

Workforce Investment Board of Columbia & Greene Counties

Minutes for July 14, 2009 8:30 a.m. Columbia Greene Community College

WELCOME

Anthony Zibella welcomed new member, Mr. David LaFleur (VESID), returning members Terry McGee Ward (Greene Youth Bureau) and Tina Sharpe (Columbia Opportunities) and guests, Maureen Boutin, Suzanne Pollard, Nancy Bell and Cori Beck.

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

Attendance:

Present: Frank Alguire, John Betts, Russ Coloton, Fran DelGaudio, Pam Dusharm, Diane Franzman, Kate Konopka, David Leavitt, Ann Luby, Cindy MacKay, Rebecca Main, Mary Prazma, Betty Rosato, Karen Schoonmaker, David Scott, Sally Sharkey, Tina Sharpe, Lynn Strunk, Mike Veeder, Terry McGee Ward, M. A. Wiltse, and Anthony Zibella.

Excused: Deneen Byrne, Tom Every, Ken Flood, Patrick Gabriel, Susan Hollister, Kary Jablonka, Mike Kutski, Rob LaBuff and David Lester.

Consultant: Katy Drake

Guests: Maureen Boutin (WIO), Cori Overdorf (DOL), Suzanne Pollard (Empire State Development) and Nancy Bell (DEWS)

With 22 members in attendance, a quorum is present.

STATUS OF VACANCIES

There are a total of three vacancies for Columbia County business and two vacancies for Greene County business. A Community Based Organization vacancy exists for Greene County.

The meeting began with a moment of silence in respect of Board Member, Sarah Witham. The Executive Committee will dedicate an ITA (Individual Training Account) in honor of Sarah's dedication to the WIB.

ACCEPTANCE OF MINUTES

A motion was made by Diane Franzman, seconded by Frank Alguire and carried by the Board to accept the Board Meeting Minutes from April 8, 2009. All Board meeting minutes are posted on the website, www.columbiagreeworks.org.



CORRESPONDENCE

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

Letters sent:

- Update to the CLEOs on ARRA funding
- May 4, 2009 Letters sent to each CLEO regarding reappointments to the WIB and status of business vacancies.
- May 8, 2009 Quarterly update sent to CLEO for each county
- June 24, 2009 letter to the CLEOs regarding potential appointments to the WIB

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Letters received:

- Letter of resignation from John Seacord, VESID
- Letter of recommendation to the Board for Mr. David LaFleur, VESID
- May 4, 2009 Letter regarding Internship Grant renewal from DOL
- May 5, 2009 Notice of Obligation Authority for technology purchases
- June 12, 2009 Letter from OTDA regarding TANF SYEP funds.
- Letter of resignation from Ms. Carrie Haddad
- June 18, 2009 Letter from DOL regarding SYEP information and project with NYATEP.

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

Chair Frank Alguire reviewed the Business Services Committee report from the June 16, 2009 meeting. Mr. Alguire outlined the process and efforts of the committee in reviewing and revising the "In Demand Occupation List". The "In Demand Occupation List" will be presented to the Board for approval at the meeting. An update on the "Needs Related Payment Policy" was also provided as the Board will also review that policy during the meeting.

Continuous Quality Improvement

Katy Drake, the consulting Director for the WIB, updated the Board on the June 16, 2009 CQI meeting. The Stimulus Funds Plan (attached to the minutes) for Columbia Greene was reviewed along with OSOS Management Reports. It was noted that 35 students started training once stimulus funds were received in March. A policy audit will be scheduled for the fall.

Executive Committee

Chair Tony Zibella provided the Executive Committee report, reviewing Board vacancies, the start of year two of the #13-N Regional Economic Transformational Strategies Grant, ARRA funding and the PY09 meeting schedule. It was noted that the Consulting Director's contract was renewed for PY09.

Youth Council

Council Chair Terry McGee Ward reviewed the Youth Council report from the June 4, 2009 meeting. PY09 Youth Program Contract Modifications will be presented to the Board for approval as the Council supports funding at the proposed level (same funding level as PY08 with minor modifications). Information was provided on the Summer Youth Program, with menus distributed for the "Learn Today Café" run by the students of the SYEP. Board member Diane Franzman recommended healthier options for the café due the obesity epidemic in the states.

One Stop Operator Director's Report

The One-Stop Operator's report was provided to all members. An update of the report was supposed to be attached to these minutes, but a computer hardware problem means all "swipe card" data for May, June and July was lost.

