



## Workforce Investment Board of Columbia & Greene Counties

**Minutes for January 13, 2009 8:30 a.m.**

### **Columbia Greene Community College- Professional Academic Building**

#### **WELCOME**

Anthony Zibella welcomed new members, Mr. Patrick Gabriel (Germantown Central School District, representing Education) and Mr. Rob LaBuff (Greene County Sheriff's Office, representing Unions) and guests.

**Chair Tony Zibella called the meeting to order with roll call.**

#### **Attendance:**

**Present:** Frank Alguire, John Betts, Fran DelGaudio, Pam Dusharm, Diane Franzman, Patrick Gabriel, Susan Hollister, Rob LaBuff, David Lester, Ann Luby, Cindy MacKay, Rebecca Main, Florence Ohle, Jessica Nabozny, Mary Prazma, Betty Rosato, Karen Schoonmaker, David Scott, John Seacord, M. A. Wiltse, and Anthony Zibella



**Excused:** Deneen Byrne, Russ Coloton, Tom Every, Carrie Haddad, Stan Ingalls, Kate Konopka, Mike Kutski, David Leavitt, Linda Overbaugh, Sally Sharkey, Lynn Strunk, Jim Svetz, Mike Veeder and Sarah Witham

**Consultant:** Katy Drake

**Guests:** Maureen Boutin (WIO), Doug Schelleng (Empire State Development), Isabelle Andrews (NYSAC) and John Masen (Register Star)

**With 21 members in attendance, a quorum is present.**

#### **STATUS OF VACANCIES**

There are a total of three vacancies: One Columbia County business vacancy, one vacancy from Columbia County Economic Development (appointment pending) and one joint vacancy for the Office of the Aging (appointment pending).

#### **ACCEPTANCE OF MINUTES**

A motion was made by Frank Alguire, seconded by Diane Franzman and carried by the Board to accept the Board Meeting Minutes from October 8, 2008. All Board meeting minutes are posted on the website, [www.columbiagreeneorks.org](http://www.columbiagreeneorks.org).

#### **CORRESPONDENCE**

Frank Alguire, WIB secretary, noted that the following correspondence is available for member review:

##### **Letters sent:**

- January 2009 Letter to Columbia County Chairman regarding WIB pending appointments and vacancies.
- January 7, 2009 Letter from DOL Commissioner M. Patricia Smith to Senator Schumer outlining recommendations for the national economic recovery plan.

## Workforce Investment Board of Columbia & Greene Counties

### **Letters received:**

- October 2008 Notice of Obligation Authority for Columbia Greene
- December 2008 Letter from Karen Coleman regarding the approval of the PY08 Incentive Grant Plan.

## **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**

The Business Service's Vice Chair, Frank Alguire, reviewed the committee report as Chair Jim Galvin retired at the end of 2008. A brief update on the Employee Enhancement Program, On-the-Job Training (OJT), the HR Roundtable and the October 29, 2008 Job Fair was provided. An update on the Internship Grant from the business side was given. The internships must be paid at least minimum wage, may be for college credit depending on the extent of the internship and must be with for-profit businesses. Contact regarding potential internships has been made with businesses, schools and colleges. Challenges remain with students completing resumes as required by the businesses.

### **Continuous Quality Improvement**

Katy Drake, WIB Consultant, advised the Board that no meeting was held this quarter. An audit for the committee will be set up in February or March to review the One Stop Center's policies and practices. Any Board member interested in participating in the CQI audit should contact Katy.

### **Executive Committee**

Chair Tony Zibella reviewed the Executive Committee report, noting that most of the report information will be discussed during the course of the Board meeting.

### **Youth Council**

A brief overview of the recent visits for the Youth Programs sponsored by the WIB was provided. All three programs are doing very well with specifics available in the Youth Committee report.

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

The One-Stop Operator's report was provided to all members. The report provided a review of Core Services, Skill Development and Training Services, DOL Employment Services Statistics for Columbia Greene, a local quarterly report for local activities, Adult Education Information and Marketing information. The Board had a focused discussion on the increase in new UI Claimants that visited the center over the last quarter as the number has close to doubled.

It was noted that for the county unemployment rates, Kaz lay offs are not reflected in these numbers as the majority of the lay offs will be occurring from now until March. State unemployment numbers are expected out next week (1/22/09) and will be forwarded to Board Members once received.

## Workforce Investment Board of Columbia & Greene Counties

In regards to Adult Education Classes (GED), BOCES has opened a second evening class in Hudson to meet the current demand. This GED class is comprised of many former English as Second Language students who have completed their ESL classes.

### **OLD BUSINESS**

#### **Update on RFP #13-N “Regional Economic Transformation Strategies through a Sector or Cluster Based Approach”**

The Board was updated on the progress of the regional grant which includes four WIBs and eleven counties. A work readiness credential program for the region is in process with a consultant hired and meeting with local providers and committee members on January 22, 2009. The goal of this project is to create a regional work readiness credential that will be valued by local businesses. Representatives from the local BEST programs and the Employee Enhancement Program have been invited to work with the consultants along with Committee members, MA Wiltse and Katy Drake.

