

Workforce Investment Board of Columbia & Greene Counties

Minutes for June 15, 2004

Columbia Greene Community College- Student Center

Attendance:

Present: Kit Ali, Rikki Beal, John Betts, Russ Coloton, Jim Cullie, Karen Diffley, Pam Dusharm, Barbara Eacott, Tom Every, Diane Franzman, Jim Galvin, Susan Hollister, David Leavitt, David Lester, Cindy MacKay, Terry McGee-Ward, Ralph Marino, Jim Molloy, Irene Norsworthy, Hilton Perez, David Segalla, Dawn Saul, Tina Sharpe, M. A. Wiltse, Sarah Witham, and Anthony Zibella.

Excused: Gail Aadland, Bruce Bohnsack, John Craft, Aaron Flach, Paul Dellio, Al Hulick, Joyce Lissandrello, Alan Rabideau, and Lynn Strunk.

Guests: Suzanne Pollard, Empire State Economic Development

WIO Staff: Maureen Boutin

Consultant: Betty Ann Falkner

With 26 members in attendance, a quorum is present.



WELCOME

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

STATUS OF VACANCIES

- There are two vacancies in Greene County, one for a business representative and one for a representative of a community based veteran's organization. There is one vacancy for a Columbia County business representative. All vacancies have potential candidates.

CORRESPONDENCE

There were nine letters received. The reading of correspondence by the secretary was waived. Members who wished to were able to review the correspondence. One letter was from Margaret Moree regarding the progress report on Strategic Planning process. A letter was received from Stephen Saland regarding a funding letter that he forwarded to Rep. Ralph Regula. A resignation letter was received from Brian Keeler. The Board received a copy of letter that was sent to CeramTec from Commissioner Linda Angello regarding the award of \$95,770 for Building Skills in NYS funding. A letter in support of WIA funding was received from NYS Senator James Seward. An amendment resolution to terms for WIB members was received from the Greene County Legislature. A reappointments letter to WIB for Jim Cullie, Jim Molloy and Tom Every was received from Greene County Legislature. A letter was received from Columbia County Board of Supervisors with the suggestion of interested individual to fill the Columbia County business opening on the Board. A letter was received from Lynn Byrne of Hunter-Tannersville CSD regarding her WIA grant proposal & interview.

Four letters were sent out this past quarter. A Thank You letter was sent to George Skraastad on his service to the Board. A Welcome letter was sent to Gail Aadland of United Stationers. All members were sent the nomination letter for officers to WIB. A quarterly update letter was also sent to Columbia & Greene Supervisors and Legislators.

ACCEPTANCE OF MINUTES

A motion to accept the April 7, 2004 minutes was made by Irene Norsworthy and seconded by Jim Cullie. All were in favor and the motion was passed.

COMMITTEE MEETINGS



Skills Standards Committee

Chair Rikke Beal informed the Board that there was no meeting this quarter. Much work is scheduled for this fall. The committee will be working on reviewing the status of the Providers on the list, the performance of those same providers and changing Individual Training Accounts (ITA's).

Employer Services Committee

Chair Jim Galvin reported on this committee's activities. The Employer Services Committee has been sponsoring a series of business focus groups. Focus groups will be held with the following industries:

- Human Services
- Health Services
- Financial & Business Industries.
- Hospitality & Tourism
- Communications
- Manufacturing

Marketing Committee

Chairman Jim Cullie reviewed the report of activities for the committee. The committee was informed that New York State is changing the Workforce New York Logo and will be allocating some services and materials to each Workforce Board. The committee also discussed ways to refine the Power Point Presentation currently in use to better reach target audiences, which include Youth, Job Seekers and Businesses. The committee brainstormed several exciting ideas.

Workforce Investment Board of Columbia & Greene Counties

Youth Council

Chairman Terry McGee-Ward reviewed the activities of the Youth Council. The Youth Council RFP Review Sub-committee met to review proposals submitted by Youth Providers. There were requests for \$178,000 with only \$130,000 in available funds. It was very hard to make the decisions necessary with this small amount of funds available. The Youth Council accepted the recommendations of the sub-committee. Terry then reviewed the recommendations regarding each project.

