

COLUMBIA GREENE WORKFORCE INVESTMENT BOARD

Minutes for Tuesday, June 27, 2000

*Columbia-Greene Community College
Staff Cafeteria
4400 Route 23, Hudson, NY 12534*

ATTENDANCE:

PRESENT: Kit Ali, Gary Balfour, Robert Bodratti, Paul Dellio, Karen Diffley, Tom Every, Tom Flemming, Skip Gerard, Brian Keeler, Raymond Kottke, Joyce Lissandrello, Matt Murell, Richard Phelan, Joseph Piccolino, Norma Shook, Donald Spitz, George Skraastad, Bernardina Torrey, Anthony Zibella

EXCUSED: Edward Daly, Al Hulick, Tony Jones, Linda Kline, Roger Lane, Peter O'Brien, Sarah Witham, Geraldine Wolfe

ABSENT: John Betts, Bruce Bohnsack, Len DeGiovine, Barbara Eacott, Marylou Eisenhardt, Patrick Hernandez, David Leavitt, Peter Markou, Lynn Strunk, Ed VanWagner, Aaron Flach

STAFF: M.A. Wiltse, Kelly Walsh

GUESTS: Suzanne Pollard and Pat Hamilton of Empire State Development Corp.
James Robertson – New York State Department of Labor

With 19 members in attendance, a quorum is present.

ANNOUNCEMENT OF VACANCIES: Chairperson Zibella announced there are no vacancies on the board at this time. It was also announced the Dr. Joseph Piccolino will be retiring and that he will be replaced on the board by Mr. David Segalla.

CORRESPONDENCE:

Mr. Zibella read a letter sent to the board by Mr. John Clapper of Columbia-Greene Beauty School requesting that Robert Bodratti and Barbara Eacott abstain from voting on acceptance of their application for various reasons.

Mr. Zibella then read Barbara Eacott's response to his request. He also read another letter from Milady SalonOvations in support of Mr. Clapper's request to be a locally approved training provider.

ACCEPTANCE OF MINUTES:

Mr. Zibella asked for a motion to approve the May 3 minutes as written. Motion was made by Kit Ali. Second was by Bernardina Torrey. Motion to approve was unanimous.

COMMITTEE MEETINGS:

Skill Standards Committee Report

Mr. Ray Kottke, Chairperson of the Skill Standards Committee, reported to the board recommendations for approval of the following resolutions.

Mr. Gerard commented that the mean wages on the in-demand occupation list did not seem accurate.

Mr. Bodratti commented that this was an issue the board could certainly address. It is part of the Board's directive to assist in developing accurate labor market information for the local area.

Resolution #1 – To accept the following schools and their programs on the local list of training providers.

1. Modern Welding, Schenectady, NY – Received score of 3.7
 - All Position Welding Course
2. Tactical Handgun Training, Kingston, NY - Received score of 3.6
 - Armed Security Guard Training
3. Ulster Boces– Received score of 3.7
 - A+ Computer Technician
 - AC/Refrigeration I & II
 - Bookkeeping/Record Keeping
 - Business Office Skills with Bookkeeping
 - Business Office Skills
 - Business Office Skills with Medical Office Coding
 - Certified Nursing Assistant
 - CISCO Certified Networking Associate (CCNA)
 - Electronic Technician
 - Industrial Electronics
 - Legal Secretarial Practice
 - Licensed Certified Dental Assistant
 - Licensed Practical Nurse
 - Local Area Network Technician
 - Manufacturing Technology Certificate
 - Medical Office Coding & Billing Certificate
 - Medical Office Coding Billing & Practice Certificate
 - Multiple Medical Skills Certificate I (CNA, EKG technician, Infusion Therapy)
 - Multiple Medical Skills Certificate I (CNA, EKG Technician, Phlebotomy)
 - Oil Heat / Air Conditioning Certificate
 - Oil Heat / Air Conditioning & Welding Certificate
4. Commercial Driver Training– Received score of 4.0
 - CDL Class A license
 - CDL Class B license
5. New Horizons Computer Learning Centers– Received score of 3.8
 - Certified Microsoft Office User Specialist
 - A+ Certification Preparation Program
 - Microsoft Certified Professional
 - Microsoft Certified Professional + Internet
 - Certified Novell Administrator
 - Microsoft Certified System Engineer
 - Microsoft Certified System Developer
 - Webmaster
 - MC Trainer
 - Certified Internet Webmaster
6. Ikon Office Solutions – Received score of 3.7
 - A+ Certification Preparation Program
 - A+ Certification/Network + Certification Preparation Program
 - Certified Novell Administrator Preparation Program for NetWare 5
 - Certified Novell Engineer Preparation Program for NetWare 5
 - Microsoft Certified Professional Preparation Program for NT 4

