

# Columbia Greene Workforce Investment Board

*Minutes for Wednesday, June 19, 2002  
Staff Cafeteria  
Columbia Greene Community College*

## **Attendance:**

*Present:* Kit Ali, Karen Diffley, Joyce Lissandrello, Rikki Beal, John Betts, Jim Cullie, Paul Dellio, Tom Every, Barbara Eacott, Tom Fleming, Jim Galvin, Patrick Hernandez, Al Hulick, Brian Keeler, David Leavitt, Peter Markou, Cindy MacKay, Hilton Perez, Richard Phelan, Tina Puckett (Sharpe), David Segalla, Lynn Strunk, Keith Valentine, Sarah Witham, M. A. Wiltse, Geraldine Wolfe, Anthony Zibella.

*Excused:* Bruce Bohnsack, Colleen Rundell, Dawn Saul and George Skraastad.

*Absent:* Marylou Eisenhardt, Aaron Flach and Terry McGee-Ward

**One Stop Staff:** Maureen Boutin

**Consultant:** Betty Ann Falkner

**Guests:** James Robertson, NYS Department of Labor and Suzanne Pollard, Empire State Development

With 27 members in attendance, a quorum is present.

## **WELCOME**

The meeting began with the welcome to all members and guests.

## **STATUS OF VACANCIES**

- Board had one vacancy in Greene County-being filled from Dynabil.
- There are two vacancies in Columbia County-one is private sector and one is a community-based organization.

## **CORRESPONDENCE**

There were five letter received. A resignation letter was received from Gary Balfour of Ceramaseal; NYS DOL-One Stop Certification Approval letter from Maggie Moree; Thank you letter in response to a letter from the Board regarding TANF funds for Summer Youth from Patrick Manning; a resignation letter from Donald Spitz of Twin County Alcohol and a reappointments letter from the Greene County Legislature.

There were five letters sent. Thank you letters to James Keegan, Sandy Mathes, and Gerry Simons and a nomination letter to all Board members.

## **ACCEPTANCE OF MINUTES**

A motion to accept the March 26, 2002 minutes was made by Brian Keeler and seconded by Jim Galvin. All were in favor and the motion was passed.

## **COMMITTEE MEETINGS**

### ***Marketing & System Services Committee***

Richard Phelan reported on the recent meetings of the Marketing and System Services Committee. The committee met to review the answers to the nine policy questions. The completion of these questions will enable the Board to apply for additional funding resources and will become the policies of the Board.

After reviewing all the questions and specifically question # 2 regarding training funds, the committee agreed to recommend that the Board accept the Nine Policy Questions with the suggested revisions.

The committee also discussed on-the-job training funds. It was agreed that 50% of a person's salary would be paid to an employer for a specific time period, up to six months, provided that their earnings were at least \$8.00/hr.

The committee further agreed that completion of an on the job training program would result in a WIA credential.

### ***Skills Standards Committee***

Rikke Beal reported on the Skills Standards committee meeting. New York State was to design a report card to review the success of providers in assisting the students to be trained and find a job in the area of their training. This process has not been completed by the State and so a report card has been prepared for the Columbia-Greene area to assist potential students in selecting a training provider as well as to inform the Board of progress made in the area of training.

A question was raised with regards to the credential completion and placement rate of attendees of the New Horizons computer-training program. Staff spoke with New Horizons who updated their placement numbers. Although the placements were up the jobs found were not in the computer field. If a student has not been employed in the computer field prior to the training it is very difficult for them to get a job in that field. Some people who are in this program were carried over from the previous program. Employers want people with experience and certification.

Another question was raised about the low placement rate in the Personal Services field specifically the Columbia-Greene Beauty School. Tracking those who terminated from the program has been very difficult. Due to the lost contact there is no way to determine the actual number of students who have been placed in jobs in the field.

This discussion led to one regarding insurance for the Board. Upon initial investigation it has been determined that the Board does not have insurance. If the Board has to make tough decisions as regards the performance of providers, they must be prepared for a backlash. Research into what other Boards are doing shows a wide range between those who are insured and those who are not. Most of the Board's that are insured are incorporated. Board member Keith Valentine who is an insurance provider stated the

Board and Director's insurance policies average approximately \$1,500/annually with one million dollars in coverage. His recommendation is that the Board should be incorporated. The Department of Labor's position is that each Board needs to determine their insurance needs individually.

