and Patrick Hernandez and one to Paul Benjamin, former Youth Council member. A welcome letter was sent to Susan Hollister and Ralph Marino. A letter was sent to Melissa Ragaini new youth council youth representative. Quarterly Update letters were sent to Frank Stabile, Gerald Simons and Doug Brewer. Recruitment letters were sent to John Craft of Chatco and John Schneider of the new Catskill Point Inn.

ACCEPTANCE OF MINUTES

A motion to accept the October 7, 2003 minutes was made by Jim Galvin and seconded by Tony Zibella. All were in favor and the motion was passed.



COMMITTEE MEETINGS

Marketing Committee

Jim Cullie reviewed the report of activities for this new committee. Members conducted an assessment of current marketing activities, which can be divided into two groups, job seekers and businesses. A review was also made of funds that were expended in the past year on marketing efforts. New funding initiatives include \$10,000 towards the Strategic Planning Initiatives. Members also discussed secondary markets, which includes our own board members and developing a common message that all members deliver to the public. Work will continue with the development of a Power Point presentation that can be used to deliver our message.

Continuous Quality Committee

Kit Ali reported on the committee's efforts to develop a baseline survey of member knowledge. The survey was sent out prior to the Board meeting and members were asked to complete it and bring it to the meeting for review. Members will be tested again in six months to determine continuous improvement in their education.

Skills Standards Committee

Vice Chair Dawn Saul shared the activities of this committee with members. This committee met to discuss the idea for credentialing Supervisory training. The committee felt this was a worthwhile endeavor and wants to review the baseline requirements are for the job of supervisor, and then evaluate the person after the training to determine if they are meeting the requirements. This committee will also begin work on the In-Demand Occupations list.

Employer Services Committee

Vice Chair Jim Cullie reported on this committee's activities. M.A. Wiltse informed the board that there is a grant available to help small-medium sized businesses prepare a business plan. The business must be in the Professional/Scientific/Technical cluster. There is also one opening for a grant in the Hospitality/Entertainment cluster. Members should contact Maureen Boutin if they are interested.

Board members were also informed of the opportunity to sponsor business focus groups in key industry clusters. Betty Ann Falkner will be contacting specific businesses to see if they would

Workforce Investment Board of Columbia & Greene Counties

be interested in hosting 8-10 business people at their place of business for a facilitated discussion.

Youth Council

Youth Council Chairman Terry McGee-Ward reported on the activities of the Youth Council. She informed the Board that the Catskill GED program is still going strong with full attendance and a waiting list. Some initiatives the group is working on are a Youth Futures Survey and a Certificate of Employability. This certificate program would be driven by the employer community who would give creditability to the program. This initiative is in its infancy. A simultaneous approach will be taken to get business support and the support of the educational community through the Columbia-Greene Superintendent's Association.

Executive Committee

Chairman Karen Diffley reported on this committee's activities. The Memorandum of Understanding (MOU) has been agreed on by all partners. The term of the agreement will be from July 1, 2003-June 30, 2004. The MOU determines the costs to the system and the share each partner will pay. There were no major changes to the agreement.

One Stop Operator Director's Report

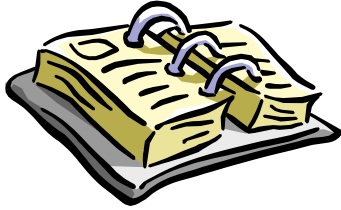
M.A. Wiltse discussed the budget. Even with the Promising Practices Award, the Strategic Planning Grant and some supplemental funds through Adult and Dislocated Workers the budget is extremely tight. M.A. suggested the group look at the funds available line on the budget report, which shows the training funds available through June 30, 2004.

M. A. also reviewed the Participation report for the One-Stop Center. Participation has been down in part due to the lack of staff available in the Career Center and UI orientations not being mandated because of this staff shortage. With additional staff, orientations at the Career Center will again be mandated resulting more usage of the Center.

Hilton Perez reviewed the Department of Labor Employment statistics on unemployment and duration of unemployment. There is the usual spike in claims due to seasonal jobs. The duration rates are still below the state and national average. The entered employment rates are skewed due to lack of data from December 2003.

M.A. Wiltse reported that the GED classes have enrolled 33 students with an average of fourteen persons attending. She also informed the members that the website- www.columbiagreennetworks.org has had counter added that records unique visitors per week. Some bugs need to be worked out, but members can see how many visitors are accessing the site.

She also reviewed the Marketing reports, which list the number of presentations that Business Services Representative Maureen Boutin or other staff made since the last Board meeting. M.A. then showed the Extension reports from Satellite sites, which include the local Mid-Hudson Library System.



