

Workforce Investment Board of Columbia & Greene Counties

Minutes for October 3, 2006 5:30 pm Columbia Greene Community College- Room 105

WELCOME

Karen Diffley welcomed all members and guests. Mr. Les Lak, from LB Furniture Industries, LLC and Mr. David Scott, from Pro Printers were welcomed as new Board members.

Chairperson Karen Diffley called the meeting to order and did roll call.

Attendance:

Present: Frank Alguire, Kit Ali, John Betts, John Craft, Paul Dellio, Karen Diffley, Barbara Eacott, Diane Franzman, Les Lak, David Leavitt, David Lester, Cindy MacKay, Florence Ohle, Siobahn Pellegrino, Barbara Roemer, David Scott, M. A. Wiltse, Sarah Witham and Anthony Zibella

Excused: Russ Coloton, Pam Dusharm, Tom Every, Jim Galvin, Stan Ingalls, Susan Hollister, Rebecca Main, Ralph Marino, Jessica Nabozny, Linda Overbaugh, David Segalla, Patricia Shaw and Lynn Strunk,
Absent: Laurie Goff, Ken Johnson, Mike Kutski and Dawn Saul

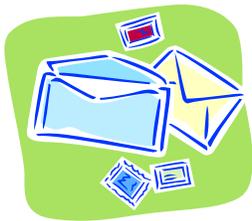
WIO Staff: Consultant: Katy Drake

Guests: Maureen Boutin, WIO and Suzanne Pollard

With 19 members in attendance, a quorum is not present.

STATUS OF VACANCIES

- There is a total of two business vacancies for Greene County. Contacts have been made to fill these vacancies.



CORRESPONDENCE

Secretary, Kit Ali reviewed the following correspondence:

Letters sent:

- Monitoring results for the last quarter of PY05*

Letters received:

- Appointment from Columbia Board of Supervisors for David Scott & Les Lak*
- NYS DOL Workforce Incentive Grant for Disability Program Navigator (DPN) notice of Obligational Authority*
- 2006 Summer Youth Employment Program monitoring request*
- Copy of letter sent to CG Mental Health for Building Skills in New York State RFP*
- Copy of letter sent to Cidega Corp dba American Trim for Building Skills in New York State RFP*
- Resolution reappointing Columbia County Board members*
- PY05 Quarter 4 list of Individuals in measures-performance data*
- New Lebanon Schools financial review of contract (7/17/06 & 8/17/06)*

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ACCEPTANCE OF MINUTES

As a quorum was not present, the meeting minutes from July 12, 2006 could not be accepted at this time.

COMMITTEE MEETINGS

All Board members received a committee report packet with the meeting agenda.

Youth Committee

MA Wiltse reviewed the Youth Council quarterly report. Resolutions for a 3 % increase will be presented at the next meeting when quorum is available to review the proposed contract increases.

Marketing Committee

No meeting or activity held this quarter.

Employer Services Committee

MA Wiltse reviewed the Employer Services report. The Hospitality Industry Training will begin this fall in Windham. An instructor has been identified and a credential is available after completion of the two week course. The Fall Job Fair has been scheduled for October 19, 2006 at the Columbia Greene Community College. The Workforce Investment Office's rapid response to the closing of McGuire's and the Catskill Game Farm was reviewed.

Skill Standards Committee

The Board reviewed draft policies for "Initial Eligibility Review Process for the Training Providers" and "Subsequent Eligibility Review Process for Training Providers-For Initial Approval of 'Outside' Providers and Local Renewals". The resolution to accept these policies will go before the Board at the next meeting when a quorum is present.

Continuous Quality Committee

Committee Chair, John Craft reviewed the CQI committee report. The manual created by DOES and WIA staff to clarify operating procedures under functional alignment is available for review on line at <http://www.columbiagreneworks.org/policy-link.html>. Mr. Craft also acknowledged that Columbia Greene passed all 17 performance measures with an average of 127% qualifying C-G for incentive funds. Columbia Greene was one of only three areas in the state to receive the incentive funds two years in a row.