OLD BUSINESS

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

The downturn in the economy just as the Internship Grant was getting started provided to be too great an obstacle and the 8 county region did not succeed in establishing the 50 paid, “for profit” internships for the area. This grant has not been renewed. The Greater Capital Region’s Workforce areas are looking to continue the internship website, www.techvalleyinternships.org to continue to connect businesses and students.

The Regional Transformation Strategies Grant is entering year two. The Talent Pipeline Report, the Work Readiness Credential Program and the TCAP (Technical Career Awareness Program) information have been completed. Links to these finalized reports will be sent out to all Board members as these three reports will be of great interest to members. The reports will be posted on www.Columbiagreenetworks.org. CDs will be distributed with this information at the next meeting as well.

NEW BUSINESS

The American Recovery and Reinvestment Act was discussed in committee reports and the One Stop Operator’s report. Truck driving was noted as one of the areas where a majority of the training is occurring with stimulus funds. Truck driving remains in demand and the training gets people back to work in a short period of time.

The statistics for the former employees of Kaz were reviewed. At the time of the announcement of the closing, 344 people were employed. The One Stop Center staff reached 256 of those employees in workshops and trainings on site. 213 of those employees have collected UI. Many were eligible for up to \$13,000 in tuition under the Trade Adjustment Act. Unfortunately, most of the Kaz employees were either not interested or able to take advantage of the benefit.

As reviewed in the Committee Reports, the following resolutions were made:

Bylaws Update

A motion was made by Frank Alguire to approve the Executive Committee’s resolution to update the bylaws. Diane Franzman seconded the motion. All members were in favor of the update to the bylaws as distributed via email at the beginning of June. The approved by-laws will be sent out via email and hard copies will be distributed at the fall meeting.

Business Services’ Resolution on In Demand Occupation List

Frank Alguire made a motion to approve the general categories for the In Demand Occupation List with individual ITAs being approved in accordance with the established ITA policy guidelines. Karen Schoonmaker seconded the motion. Motion carried with all in favor.

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Business Services Resolution on “Needs Related Services” Policy

Frank Alguire made a motion to approve the “Needs Related Payment” Policy as written. Tina Sharpe seconded the motion. Motion carried with all in favor. It was noted for the Board that due to UI extensions the One Stop Center has not needed to use this policy.

Youth Council’s Resolution on PY09 Youth Program Contract Modifications

Terry McGee Ward made a motion to accept the proposal for the Catskill GED program for PY09 at the funding level proposed. John Betts seconded the motion. Dave Leavitt abstained. Motion carried with all others in favor.

Terry McGee Ward made a motion to accept the Greenville Budget Proposal for PY09 as proposed. Karen Schoonmaker seconded the motion. Dave Leavitt abstained. Motion carried with all others in favor.

Terry McGee Ward made a motion to accept the YES program proposal with the increase in internships \$7,000 for PY09. Mary Prazma seconded the motion. MA Wiltse abstained. All others were in favor and the motion was carried.

GOOD AND WELFARE

Chairmen Zibella wished Dave Leavitt the best with his upcoming retirement. Dave was commended for his service to the Youth Council and the Board.

The Board congratulated MA Wiltse on her recent Chancellor’s Award for Excellence in Professional Service for the Academic Year 2008-2009.

John Betts and Betty Rosato were congratulated on their upcoming wedding.

Mr. Frank Alguire updated the Board on Greene County Tourism, Planning and Economic Development for the past quarter. In Greenville, the Riverdale Tennis Club was purchased and is being fixed up for a ten week camp orientated to youth. This camp will bring in youth from out of area and the tourism that accompanies families visiting the youth while at the camp.

The motion to adjourn was made by Frank Alguire and seconded Ann Luby. The meeting was adjourned at 10:35.

Please Mark Your Calendar

Upcoming Special Events	Date, Time, Location	Information:
<i>WIB Full Board Meetings</i>	October 15, 2009 5:30 p.m. January 19 , 2010 8:30 a.m. April 1, 2010 5:30 p.m. (no fooling!) July 13, 2010 8:30 a.m.	Contact Katy Drake at Drake@mhccable.com or 965-1421
<i>Meetings are held in The Professional Academic Building at the College unless otherwise noted</i>		

Respectfully submitted, Katy Drake/WIB Consultant

Business Services

June 16, 2009

OJT- Employee Enhancement Program-HR Roundtable

Information was reviewed for on On- the- Job Training (OJT) and the Employee Enhancement Program for Program Year 2008. Data was also presented and reviewed for the HR Round table.