#### **Update on “Internship Grant”.**

In addition to the update provided by the Business Services Committee, it was noted that the Internship Web Site is ready to go live.

#### **Update on Kaz leaving Columbia County – Services being provided.**

Information was presented during the One Stop Operator’s Report on the supports and services provided to Kaz. Supports included rapid response services to all shifts including workshops on Job Search, Job Applications, Interviewing Skills, Creating Resumes and TRA/TAA Training Fund Information. Spanish and Bengali interpreters were available for some of the workshops. Lay Offs are just beginning now and are planned throughout January, ending in March.

### **NEW BUSINESS**

#### **NYSAC’s Workforce Intelligence Project- Isabelle Andrews**

Isabelle Andrews from NYSAC presented an overview of the Workforce Intelligence Project. A copy of the presentation is available through Katy Drake ([drake@mhccable.com](mailto:drake@mhccable.com)). Ms. Andrews extended an invitation to all WIB members to attend the February 11, 2009 Regional Policy Forum “Building on Our Human Capital Strengths for a Growing Regional Economy” at the Desmond in Albany. Registration forms with more information will be emailed to all members.

In demand occupations were discussed due to the economic climate of lay offs and businesses closing. The Board agreed it is our task to find the jobs that are available and train as needed for those jobs. Health care was one identified field still seeking employees in areas such as nursing and radiology.

### **GOOD AND WELFARE**

Frank Alguire updated the Board on development for Greene County. The Office of Greene County Planning and Economic Development has become Greene County Economic Development, Tourism and Planning. Mr. Alguire reported that Warren Hart is conducting a transportation study for Columbia and Greene County. The Board was also updated that

## Workforce Investment Board of Columbia & Greene Counties

DynaBil has been sold and progress continues on the new facility. One hundred plus jobs are expected through the company over the next two years. Snap Fitness has opened in Catskill with a grand opening ceremony scheduled for Friday, 1/16/09. Mr. Alguire also updated the Board on the business Green in Greene, which is a NYSERDA approved company that installs residential wind turbines. These turbines have the ability to sell back excess electricity.

Additional information is available on their website, [www.GreeninGreene.com](http://www.GreeninGreene.com).

With Mr. Jim Galvin's retirement, Mr. Ken Flood started in Columbia County on December 8, 2008. It is anticipated that Mr. Flood may be appointed to the WIB.

The motion to adjourn was made by Frank Alguire and seconded Karen Schoonmaker. The meeting was adjourned.

### Please Mark Your Calendar

<b>Upcoming Special Events</b>	<b><i>Date, Time, Location</i></b>	<b><i>Information:</i></b>
<b>WIB Full Board Meetings</b>	April 8, 2009 5:30 pm  July 14, 2009 8:30 am	Contact Katy Drake at <a href="mailto:Drake@mhccable.com">Drake@mhccable.com</a> or 965-1421  Reminders to follow closer to the meeting dates.
<b><i>Meetings are held in The Professional Academic Building at the College unless otherwise noted</i></b>		

Respectfully submitted,  
Katy Drake/WIB Consultant

Attachment: Committee Reports

## **Business Services Committee**

December 18, 2008 8:30 a.m.

### **Update on On-the-Job-Training (OJT) & Employee Enhancement Program**

Maureen Boutin distributed the update on OJT for PY08. One contract with WolfGang Foods is in process serving a dislocated worker being trained as an Administrative Assistant. Lack of funding has limited any further OJT contracts. Maureen also distributed information which showed a decline in attendance for the Employee Enhancement Program. There were no enrollments for November for the program.

The Human Resources Round Table met in September and November with standard attendance.

### **October 29, 2008 Job Fair**

Forty-seven (47) employers and 461 job seekers attended the October job fair.

### **Internship Grant Update (Businesses)**

MA Wiltse reported on the challenges in developing internships for pay for profit businesses. Work study programs and BOCES are being explored to find eligible students. College students have been recruited, but while interest has been expressed the follow up with resumes has not occurred.

Businesses are interested in reviewing student resumes before placement in an internship program. The Workforce Office is available to assist students in creating a resume. Student schedules, between work and school, have made it difficult to connect with students to assist them with resume preparation. Over 50 businesses have been contacted for the program. The program requires that the students must work at least 6 weeks, but there are no hours per week requirement. One medical office has been sent 7 applicants. No intern has been placed yet for our area.

### **Kaz Update**

Information on Kaz On Site Services was distributed. A total of 286 rapid response meetings have occurred. Translators were available. Workshops have been presented in areas of job applications, job search, resume writing and interviewing skills. Community Resource Workshops were also held over two days. All shifts have been covered for Orientation and Rapid Response. Money for transportation was a focus of discussions. MA Wiltse reported that Columbia Greene has requested additional dislocated worker funds from the state to serve the employees who have been laid off and do not qualify for the Trade Adjustment Act (TAA). Transportation funds from Hudson to the college have been requested.

### **e learning**

To date, fifty people have signed up for e learning. These substantial courses which are between 2 – 6 hours in length are a great means to enhance skills while still employed or job seeking.

