

Workforce Investment Board of Columbia & Greene Counties

Minutes for July 15, 2008 8:30 a.m.

Columbia Greene Community College- Professional Academic Building

WELCOME

Anthony Zibella welcomed members and guests. Mr. Zibella rose to the position of Chair as of July 2008. New Board Member Mr. Mike Veeder (Kool Temp) was welcomed along with guests Ms. Ann Luby (Commissioner's Representative for the Capital Region, NYSDOL) and Mr. Neil Rotman (Workforce Programs Specialist, NYSDOL). Florence Ohle (Community Action of Greene County) and Jessica Nabozny (Columbia County Youth Bureau) were welcomed back to the Board as they rotate in for their year of service to the WIB.

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

Attendance:

Present: Frank Alguire, John Betts, Russ Coloton, Pam Dusharm, Karen Diffley Schoonmaker, Barbara Eacott, Diane Franzman, Carrie Haddad, Stan Ingalls, Kate Konopka, Les Lak, David Leavitt, Cindy MacKay, Rebecca Main, Florence Ohle, Linda Overbaugh, Betty Rosato,

David Scott, John Seacord, Deb Spaulding, Lynn Strunk, Mike Veeder, M. A. Wiltse, Sarah Witham and Anthony Zibella

Excused: Deneen Byrne, Tom Every, Jim Galvin, Susan Hollister, Mike Kutski, David Lester, Jessica Nabozny, Mary Prazma, Sally Sharkey and Jim Svetz.

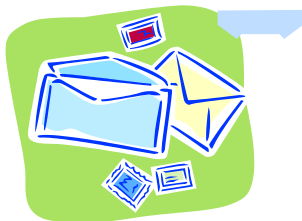
Consultant: Katy Drake

Guests: Ms. Ann Luby (Commissioner's Representative for the Capital Region, NYSDOL) and Mr. Neil Rotman (Workforce Programs Specialist, NYSDOL).

With 25 members in attendance, a quorum is present.

STATUS OF VACANCIES

There are a total of three vacancies: one Greene County Organized Labor vacancy, one Columbia County Education vacancy and one joint vacancy for the Office of the Aging (appointment pending).



ACCEPTANCE OF MINUTES

A motion was made by John Betts, seconded by Frank Alguire and carried by the Board to accept the Board Meeting Minutes from April 8, 2008. All Board meeting minutes are posted on the website, www.columbiagreeworks.org.

CORRESPONDENCE

Frank Alguire, WIB secretary, reviewed correspondence. The following correspondence is available for member review:

Letters sent:

- May 8, 2008 Letter to all Board Members regarding PY08 nominations.
- May 16, 2008 Letter to Greene CLEO regarding reappointments.

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- *June 4, 2008. Letter sent to Mr. Patrick Wemitt on behalf of the Youth Council regarding the Catskill GED Program's Contract Modification request.*
- *June 23, 2008. Letter sent to Mr. Patrick Wemitt on behalf of the Youth Council regarding required changes for the Catskill GED Program's PY08 Contract Modification.*

Letters received:

- *April 11, 2008 Letter to MA Wiltse regarding funding through State's "Student Internship Opportunities" Initiative.*
- *May 12, 2008 Letter from Filip Wagner (OTDA) regarding upcoming compliance review for SYEP.*
- *May 29, 2008 Letter from David Hansell (ODTA) regarding TANF support for the Summer Youth Employment Program (SYEP).*
- *June 3, 2008 Copy of letter to Hawthorne Valley Association regarding ADVANCE-NY.*
- *June 4, 2008. Response from Catskill GED Program regarding requested information.*
- *June 5, 2008. Letter to Chair regarding the Columbia Greene Local Plan Modification.*
- *June 6, 2008 Letter from Assembly Member, Marcus Molinaro offering congratulations on TANF funds.*
- *June 18, 2008 Copy of the letter to GNH Lumber regarding ADVANCE-NY.*
- *June 24, 2008 Letter from Russell Sykes (ODTA) regarding the monitoring of the Summer Youth Employment Program.*