- Microsoft Certified Professional + Internet Preparation Program for NT 4
- Microsoft Certified System Engineer-Database Administration Preparation Program for NT 4
- Microsoft Certified Solution Developer Preparation Program

7. Mildred Elley – the College for Careers– Received score of 3.5

- Administrative Assistant
- Accounting Systems Specialist
- Clinical Medical Office Assistant
- Medical Office Assistant
- Software Specialist
- Paralegal
- Business Management
- Medical Assistant
- Advanced Paralegal
- Office Technologies
- Information Technology

Mr. Kottke asked for a motion to approve Resolution #1 as written. Motion was made by Robert Bodratti, seconded by Donald Spitz. Motion to approve was unanimous.

Resolution #2 – To accept the following two schools and their listed programs on the local list of training providers.

8. Columbia Greene Beauty School– Received score of 3.6

- Cosmetology
- Nail Technology – For this training program to remain on the list it is recommended that the school provide additional information to the board concerning average salaries for nail technologists. This occupation is not specifically listed as an in-demand occupation for Columbia and Greene counties, as it is considered a part of a Cosmetologist's job description. For customers to make an informed career decision, it would be helpful for them to know average salaries for people working in this field.

9. Questar III, Hudson, NY – Received score of 3.7

- Licensed Practical Nursing
- Certified Nurses Aide
- Horticulture/landscaping
- Computer Applications
- Machine Shop/Welding
- Automotive
- Carpentry
- Cosmetology
- Nail Technology – For this training program to remain on the list it is recommended that the school provide additional information to the board concerning average salaries for nail technologists. This occupation is not specifically listed as an in-demand occupation for Columbia and Greene counties, as it is considered a part of a Cosmetologist's job description. For customers to make an informed career decision, it would be helpful for them to know average salaries for people working in this field.

Mr. Zibella made a motion to allow Mr. Bodratti to vote on Resolution #2 (in regard to the correspondence read previously). Seconded by Kit Ali. Motion to allow Mr. Bodratti to participate in the vote on Resolution #2 was approved unanimously.

After discussion, Ray Kottke then asked for a motion to approve Resolution #2 as written (including the provision for Nail Technology). Motion was made by George Skraastad, seconded by Skip Gerard. Mr. Paul Dellio of Questar III abstained from voting. Motion to approve was unanimous.

Resolution #3 – To accept the following CGCC programs on the local list of training providers.

10. Columbia Greene Community College– Received score of 3.84
 - Accounting Studies – Certificate
 - Assistant Automotive Service Manager – Certificate
 - Automotive Technology – Ford ASSET Program – AAS
 - Automotive Technology – Toyota T-TEN Program – AAS
 - Business-Accounting – AAS
 - Business Applications-Administrative Assistant – AAS
 - Business Applications – Certificate
 - Computer Graphics & Design – Certificate
 - Computer Information Systems – AAS
 - Computer Information Systems – Certificate
 - Criminal Justice – AAS
 - Massage Therapy – AAS (Corrective Therapy Aide is the in-demand occupation on our list)
 - Nursing – AS
 - Small Business Management – Certificate
 - Webmaster – Certificate

Mr. Kottke asked for a motion to approve Resolution #3 as written. Motion was made by Matt Murell, seconded by Kit Ali. Mr. Robert Bodratti of CGCC abstained from voting. Motion to approve was unanimous.

Resolution #4 – To accept the following CGCC programs as contracted intensive service programs.

- Basic Skills for Vocational Preparation – Received score of 3.8
Brings students academic skills up to a college entrance level to prepare them for employment or additional occupational training. The program is self paced, and students learn at their own pace. They stay in the program only as long as it takes them to upgrade their skills to the level necessary to reach their career goals. Students can enter and exit the program anytime during the year.
- Basic Computer Skills – Received score of 3.7
Program provides sixty hours of training on Windows and Microsoft Office 2000 (covering e-mail, Word, Excel and PowerPoint).

