



Workforce Investment Board of Columbia & Greene Counties

Minutes for January 10, 2007 8:30 am

Columbia Greene Community College- Professional Academic Building

WELCOME

Karen Diffley welcomed all members and guests, Suzanne Pollard and John Seacord (VESID)

Chairperson Karen Diffley called the meeting to order and did roll call.

Attendance:

Present: Frank Alguire, Kit Ali, John Betts, Russ Coloton, Pam Dusharm, Karen Diffley, Barbara Eacott, Diane Franzman, Jim Galvin, Stan Ingalls, Susan Hollister, Mike Kutski, Les Lak, David Leavitt, Rebecca Main, Cindy MacKay, Florence Ohle, Barbara Roemer, David Segalla, Patricia Shaw, M. A. Wiltse, Sarah Witham and Anthony Zibella

Excused: John Craft, David Lester, Jessica Nabozny, Linda Overbaugh, Siobahn Pellegrino and David Scott

Absent: Laurie Goff, Lynn Strunk and Tom Every

WIO Staff: Consultant: Katy Drake

Guests: Maureen Boutin (WIO) Suzanne Pollard (Empire State Development) and John Seacord (VESID)

With 23 members in attendance, a quorum is present.

STATUS OF VACANCIES

There are a total of five vacancies with two business vacancies for Greene County, one Greene County Organized Labor vacancy, one Joint Adult Education Title II Programs (vacancy) and one Joint Local Education. Three appointments are pending. Contacts have been made to fill these vacancies.



CORRESPONDENCE

Secretary, Kit Ali reviewed the following correspondence:

Letters sent:

- *October 19, 2006 letter to Mr. Stabile, Greene County Legislature regarding WIB recruitment.*
- *November 22, 2006 letter to Mr. Stabile, Greene County Legislature regarding WIB recruitment*
- *November 30, 2006 letter to Mr. John Oates, New Lebanon's Interim Superintendent regarding financial issues for New Lebanon's in-school Youth Program.*

Letters received:

- *October 20, 2006 letter from Maggie Moree, Deputy Commissioner for Federal Programs regarding WIA PY 2005 Incentive Award.*
- *October 20, 2006 letter from Karen Coleman, Director/Office of Program Development to RFT Manufacturing Company, LLC declining consideration for funding under BUSINYS RFA.*
- *November 16, 2006 letter from Ms. Dawn Bucci, Assistant Director of Accounting CGCC, to Mr. Rick Morgan, New Lebanon Schools regarding financial issues and reimbursement of funds.*
- *November 27, 2006 letter from Yue Yee, Deputy Director to Mr. Tony Zibella recognizing Columbia Greene's completion of the recertification process.*
- *December 4, 2006 letter from Karen Coleman, Director/Office of Program Development to Dunn Builders Supply Corporation informing the company of the decline of their application under the BUSINYS grant.*
- *December 15, 2006 letter to Ms. Claudia Roberts New Lebanon Central School District's Treasurer from Ms. Dawn Bucci, Assistant Director of Accounting CGCC, regarding clarification of advanced funds for the New Lebanon's Youth contract.*

ACCEPTANCE OF MINUTES

A motion was made and carried to accept the Board Meeting Minutes from the July 12, 2006 and October 3, 2006 meetings.

COMMITTEE MEETINGS

All Board members received a committee report packet with the meeting agenda. Committee reports are attached to the end of the meeting minutes.

Youth Committee

After reviewing the council report, concerns were voiced regarding the fiscal issues at New Lebanon's School to Work Program. The Board reviewed the letter sent and the expectations for the corrective action plan. The Board expressed great concern regarding the Program Supervisor continuing to have any fiscal responsibility, with a preference that the Program Supervisor focuses mainly recruitment with no handling of funds or receipts. As the WIB can make recommendations, but does not have authority in school district's personnel issues, the Board agreed that the appropriate follow up action would be an additional letter sent to the new Superintendent, who is starting in February. The letter will provide a summary of the history of the grant, review the fiscal concerns that arose for PY05 and reiterate new RFP expectations. A motion was made and carried for the letter to be sent as additional corrective action.

Marketing Committee

No meeting or activity held this quarter.

Employer Services Committee & Skill Standards Committee

The Board reviewed the Employer Services and Skills Standards intent to combine committees to form a Business Services Committee. By laws will be amended and brought before the Board at the next meeting.

Continuous Quality Committee

The CQI Committee will be meeting in February to conduct an onsite review of some of the newly established entry procedures under functional alignment. Any Board Member interested in assisting in the review should contact Katy Drake for the date and time of the policy review.

Executive Committee

The Executive Committee continues to look at the Board and Committee Structure. John Twomey will present "6 Mega Trends impacting the US and NY Workforce" to the Workforce Investment Board and the CG College Board of Trustees on April 16, 2006. More information will follow.

One Stop Operator Director's Report

The One-Stop Operator's report was provided to all members. MA Wiltse reviewed that "hold harmless" is no longer in effect for 2006 which provides the opportunity for incentive funds based on performance measures again. It was noted that Columbia Greene was one of only 3 areas in the state that passed all performance measures two years in a row. Fewer funds were awarded, however, because more local areas passed their performance measures in PY05. Reports reviewed indicate traffic in the WIO office is down. This decrease is believed to be due to changes which occurred in November in processing unemployment customers. Plans to address the decrease customers through the office have been established if the numbers do not rise as anticipated under functional alignment.



OLD BUSINESS

There was no old business to discuss

NEW BUSINESS

Pending and new resolutions were discussed and voted on.