Spring Job Fair

The Spring Job Fair was a success with 53 employers, agencies and training providers with a record 665 job seekers. Changes to the fair included a reduced fee, increased number of training providers encouraged to attend, adjustments in set up and the elimination of businesses hiring only in contractor status.

In Demand Occupation List

In a follow up to the discussion held at the previous Business Services Committee meeting, a revised draft list of "In Demand Occupations" were reviewed by the committee. The list had been previously narrowed to job titles that had "favorable" to "very favorable" employment prospects and strong average annual openings. Due to the turbulent economy, the committee discussed creating an in-demand occupation list with the flexibility of broad categories with Career Center staff given the right to approve ITAs under the categories based on the approved ITA policy, local employment opportunities and regional average openings. The general list is included in an attachment to this report.

ITAs under these general categories would need final individual approval to ensure the ITA fits the guidelines regarding the local policy, resulting anticipated wage, employment prospects and placement. Commission based jobs were discussed and determined to be left on the list with the same requirement of meeting the ITA policy guidelines on an individual basis.

A motion was made to approve the general categories for the In Demand Occupation List with individual ITAs being approved in accordance with the established ITA policy guidelines.

Needs Related Payment Policy

An updated "Needs Related Payment" policy is required under the stimulus act to ensure supports are in place for customers to successfully complete training programs. The policy that has been in place was reviewed and confirmed that it meets WIA regulations. ARRA (stimulus) funding was discussed; noting that close to half of our local DW stimulus funds have already been obligated for tuition, and there is concern that there will not be enough funding for needs related support.

A motion was put forth to accept the "Needs Related Payment" Policy as written.

The importance of 599 extensions for customers in training was clarified as this will be the only means for UI extensions after June 21, 2009.

Maureen Boutin provided an update on the newly released Building Skills in New York State (BUSINYS) grant. A meeting was held on June 23rd at 9:30 at the college to provide businesses the opportunity to explore the grant. The completed grant application deadline is July 20, 2009 at 4:00. Eligible applicants are for-profit and not for profit businesses with four or more employees. A \$50,000 per company per year maximum award is available with a \$3,000 cap per trainee.

PY08 Training Report

The training report for PY08 was distributed and reviewed. 35 trainees started in March 2009 with stimulus funds. \$95,000 of the total funds spent were out of stimulus and regional funds. The report indicated the propriety school, the program and the number of students, total funds spent and average cost per student.

New Business

Columbia Greene's Stimulus Funds Plan

The Stimulus Funds Plan for Columbia –Greene Counties was distributed for review illustrating the manner in which the \$476, 903 Columbia Greene will receive in stimulus funds will be spent prior to June 30, 2010. This plan will be provided to all Board Members for review.

OSOS Management Reports

The Columbia Greene Counties Customer Management Report was distribute for review as well. MA Wiltse also supplemented the report with information on initial assessments completed by staff member and total of other enrolled services completed. The Training Report for Program Year 2008 was also reviewed by proprietary school, community colleges, program and number of students . Total funds spent and average cost per student was also broken down by the categories of proprietary school and community college. It was noted that 35 students started after March 2009, once stimulus funds were received. \$95,000 of the money spent in PY08 was stimulus or regional funds.

Action Item

A policy audit will be scheduled for the fall.

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Executive Committee

June 22, 2009

Board Vacancies

Board vacancies were reviewed noting three business vacancy for Columbia County and two business vacancies for Greene County. Following letters sent regarding attendance at meetings, several board members resigned as they felt unable to meet the attendance requirements for the upcoming program year. A vacancy also exists for a community service based organization for Greene. David LaFleur's (VESID) appointment to replace John Seacord is now set.

Mary Prazma will be asked to join the Executive Committee as the Columbia County Business Representative.

The Committee created a list of potential Board Members to recommend to the CLEOs for appointment to the WIB.

RFP #13-N Regional Economic Transformational Strategies

Brief updates were provided on the Work Readiness Credential, Talent Pipeline and TCAP Projects. Planning is in process for the second year of the grant. The projects that were researched and developed in year one will be rolled out and marketed in the upcoming year.