The Catskill GED project always performs above expectations and has a waiting list of students. The CGCC YES program has added a new educational component. New Lebanon and Greenville are excellent in-school programs that work with tough populations. The Youth Council is recommending that these four projects be funded. The Hudson program and the Hunter-Tannersville's proposal are not being recommended for funding.

Questions were raised by several board members about the two projects that are not being recommended for funding. The first question asked who a person would contact should they have a question and the answer was the Workforce Investment Office. Another question was asked on the additional funds that may be available-would they restore cuts to existing programs or be used in another way? M. A. Wiltse answered that if a major windfall is received, the Youth Council can open up the RFP process again, but that is not likely to happen. We are only anticipating that a few thousand dollars may become available.

A question was asked about the non-funding of the Hudson program. Chair Terry McGee-Ward answered that Hudson was not funded for a few reasons. First, they still seem to be having trouble meeting paperwork/documentation requirements. Secondly, the services they are providing with WIA funds are required services outlined in the youth's IEP. Therefore, the services are school district costs. The new WIA common measures are also a concern because students in the program who are basic skills deficient need to improve one functional level in one year. The Hudson students have such severe disabilities that they will not be able to reach that measure.

A question was raised about the cuts and if they would affect the programs' ability to function? Maureen Boutin responded by saying that Greenville asked for money for wages for youth internships, and they traditionally do not spend it. The YES program will be offering less subsidized internships and focusing more on GED preparation. The Catskill program may have to cut back on their total weeks of operation. It is expected that the quality of the programs will not be affected.

Another question was asked about assistance offered to the Providers and the process of monitoring the programs. All programs are monitored on site, in the late fall, with interviews with both staff and students as part of the evaluation. WIO staff are also in touch with the programs on a regular basis. They know what the programs are doing and what they may still need to accomplish to meet regulations and contract requirements. Another question dealt with what technical assistance was available to programs in putting together the RFP? Maureen Boutin stated that interested parties are invited to a RFP Overview session where they can ask questions and get issues clarified. They can also call the office to get assistance. Also, the first fifteen pages of the RFP contains an explanation of WIA laws regulations and grant

Workforce Investment Board of Columbia & Greene Counties

requirements. The review sub-committee then meets with each applicant to discuss their proposal.

A question was raised about the Hunter-Tannersville program attending the initial meeting, which they did. The RFP asked that programs serve a minimum of ten youth. In past years, when Hunter-Tannersville had a grant, they had been unable to get that number of youth. When asked the question of how they would get 10 students, no clear answer was received. In addition, the amount of the funding requested was unclear.

Another question was raised, asking if we micro-manage the programs? Terry Mc-Gee Ward answered by saying that the Council gives strong suggestions and as in any grant program, budget modifications must be approved prior to the contractor making any changes in services or purchases. The RFP was also revised to be more user friendly.

M. A Wiltse told the Board that since WIA came into law in 2000, there are 50% less youth funds available. The decrease is due to federal cuts, and changes in the allocation formula. The formula now considers a youth's residence to be where they live during the majority of a year. She gave an example of a small county, Tompkins County, which has a large proportion of college students. They used to receive between \$80-100,000 dollars a year, but with the change in the formula they will receive \$500,000 this year. The WIB Director there does not know how all those funds will be spent. Unspent funds get reallocated to other WIB's. The impact of any additional funds won't be felt until next program year.

One last question was asked about the minimum number of students to be served versus the size of small districts like Hunter-Tannersville. A suggestion was made to encourage joint projects with other school districts and encourage collaboration. A clarification was made that not meeting the minimum number of students was not the only reason Hunter was not funded; there was also a strong concern with small amount of time being spent by youth in the program- only four hours per month.

Executive Committee

Chairman Karen Diffley reported on this committee's activities. The committee reviewed the renewal of the Board's contract with Betty Ann Falkner to serve as Consultant. Members agreed to renew her contract for an additional year.

The nominating committee recommended Karen Diffley for the position of Vice Chairman, Kit Ali was recommended for Secretary and Jim Cullie for Treasurer.

The committee also discussed the existing opening for a Columbia County business person to serve on the Executive committee due to Brian Keeler's resignation. Several names were proposed from among Columbia County Board members. Sarah Witham has agreed to fill the slot on the Executive Committee.

Members also discussed the new Board schedule for the next program year. Most dates looked fine, with the exception of the April 19th, 2005 date. A check will be made to see when the schools have their spring vacation to ensure there is no conflict.