Resolutions & Discussion:

Youth Council:

- **A resolution to increase Greenville's contract \$479 for a total \$15,981.**
- Susan Hollister made a motion to approve the increase. The motion was seconded. Dave Leavitt abstained. None opposed. Motion carried.

- **A resolution to increase New Lebanon's contract \$272 for a total of \$9,050.**
- Cindy McKay made a motion to approve the increase. Mike Kutski seconded the motion. Dave Leavitt abstained. None opposed. Motion carried.

- **A resolution to increase the Catskill contract \$1,389 for a total of \$46,307.**
- Rebecca Main made a motion to approve the increase. Florence Ohle seconded the motion. Dave Leavitt abstained. None opposed. Motion carried.

- **A motion to increase the YES contract \$1,650 to a total of \$55,000.**
- Cindy MacKay made a motion to approve the increase. David Leavitt seconded the motion. MA Wiltse abstained. None opposed. Motion carried.

Skills Standards Committee:

Resolution to bring the Initial Eligibility Review Process for Training Providers and Subsequent Eligibility Review Process for Training Providers for Board review and approval.

- A motion was made to accept by Frank Alguire, seconded by Kit Ali. None opposed. Motion carried.

Employer Services:

- A resolution that a letter be written to notify the Department of Labor Regional Administrator that work loads appear to be unevenly distributed and the Employer Services Committee recommends that a regional approach be examined for the distribution of duties to continue the valuable efforts of DOES was carried.

It was reviewed that cuts throughout DOL are not redistributed evenly, so workloads vary by region. The Board agreed that the focus of the letter should acknowledge the benefit of DOES working with economic development and highlight and appreciate the work that has been done. It was noted that the services that the community values should be brought to the attention of the new administration. The letter could be an opportunity to put on the record and reinforce what is needed for the area. The Board believes the letter should not be a focus on personnel issues, but a focus on the activities that are valued. The original resolution was amended to add and emphasize the value of the DOES. Florence Ohle made the motion to accept the resolution. Barbara Eacott seconded the motion. Les Lak abstained. None opposed. Motion carried.

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Employer Services & Skill Standards

- A resolution was made for the WIB to combine the Skill Standards and Employer Services committees to create a Business Services Committee that covers the operations of both committees as outlined in the current by-laws.
- By-laws change will be proposed at next meeting for final Board approval on the combining of the Committees. Frank Alguire made motion to approve the resolution. Kit Ali seconded the motion. All approved and motion carried.

Youth Council:

- A resolution was accepted by the Executive Committee to accept the recommendations by the Youth Council as corrective action to address the New Lebanon Fiscal issues.
- A resolution for a follow up letter to the new Superintendent of New Lebanon in February was proposed by Kit Ali. Sarah Witham seconded the motion. There were no abstentions. None opposed. Motion carried.
- A resolution to move forward with *The Next Step Proposal* was carried. MA reviewed the proposal as presented in the Youth and Executive Committee meeting minutes and reports. A motion for a feasibility study and to some try out events was requested. \$26,000 has been set aside for feasibility study and events. The Next Step would require Chambers and schools involvement. An RFQ for consultant will be the next step, along with a feasibility business plan. The Next Step group could be a workforce pipeline to direct youth into jobs and industries available. The Board discussed the frequent disconnect between students and career paths such as hospitality, construction, etc. It is noted as a concern that students believe that they need to leave area for a career. The goal remains in reaching the school systems to educate the educators regarding workforce development. It was noted that the proposal will take time, but this is a starting point. This program may be able to assist employers with the next generation of employees. Frank Alguire made a motion to move ahead with the program by conducting a feasibility study and hosting a few events. Diane Franzman seconded the motion. All approved the motion.

GOOD AND WELFARE

Economic Development Reports Greene County

Frank Alguire

Mr. Alguire provided the Board with a report on the economic development for Greene County. The IDA retail development for Coxsackie was reviewed by Mr. Alguire. The "Build Now" plan for a 3rd Industrial Park to try to attract Cabella's into the area was noted as an ongoing project. The Empire Zone progress was reviewed. Administrative Board development is in progress and an Empire Zone Board should be appointed by the end of the January. Lowes is open in Catskill. Wal-Mart is expected to open January 18, 2007. Revolving loan funds were reviewed by Mr. Alguire noting 23 deals for 2006 in revolving loan funds and 6 Quantum Deals. Wolfgang B Specialty foods is moving into Catskill for new manufacturing in the area, adding 8 employees in the upcoming years. Mr. Alguire informed the Board that 4 projects are in process for February 2007 with a focus on existing businesses.

Mr. Alguire spoke of the Main Street in Catskill development. He commended Linda Overbaugh and noted that the Partnership with the Heart Of Catskill has been to a benefit, increasing the excitement and growth in Greene County.

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Board Education

MA Wiltse provided a tour of the Professional Academic Center for any one who had not yet seen the building. It was announced that John Twomey will present for next Board meeting.

A motion to adjourn the meeting was made by Mike Kutski, seconded by David Segalla with the meeting adjourning at 10:05 am.



Mark Your Calendar

Upcoming Special Events	Date, Time, Location	Information:
WIB Full Board Meetings	<p>Please note meeting date and time change:</p> <p>Tuesday, April 16, 2007 at 5:00 pm Presentation by John Twomey-6 Mega Trends impacting the US and NY Workforce (5:30 pm)</p> <p>Wednesday, July 11, 2007 at 8:30 am</p> <p>Meetings will occur in the new Professional Academic Building</p>	Contact Katy Drake at Drake@mhccable.com or 945-1508

Respectfully submitted,
Katy Drake
WIB Consultant