The consensus of the Board was to wait on the State Report card before taking any action on provider performance and to continue investigating the insurance matter.

The committee will determine standards of performance for providers. Updated numbers will also be provided at the end of the program year June 30<sup>th</sup>.

### ***Continuous Quality Improvement Committee***

Kit Ali reported on this committee's meeting to celebrate the certification of the One-Stop Center with an Open House. A tentative date has been set for September 18<sup>th</sup> from 4:30-6:30 p.m. An invitation list will be developed and freebies will be given out at the Open House, which will include guided tours. Board members have been invited to participate. Betty Ann Falkner will be organizing the event along with this committee and other Board members.

### ***Executive Committee***

Chairman Anthony Zibella reported on this committee's activities. The committee reviewed the renewal of the Board's contract with its consultant. No changes have been made to the by-laws. The committee also reviewed the attendance of Board members. Attendance has been very good. The committee also reviewed the mini-board retreat and the answers to the nine policy questions.

### ***Youth Council***

Pat Hernandez reported on a very busy season of the Youth Council. The Council reviewed evaluations of program providers. They worked and completed a Mission/Vision Statement, which was added to the new Request for Proposals for 2002-2003.

The Youth Council sub-committee spent two days reviewing the eight new requests for funding. Due to budgetary constraints and non-performance issues two proposals were not recommended for funding. Of the six remaining proposals, three proposals were from successful programs that asked for continuation of their funding and the other three proposals were from new programs. All program funds were adjusted to meet the budgeted available funds of \$275,000.

### ***Nominating Committee***

M.A. Wiltse reported on the Nominating committee's recommendations to fill the positions of Vice Chairperson, Secretary and Treasurer. Anthony Zibella was recommended to fill the Vice Chair position, Kit Ali for Secretary and Joyce Lissandrello for Treasurer. A request was made for any nominations from the floor. None were received.

## **ONE STOP OPERATOR DIRECTOR'S REPORT**

The Participation Report shows that the numbers of those visiting or using the One-Stop System is up over 800 participants for the year.

The Budget Report showed the monies spent as of May 31, 2002 and the available funds. Some of the funds have been leftover from previous years. This leftover funding has allowed the Youth Council to fund many programs, but the new allocation is very low and the same level of funds for youth programs will not be available in the future.

Hilton Perez reported on the Department of Labor figures that show the unemployment rates and the duration of unemployment. 26 weeks is the maximum and both Columbia and Greene counties are below the state figures. For April 2002, the U.S. unemployment rate was 6%, for New York State it was 6.1%, for Columbia county 3.1% and for Greene County 5.2%. The numbers have decreased since the last quarter.

M. A. Wiltse reviewed the progress of the GED program run by Questar III on Tuesday and Thursday evenings. 89 students have enrolled over the past year, with a nightly average of 13 students attending class. 16 students have passed the exam, 2 scores are pending and 6 more students are scheduled to take the exam in July.

The first reports have been received from the Extension Centers. The Mid-Hudson Library system served 106 customers at various libraries throughout the twin counties. Columbia Opportunities served 52 customers. With the opening of their new office, Columbia Opportunities has space available to community agencies or groups to hold meetings. The Continuous Quality Committee will be responsible for looking at the participant numbers.

## **OLD BUSINESS**

There is no old business to report on.

## **NEW BUSINESS**

### **Resolutions:**

- Resolved to accept the Marketing & Business System Services Committee recommendation that the Board accept the answers to the Nine Policy Questions to finalize Skills Gap I and as an additional policy for the Board. A motion to accept was made by Peter Markou and seconded by Tina (Puckett) Sharpe. All were in favor and the motion was approved.
- Resolved to accept the Marketing & Business System Services Committee recommendation agreed that under an on-the-job training program, part of a person's salary would be paid to an employer for a specific time period, up to six months, provided that their earnings were at least \$8.00/hr. A motion to accept was made by David Leavitt and seconded by Lynn Strunk. All were in favor and the motion was approved.
- Resolved to accept the Marketing & Business System Services Committee recommendation agreed that upon the completion of an on-the-job training the employee/trainee will receive a WIB approved credential outlining the job specific skills they have mastered, based on the recommendation of the employer. A motion to accept was made by Peter Markou and seconded by Richard Phelan. All were in favor and the motion was approved.

