

Workforce Investment Board of Columbia & Greene Counties

Minutes for July 13, 2010 8:30 a.m.

Columbia Greene Community College

WELCOME

Chairman Anthony Zibella welcomed Board members and guests.

Chair Tony Zibella called the meeting to order:

Present: Frank Alguire, Betty Betts, John Betts, Russ Coloton, Fran DelGaudio, Terri Drobner, Pam Dusharm, Mike Fingar, Patrick Gabriel, Susan Hollister, Kary Jablonka, Kate Konopka, Mike Kutski, David LaFleur, David Lester, Ann Luby, Cindy MacKay, Mary Prazma, Tracy Racicot, Karen Schoonmaker, David Scott, Lynn Strunk, Deb Tuttle, Mike Veeder, M. A. Wiltse, Joe Wolodkevich and Anthony Zibella.

Excused: John Craft, Ken Flood, Rebecca Main, Tracy McNally and Sally Sharkey

Absent: Lynn Strunk

Consultant: Katy Drake

Guests: Suzanne Pollard (Empire State Development) and Terry McGee Ward (Youth Council Chair)

With 27 members in attendance, a quorum is present.

STATUS OF VACANCIES

- One vacancy for Greene County business in recruitment
- One vacancy for HUD is a pending appointment
- An organized labor representative for Greene
- A Columbia County Community Based Organization representative pending

ACCEPTANCE OF MINUTES

A motion was made by MA Wiltse, seconded by Frank Alguire and carried by the Board to accept the Board Meeting Minutes for April 27, 2010. All Board meeting minutes are posted on the website, www.columbiagreeworks.org.

CORRESPONDENCE

Secretary Frank Alguire noted that the following correspondence is available for member review:

Letters sent:

May 5, 2010 Letter sent to Housing Representative regarding the WIB.

May 5, 2010 Letter sent to all Board Members regarding nominations.

May 17, 2010 Letter sent to the Commissioner of DOL regarding the National Emergency Grant Application.

May 20, 2010 Letter sent regarding Greene County Business representation on the WIB.

June 11, 2010 Letter sent to Board Members regarding the nomination of a Vice Chair and Secretary.

June 21, 2010 Letter sent regarding Greene County Business Representation on the WIB.

Letters Received:

May 19, 2010 Letter received regarding approval for participation in the 2010 Reemployment Eligibility and Assessment Program.

May 24, 2010 Letter received regarding the Adult, Dislocated Worker, Trade Adjustment Assistance Review.

May 26, 2010 Letter received approving the Greenville Youth Program's budget transfer request.

June 9, 2010 Letter received regarding re-appointments for Columbia County WIB members.

COMMITTEE MEETINGS

Committee reports were distributed prior to the meeting and reviewed by Committee Chairs at the meeting. Committee reports are attached to the minutes for reference.

ONE STOP DIRECTOR'S REPORT

MA Wiltse distributed the One Stop Center's Participation Report for PY09 (July 1, 2009- June 30, 2010). The report included: An overview of Core and Intensive Services, Skill Development and Training Services, employment statistics, adult education classes, marketing efforts, job seeker characteristics for the Spring 2010 Job Fair and PY09 ITA obligations.

NEW BUSINESS

Cindy MacKay, Chair of the nominating committee, provide a brief update on the nomination process. A letter was sent out on June 11, 2010 regarding the nominating committee's recommendations for the positions of Vice Chair and Secretary. Nominations are accepted from the floor as long as the nominee is present to accept.

Nomination of a Vice Chair

The position of Vice-Chair must be filled by a Columbia County Business Representative. The Vice Chair serves a two year term and then ascends to the position of Chair for two years. Mary Prazma made a motion to nominate Tony Zibella for Vice Chair. Frank Alguire seconded the motion. There were no nominations from the floor. The resolution was carried with all in favor with Tony Zibella accepting the position of Vice Chair.