### **Community Based Job Training (CBJT) Grant Proposal**

The Capital Region consisting of the four WIBs is making a third attempt at the CBJT federal grant. This grant focuses on workforce development at the community college level. Our grant proposal includes virtual classrooms in Second Life. Columbia Greene College is supporting the grant application and is interested in a Bio Science Lab Technology program to create a virtual lab. Two senators wrote support letters for the region's proposal.

### **Retirement of Chair, Jim Galvin**

The Business Services Committee thanked Jim Galvin for his years of service to the Board and the Committee while wishing him well with his retirement. Jim reported that Ken Flood may be appointed in his place on the Board.

# Workforce Investment Board of Columbia & Greene Counties

## Executive Committee

January 6, 2009 5:30 p.m.

### **Work Readiness Credential** (under RFP #13-N Regional Economic Transformational Strategies)

Thomas P. Miller Associates has been hired in response to the RFP to explore regional work readiness credential programs. The consulting firm associates will be in the area the week of January 20<sup>th</sup> to meet with agencies to coordinate regional work readiness programs.

### **Talent Pipeline** (under RFP #13-N Regional Economic Transformational Strategies)

Alan Krieger and Associates was awarded the contract for the Talent Pipeline. This initiative will outline manufacturing skills needed by industries in the region and then identify gaps between employee skills and business needs.

### **Internship Grant**

The Internship grant is administered by Columbia Greene. It has been a challenge to find paid internships during these difficult economic times. Students have been identified for the program, but follow through on requirements, such as resume completion, has been a challenge. Talks have occurred with college administrators to make resume creation a requirement in English 101 but at this time it appears resumes can not be added to required English classes due to the numerous other class requirements. Resume completion at the high school level was discussed. The BEST program includes this work readiness preparation. Frank Alguire reported that funding has been approved to continue the BEST program for 2009.

### **New Grant Opportunities**

The new state grant for businesses for incumbent workers has been introduced. **The Skills,**

**Training and Education Program (STEP)** is the successor to the ADVANCE-NY Grant. This grant provides training funds for incumbent (employed) workers in specific occupational skills to lead to career growth up a defined career ladder which results in increased wages for the employee. A 3% permanent wage increase is required upon completion of the training. A \$50,000 annual cap exists with a lifetime maximum of \$100,000 for each organization. Large businesses (Over 100 employees) will be required to contribute a 25% cash match toward instruction costs. Contracts are awarded for periods of six months at a time. Grant information will be distributed to the committee as requested.

Also recently released was the **Older Workers Demonstration Grant**. The FMS WIB has offered to take the lead in writing and administering this grant. The grant focuses on training in high growth industries and economic sectors for individuals fifty-five and older. The deadline for the proposal submission is February 19, 2009. Columbia Greene representatives will be meeting with other regional partners this week to further discuss this grant.

### **Kaz**

As of the beginning of January only second shift assembly has been laid off from Kaz. By the end of January, it is expected that both shifts for molding will be laid off impacting approximately 90 workers. Additional lay offs will occur incrementally there after for approximately eight weeks. An onsite job fair is scheduled for this week at Kaz with 12 employers attending.

## Youth Council

December 4, 2008 9:00 a.m.

### **Internship Program**

Maureen Boutin and Mark Decker updated the Council on their efforts regarding the regional Internship Program. Regional meetings in Albany are being held monthly. Mark is focusing on recruiting the students while Maureen's focus is on the businesses. Fourteen college students and two high school students have expressed interest in local business internships. Maureen discussed the challenge of having the students prepare resumes for the businesses. Student schedules, between work and school, have made it difficult to connect with students to assist them with resume preparation. Attempts will be made to discuss resume writing as part of a standard curriculum in English Composition with the Dean of Academic Affairs. Resume writing as part of the freshman orientation or as standard freshman class assignment was suggested as it would be beneficial for all students to have a resume while still in school.

The student response to this program does illustrate the value of business internships.

### **Youth Program Visit**

Alan Frisbee, Dave Leavitt and Katy Drake visited the Catskill GED Program on November 12, 2008. In program year 2008, thirty seven students have enrolled with 18 students obtaining their GED. The three evaluators were impressed with the program noting strong structure, co teaching, respectful teacher-student relationships and creativity in lessons as some of the strong points of the program. The complete evaluation was routed to members and is available electronically.

Bernie Mack and Katy Drake visited the YES Program on November 18, 2008. Mark Decker updated the Council that the program has eleven new enrollees with six students having obtained their GED in PY08. Two additional students are testing this week. The program had record attendance on the night of the program visit with eleven students in the class. Evaluators were impressed with the co-teaching, highly motivated students and respectful student-teacher relationships. The YES Program was commended on their efforts and increased attendance.

### **Federal Stimulus Package- Summer Youth Jobs**

For the first time since 2000, money may be put back into the WIA program for a Summer Youth Employment Program. Over the past several years, NYS has funded local summer youth employment programs that the Career Center operates, through TANF funds. Dave Leavitt expressed an interest in exploring a joint effort for summer youth programs through a SED Grant which could be used for a technology summer camp leveraged with summer youth jobs.