

Workforce Investment Board of Columbia & Greene Counties

Minutes for June 14, 2005

Columbia Greene Community College- Room 105

WELCOME

Chairman Zibella welcomed all members and guests.

Guests:

Warren Hart, Greene County Director of Planning & Economic Development, Bob Keup, NYS Department of Labor, Patricia Shaw, NYS Department of Labor and Carrie Aubertine, Workforce Programs Specialist with NYS Department of Labor.

Chairman Anthony Zibella called the meeting to order and did roll call.

Attendance:

Present: Kit Ali, John Betts, Jim Cullie, Paul Dellio, Karen Diffley, Pam Dusharm, Barbara Eacott, Tom Every, Diane Franzman, Jen Fuentes, Jim Galvin, Susan Hollister, David Leavitt, David Lester, Cindy MacKay, Ralph Marino, David Segalla, Sarah Witham, M. A. Wiltse and Anthony Zibella.

Excused: Aaron Flach, Thomas Deere, Bruce Bohnsack, Russ Coloton, John Craft, Florence Ohle, Jim Molloy, Jessica Nabozny, Barbara Roemer, Lynn Strunk Laurie Goff and Dawn Saul.

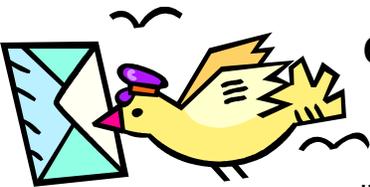
WIO Staff: Maureen Boutin

Consultant: Betty Ann Falkner

With 20 members in attendance, a quorum is present.

STATUS OF VACANCIES

- There are a total of six vacancies, two business vacancies and one for a union representative in Greene County. All Greene County appointments are pending appointment. There is one business vacancy in Columbia County and one joint vacancy for the Department of Labor position awaiting official confirmation.



CORRESPONDENCE

There were ten letters sent. Correspondence was read and made available to all members. Four letters were sent to Providers of Youth Services regarding evaluation results & contract modifications. A letter was sent to Frank Stabile regarding the Economic Development Board opening. Letters were sent to Gerald Simons & Frank Stabile regarding Special Recognition by Governmental bodies of Youth & Teacher award winners. A quarterly update letter was sent by the WIB consultant to Columbia & Greene Supervisors and Legislators. Letters were sent to Gerald Simons & Frank Stabile regarding Reappointments to the Board.

Two letters were received this past quarter. A letter was received from Joyce Lissandrello resigning from the Board. A copy of letter that was sent by Commissioner Angello to American Trim regarding award of training grant in the amount of \$20,040

ACCEPTANCE OF MINUTES

A motion to accept the April 14, 2005 minutes was made by Jim Cullie and seconded by Diane Franzman. All were in favor and the motion was passed.

Greene County Economic Development Report

Warren Hart, Director of Planning and Economic Development presented a report on activities in Greene County. Mr. Hart told the Board that Greene County is engaged in having their first professional Economic Development plan. The Legislature authorized \$250,000 for the project that will focus on Telecommunications and Infrastructure. In August 2005 they will have a Kick-Off event. They are also looking to conduct a Tourism Enhancement Program that will focus on the tourism industry as a business sector.

- Main Street Revitalization- they have awarded twenty grants on the most recent round and received fifty-six requests for façade improvements.
- Assistance to American Trim in East Durham has helped retain 40-60 jobs in Greene County.
- Greene County is applying for the next round of technical assistance grants from NYS to study Telecommunications.
- Micro-Business program- recently graduated 20 people and has five loans out.
 - Informational Micro-Business meetings are scheduled for Cairo on August 9th and Windham on August 11th

COMMITTEE MEETINGS



Youth Council

Susan Hollister, Youth Council Vice Chair reported on the activities of this group. The Youth Council discussed modifications to Youth Provider contracts. The Council was told that available funding has been reduced by 3% from last year, so all providers were cut by 3%. The Youth Council members then made resolutions to recommend funding all projects at the 3% reduction level for PY 2005-06.

Youth Council members received a draft section of the WIB Three Year Plan for their review. Council members reviewed the Youth portion of the plan with M. A. Wiltse who will add and/or revise the plan and e-mail it to the members for final review.