Mr. Kottke asked for a motion to approve Resolution #4 as written. Motion was made by Kit Ali, seconded by Joyce Lissandrello. Mr. Robert Bodratti of CGCC abstained from voting. Motion to approve was unanimous.

Resolution #5 – To accept the following programs as contracted intensive service programs teaching basic computer skills.

1. Ikon Office Solutions – Received score of 3.7
Six Month Club Membership in the following:
 - PC Applications Club
 - PC System Specialist Club
 - PC Internet Club
2. New Horizons Computer Learning Centers – Received score of 3.7
Six Month Club Membership in the following:
 - PC Corporate Horizon 2000 Gold Club, Internet Club and Specialist 2000 Club

Mr. Kottke asked for a motion to approve Resolution #5 as written. Motion was made by Robert Bodratti, seconded by Bernardina Torrey. Motion to approve was unanimous.

SELF-SUFFICIENCY GUIDELINES:

It is recommended that the guidelines for adults be based on 100 percent of the Lower Living Standard Income Level, except for a family of one, which will be at 125 percent of the Lower Living Standard Income Level.

FAMILY SIZE	ELIGIBILITY GUIDELINES	SOURCE FOR DETERMINATION
1	\$13,052 = \$6.27/hr	125% OF LLSIL
2	\$17,114= \$8.22/hr	100% OF LLSIL
3	\$23,500=\$11.29/hr	100% OF LLSIL
4	\$29,000 = \$13.94/hr	100% OF LLSIL
5	\$34,228 = \$16.45/hr	100% OF LLSIL
6	\$40,028 = \$19.24/hr	100% OF LLSIL
7	\$45,828 = \$22.03/hr	100% OF LLSIL
8	\$51,628 = \$24.82/hr	100% OF LLSIL
9	\$57,428 = \$27.60/hr	100% OF LLSIL
10	\$63,228 = \$30.39/hr	100% OF LLSIL

- The definition of self sufficiency for Dislocated Workers will be based on ability of the worker to reach a 97% replacement wage rate.

Mr. Kottke asked for a motion to approve the above Self-Sufficiency Guidelines as written above. Motion was made by George Skraastad, seconded by Robert Bodratti. Motion was accepted unanimously.

RECOMMENDED SYSTEM FOR INDIVIDUAL TRAINING ACCOUNTS

- ITA's will cover the standard tuition and fees for all approved training programs.
- Books, supplies, equipment, licensing exams, and other related costs will be viewed as a Supportive Service and will be based on each customer's Individual Employment Plan.
- The standard length of time an individual can utilize an ITA is three years. An individual may apply for an extension of up to one year. Approval for the extension will be based on the reason(s) the individual could not complete their training program in the allotted time.
- The maximum amount of the ITA will be based on the Mean Hourly Wage Rate for the occupation the training is preparing the student to enter. This information can be found on the Columbia Greene Demand Occupation List.
- The ITA amount is as follows:

Mean Hourly Wage Rate	Maximum Amount of ITA
\$12.00/hr +	\$8,000
\$9.00/hr - \$11.99/hr	\$7,000
Below \$8.99/hr	\$6,000

It was recommended that the board determine if these guidelines will be lifetime caps. The Skill Standards committee will review this issue at a later time.

Mr. Kottke asked for a motion to approve this ITA System as written. Motion was made by Robert Bodratti, seconded by George Skraastad. Motion was accepted unanimously.

PRIORITY OF SERVICE GUIDELINES

*Based on discussion of the board, these *guidelines* will be changed to **requirements**.

They will now read as follows:

REQUIREMENTS FOR CONTRACTED INTENSIVE SERVICES AND ITAs

1. Columbia or Greene County Resident, or a current employee of a business located in Columbia or Greene Counties with training arrangements developed with the Board.
3. For Adults: Family Income level below guidelines established to define self-sufficiency level, based on the previous 52 weeks before application.
Or
Meets law's definition for Dislocated Worker status

Based on these changes, Mr. Kottke asked for a motion to approve these requirements as written above. Motion was made by Joyce Lissandrello, seconded by Kit Ali. Motion was accepted unanimously.

ADDITIONAL REQUIREMENTS FOR USE OF ITAs

1. For Adults and Dislocated Workers with Associate degrees or higher, approval will be determined by staff from the Workforce Investment Office.
 - Approval will be based on:
 - A review of the applicant's degree in relation to in-demand occupations and a review of the applicant's work experience to determine likelihood of reaching self-sufficiency without additional education.
2. Must not be in default on a student loan to access an ITA for a training program that is also PELL eligible.