Nomination of a Secretary

The position of secretary can be filled from the membership at large. Karen Schoonmaker made a motion to nominate Frank Alguire for the position of secretary for a two year term. Mike Kutski seconded the motion. No nominations were made from the floor. The motion was carried with all in favor.

PY10 Youth Council Proposals

Terry McGee Ward, Chair of the Youth Council, provided an overview of the Youth Program RFP process. Details of the process are included in the attached Youth Council report. Proposals receiving one hundred points or greater on the approved rating scale were recommended for funding.

Resolution: *The Youth Council set forth a resolution to recommend funding the Greenville Youth Program for PY10 at \$14,750 with all appropriate internship students being referred to the YES program.* Frank Alguire made a motion to fund the Greenville Youth Program for PY10 at \$14,750 with all appropriate internship students being referred to the YES program. Karen Schoonmaker seconded the motion. MA Wiltse abstained. The motion was carried with all others in favor.

Resolution: *The Youth Council set forth a resolution to recommend funding the Catskill GED program for PY10 at \$56,629, subject to the program agreeing to contract modifications made in order to meet required program elements.* David LaFleur made a motion to fund the Catskill GED program for PY10 at \$56, 629, subject to the program agreeing to contract modifications made in order to meet required program elements. Ann Luby seconded the motion. MA Wiltse abstained. The motion was carried with all others in favor.

Resolution: *The Youth Council set forth a resolution to recommend funding the YES program at \$50,233.88 plus \$19,484 to administer the internship component for all three (3) approved youth programs, for a total of \$69,717.88.* Frank Alguire made a motion to fund the YES program at \$50,233.88 plus \$19,484 to administer the internship component for all three (3) approved youth programs, for a total of \$69,717.88. John Betts seconded the motion. MA Wiltse abstained. The motion was carried with all others in favor.

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Business Services Individual Training Accounts (ITA)

Business Service's Chair, Frank Alguire, provide the Board the background information and reasoning for lowering the ITA program cap to \$4,000. This recommendation is strictly based on our reduced budget for PY10.

Resolution: *The Business Services Committee resolves that the ITA program be capped at \$4,000 per ITA for tuition, and all related educational supplies, for the entire length of the training.* Karen Schoonmaker made the motion that the ITA program be capped at \$4,000 per ITA for tuition, and all related educational supplies, for the entire length of the training. MA Wiltse seconded the motion. The motion carried with all members in favor.

State and Federal On- the- Job Training Programs

The state and Federal OJT programs were presented to the Board. Benefits and specific requirements were reviewed. These programs are designed to focus on dislocated workers. The WIO will be calling in 23 individuals per week, who are long term unemployed (26+ weeks) to complete a skill based self-assessment. They will also be given information on how they can present the state and federal OJT program to prospective employers. Businesses should contact the Workforce Office on more information regarding the OJT programs.

Good and Welfare

At the close of the meeting, Vice Chair Karen Schoonmaker ascended to the position of Chair. Karen expressed her appreciation to Tony Zibella and Frank Alguire for their service on the Executive Committee and congratulated them on their positions for the upcoming program years.

Appreciation was expressed to the Nominating Committee—Cindy MacKay, Betty Betts and Pam Dusharm—for their work.

Appreciation was also expressed to the Board members on the Youth Council RFP Review Committee—Terry McGee Ward, Tracy Racicot and Susan Hollister.

MA Wiltse extended thanks to Greene County Community Action for the grant opportunity to expand summer youth employment opportunities in Greene County.

Frank Alguire reviewed a number of deals done in Greene County for the quarter. A good deal of discussion ensued regarding the recently opened zipline at Hunter Mountain. Alguire also noted the new wave pool at Zoom Flume, and expansions of restaurants in the County, all of which have been partly financed by the County's Quantum fund. The Greene County Economic Development office is offering a Micro Enterprise Deferred Loan Program. The basic purpose of this loan program is to support job creation within Greene County. Part of the program is a two day training class required for participants in the loan program, but open to all those interested in starting a business. For more information regarding classes and eligibility, contact Frank at 719-3298.