Continuous Quality Committee

Workforce Investment Board of Columbia & Greene Counties

Chairman Jim Molloy was happy to report that the committee met this quarter. The results of the WIB Quiz were reviewed with the Board. Only 57% of Board members took the quiz that was fifteen members out of a potential of twenty-seven members able to take the quiz. He reviewed the three questions that the majority failed on. Board member education will continue at board meetings and all members received the Workforce Terminology Definitions to assist them in preparing for the next quiz to be given in January. The Committee also reviewed performance numbers and learned that two measures were failed. Work is being done to ensure meeting the mark in the future. This committee's main upcoming task will be recertifying the Career Center.

One Stop Operator Director's Report

M.A. Wiltse briefly reviewed the Participation report for the One-Stop Center. One change that has been made to make the Center more customer-friendly is to only have one registration form one form for DOL and WIA customers. Unfortunately, one result of this change was that we started missing counting some of the people who were utilizing the Center. The process is under review to help the Center remain customer friendly while still collecting required data. She also informed the Board that forty persons have completed the Employee Enhancement program. Increases in enrollments to Intensive Services have also been made in response to Department of Labor requests.



She also reviewed the Marketing reports, which shows that 28 presentations have been made by Business Services Representative Maureen Boutin or other staff since the last Board meeting.

Unemployment rates in both counties are way down. Greene County made a significant drop from March to May. The length of time an individual remains on unemployment is still below State averages.

OLD BUSINESS

Chairman Diffley asked that John Betts, as Chair of the Nominating Committee call for nominations for Vice Chair- Greene County, Secretary and Treasurer from the floor. No additional nominations were received from the floor.

- **John Betts made a motion to fill the position of Vice Chair with Karen Diffley. Jim Molloy seconded the motion. All were in favor with Karen Diffley abstaining.**
- **John Betts made a motion to fill the position of Secretary with Kit Ali. Diane Franzman seconded the motion. All were in favor with Kit Ali abstaining.**
- **John Betts made a motion to fill the position of Treasurer with Jim Cullie. Jim Mollie seconded the motion. All were in favor with Jim Cullie abstaining.**

Workforce Investment Board of Columbia & Greene Counties

NEW BUSINESS

Resolutions & Discussion:

- Resolved to accept the Youth Council recommendation to fund the Catskill GED program in the amount of \$45,307. **A motion was made by Jim Cullie and seconded by John Betts. All were in favor with David Leavitt abstaining.**
- Resolved to accept the Youth Council recommendation to fund the Greenville program in the amount of \$14,781. **A motion was made by Diane Franzman and seconded by Jim Galvin. All were in favor with David Leavitt abstaining.**
- Resolved to accept the Youth Council recommendation not to fund the Hudson program. **A motion was made by David Segalla and seconded by John Betts. All were in favor with David Leavitt abstaining.**
- Resolved to accept the Youth Council recommendation not to fund the Hunter program. **A motion was made by David Segalla and seconded by Jim Cullie. All were in favor with David Leavitt and Ralph Marino abstaining.**
- Resolved to accept the Youth Council recommendation to fund the New Lebanon program in the amount of \$11,950. **A motion was made by Diane Franzman and seconded by Kit Ali. All were in favor with David Leavitt abstaining.**
- Resolved to accept the Youth Council recommendation to fund the CGCC YES program in the amount of \$55,000. **A motion was made by Jim Molloy and seconded by Jim Cullie. All were in favor with M. A. Wiltse abstaining.**

GOOD AND WELFARE

- **Member Education- Economic Development Reports**
 - *Irene Norsworthy of Greene County Economic Development* reviewed current projects in the works in Greene County. Irene reported that the Home Depot project is moving forward. A new traffic light has been installed. Neighborhood Night has been scheduled for August 11th with the Grand Opening scheduled for August 12th. On-line applications are being taken and the Career Center is working with them to fill jobs. The Save-A-Lot project is fully operational. The Bank of Greene County Coxsackie branch is not scheduled to begin until 2005. A Mexican Restaurant is looking to open in Coxsackie in October. The Department is receiving inquiries about other 9W parcels. Intelligent Tech solutions have been renovating the Coxsackie Fire House. No new updates have been received on when or where Wal-Mart may be locating. A light manufacturer is working on the construction of a new building in Athens; the company hopes to employ 20-30 people. Mountaintop projects in Windham and Hunter are ongoing. In Catskill the new Greene County Office Building is open. At this point in time the Department of Motor Vehicles has not moved there. There is also a project in the works with the Greenway for a boardwalk that begins behind the new office building and runs to Catskill Point. Vesuvius Foods project in Catskill is moving ahead. There are many

