

Workforce Investment Board of Columbia & Greene Counties

Minutes for March 26, 2002
Columbia Greene Community College
Room 105
4400 Route 23 Hudson, NY 12534

Attendance:

Present: Kit Ali, Karen Diffley, Joyce Lissandrello, Rikki Beal, Teresa Beiter, John Betts, Bruce Bohnsack, Jim Cullie, Tom Fleming, Jim Galvin, Patrick Hernandez, Al Hulick, Brian Keeler, David Leavitt, Peter Markou, Terry McGee-Ward, Cindy MacKay, Hilton Perez, Colleen Rundell, George Skraastad, M. A. Wiltse, Geraldine Wolfe, Anthony Zibella.

Excused: Gary Balfour, Paul Dellio, Tom Every, Aaron Flach, Richard Phelan, Tina Puckett, Dawn Saul, David Segalla, Keith Valentine, Sarah Witham, Donald Spitz, Lynn Strunk.

Absent: Barbara Eacott, Marylou Eisenhardt

One Stop Staff: Maureen Boutin

Consultant: Betty Ann Falkner

Guests: Bob Lew, NYS Department of Labor

With 23 members in attendance, a quorum is present.

WELCOME

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

OLD BUSINESS

There was no old business.

COMMITTEE MEETINGS

Youth Council:

Chairperson Pat Hernandez welcomed two new Youth Council members, Amy Waldron a youth representative and Colleen Glass a parent representative. He also welcomed the new WIA staff person, Mark Decker.

Andy Turner returned to meet with the Youth Council to work on setting a Mission Statement and Vision. The group hopes to have this ready for the new round of Request for proposals that will be coming out in late April.

The Youth Council reviewed the Skill Attainment, Basic Skills and Job readiness definitions for Youth.

Approximately 115 persons will be attending the Youth Projects Presentation dinner on Tuesday, April 2nd from 4:30 to 6:30 at Columbia-Greene Community College Cafeteria. All Youth Council and WIB members are invited.

The Youth Council Review Sub-committee met to review three new proposals for funding. The funding is only until June 30th for the Hudson pilot project and the amendment to the YES contract. The Questar III- Wages for students in PAVE program is for the summer. Funds need to be in place for the planning to be done for summer.

Skills Standards Committee:

Karen Diffley reported on the news that the Workforce Investment Office (WIO) has submitted two proposals to the New York State Promising Practices Grant. One was for C.N.A. Training and the other was for the Y.E.S. Program.

The Workforce Investment Office (WIO) is required by the state to provide post-employment services for 6-9 months after a customer enrolled in the program finds employment. The WIO office has set up a series of financial support services to offer these customers once they are working. The service offered is dependent on the employer verifying that the new employee is performing well and is meeting attendance requirements. Potential services include a gas card, equipment or supplies, emergency assistance and a free non-credit course. These services will be implemented if the WIO receives a Promising Practice award.

The members also learned about Training Provider Report Cards and the Local Training Provider list. Since the state has not yet determined methods to collect participant information from the educational institutions receiving WIA dollars they have decided to have the WIO develop an annual report for schools receiving local WIA dollars to complete. The committee would then determine minimum standards for graduation, job placement rates, etc for a school to stay on our local provider list.

The committee also approved a request by the Workforce Investment Office to recommend the authorization of "job coach" services as an intensive service. Job coaches are individuals that help new employees learn their job by being constantly available for the first two weeks or a month on a job. This service can be beneficial to individuals with disabilities or those with limited English.

The committee also discussed ITA Fund Allocations. The funds that are available for the remainder of this program year are currently allocated in occupational areas where they are unlikely to be used. The committee decided to recommend giving WIO discretion concerning ITA allocation for the remainder of the program year 2002.

Executive Committee:

Chairman Anthony Zibella reported that the committee reviewed some additional wording changes that need to be made to the by-laws. The changes were made and the changes were sent out to the Board members for review prior to the Board meeting.