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

Mr. Frank Alguire, Vice Chair, reviewed the Business Services Committee report. MA Wiltse informed the Board that under the Metrix Learning Pilot, WIO customers will have the opportunity to take three hour courses to upgrade their skills. The Metrix Learning Pilot is an extensive on-line training program which offers between 2000 and 3000 courses in a variety of skill areas. The workshop room of the career center will be set up as a computer lab with an instructor available to assist customers in navigating through the program. Training for WIO staff will be available in July to gain more information regarding the Metrix system. It was noted that customers will be able to take the on-line trainings at home if they have a computer. The Metrix Learning Pilot is a means to provide skills training in a cost effective manner on a reduced budget. The training program is fifty dollars per person, allowing for more training with less funding. Job seekers and employees making less than \$16/hour seeking to upgrade their skills will be able to utilize the Metrix Learning Pilot Program.

Continuous Quality Improvement

Vice Chair, Les Lak, reviewed the CQI committee report for the quarter. The process the CQI committee completed for recertification of the One Stop Center and the resolutions regarding recertification were reviewed. An audit of the One Stop Center's policies will occur in the fall.

Executive Committee

Tony Zibella, Chair, reviewed the committee report from the Executive Committee. Updates were provided on the Sector Grant (RFP # 13-Regional Economic Transformation Strategies) and the Internship Grant. The local plan modification is still in process. (Note: Plan approval received July 31, 2008). Committee appointments were reviewed.

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Youth Council

MA Wiltse reviewed the Youth Council report. Resulting from the review of the Internship grant, a question arose regarding why healthcare was not included in this grant opportunity. Columbia County's leading employers, COARC and Columbia Memorial Hospital, are not able to benefit from the internship opportunities offered through this grant. It was clarified that this grant is required to serve only private business. The grant was created in response to the concern of "brain drain", with a goal of trying to connect students with local businesses.

In Program Year 2007 (PY 07) , youth programs completed the full RFP and have the potential to review their contracts on an annual basis, based on available funding, for up to three years. The three programs currently funded through the WIB submitted contract modifications for PY 08. The Youth Council reviewed the contract modifications and put forth resolutions before the Board for the upcoming program year. The WIB was informed that if budget cuts continue funding may not allow for the continuation of all youth programs in PY09.

In addition to the Council Report, an update on the Summer Youth Employment Program (SYEP) was provided. The program serves in school youth ages 14 to 19. A four week program for the younger youth, with transportation provided, is planned at the college. Older youth are placed with supports in local businesses. Funding is through TANF, with Columbia County receiving \$46,414.00 and Greene County receiving \$80, 784.00. Eligible youth must meet the TANF standard of 200% poverty level to participate in the program.

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, Intensive and Training Services (a cumulative new enrollment report for PY 07), DOL Employment Services Statistics for Columbia Greene, a local quarterly report for local activities, Adult Education Information and Marketing information.

NEW BUSINESS

Nominating Committee

On behalf of the nominating committee, Dave Leavitt nominated Karen Diffley Schoonmaker (Greene County) for Vice Chair and Frank Alguire for Secretary. John Betts seconded the motion. No other nominations were made from the floor or by write in. The motion for nominations was carried, with all in favor and none opposed. Karen Diffley Schoonmaker will serve as Vice Chair for a two year term before then serving as WIB Chair for an additional two years. Frank Alguire will serve as Secretary for a two year term.

Resolutions

Business Services Resolution regarding Supportive Services Policy (Child Care)

Frank Alguire noted that due to continued budget cuts, the Business Services Committee believes the following resolution is necessary in these dire financial times. It was noted that Columbia Greene is one of the last areas still providing supportive services such as child care.