American Recovery and Reinvestment Act (ARRA)

	Adult	Dislocated Worker	Youth	Administration
ARRA	\$61,866	\$216,216	\$151,130.70	\$47,000

The committee discussed Columbia Greene's plan for stimulus funds which was distributed via email prior to the meeting for review. In order to meet the requirements under the ARRA (stimulus funds), the "Needs Related Services" policy recommended by the Business Services Committee was reviewed. The resolution regarding the "In Demand Occupation List" and the supporting documentation was reviewed by the Executive Committee. Both the "In Demand Occupation List" and the "Needs Related Services" policy will be presented to the Board at the July meeting.

PY09 Meeting Schedule

The Committee approved the PY09 meeting schedule.

Dedication to Sarah Witham

The Executive Committee discussed honoring Sarah Witham's dedication and commitment to the WIB. A motion was made to create an ITA in Sarah's name for a student interested in becoming an electrician. The motion was carried with all in favor of creating an ITA in honor of Sarah Witham.

Consulting Director's Contract Renewal

The Committee approved the renewal of the contract for the Consulting Director for PY09.

Youth Council

June 4, 2009

Internship Program

The downturn in the economy just as the Internship Grant was getting started, provided to be too great an obstacle and the region did not obtain the set goal of 50 paid for profit internships. Due to the lack of success and the challenge of finding paid internships, this grant has not been renewed for our region. The web site connecting businesses and students, www.techvalleyinternships.org, formerly known as mybeanstalk, has been established and will continue to connect employers and students for internship opportunities.

Sector Strategies Grant Update (#13N)-Work Readiness Credential

The consultants have finished work in this area and after reviewing all the local programs have created a matrix of skills that should be required to for an established standard for a regional work readiness credential. The credential covers requirements for both youth and adult programs. Under the upcoming grant year, the focus will be on creating a regional brand as well as gaining buy in from the local work readiness programs, employers and students. Dave Leavitt noted that Columbia-Greene's BEST program will be used as a model for the Career Pathways Grant representing four BOCES and several community colleges.

Technical Careers Awareness Program (TCAP) RFP

Significant progress on this initiative in a short period of time was noted as the TCAP program nears completion. Extensive research has been completed to create marketing materials on technical careers that do not require four year degrees. These materials will be created to reach out to students, parents, family members as well as teacher, guidance counselors and administrators. The materials will be created this year, and rolled out next year under the second year of tier two of the 13N grant.

Summer Youth Program

Mark Decker reported that using TANF funds supplemented with ARRA funds, the summer youth program expects to double the youth served from last year. 700 applications were sent out, with every school district in the two counties visited. 400 applications have been received back, with the expectation of funds to serve approximately 153 youth. Youth ages 14-15 will be offered a four week course at the college in the areas of culinary arts, health/science and videography. Older youth will be set up in worksites across both counties. Two staff have been hired to assist with the summer youth program.

PY09 Youth Program Contract Modifications

Program Modifications for the Youth Contracts for PY09 were distributed and reviewed. Due to ARRA funding, the budget can support the same level of funding for PY09 as PY08.

The Catskill proposal was reviewed with the following clarification required for the contract:

- The total number of out of school youth participants who were basic skill deficient needs clarification.
- The proposal noted that 100% of the youth served were classified as "in school Youth"

MA Wiltse will follow up with Catskill for clarification on these items for the contract. No changes in the scheduled hours of Catskill were requested. The tracking of dropout rates was discussed.

A motion was made to accept the proposal for the Catskill GED program for PY09 at the funding level proposed.

The **Greenville Youth Program** proposal was distributed and reviewed by the Council. Greenville has not been able to enroll the 20 students proposed in the Y08 contract, but has exceeded the minimum of the 10 youth required. Recognition for Sandy Arnone, the Greenville Youth Program Coordinator, was discussed as Ms. Arnone does an exceptional job implementing the program. An additional component of scrap booking was added to the curriculum for PY09 in addition to the creation of resumes, career exploration, business cards, application completion, letters, net working, button making and graphic design. **A motion was made to accept the Greenville Budget Proposal for PY09 as proposed.**

The proposal for the YES Program was reviewed. Increased funding in the area of internships was added based on extra funds that were not used by Greenville for internships. The contract will be adjusted in the area of mileage-the mileage rate will be corrected to the current rate, but that change will

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not exceed the total budget amount requested. The program was reduced to 36 weeks to help manage increasing costs. **A motion was made to accept the YES program proposal with the increase in internships \$7,000 for PY09.**

Due to cuts in formula funds from PY08, concerns were expressed about funding for the Youth Programs in PY10. The ARRA funds (stimulus funds) allowed contracts to be maintained this year at their current funding levels.