The committee learned about a very successful program that has been in operation for the last ten weeks at Hudson Housing Authorities worksite at Bliss Towers. The group learned that the supervisor of that project has worked with six youth and trained them to do simple carpentry and maintenance to apartments in the complex. His performance has been above what was required of him. To recognize his commitment to the project the Committee authorized presenting a plaque to him.

In an effort to strengthen the ties to the Business community, the group decided to present Certificates of Appreciation to Employers who work with participating youth at job sites. These certificates will be part of an ongoing effort to show the Board's appreciation to area businesses.

Marketing & System Services Committee:

John Betts reported on the recent committee meeting when Todd Erling of Columbia Hudson Partnership-Empire Zone Director came to give the committee information on the Empire Zone. He explained that both the Workforce Investment Office and the Workforce Investment Board could be an integral part of the Empire Zone Process. The target population of the zone is the 2nd Ward in the city of Hudson. The Empire Zone brings benefits to two areas: the private sector and to the municipalities it affects. Mr. Erling spoke about what the Empire zone is, where it is located, what the requirements are for businesses and what incentives there are for area businesses to participate. He also mentioned what roles the Workforce Investment Office and the WIB could take.

The Workforce Investment Office will inform the worker population of programs. Information on new business certifications will be provided to the One-Stop Center on a monthly basis.

The Workforce Investment Board will provide information to the Department of Labor to include when doing target marketing to businesses. At Quarterly Board meetings

information will be provided to members on the numbers of businesses certified. This will enable the Board to become proactive in serving business participants.

Continuous Quality Improvement:

Kit Ali reported that the committee met to discuss having a Secret Shopper come to the One-Stop Center prior to the State certification and assess the service given to the shopper. It was decided that two or more persons would be chosen to come into the Center and take a look at what was offered and make an assessment of that service. Once the review was done the results would be shared with the One Stop operator and staff to make any necessary changes before someone from the New York State certification team comes down.

The committee reviewed a proposed Customer satisfaction survey. There were minor word changes suggested. Overall the committee was satisfied with the questions. These surveys will be mailed to enrollees of WIA Title I programs.

NEW BUSINESS

Resolutions:

- Resolved to accept the Skills Standards recommendation to provide employee incentives as a post-employment service to assist with tracking customer's progress and to aid in job retention should the One-Stop Center receive a promising practice award. A motion to accept was made by Peter Markou and seconded by Hilton Perez. All were in favor and the motion was approved.

- Resolved to accept the Skills Standards committee recommendation that a letter be sent to local providers asking for a summary report of the WIA customers they have served in order to determine their schools' continuation on our local provider list. New providers that ask for inclusion on our local provider list will also be required to send information concerning graduation and job placement rates in order to be added to our local provider list. A motion to accept was made by Joyce Lissandrello and seconded by Pat Hernandez. All were in favor and the motion was approved.

- Resolved to accept the Skills Standards committee recommendation giving permission to the Workforce Investment Office to offer job coaching as an Intensive Services. A motion to accept was made by Pat Hernandez and seconded by Rikke Beal. All were in favor and the motion was approved.

- Resolved to accept the Skills Standards committee recommendation that the previous allocation of available training funds to various occupational groups be waived during the last quarter and allow the remaining funds to be allocated at the discretion of the Workforce Investment Office (WIO). A motion to accept was made by Peter Markou and seconded by Rikke Beal. All were in favor and the motion was approved.