Frank Alguire made a motion to adjourn. John Betts seconded the motion with all in favor. The meeting adjourned at approximately 9:45 a.m.

Please Mark Your Calendar

Upcoming Special Events	Date, Time, Location	Information:
WIB Full Board Meetings	Tuesday, October 12, 2010 5:30 p.m.	Contact Katy Drake at Drake@mhicable.com or 965-1421
	Tuesday, January 11, 2011 8:30 a.m.	
	Tuesday, April 5, 2011 5:30 p.m.	Reminders with meeting

	Tuesday, July 12, 2011 8:30 a.m.	agendas to follow.
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Notes Respectfully submitted by Katy Drake/WIB Consultant

Business Services Committee Report

June 10, 2010 8:30 am

OJT (On The Job Training)- Employee Enhancement Program-HR Roundtable

Information was distributed on OJT and the Employee Enhancement Program. No new OJTs began this quarter. The Employee Enhancement Program will not be running over the summer. The program has experienced low enrollment due to the lack of new hires from local businesses. Due to changes in regulations, the committee discussed whether the Employee Enhancement Program will be allowable under the funding changes. The Federal government is focusing funding on the unemployed. The EEP mainly serves incumbent workers. MA will provide more information on the changes in regulations once available.

Maureen Boutin presented the data regarding the TANF Transition Grant. Challenges and successes in the program were reviewed. The grant focuses on hard to serve individuals with barriers including child care, lack of transportation, lack of degree/training, etc. The grant ends on August 30th, but local businesses can still contact Maureen if interested in accessing the Transition Grant.

Columbia Greene Job Fair

The Columbia Greene Job Fair was held at the college on April 27th. Maureen distributed information on the fair and feedback from the businesses and organizations involved. 700 job seekers attended with 42 employers present. Parking was a major concern. A participant summary was presented to the committee. The tracking of hires was requested. Tracking placement is always a challenge due to the processing of applicants at different companies and various time frames when hiring occurs.

Elevate America—E-learning & certification exams

Information charts on Elevate America were included in the committee information. 144 Info/Business training vouchers were distributed. 57 IT Pro certificates were issued. Vouchers must be activated by June 24th. The One Stop Centers do not have the ability to track activation, so the only information available is the number of vouchers issued. The information/Business vouchers, once activated, have a year to be used.

Maureen requested feedback on Elevate America as the WIO is unable to determine who activated the vouchers. Maureen is interested in feedback from the businesses and individuals on this free Microsoft program.

State On the Job Training Program

Two million dollars has been allocated by the state for OJT. Criteria for these OJT funds require the participant to be a dislocated worker. To access this OJT program, businesses should email Maureen who will work with the DOL representative. A two week turn around is anticipated once the business and participant have been identified. An information flyer was distributed.

Federal OJT –National Emergency Grant (NEG)

New York State applied for National Emergency Grant funds for On the Job Training for new hires. The Federal OJT program is intended to serve the long term unemployed (26 weeks or more). If awarded the funds, this program will be operated locally. The additional funds will benefit the counties. Decisions regarding the NEG will be announced on June 30th.

Review of ITA Policy (policy #305 revision 7/28/09)

The current ITA policy was distributed for review. This policy was adjusted last year to address ARRA funds. ARRA funds have been spent. The program year begins July 1st with an anticipated 50% cut in funding from last year (due to no additional ARRA funds). PY09 ITA obligations were reviewed. Even with additional opportunities (incentive funds, etc) available ITA funds are expected to be \$100,000 less than PY09. The committee discussed the lack of funds available for training and educational supplies.

It is recommended that Columbia Greene WIB adjust the ITA policy due to the reduced level of funding available for PY10. Currently, Columbia Greene has the highest cap in the area for ITAs. Other areas limit ITA funding to between \$4- 6,000 per person. Columbia- Greene's cap is \$8,000 based on mean hourly wages.