Based on discussion of the board, a third additional requirement will be added to this list and will read as follows:

3. WIA Title I will be last funds used, applicants will be required to apply for TAP/PELL.

Mr. Kottke asked for a motion to approve these additional requirements as written. Motion was made by Donald Spitz, seconded by George Skraastad. Motion was accepted unanimously.

RECOMMENDATIONS FOR CREDENTIAL STANDARDS

- Any certificate, degree, license, or industry-based-test issued by a school or an industry-approved-testing-service is a credential.
- Successful completers of On-the-Job Training programs will be issued a credential from the WIB

Mr. Kottke asked for a motion to approve the Credential Standards as written. Motion was made by Robert Bodratti, seconded by Paul Dellio. Motion was accepted unanimously.

YOUTH COUNCIL REPORT:

Youth Proposals

Agency/School District Request	# Served	In-School	Out School	Funding Request
Hudson School District APL & GED program w/ work component, district will recruit drop-outs	40	32	6	\$41,764 (35,500 in school 6,264 out school)
Columbia-Greene Mental Health As. Taconic Hills Students	6	6		\$22,500
Greenville School District	8-10	8-10		\$18,168
Cairo-Durham School District Middle School /High School	16	16		\$18,381
Hunter-Tannersville School District, two components	6 school yr 6 spring	12		\$8,736
Windham-Ashland-Jewett	5	5		\$4,852
Columbia Greene Community College Contextualized Vocational Exploration Program	50	50	0	\$29,739
OVERALL TOTALS	87	81	6	In: 108,137/Out: 6,264

Matt Murell, chairperson of the Youth council reported on the two meetings of the council held during the month of June. It was recommended that the board approve Youth Proposals as submitted above. Motion was made by Kit Ali, seconded by Norma Shook. Mr. Robert Bodratti of CGCC abstained from voting. Motion was accepted unanimously.

WIA TITLE I DIRECTOR’S REPORT

M.A. Wiltse informed the Board that the state has notified the counties’ officials that the Waiver Request submitted the WIA plan in February is not being viewed favorably. The WIA Law states that without a waiver Workforce Investment Boards cannot operate training programs. Our plan is to have WIA Title I be the One Stop Operator at CGCC. WIA Title I staff are also acting as staff to the board, therefore, technically the board is operating training programs. The state does not want to allow this. Therefore the staff to the Board is going to have to be from an organization that is separate from the college. The chief Elected Officials and the state will be working on this issue over the next 3 months. Exactly what organization is going to take over this role is unclear at this time.

M.A. Wiltse reviewed the progress of WIA Implementation for Columbia Greene. At this time, a 90 day extension has been granted to the state to complete the 12 required elements of the Workforce Investment Act. Currently, Columbia-Greene has completed 9 of these 12 requirements. The remaining three include development of a Memorandum of Understanding, full operation of a comprehensive One Stop Center and designation of the One Stop Center by the board.

A plan will be submitted to the state outlining these issues as follows:

1. The full service One Stop Center will be operational by September 1.
2. The Executive Committee will meet to designate the One Stop Operator, identifying that it was selected through a consortium agreement of local partners. The full board will designate the One Stop Operator at its September meeting.
3. The Memorandum of Understanding will be completed by the partners and reviewed by the Executive Committee once the issue of staffing the board is settled. The full board will vote on the issue at its September meeting.

Mr. Zibella asked for a motion to approve the outline of this plan. Motion was made by Tom Flemming, seconded by Matt Murell. Motion was accepted unanimously.

OLD BUSINESS:

By-Laws Revision Review

Mr. Zibella asked for a motion to approve the By-Law Revisions as written. Motion was made by Joyce Lissandrello, seconded by Tom Every.

Committee Chairperson Assignments

Committee Chairperson Assignments are as follows:

Executive Committee – Tony Zibella
Skill Standards – Raymond Kottke
Labor Market – Richard Phelan
Marketing – Ed VanWagner
Youth Council – Matt Murell
Quality Improvement – TBA

NEW BUSINESS – None

GOOD AND WELFARE – None

ADJOURNMENT

Mr. Zibella asked for a motion to adjourn the meeting. Motion was made by Tom Flemming, seconded by Bernardina Torrey. Motion was accepted unanimously.

The meeting was adjourned at 10:05 AM.