OLD BUSINESS

Chairman Diffley reported on Regional Kick-Off Event scheduled for Wednesday, February 3, 2004 at the Crowne Plaza Hotel in Albany. Registration starts at 8:30 a.m. The invitations were being sent out and would include directions, registration form and a bus sign-up sheet. Invites are being sent to WIB Board members, Legislators and Supervisors of both counties, School Superintendents, School Board presidents and Community Organizations. Members were invited to make attendance a priority if at all possible.

NEW BUSINESS

Resolutions & Discussion:

- Resolved to accept the Executive Committee's recommendation to renew the One-Stop Operators agreement (with recommended changes). **A motion was made by Tina Sharpe and seconded by Kit Ali. All were in favor with proxies from Joyce Lissandrello, Pam Dusharm and Richard Phelan. There were three abstentions, M.A. Wiltse, Hilton Perez, and one by proxy from Alan Rabideau and the motion was passed.**
- Resolved to accept the Executive Committee's recommendation to approve the MOU for the plan year 2003-2004. **A motion was made by Irene Norsworthy and seconded by John Betts. All were in favor with proxies from Joyce Lissandrello, Pam Dusharm and Richard Phelan. There were three abstentions, M.A. Wiltse, Hilton Perez, and one by proxy from Alan Rabideau and the motion was passed.**



GOOD AND WELFARE

- Member Education

Economic Development Reports

- Irene Norsworthy of Greene County Economic Development* reviewed current projects in the works in Greene County. The development of the Greene County Business and Technical Park in Coxsackie is moving ahead with walls up and traffic flow adjustments made. Completion of Sav-a-Lot is scheduled for sometime in 2004. The Catskill Main Street Revitalization project that assisted businesses with \$150,000 in grant money is completed. Stieffels Labs and Dynabil have been assisted with over \$500,000/each in funds for expansion. The Home Depot project is moving forward with approvals in place. G&H Lumber moves forward with its project to move into the Ames plaza in Greenville. The Hunter Retail Center has been completed. The Catskill Mountain Foundation is looking at doing a restoration project at Sugar Maples. The Orpheum Theater in Tannersville is in the works for a project that will be completed in 2005. The town of Windham has just completed a \$2.5 million expansion along with a new sewer system. New York

Workforce Investment Board of Columbia & Greene Counties

State Thruway has assisted the town of New Baltimore with getting water. And the Cairo Fire Training Center is complete.

Jim Galvin of Columbia County Economic Development reviewed current and future projects in Columbia County. The Empire Zone Boundary amendment has been sent to New York State for review. On the airport hangar expansion project, the FAA has approved the preliminary construction of new hangars. The demand is such that three hangars are already filled. Private investors are taking the lead in this activity at the airport. Plans are underway to build a new Columbia County Office building at the corner of 3rd Street and Columbia. MicroBusiness funding is still available to new and existing small businesses. Jim also gave his support to the Employability Certificate program that he said is very much needed by area businesses. This program will enable students to come to employers with basic skills sets. A company by the name of Hudson Fabrics has purchased the old Emsig building. They will initially employ 15 persons with plans to expand to 40 employees in the future. Columbia-Hudson Partnership and Empire State Development Corporation will be meeting with Ceramaseal who has indicated they may be looking to leave the New Lebanon area. *(Note: since the meeting Ceramaseal (which has changed its name to Ceramatec North America Innovative Ceramic Engineering) has dismissed rumors that they are leaving the area).* The website for Columbia-Hudson Partnership is now up and can be accessed at www.chpartnership.com.

- **WIB Quiz-** Board members reviewed the answers to the quiz. The responses to the quiz will be tabulated to form a baseline of member education. Members will be retested in the summer to determine the improvement in their knowledge base. **Any members who did not complete the quiz were asked to do so and fax it to 822-2007.**
- **News**
 - The Greene County Chamber will hold a Leadership Breakfast on Wednesday, January 14th at 7:30 a.m. at Friar Tuck. Attendees will be able to visit the new Greene County Office Building.
 - Hilton Perez reported that Deb Spaulding will be the new marketing rep for Columbia/Greene/Rensselaer counties. She will start on January 20th.
 - January 20th @ 8:30 a.m. at Pegasus Restaurant will be the site of the next JSAEC Breakfast meeting. The discussion will center on Employee Handbooks.



*Creating a Competitive Workforce Advantage-Ed Barlow *February 3, 2004 @ 9:00 a.m.-Albany Crowne Plaza Hotel*

*Supervisor/Legislator Dinner- *February 26, 2004*

***Next Board Meeting** – all Board members are encouraged to put these dates on their calendar and to make attendance at the Board meetings a priority!

- **Monday, April 5, 2004 @ 5:30 p.m.**
- **Tuesday, June 15, 2004 @ 8:30 a.m.**

ADJOURNMENT