Members heard an update on the status of the B.E.S.T. program. Kia Walker has been hired to serve as Program Coordinator to serve as liaison between Business and the school districts.

Skills Standards Committee

M. A. Wiltse reported on the activities of this committee. This committee also looked at the three year Strategic Plan. The committee discussed the Columbia-Greene Employee Enhancement program and learned that the Fulton-Montgomery-Schoharie (FMS) WIB liked the program and designed it for their youth audience. FMS produced a WIB credential based on pre and post test. The FMS WIB has approved the CG credential and asks that Columbia-Greene recognize their credential. This joint recognition will assist in promoting the Employee Enhancement program to other WIB's in the region. The Business Services team is busy marketing this program to employers and noted that the retention rate of employees who participated in the program increased from 45% to 91%. The team will provide articles on the Employee Enhancement program to chamber newsletters on a regular basis.

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Employer Services Committee

Chair Jim Galvin reported on the work of the Employer Services Committee. This committee also received updates on the Employee Enhancement program as well as the Spring Job Fair. The committee learned that 326 people participated in the job fair. The committee also heard an update on the OJT program; they learned that the program is working out well for the participants and employers. The Workforce Investment Office is matching the needs of the employers with monies available through this training program. This committee reviewed their section of the Three Year Strategic plan and discussed revisions. The Employer Services and Youth Council would like to have a joint meeting in the fall to discuss youth issues.

Continuous Quality Committee

Vice Chair Kit Ali reported on the activity of this committee. The committee reviewed current swipe card data and looked at the Utilization of Services report. The committee noted a slight decrease in numbers attending the GED program. They also were very positive about the increase in usage of the Career Center. The committee learned that the number of people self-identifying themselves as disabled has doubled. The committee went over their section of the Three year strategic plan in detail. One area they discussed was the grievance procedures. Carrie Aubertine from the NYS Department of Labor will do some research into this procedure. The committee also learned that quarterly monitoring of the WIO will be conducted by the WIB Consultant. The committee then reviewed the WIB quiz results. Although fewer members participated in completing the quiz, 67% of the answers were correct as compared to last years 34%. The committee also discussed the possibility of having John Twomey from NYATEP visit the Board at its October meeting to discuss WIA reauthorization.

Marketing Committee

Jim Cullie reported on the activity of this committee. Although the committee did not meet this quarter, the Business Services team went out into the community and shared the Workforce PowerPoint presentation. Two more community presentations are scheduled in the near future.

Executive Committee

Chair Anthony Zibella reported on this committee's activities. The committee renewed the contract of the consultant for another year. The committee also reviewed resolutions from other committee's. They then reviewed the draft section of the WIB Three year Strategic plan. The committee then did its annual review of board member attendance and determined to send out inquiry letters to non-participating members. The committee discussed the grievance process and determined that the Continuous Quality committee would be responsible for handling that process. A check will also be made of the current By-laws to determine if any revisions need to be made.

One Stop Operator Director's Report

M.A. Wiltse briefly reviewed the Participation report for the One-Stop Center; she indicated to the Board that the reports only covered the last two months. The numbers are a little down, but the WIO is still on track with training and intensive services. 55 new persons have been enrolled. Unemployment rates continue to be very low in both counties. Twenty-three events have been held with businesses and community groups in the past two months. She also presented the Monthly Usage Statistics of the Workforce Development Computer Workstations at Columbia and Greene County Libraries.

OLD BUSINESS

There was no old business to discuss

NEW BUSINESS

Resolutions & Discussion:

1. The Youth Council resolved to recommend to the WIB that the Greenville program be funded in the amount of \$15,502. A motion was made by Susan Hollister and seconded by Jennifer Fuentes. All were in favor with proxies from Jessica Nabozny and Florence Ohle. There was one abstention from David Leavitt. The motion passed.
2. **The Youth Council resolved to recommend to the WIB that the Catskill GED program be funded in the amount of \$48,661 pending receipt of approval to share participant graduation/drop out information with the WIO.** A motion was made by Susan Hollister and seconded by Jennifer Fuentes. All were in favor with proxies from Jessica Nabozny and Florence Ohle. There was one abstention from David Leavitt. The motion passed.
3. **The Youth Council resolved to recommend to the WIB that the New Lebanon program be funded in the amount of \$8,779 pending receipt of approval to share participant graduation/drop out information with the WIO.** A motion was made by Susan Hollister and seconded by Sarah Witham. All were in favor with proxies from Jessica Nabozny and Florence Ohle. There was one abstention from David Leavitt. The motion passed.
4. **The Youth Council resolved to recommend to the WIB that the YES program be funded in the amount of \$57,796.** A motion was made by Susan Hollister and seconded by Jim Cullie. All were in favor with proxies from Jessica Nabozny and Florence Ohle. There was one abstention from M. A. Wiltse. The motion passed.