Executive Committee

Committee Chair, Karen Diffley reviewed Board and Committee attendance, noting that upcoming meetings will explore the mission of the each committee with a refocus on the challenges that are in the future under functional alignment and ever changing workforce issues. Any member interested in joining other committees or switching committees was encouraged to do so at this time. A retreat will be planned in early winter (February) to provide guidance to the Board on addressing anticipated employment trends the Board will face in the upcoming years.



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One Stop Operator Director's Report

The One-Stop Operator's report was provided to all members. PY05 Performance Report was reviewed. The budget was also reviewed. Because USDOL utilized the previous formula methodology, Columbia-Greene has an increase in our PY06 allocation from what was previously reported. The increased budget was reviewed. This is a temporary fix as it has not yet been determined what formula will be used in future years. Reserve money has been set aside. Incentive funds will be received for the successful completion of all 17 performance measures at an overall average of 127%.

Ms. Wiltse again reviewed that functional alignment may have a positive impact on the numbers of individuals using the Career Center, as each person who enters the office/system will now be met with individually to offer specific services based on the customer's needs. The new Professional Academic Center opening this fall which will house the Workforce Investment Offices as well as the Resource Room will better address the needs of the customer. MA Wiltse continues to write a bimonthly column for the Register Star and Daily Mail focusing on business issues.

OLD BUSINESS

There was no old business to discuss

NEW BUSINESS

Karen Diffley announced the resignation of Jim Cullie, Board Member and Treasurer. The Board discussed the role of the Treasurer for the Board. It was noted that Greene County is the grant recipient. The College is the grant sub-recipient so they manage all WIA funds received. There is no fiduciary responsibility for the Board. It was decided that unless the Board becomes incorporated, which would have to be approved by the two county governments, a Treasurer is not required at this time. The by-laws will be modified to address this change and be presented at the next meeting for review.

Resolutions & Discussion:

The following resolutions will be brought before the Board when a quorum is present:

Youth Council:

- **A resolution to increase Greenville's contract \$479 for a total \$15,981.**
- **A resolution to increase New Lebanon's contract \$272 for a total of \$9,050.**
- **A resolution to increase the Catskill contract \$1,389 for a total of \$46,307.**
- **A motion to increase the YES contract \$1,650 to a total of \$55,000.**

Skills Standards Committee:

Resolution to bring the Initial Eligibility Review Process for Training Providers and Subsequent Eligibility Review Process for Training Providers for Board review and approval.

GOOD AND WELFARE

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Economic Development Reports

Frank Alguire

Greene County Greene County

Mr. Frank Alguire reported that Greene County was awarded Empire Zone designation by the State. Additional information can be obtained at www.Greeneeconomicdevelopment.com. Mr. Alguire also reported that grants through Build Now NY were made to the Greene IDA for industrial parks in Coxsackie and Athens. Mr. Alguire made the Board aware that tourism enhancement grants available for lodging facilities are available. The Grants are forgivable if the business creates a job in first 3 years. Mr. Alguire discussed an approved loan for a specialty foods manufacturer moving into Catskill. Wolfgang B packages specialty sauces. The Board was further notified that Catskill is working with the Thruway to create another Thruway exit in Catskill. Tourism destination projects are also in the works. Mr. Alguire shared with the committee that tourism is a great focus with economic development at this time. Also reported was that funds are available for businesses hurt by closure of Route 23. It is anticipated that Route 23 will be open by mid November.

The Board was updated that Wal-Mart has hired a management team which starts the hiring process. Interviews will be held at the Catskill Elks Lodge. Wal-Mart has had no contact with the Workforce Investment Office, though it is expected to hire 425 people for the new Super Center. Lowes is expected to hire a significant number of people from the area as well.

Board Education

MA Wiltse provided a tour of the Professional Academic Center. The Workforce Investment Office is expected to move into the building this fall.



Mark Your Calendar

Upcoming Special Events	Date, Time, Location	Information:
WIB Full Board Meetings	Wednesday, January 10 , 2007 at 8:30 am Tuesday, April 3 , 2007 at 5:30 pm Wednesday, July 11 , 2007 at 8:30 am Meetings will occur in the new Professional Academic Building	Contact Katy Drake at Drake@mhccable.com or 945-1508

ADJOURNMENT- The Meeting was adjourned following a tour of the Professional Academic Building for all interested members.

Respectfully submitted,

website: www.columbiagreene.org

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Katy Drake
WIB Consultant