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Frank Alguire put the following resolution before the Board: The Business Services Committee resolved to suspend supportive service payments for child care for Program Year 08, except for TANF (EDGE) eligible participants. Child care reimbursement will be available for TANF (EDGE) participants until the contract end date of December 31, 2008. Russ Coloton seconded the motion. All in favor, none opposed and no member abstained. Motion carried.

One Stop Recertification Process

After discussing the One Stop Certification Process during the CQI Committee Report, Les Lak put the following resolution before the Board: The CQI Committee made a motion that the One Stop Operator's agreement meets the necessary standards set forth by the committee for Board approval. Diane Franzman seconded the motion. MA Wiltse abstained, all others were in favor. Motion carried.

Les Lak also placed a second resolution before the WIB: The CQI put forth a resolution that the One Stop Career Center be recertified as it has met all requirements set forth by the committee. Diane Franzman seconded the motion. MA Wiltse abstained, with all others in favor. Motion carried. The Columbia Greene Workforce Investment Board has approved the recertification of the One Stop Center with all standards being met, as required by the Board. The CQI Committee was commended on their efforts and attention to detail throughout the recertification process.

Youth Council PY08 Contract Modifications

The renewal of Youth Contracts was put before the Board following an in-depth review of the contracts by the Youth Council.

Regarding the **YES** Contract, Karen Diffley Schoonmaker put the following resolution before the Board: The Youth Council and the full Board resolve to accept the YES contract as written. Frank Alguire seconded the motion. MA Wiltse abstained, all others were in favor. Motion carried.

Regarding the **Greenville** Contract Frank Alguire put the following resolution before the Board: The Youth Council and the WIB resolve to increase the wage line to \$4000 in the Greenville Contract Modification and otherwise accept the contract as written. John Betts seconded the motion. MA Wiltse and Dave Leavitt abstained, all others in favor. Motion carried.

Regarding the **Catskill** Youth Contract, Rebecca Main put forth the following resolution: The Youth Council and the full WIB resolve to accept the Catskill GED Program's contract modifications with a requirement that the following standards are met:

- A transportation line is in the budget which includes a minimum of two required visits to the college
- The material/supply line is restored.
- The Program Coordinator submits an activity log quarterly and upon request.
- The total contract modification does not exceed the original approved contract amount of \$50,011 for PY08.

Sarah Witham seconded the motion. MA Wiltse and Dave Leavitt abstained, all others in favor. Motion carried.

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The Board was informed that if funding cuts continue, all Youth Contracts may not be able to be renewed for PY09.

GOOD AND WELFARE

A Greene County Economic Development update was provided by Mr. Frank Alguire. Mr. Alguire updated the Board on the ground breaking for Dynabil. Dynabil now employs close to 200 people at a substantial wage and benefit level growing from a small local business out of the original owner's garage. Mr. Alguire also discussed the tourist attraction, Tom's Hot Dogs in Greenville and financing for a wave pool at Zoom Flume. The Best Program was spoken of highly, noting the most successful year yet with more graduates. Praise was given to the dedicated teachers and staff who have made this program successful. In response to questions regarding the Greene County YMCA, Mr. Alguire stated he believed the YMCA is about one third of the way through their fund raising process. It was noted that while the program is on schedule, no specific time frame was available. Ground breaking is approximated a year away. In closing, Mr. Alguire discussed the Greene County Legislature's Main Street Revitalization Program. Carl Heck from Greene Economic Development is the lead on this initiative and projects are in the works.

Mr. Galvin was not available for an update for Columbia County.

The motion to adjourn was made by Linda Overbaugh and seconded by Karen Diffley Schoonmaker. The meeting was adjourned.