It was proposed that in order to serve as many people as possible, the maximum ITA amount be set at \$4,000 per person, including educational supplies. This may require students to take out student loans for the difference. Holly Wanek, the WIA staff member responsible for approving ITA's, provided specifics on training costs. The use of PELL grants was clarified, and a discussion occurred regarding the costs of some of our most popular training options. LPNs, health care workers and truck drivers remain in demand. While a focus on funding truck driver training is not encouraged, the demand for truck drivers is based on the willingness for trucking companies to pre-hire, the quick turn around on training to employment and wages paid to drivers. The need for truck drivers is still strong in this challenging economy.

It was noted that the WIA budget has been cut by 50% since WIA began in 2000. Funds are not available to continue the high cap on ITAs. The student investment in paying some personal training costs was noted as positive. VESID requires students pay into their training to ensure investment. The rising cost of education (specifically LPN) was outlined for the committee.

Resolution:

A motion was made that the ITA program be capped at \$4,000 per ITA for tuition, and all related educational supplies, for the entire length of the training.

The message that staff are relaying to customers is that it is necessary for customers to use all resources available. Due to limited funds, priority of services is still in effect serving low income individuals and Vets first. The application process for ITAs does require that participants clarify how they will support themselves during their training period and pay off the balance of their training costs.

Cleanroom Train the Trainer Announcement

Training on the intricacies of clean room design and construction procedures is being offered. Flyers were distributed to the committee.

Advanced Manufacturing Tour

One Stop staff members from the 11 One Stops in the region attended a tour at the Watervliet Arsenal set up by CEG, visiting 3advanced manufacturing businesses. This training was of great value to the staff. Future potential tours were discussed.

Regional WIB Members Breakfast

Seven members from the C-G WIB attended the Regional Breakfast sponsored by the Greater Capital Regions WIBs and CEG in June.

Executive Committee Report

June 29, 2010 5:30 p.m.

Board Vacancies

Board vacancies were reviewed. A Greene County appointment representing Housing is pending. Contact has been made with a potential business representative for Greene County. Katy has spoken with a Greene County Legislative representative regarding the organized labor vacancy. All reappointments have been finalized.

Nominating Committee

The nominating committee requested that Mr. Tony Zibella run for vice-chair. Tony accepted the nomination and will run again to represent Columbia County. Mr. Frank Alguire accepted the nomination for secretary. Letters outlining the nominations were sent to all Board members. Members will vote at the upcoming July Board meeting.

Budget Update

MA Wiltse updated the committee on the budget for PY10. Without ARRA funds, the upcoming budget will be half of the amount received in PY09. No federal funds have been allocated for the Summer Youth Employment Program. The WIO will be running a small summer youth program through TANF allocated funding. Through Community Action, Block Grant funds may make it possible to serve additional Greene County youth this summer. Contract issues are being explored to determine if the WIO can contract with Community Action for these funds. Additional funds for On-the- Job Training (OJT) Contracts will be available to the Columbia Greene area based on an award through the National Emergency Grant (NEG). New York received 3.5 million in NEG funds to administer OJT to specific areas.

Youth RFP

Terry updated the committee on the Youth RFP process for PY10. A sub committee of the Youth Council met in June to review the six proposals received. The Council recommended funding applications receiving a hundred points or more based on the criteria established in the RFP. While the overall budget has been reduced, due to changes in the funding formula, there is more money available in the Youth budget line for PY10. Columbia Greene WIB has approximately \$142,000 available to fund youth programs in PY10. The Executive Committee reviewed the resolutions to go before the Board in July and requested additional clarification on the YES resolution.

*The Youth Council set forth a resolution to recommend funding the YES program at \$50,233.88 plus \$19,484 to administer the internship component for all **three (3)** approved youth programs, for a total of \$69,717.88.*

Review of the By-Laws

The committee reviewed the by-laws. No changes are recommended at this time.