- Resolved to accept the Executive committee recommendation amending the Board by-laws regarding the election of officers. A motion to accept was made by George Skraastad and seconded by Peter Markou. All were in favor and the motion was approved.
- Resolved to accept the Executive committee recommendation amending the Board by-laws regarding the calling of special meetings. A motion to accept was made by Peter Markou and seconded by Jim Gavin. All were in favor and the motion was approved.
- Resolved to accept Youth Council recommendations on clarifications to the Basic Skills Attainment definitions. A motion to accept was made by Tom Fleming and seconded by M.A. Wiltse. All were in favor and the motion was approved.
- Resolved to accept the Youth Council recommendation to approve the Questar III proposal for funding a summer jobs project in conjunction with PAVE for an amount not to exceed \$14,000. A motion to accept was made by Joyce Lissandrello and seconded by Cindy MacKay. All were in favor and the motion was approved with David Leavitt abstaining.
- Resolved to accept the Youth Council recommendation to approve the amendment of the current contract with the Youth Employment Services (YES) program to increase the funds provided by \$16,768. A motion to accept was made by Tom Fleming and seconded by Colleen Rundell. All were in favor and the motion was approved with M. A. Wiltse abstaining.
- Resolved to accept the Youth Council recommendation concerning the funding of the Hudson City School District project. A motion to accept was made by Kit Ali and seconded by George Skraastad. All were in favor and the motion was approved with Tom Fleming abstaining.
- An additional resolution was made from the floor to present Certificates of Appreciation to Employers who work with participating youth at job sites. A motion to accept was made by Peter Markou and seconded by Karen Diffley. All were in favor and the motion was approved.

ACCEPTANCE OF MINUTES

Chairman Zibella asked for a motion to accept the January 9, 2002 minutes as written. Motion to accept was unanimous.

CORRESPONDENCE

There were six letters received:

One from Greene County Amending the resolution for Hilton Perez to fill Ed Van Wagner's position. Several letters were received from Maggie Moree of NYS DOL; one was in regards to fiscal spending, the other was in response to changes in WIB composition and

the other a copy of letters sent to local employers approved for e-Learning project. A letter was also received from Maureen Rasp-Glose of Verizon asking for Request for Proposals to receive funding. This RFP is due back by April 1st. Notification was received that Columbia Opportunities has a change of address

Two letters were sent: one to Maggie Moree of NYS DOL for Columbia-Greene's WIB application for state Certification. The other letter was sent to board members regarding revisions to the Board By-laws and information on the Spring Youth funding proposals.

ONE STOP OPERATOR DIRECTOR'S REPORT

M.A. Wiltse shared the Participation Report on the number of persons being served by the One Stop Center. The number of persons using the Resource Room has increased considerably since December 2001. M.A. also reported on the GED classes that are being held at Columbia-Greene two nights a week. Thirty new students have enrolled since December 31st. The average attendance is thirteen persons attending each class.

M. A. reviewed the WIA Title I Funding allocation report. Decreases in funding are based on federal formulas, which look at unemployment and poverty rates. Then New York State has its own formula to determine local funding rates. The formula allocation at the federal level hit NY very hard. It got the maximum 10% cut in Adult and Youth funds. Dislocated worker funds, which have no "hold Harmless" provision got cut 34% statewide. Fortunately for Columbia Greene, the state has excess PY 99 funds available in the Dislocated Worker program, and because we can spend all of our PY 00 funds, the state has increased our Dislocated Worker allocation in an amount close to the cut we took in our PY 02 allocation. This should allow the WIO to provide services at the same level as the previous program year.

GOOD AND WELFARE

- Chairman Zibella has appointed a Nominating Committee comprised of M.A. Wiltse, Brian Keeler and John Betts to forward names of Board members to fill the upcoming Vice Chairman, Secretary and Treasurer positions on the Board. Positions will be expiring on June 30, 2002.
- Youth Provider Dinner
 - Tuesday, April 2, 2002 @ CGCC-Cafeteria-4: 30-6:00
- 3rd Annual Job Fair
 - April 24th from 11 a.m. to 4 p.m. at CGCC
- Board Meeting Schedule
 - Wednesday, June 19, 2002 @ 8:30 a.m.

ADJOURNMENT

A motion was made to adjourn by M.A. Wiltse and seconded by Cindy MacKay. All were in favor and the meeting was adjourned at 6:30 p.m.