Please Mark Your Calendar

Upcoming Special Events	<i>Date, Time, Location</i>	<i>Information:</i>
<i>WIB Full Board Meetings</i>	October 8, 2008 5:30 p.m. January 13, 2009 8:30 a.m. April 8, 2009 5:30 p.m. July 14, 2009 8:30 a.m.	Contact Katy Drake at Drake@mhccable.com or 965-1421.
Committee meetings are set up quarterly via email.	Meetings are held in The Professional Academic Building at the College unless otherwise noted	

Respectfully submitted,
Katy Drake/WIB Consultant

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Attachment: Committee Reports

Business Services Committee

June 5, 2008

Update on OJT & Employee Enhancement Program

Maureen Boutin distributed an OJT (On the Job Training) report reflective from July 2007 until present. It was clarified for the committee that OJT contracts reimburse fifty percent of a new employee's pay as they learn their new job. Success for the OJT contracts was defined as the employee completing the training program and still being employed immediately following the OJT contract. The current OJT success rate is forty percent (40%). Maureen Boutin noted that while the success rate is typical of past years, there are more contracts overall for PY07.

The committee discussed establishing criteria for awarding OJT contracts in order to increase the success rate of the contracts and ensure funding is being used as efficiently as possible. Currently, OJT trainees referred by the company to the Career Center are assessed to determine their economic eligibility for the program and to ensure the applicant does not already have the skills that will be taught through the OJT process. The applicant's job readiness skills and long term career goals are evaluated, and discussed with the employer, but no pre-services are required before the OJT contract begins, if issues are identified. These issues are supposed to be remediated as part of the OJT training program. However, our current low success rate is suggesting that this is not occurring. The committee discussed ways to improve the success rate. The issue of employer and Career Center liability in declining OJTs will be further explored for the next meeting.

Maureen Boutin reported that the Employee Enhancement Program is going strong. Information on attendees was distributed.

April 23, 2008 Job Fair Update

Maureen Boutin distributed information on the spring job fair. Sixty-six (66) employers and community agencies attended. A summary of survey results from the employers was distributed and reviewed. Positive feed back was noted by the employers and agencies.

FRQ- Metrix Learning Pilot- Prove It!

The Metrix Learning Pilot is an opportunity which focuses on elearning through WIRED for training for free for a year. The training program covers areas for learning in everything from communication skills to working a forklift. For Columbia-Greene, 250 people can sign up for as many classes as they like. Prove It! is an assessment program. The program offers job readiness assessments (reading, math, email etiquette, business etiquette, etc) of 50 questions. Following the assessment, elearning opportunities will be available. Job seekers can take the elearning classes at a lab set up within Career Center or off site once registered.

Supportive Services Change. Child care available to EDGE until December 2008.

Policy # 301.4 Support Services was distributed and reviewed. Due to limited funds as of 4/31/08, a change in supportive services was proposed. For PY07, \$6,000 was budgeted for childcare for Dislocated Workers with \$3,400 spent to date. For the Adult funding area, \$10,000 was budgeted with \$9,000 spent to date. Due to significant budget cuts for PY 08 (program year beginning July 1, 2008) there will be less funding for training if child care is continued. MA Wiltse also noted that no other local areas are still paying support services due to the drastic funding cuts over the past years.

The overall impact of this change is estimated at approximately 40 people. Ramifications of this change are that people in school will need to fund their own childcare, as well as transportation. Books, testing, licensing fees and **tuition** will continue to be funded.

Loans are available to assist with childcare for students. Assistance with the loan application process can be obtained through Questar.

Greene County also has a program that resident students may be able to obtain day care assistance if they are working 17 hours a week or more while attending school.

Resolution: The Business Services Committee resolved to suspend supportive service payments for child care for Program Year 08, except for TANF (EDGE) eligible participants. Child care reimbursement will be available for TANF (EDGE) participants until the contract end date of December 31, 2008.

Continuous Quality Improvement

June 19, 2008

One Stop Recertification

At the previous CQI meeting, materials for the recertification process were reviewed and the committee made suggestions on the PY08 recertification documents. Prior to this meeting updates of the following documents were emailed to the CQI committee members for review:

- ❖ Executive Summary
- ❖ Memorandum of Understanding
- ❖ One Stop Self Assessment
- ❖ Recertification Review Form PY08
- ❖ One Stop Operator's Agreement

The committee offered suggestions for inclusion in the above documents.