5. **The Skills Standards committee resolved to recommend to the WIB that CGWIB agrees to recognize the FMS (Fulton-Montgomery-Schoharie) credential for their Employee Success program as equal to CG Employee Enhancement Program.** A motion was made by M. A. Wiltse and seconded by Diane Franzman. All were in favor with proxies from Jessica Nabozny and Florence Ohle. The motion passed.



GOOD AND WELFARE

▪ **Member Education- Economic Development Reports**

Jim Galvin of Columbia County Economic Development presented his report on Columbia County activities.

- Commerce Park- six lots have been sold to seven individuals for construction and some expansion. Some of the businesses have outgrown their current facilities. Two purchasers are from outside the county.
- Moratoriums- there are several building moratoriums throughout the county. This is causing complaints from businesses that are looking to expand. The Partnership Board is looking to an outside consultant to meet with the Planning Boards and discuss land-use planning and what the long-term impact will be.
- The Migrant Housing project to replace thirteen sub-standard mobile homes is moving along with the location of a company who is able to provide the homes.
- The MicroBusiness Grant is running; the first class has been completed under the new grant. The Partnership has closed ten grants ranging from \$2,000-5,000.

Board Member Education

- WIB Consultant Betty Ann Falkner prepared a Power Point Presentation on the subject of 'What makes a good meeting?' Highlights of the presentation included;
 - What is a good leader- someone who can steer the meeting from start to end and make sure everyone is involved in the meeting.
 - Good meetings require good participants who attend each meeting, are ready to listen and share their concerns and ideas.
 - Keeping meetings moving in a positive direction.
 - Rights as a member;
 - Show courtesy to any speaker. One conversation at a time.
 - Stay on task.
 - Allow both sides in a dispute an opportunity to be heard by all.

Betty Ann concluded with a request to members to share suggestions on improving meetings. She also encouraged Board members to review the yearly Board meeting schedule to see whether they can attend on those dates.

Workforce Investment Board of Columbia & Greene Counties



Mark Your Calendar

Upcoming Special Events	Date, Time, Location	Information:
<i>Columbia County Chamber</i> -Hudson River Boat Cruise -Superintendents Breakfast - Networking Luncheon	July 21 August 16- Columbia-Greene Community College August 17- Kozel's Restaurant	Reservation -call 828-4417
<i>Columbia County Chamber:</i> Regional Business After Hours	August 19- Clermont State Historic Site	Reservations appreciated call 828-4417
Heart of Catskill Association/ Catskill Chamber of Commerce Music in the Park Summer Concert Series	Beginning on June 16, 2005- August 25, 2005 Dutchmen's Landing Main St. Catskill NY, 12414	Call: 518-943-0989 hoca@mhonline.net
<i>Annual Greene County Fair:</i>	Michael J. Quill Irish Cultural & Sports Centre - East Durham NY, 12423	Call the Greene County Chamber of Commerce 943-4222
<i>Columbia Greene JSEC Breakfast (Job Service Employer Committee):</i>	Job Descriptions-Michelle Flynn- SUNY Business School September 29, 2005- Meadowgreens	Contact: Deb Spaulding, NYS DOL, 828-4654 ext. 205 deborah.spaulding@labor.state.ny.us
WIB Meetings:	Tuesday, October 4, 2005- 5:30 p.m. Tuesday, Jan. 10, 2006-8:30 a.m. Tuesday, April 4, 2006- 5:30 p.m. Wednesday, July 12, 2006- 8:30 a.m.	Contact Betty Ann Falkner 634-2882 organizer_1@netzero.com

ADJOURNMENT- A motion to adjourn the Board meeting at was made by Paul Dellio and John Betts.

Respectfully submitted,

Betty Ann Falkner
WIB Consultant