

Columbia Greene Workforce Investment Board

*Minutes for Monday, October 7, 2002
Room 105
Columbia Greene Community College*

Attendance:

Present: Kit Ali, Karen Diffley, Joyce Lissandrello, Rikki Beal, John Betts, Bruce Bohnsack, Agnes Donlon, Tom Every, Patrick Hernandez, Al Hulick, Brian Keeler, David Leavitt, Cindy MacKay, Hilton Perez, Richard Phelan, Colleen Rundell, David Segalla, Sarah Witham, M. A. Wiltse, Anthony Zibella.

Excused: Susan Catanzano, Jim Cullie, Paul Dellio, Barbara Eacott, Jim Galvin, Marylou Eisenhardt, Peter Markou, Jim Molloy, Jessica Nabozny, Lynn Strunk, and Geraldine Wolfe.

Absent: Aaron Flach, Dawn Saul, Keith Valentine and George Skraastad.

WIO Staff: Maureen Boutin

Consultant: Betty Ann Falkner

Guests: James Robertson, NYS Department of Labor

With 20 members in attendance, a quorum is present.

WELCOME

The meeting began with the welcome to all members and guests. Chairman Karen Diffley thanked Betty Ann Falkner, M.A. Wiltse, the Workforce Investment Office staff, Hilton Perez and the Department of Labor staff for their hard work in making a success of the recent Open House. She also welcomed new member Agnes Donlon of Catholic Charities.

STATUS OF VACANCIES

- There is one vacancy in Columbia County-a union representative to replace Tom Fleming.

CORRESPONDENCE

There were eight letters received. A resignation letter was received from Tom Fleming; NYS DOL-Three acknowledgment of changes in WIB membership letters from Maggie Moree; Thank you letter in response to a letter from the Board regarding TANF funds for Summer Youth from John Bonacic; appointment letter from the Greene County Legislature, a letter from Commissioner Linda Angello of the NYS Department of Labor regarding supplemental allocation of fund and a Thank you letter from the Columbia County Chamber of Commerce.

There were eight letters sent. A letter was sent to superintendents of local school districts who had applied for or were receiving WIA youth funds. A letter to was sent to Randy Schantz on Board policy. A Thank you letter was sent to Tom Fleming along with a certificate of appreciation. A Condolence card was sent to Hilton Perez.

ACCEPTANCE OF MINUTES

A motion to accept the June 19, 2002 minutes was made by Joyce Lissandrello and seconded by M.A. Wiltse. All were in favor and the motion was passed.

COMMITTEE MEETINGS

Executive Committee

Chairman Karen Diffley reported on this committee's activities. The committee discussed the Welfare to Work formula fund grant. This funding ends in September of 2004. The Workforce Investment Office has had difficulty expending these monies and the Workforce Investment Office received permission from the Executive Committee to put out a request for proposals (RFP) to see what services other agencies may be able to provide.

The Committee reviewed the PY 01 – Year 2 MOU. The committee approved the MOU as is, and is recommending its approval to the full Board.

The committee discussed a letter Randy Schantz sent to the Board. Chairman Diffley sent a response to Ms. Schantz informing her of the Board's policy on not involving itself in the internal employment procedures of its sub-contractors.

The committee also reviewed information from the National Association of Workforce Boards on the Board completing a self-assessment. The survey would assist Board members with setting a baseline for its current satisfaction level with Board activities along with outlining future steps. The committee members would like to inform the Board of the survey at its October meeting and send out the survey at the January meeting.

Skills Standards Committee

Chair Rikke Beal reported that the Committee met to review proposals received in response to the Welfare to Work RFP. Three proposals were received from: Community Action, Questar III, and Northeast Career Planning.

Committee members rated all proposals on select criteria. These criteria included project design, collaboration and demonstrated capacity, employer commitment, matching contributions and outcomes.

The committee determined that 60 points was the minimum acceptable standard. Northeast Career Planning scored 85 points and the committee recommended funding this group. The other groups were asked to resubmit revised proposals for future consideration.