The Operator's Agreement was distributed and reviewed. Changes have occurred in the organizational chart to reflect functional alignment. This document is the agreement between the WIB and the One Stop Operator (a consortium of the College Administration, the Workforce Investment Office and the NYS Department of Labor Division of Employment Services (DoES)).

After reviewing and discussing all the recertification documents, a motion was made to recommend to the Executive Committee & Board that the One Stop Operator's agreement meets the necessary standards set forth by the committee for approval.

The CQI also recommends to the Executive Committee & Board that the One Stop Career Center be recertified as it has met all requirements set forth by the CQI committee

Customer Service Report Review

Active Participation reports for April 1, 2008 – May 31, 2008 were reviewed by the committee. Other reports provided to the committee at the meeting were:

- Service Utilization for this quarter and a comparison to the same time frame for 2007.
- Front Door Traffic for this quarter and a comparison to the same time frame for 2007.

Action Item

An audit will occur for the fall meeting. Chair John Craft will select the policies for the fall audit and Katy will send them out to committee members prior to the One Stop Center visit.

Executive Committee

June 24, 2008

The Executive Committee met in a closed session to discuss renewing the WIB Consulting Director's contract. The contract was extended for another year with a three percent increase. The committee reviewed full board and committee meeting attendance for PY07. As the new Chair, Tony Zibella will send letters to Board members stressing the importance of strong representation at meetings.

The PY08 Meeting Schedule was reviewed.

Update on Grant Proposal RFP# 13-N "Regional Economic Transformation Strategies for a Sector or Cluster Based Approach" & Internship Grant

MA Wiltse updated the committee that the second tier of the "Sector Based Approach" Grant will begin July 1, 2008 with a focus on advanced manufacturing. This grant is a joint effort of four WIBs representing eleven counties. Currently four committees are moving the grant forward under Tier Two:

- ❖ Talent Pipeline Committee
- ❖ Work Readiness Committee
- ❖ Career Pathways Committee
- ❖ Curriculum Development Committee

MA Wiltse and Katy Drake are serving on the Work Readiness Committee. This committee will focus on soft skill development needed by the business community as well as a technology skills readiness platform.

3 Year Plan-Review

The Department of Labor has requested additional information regarding the Local Plan Modification. Identifying additional resources during this time of cutbacks is some of the additional information the plan modification now requires. MA Wiltse will be preparing a response which attempts to address leveraging additional resources and identifying new partnerships and alliances.

One Stop Recertification Process

The committee reviewed the resolution by the Continuous Quality Improvement Committee regarding the recertification of the One Stop Center. The committee supports the CQI recommendations that the One Stop Operator Agreement meets the necessary standards for approval and that the One Stop Career Center be recertified as it has met all requirements set forth by the CQI committee. The Executive Committee completed the form-"Review of the One Stop Center Application for Recertification". The resolutions and checklist for recertification will be presented to the Board on July 15, 2008.

Action Items

- Mary Prazma was appointed to the Business Services Committee.
- Jim Svetz was appointed to the Youth Council.

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Youth Council

June 19, 2008

Youth Program Visits

Catskill. Three Youth Council Members- Bernie Mack, Alan Frisbee and Katy Drake-visited the Catskill GED Program after the last Youth Council meeting on March 13, 2008. The Youth Council members met with two teachers, the Program Coordinator and the students. Two classrooms were observed, files were reviewed and four students were interviewed. A program evaluation form, reviewing the success of the program was routed for member review. The review found the students engaged in their education and motivated to obtain their GEDs. Students spoke highly of the individual support and respect they received in the program.