- Resolved to accept the Youth Council's recommendation to fund Columbia Greene Community College's, Community Services Department's Contextualized Vocational Exploration Program using State TANF monies. A motion to accept was made by Hilton Perez and seconded by Jim Cullie. All were in favor with M. A. Wiltse abstaining and the motion was approved.
- Resolved to accept the Youth Council's recommendation not to fund the Cairo Durham School District program. A motion to accept was made by Geraldine Wolfe and seconded by Sarah Witham. All were in favor with David Leavitt abstaining and the motion was approved.
- Resolved to accept the Youth Council's recommendation to fund the Greenville School District program in the amount of \$21,360. A motion to accept was made by Peter Markou and seconded by Jim Cullie. All were in favor with David Leavitt abstaining and the motion was approved.
- Resolved to accept the Youth Council's recommendation to fund the Hudson City School District in the amount of \$54,498 with additional exploration into reducing transportation costs. A motion to accept was made by Sarah Witham and seconded by Peter Markou. All were in favor with Tom Fleming and David Leavitt abstaining and the motion was approved.
- Resolved to accept the Youth Council's recommendation not to fund the Hunter-Tannersville School District program. A motion to accept was made by Tom Fleming and seconded by Joyce Lissandrello. All were in favor and the motion was approved.
- Resolved to accept the Youth Council's recommendation to fund the New Lebanon School District program in the amount of \$13,760. A motion to accept was made by Geraldine Wolfe and seconded by Rikki Beal. All were in favor with David Leavitt abstaining and the motion was approved.
- Resolved to accept the Youth Council's recommendation to switch the Questar III Spring funding to State TANF funds and to fund Questar's new request for funding in the amount of \$28,721. A motion to accept was made by Peter Markou and seconded by Geraldine Wolfe. All were in favor with Paul Dellio and David Leavitt abstaining and the motion was approved.
- Resolved to accept the Youth Council's recommendation to fund the Workforce Investment Office-YES program in the amount of \$90,912. A motion to accept was made by Lynn Strunk and seconded by Jim Galvin. All were in favor with M. A. Wiltse abstaining and the motion was approved.
- Resolved to accept the Youth Council's recommendation to fund the Catskill GED program in the amount of \$65,749. A motion to accept was made by Tom Fleming and seconded by Peter Markou. All were in favor with Geraldine Wolfe, Pat Hernandez and David Leavitt abstaining and the motion was approved.

The Secretary cast one ballot to accept the Nominating Committee's recommendations to the Board to fill the positions of Vice Chair-Anthony Zibella, Secretary-Kit Ali and Treasurer-Joyce Lissandrello.

## **GOOD AND WELFARE**

Tina (Puckett) Sharpe asked if Questar III would be charging a fee of \$50 for a GED and if a person could not afford it would there be an exception. Paul Dellio reported that this fee

is a registration fee and other counties in the area are charging this fee. Officially there is no exception to the fee, but unofficially there are other community resources and/or Questar with proper income verification would look at a sliding fee scale.

Betty Ann Falkner reported on the status of the Skills Gap II application. With the approval of the Nine Policy Questions and a final report to the state to close Skills Gap I, the application will be ready to send out Skills Gap II prior to the June 28<sup>th</sup> deadline date.

M.A. Wiltse speaking on behalf of both county governments and the Board commended outgoing Chair, Anthony Zibella for his many long years of service both on the Private Industry Council and on the Workforce Investment Board. Both Columbia and Greene Counties passed resolutions thanking Tony for his work. The Columbia-Greene Community College Board of Trustees passed a similar resolution. A Certificate from Greene County and a clock plaque from the Board were presented to him. WIB dollars featuring Tony were given to all Board members.

Tony expressed his thanks to the Board for their support during his tenure as chair. He said, "we have gained quite a bit of respect within the state for Columbia-Greene counties. The Board is dedicated and concerned about the communities and the people who live here. You've done a great job. Being a new entity evolved from the PIC was new to 90% of us on the Board. All did a fantastic job of brining us to where we are today."

Tony extended a welcome to incoming Chair-Karen Diffley who reviewed the **Tentative** Board Meeting Schedule for the 2002-2003 year:

- Monday, October 7, 2002 @ 5:30 p.m.
- Tuesday, January 7, 2003 @ 8:30 a.m.
- Wednesday, March 11, 2003 @ 5:30 p.m.
- Monday, June 23, 2003 @ 8:30 a.m.

## **ADJOURNMENT**

A motion was made to adjourn by Jim Galvin and seconded by Keith Valentine. All were in favor and the meeting was adjourned at 10:10 a.m.