Partners Committee

M. A. Wiltse reported that this committee has finalized the cost reconciliation for the program year that ended June 30th. The partners also reached consensus on the cost

allocation plan for the current year. The partners plan to finalize this year's Memorandum of Understanding (MOU) and submit it to the Board at the January meeting.

The committee also discussed the success of the Open House and the desire to keep the momentum going. As a group it was decided to try to accomplish one marketing event per quarter with input from both the Continuous Quality and Business Services committee's. Marketing will be an ongoing activity with partner members sitting on different committees to ensure consistency in effort.

Continuous Quality Committee

Vice Chair Kit Ali reported that this committee has completed its first charge, which was to get the system certified. In order to continuously improve something there must be data to review. The committee learned that performance data is available, however its usefulness as a quality improvement tool is limited because it is on such a time lag (anywhere between 6 months and 12 months old before it is seen). Plus they are reviewing only one Partner in the system and its data does not measure how all the Partners are doing. The swipe card system should provide some additional data about who is using the Center, what partner programs they are involved in, and what services they are receiving. This should give better real time data to review. The State is also beginning to provide input on what system performance measures should be reviewed.

With the success of the Open House the consensus among the Partners' Committee is to keep the public aware of our name and what we do. It requested that the Quality Improvement committee review how we market to jobseekers.

The committee decided that would focus special marketing activities on a different target group per quarter. The committee will also view some other system indicators that the State Workforce Board is working on to discuss how to monitor the improvement of the local system.

Questions were raised from the floor regarding a Marketing Budget. There currently is no separate budget line for these activities. Some of the planned activities will piggyback onto other events being held in the twin counties and will feature promotional materials like brochures, posters and other handouts.

Marketing & Business System Services Committee

Chairman Richard Phelan reported on recent activities of this committee. The committee looked at Columbia Greene's Self-sufficiency level, which is set at the wage rate of \$11.00 per hour for the individual applying for services. They learned that this level could hurt when trying to work with incumbent workers (people who are already employed). The committee decided to recommend raising the self-sufficiency level to \$15 per hour, which would be enough to enable service to the majority of entry-level supervisors and provide more flexibility when working with OJT upgrades.

The members decided to change the name of the committee to Employer Services Committee, since this committee will be responsible for overseeing the delivery and type of services that are offered to the employer community by all system partners.

The committee also looked at a WIA regulation that training can only be offered if a job is listed on our local in-demand occupations list. The list was originally generated by the New York State Department of Labor, but local boards have the responsibility to regulate the list. Recently, local employers have been looking for on-the-job training funds to fill jobs that are not specifically on our local in-demand list.

The committee learned that the Workforce Investment Office would like the Board to set a policy that if an employer states that they have a job opening, then that job is automatically classified as an in-demand occupation for a four-month period.

This request led to questions from the floor about the advisability of adding and deleting jobs from the list. Al Hulick mentioned that Ulster County recently modified their list by broadening the various categories listed. M.A. Wiltse mentioned that if we wanted to go that route and really look at changing the list it then it would be the Skills Standards committee's responsibility.

The committee learned that a local company has requested specific information from other manufacturers on wage and benefits through a manufacturers survey. Besides providing valuable labor market information for a local company, this activity will help market our services to businesses. The committee gave permission to send out the survey, utilizing the Board's name.

Youth Council

Pat Hernandez reported on activities of the Youth Council. The Council heard about another successful summer program.

Council members were given a copy of the Skills Survey completed by area business last fall. Members were encouraged to use this as a good tool to discuss with youth to help them see what skills businesses are looking for. This document is available from the Workforce Investment Office.

The Council also discussed ways to get more business participation. The Council also looked at expanding the role of its sub-committees.

OLD BUSINESS

There is no old business to report on.

NEW BUSINESS

Resolutions:

- Resolved to get the signature of the Chairman for the 2001-2002 program year MOU and forward it to the New York State Department of Labor. A motion to accept was made by M.A. Wiltse and seconded by Tom Every. All were in favor and the motion was approved.
- Resolved to accept the Marketing and System Services Committee name change to Employer Services Committee. A motion to accept was made by

Richard Phelan and seconded by Patrick Hernandez. All were in favor and the motion was approved.