Internship Grant Update

MA Wiltse reviewed the Internship Grant in which Columbia Greene, in partnership with two other WIBs, was awarded \$200,000 to serve 8 counties in the region. The focus of the grant is to promote New York Businesses and help connect students to local businesses in the area. The grant will include an internet portal for students and employers to post information and make matches regarding internships. Beanstalk, an internship web site, is still running though currently is not up to date. Beanstalk may be combined with TechValley Careers, a web site created through the SUNY institute. Innovations Program Network (IPN), by Lemar Hill, may be overseeing TechValley Careers joining with Bean Stalk and a possible incorporation of DOL's Career Zone web site. A Project Administrator for the eight counties will be hired through a contract basis to develop forms and procedures. Each One Stop Center will receive funds to promote the internship opportunities to businesses and students. The grant is expected to start on August 1st, which will allow for summer 2009 internship opportunities during the grant year. The grant is striving for 50 employer paid internships for the first year. An RFQ for the Project Coordinator is currently posted on the web site. Funds will be required to actually design and create the web site. The terms for the grant require:

- Private business only, no non-profit or government positions
- A minimum of 6 weeks in length, with no minimum hours per week required
- Paid internships only
- Interns are required to be the ages 16 -24

Youth Contract Modifications for PY 08

Last year, PY 07, was the full RFP with programs having the potential for renewal on an annual basis, based on funding, for up to three years.

Greenville

MA Wiltse noted that for PY 07, the current contract year, Greenville did not spend the internship wage money so funding for this line item was initially reduced to \$3,500. Sandy Arnone requested that \$4,000 be available for PY 08. Wages for internships versus stipends for in-house work was clarified for the Council. Other than the reduction in wages, no significant changes were made in the contract request for PY 08. The reduction in students in the program was noted as a challenge for PY 08.

YES

The YES Program met their projected numbers with an actual number served of 27 students in the program with 12 having obtained their GED to date. Three to four internships took place in PY 07. Internships for PY 08 may need to be shortened due to less funding available.

One change in the contract modification request is a lowered percentage of the Associate Director's salary with the balance now included in the internship grant. Wages for internships through the YES program was cut to \$3,500 for PY 08.

CATSKILL

The Catskill GED Contract Modification, a letter requesting clarification on the grant submission and the response to the letter from the Catskill GED Program was distributed to the Council for review via email prior to the meeting. Teacher salaries for the contract were discussed. Due to an error made by the Catskill GED program, the contract did not reflect an accurate salary for the teachers (budget \$24/hour versus actual pay of \$28/hour). This error could have been addressed in a contract modification, but the program did not submit the correction when the issue was brought to their attention. Due to severely limited funds, an increase beyond the original contract amount (\$50,011) is not possible.

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Resolution: Catskill: A motion was made to accept Catskill's Contract Modification with a corrective action plan that will include the requirements of:

- The Program Coordinator must submit an activity log quarterly and as requested at program visits.
- The transportation line must include funds for a required minimum of two trips to the college/career center.
- The Program Supply line must be at submitted at the original contracted amount, (\$1480) to ensure adequate educational supplies and materials. **(Note: Follow up request \$1451.50)**
- Salaries and stipend may be adjusted only within the originally proposed contract amount (\$50,011).

Resolution: YES: A motion was made to accept the YES contract as written.

Resolution: Greenville: A motion was made to increase the wage budget line to \$4000 and otherwise accept Greenville's contract as written.

Summer Youth Program- TANF Funds

Mark reported that 95% of the application process and decisions for the summer youth program have been completed. The application process started in May. A four week program at the college for Greene County youth is planned. Placement of older youth is planned with local businesses. Overall, 70 – 75 youth are expected to be served through the summer youth program.

Funding for the SYEP includes \$46,414.00 for Columbia County and \$80,784.00 for Greene County. This funding reflects an increase in TANF funds for Columbia with Greene County's funding remaining approximately the same.

Youth Banquet

Terry McGee Ward reported that Greenville's Youth Program was invited to Greene County's Youth Dinner, but chose not to attend.