Workforce Investment Board of Columbia & Greene Counties

projects in the works for the department. Irene also gave all members a copy of a new brochure, 'Discover Greene-Greene Business'. Marketing pieces have recently won awards and information is being sent out to chambers. The Economic Development website has been launched. The web address is

www.GreeneBusiness.com

- *Jim Galvin of Columbia County Economic Development* reviewed current projects occurring in Columbia County. Hudson has signed a contract to move forward with financing the new County Office Building which will house the Office for Mental Health, the Health Department and the Office of the Aging. The Small Business Administration's small business loans are in serious jeopardy with no money being in the president's budget. This affects small businesses in both counties. Work continues on the County Strategic Plan. Commerce Park has done relatively well in assisting local businesses in their expansion. Currently, over 300 people are employed in the Park. Another project is expanding transportation lines in Columbia County, work continues. Columbia County has finally been recognized as a part of the Hudson Valley Economic Development Committee. The Migrant Housing application has moved forward and a response is expected by October. Members also learned that the Department of Labor has filled the position of Rural Representative; this individual will work with the migrant population. Members asked how the economy is locally. For Greene County, tourism numbers are up and that is a positive. For Columbia County housing and employment look good. Manufacturing may go down due to businesses moving overseas.
- Member Education- Mark Decker, Assistant Director of Youth Services, oversees the Workforce Investment Office's (WIO) youth programs, and assists the other WIB youth projects with recruitment, eligibility determination, assessment, job placement and follow-up services. Mark thanked the Board for its efforts in approving youth programs. He reported on the May 6th, the 3rd Annual Youth Dinner was attended by over 100 people, mainly participants and their parents. He encouraged all to attend next year's dinner to see the result of the Board's funding decisions in action. Mark also extended an invitation to the Board to attend the **August 5th Summer Youth Program Luncheon from 10-12 a.m.** Visitors will see the different projects the young people have been involved in and lunch will be made by the culinary students. Mark spoke about the out of school program that the YES project is involved in. The new thrust of the program this year is to connect youth dropouts to an education program.
- Betty Ann Falkner expressed the Board's thanks to Karen Diffley for her first two years as Board Chair. A card and gift were presented to her with a Workforce T-shirt and hat. All members expressed their appreciation of Karen's hard work by their sustained applause.
- The WIO has some brochures available to employers to give to their job seekers, especially ones who do not get hired. The brochures encourage job seekers to come to the Career Center.

Workforce Investment Board of Columbia & Greene Counties

Mark Your Calendar

- **Greene County Fair**
 - *July 28-August 1st – Irish Cultural Center, Rte. 145, East Durham*

- **Columbia County Chamber**
 - *June 30 – Networking Luncheon at the St. Charles Hotel, \$18 for members and \$25 for non-member. Reservation deadline June 24.*
 - *July 28 – Business After Hours presented in conjunction with the Redhook and Rhinebeck Chamber of Commerce – 5:30 PM to be held at the Wilderstein Preservation, 330 Morton Road, Rhinebeck*
 - *August 26 – Annual Chamber Boat Cruise. Enjoy dinner, drinks and music about the Spirit of Hudson - \$45 before August 13 and \$50 after August 13. Pre-boarding reception starts at 5:00 PM. Sailing at 6:00 PM and returning at 8:00 PM. Pre-boarding reception starts at the Hudson Waterfront Park and Boat departs from the Hudson City Dock.*

Board Meetings – all Board members are encouraged to put these dates on their calendars and to make attendance at the Board meetings a priority!

- **October 5, 2004- 5:30 p.m.**
- **January 11, 2005- 8:30 a.m.**
- **April 19, 2005-5:30 p.m.**
- **June 14, 2005- 8:30 a.m.**



ADJOURNMENT- A motion to adjourn the Board meeting at 10:10 was made by David Segalla and seconded by Jim Cullie.