Executive Session – Consulting WIB Director’s Contract

In a closed Executive Session, the committee recommended renewing the Consulting Director’s contract through PY10.

PY10 Meeting Calendar

The PY10 full Board meeting schedule was finalized for distribution at the July meeting.

- **Tuesday, October 12, 2010 5:30 p.m.**

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- **Tuesday, January 11, 2011 8:30 a.m.**
- **Tuesday, April 5, 2011 5:30 p.m.**
- **Tuesday, July 12, 2011 8:30 a.m.**

Youth Council Report

June 15, 2010

Youth Program RFPs

On April 8th, the Youth Council met to draft the Request for Proposal (RFP) for Youth Employment and Training Programs for PY10. The Columbia Greene Workforce Investment Board released the RFP for Youth Employment and Training Programs on April 9, 2010. Announcements of the RFP were sent to all Columbia and Greene County Superintendents and Youth Program Directors as well as being posted on the web site. Proposals were due June 1, 2010. A bidder's conference was held on April 21st at the college. Kerry Houlihan, representing Coxsackie-Athens' School District, was the only attendee. The following proposals were received:

Program	Requested funds	# of students	Cost/student	In-school	Out of school	County served
Greenville	\$25,750	17	\$1,287.5	17	0	Greene
Catskill	\$56,629	60	\$943.82	36	24	Columbia & Greene
Germantown	\$23,011	13	\$1,770.08	13	0	Columbia
Coxsackie						
Athens	\$28,665	35	\$819	35	0	Greene
YES	\$58,717.88	29	\$2,024.75	0	29	Columbia & Greene
Cairo-Durham	\$44,400	110	\$440	110	0	Greene

Total Requested funds: 237,173

**adjusted per PY09 data review*

A sub-committee met on June 8th from 10:00 – 3:15 to review the proposals. Proposals were sent out to sub-committee members in advance for review. Program representatives from each program submitting a proposal were invited to make a brief presentation to the committee on June 8th. Representatives from all programs attended to present and answer questions regarding their submissions.

The proposals were scored using the rating scale included in the RFP instructions. An essential work skills component was added to the proposed program this year. Additional bonus points were awarded based on number of out of school youth served to meet the WIA regulations that require a minimum of thirty percent of all available WIA youth funds be expended on out-of-school youth. Scoring for in-school youth programs was weighed heavily on the requirement for in school programs to provide WIA services until participants graduate from high school.

On June 15th, the Youth Council reviewed the RFPs and scoring. The decision was made to limit funding to applications receiving 100 points or more based on the criteria established in the RFP. The following resolutions were set forth:

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A resolution was carried to recommend funding the Greenville Youth Program for PY10 at \$14,750 with all appropriate internship students being referred to the YES program.

A resolution was carried to recommend funding the Catskill GED program for PY10 at \$56, 629, subject to the program agreeing to contract modification made in order to meet required program elements.

A resolution was passed to recommend funding the YES program at \$50, 233.88 plus \$19,484 to be administered to all funded programs for internships, for a total of \$69,717.88.

The committee noted that the significant concern with the proposals received from Coxsackie Athens, Germantown and Cairo- Durham were the programs projected ability to maintain students in the after school programs until graduation as all programs intended to start serving youth in 9th or 10th grade. Columbia Greene WIB would be at risk of losing funding if performance measures were not met by the programs not maintaining the in- school youth until graduation.

The Council decided to recommend that all internship funding be administered through the YES contract to mitigate the danger of programs not using the full amount of internship funds requested. The YES program will administer the funding for appropriate internships for the Greenville In-school youth program, the Catskill Program and the YES program.

All back up documentation, including original RFPs, notes and rating sheets, are available for Council and Board member review. Documentation will be maintained at the WIO office.

The Youth Council's resolutions and recommendations regarding Youth Employment and Training Programs will be presented to the full Board for approval on July 13th, 2010. The awarded contracts have the potential of three years of funding, extended annually, based on performance and the availability of funds.