- Resolved to accept the Employer Services Committee policy that grants permission to the Workforce Investment Office (WIO) to add employer-generated jobs to the local in-demand occupations list for a four-month period. At the next regularly scheduled board meeting, a vote on whether the occupation should be permanently added to the in-demand list will be taken. A motion to accept was made by John Betts and seconded by Sarah Witham. Nineteen were in favor and one was opposed, the motion was approved. **However, with the one negative vote, there was not a quorum in favor of this motion, therefore, in actuality, the motion was not approved.**
- Resolved to accept the Employer Services Committee recommendation to raise the self-sufficiency level to \$15/hr. A motion to accept was made by John Betts and seconded by Brian Keeler. All were in favor and the motion was approved.
- Resolved to accept the Skills Standards Committee recommendation to fund Northeast Career Planning in the amount of \$65,000 with Welfare to Work Funds. A motion to accept was made by M.A. Wiltse and seconded by Colleen Rundell. All were in favor and the motion was approved.
- Resolved to accept the Skills Standards Committee recommendation not to fund Community Action of Greene County's Welfare to Work proposal. A motion to accept was made by Sarah Witham and seconded by Bruce Bohnsack. All were in favor and the motion was approved.
- Resolved to accept the Skills Standards Committee recommendation not to fund the Questar III Welfare to Work proposal. A motion to accept was made by M.A. Wiltse and seconded by Colleen Rundell, with David Leavitt abstaining. The vote was taken and all were in favor of the motion. **However, with one member abstaining there was not a quorum for this vote, so technically the vote did not count and therefore the motion was, in actuality, tabled.**

ONE STOP OPERATOR DIRECTOR'S REPORT

Department of Labor and WIO staff has been coordinating a series of informational workshops for the Extension Centers and other interested agencies.

The Department of Labor provided its quarterly report on unemployment insurance rates for June-August 2002. Members noted that both counties were very low in unemployment with Greene County reporting only 3.5% for the month of August. The department also provided its year-end report on job seekers, job orders, job search activities and the number of those entering employment.

The Participation Report shows that the numbers of those visiting or using the Career Center Resource Room was 270 participants for the period 7/1/02-9/30/02.

The Budget Report showed the monies obligated as of September 30, 2002 and the available funds.

M. A. Wiltse reviewed the reports that have been received from the Extension Centers. The Mid-Hudson Library system served 20 customers at various libraries throughout the twin counties. Columbia Opportunities served 50 customers.

GOOD AND WELFARE

Chairman Diffley mentioned that members should look at their committee assignments. If a member would like to be part of another committee they should contact Betty Ann Falkner.

Betty Ann Falkner reported on the National Association of Workforce Board's Self-Assessment survey. This survey would allow all board members to anonymously give their thoughts on the work being done by the board. This survey would serve as a baseline for self-improvement. The survey would be given out at the next board meeting in January. With many new members on board this would give them time to be able to comment on their work in the committees. The survey is being revised to reflect the work of the board in Columbia and Greene counties.

Bruce Bohnsack brought up the matter of Marketing. He felt that there were several committees doing the marketing work. He asked the board to look at one approach and one committee doing the work. M. A. Wiltse mentioned that there was a committee called the Marketing Committee that was absorbed into another committee because at the time it was felt that it was unclear what we should be marketing. Some members asked about reviving this committee. The Partners committee is currently overseeing the marketing efforts. M. A. mentioned that the state was supposed to have provided some funds for marketing, but has not done so.

A question was also raised about insurance coverage for the Board. M.A. mentioned that the counties and the college attorney are currently looking into this matter to see if separate insurance is needed for the Board.

Chairman Karen Diffley reviewed the Board Meeting Schedule for upcoming meetings:

- 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 David Leavitt and seconded by Sarah Witham. All were in favor and the meeting was adjourned at 7 p.m.