

Workforce Investment Board of Columbia & Greene Counties

Minutes for September 19, 2001
Columbia Greene Community College
Staff Cafeteria
4400 Route 23 Hudson, NY 12534

Attendance:

Present: Kit Ali, Rikki Beal, John Betts, Paul Dellio, Karen Diffley, Aaron Flach, Patrick Hernandez, Al Hulick, Raymond Kottke, David Leavitt, Joyce Lissandrello, Cindy MacKay, Peter Markou, Richard Phelan, Colleen Rundell, David Segalla, George Skraastad, Bernardina Torrey, M. A. Wiltse, Geraldine Wolfe, Anthony Zibella.

Excused: Gary Balfour, Bruce Bohnsack, Barbara Eacott, Marylou Eisenhardt, Tom Every, Tom Fleming, Skip Gerard, Terry McGee-Ward, Tina Puckett, Donald Spitz, Lynn Strunk, Sarah Witham.

One Stop Staff: Maureen Boutin

Consultant: Betty Ann Falkner

Guests: Robert Lew, Hilton Perez, Jim Cullie, Joan Brown, Suzanne Pollard

With 21 members in attendance, a quorum is present.

WELCOME

The meeting began with the Introduction of one new appointee from Columbia County, Lucinda MacKay who is replacing Norma Shook.

STATUS OF VACANCIES

There are still three vacancies for Greene County. Two names are being voted on tonight and the third name has been forwarded to the Greene County Legislature for approval.

CORRESPONDENCE

Two letters were received, one from Norma Shook submitting her resignation. The other letter was from the Columbia County Board of Supervisors appointing Lucinda MacKay to fill the position previously held by Norma Shook.

Two letters were sent, one to all Board members regarding the nomination of a new Secretary to fill out Norma Shook's unexpired term of office and the other to Skip Gerard regarding his attendance at less than 40% of Board meetings.

ACCEPTANCE OF MINUTES

Chairman Zibella asked for a motion to accept the June 20, 2001 minutes as written. Motion to accept was unanimous.

COMMITTEE MEETINGS

Youth Council:

Pat Hernandez reported on the Youth Council meetings held over the past month. The Youth Council met and discussed the miscommunication about the Hudson GED program that had occurred at the last Board meeting. All matters were resolved and adjustments were made to ensure clear communication in the future. The Youth Council reviewed two proposals, one new from Germantown Central School and the other a revised one from Columbia Greene Mental Health Association. The Council also reviewed two tuition based training proposals. One proposal was from Questar to fund vocation programs and another was from Columbia Greene Community College, Community Services to fund Certified Nurses Aide.

The council also discussed holding the remaining \$22,500 in funds to be allocated to Columbia County. It was also suggested a "model program toolkit" be developed to assist providers in responding to RFP's. The Youth Council also discussed the Summer Youth Program and the need for a mission/vision statement. A dinner meeting will be held in February or March with all Youth Council members, WIA program providers, representative youth and interested WIB members.

Skills Standards Committee:

The Committee met twice over the summer. The first meeting focused on discussing the idea of offering "New Employee Orientation" workshops. There was also a discussion of working with both county Chambers. To discover business interest in participating in these services questions were added to the Skills survey. The second meeting focused on allocating training funds to different industry clusters. A list of recommendations was developed.

Marketing & System Services Committee:

The Committee reviewed the Workforce Development Survey to be sent to area businesses in both Columbia and Greene Counties employing five or more persons. They accepted the recommendations of the Skills Standards committee to add questions regarding employers' interest in "new employee orientation" workshops, and employee assistance programs. The survey has been mailed out and responses are being received.

Executive Committee:

Chairman Zibella explained that due to the recent resignation of Norma Shook from the Workforce Investment Board an opening was created to fill the unexpired term of Board Secretary. According to Board by-laws an Ad Hoc Nominating Committee was appointed consisting of Brian Keeler, Kit Ali and Tom Every. The Committee nominated Kit Ali and a letter was sent to all Board members. The Chairman then opened the floor for nominations to the position of Secretary. There were three calls for nominations from the floor with no response.

Quality Improvement:

Kit Ali reported that the committee has learned that in order to prepare for certification of the One Stop Center a One Stop Operators Agreement will be required for certification. No area in the state has yet applied for certification.

Partners Committee:

M. A. Wiltse reported that the committee is reviewing the cost allocation part of the 2001-02 MOU. The new proposal for allocating cost is being reviewed by all the partners. Decisions should be made at their next meeting.

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. Some customers are completing the Customer Satisfaction Survey and their response has been very positive. She also reported that the GED classes are being held in the evenings with nine to twelve persons attending. The students are able to make use of the resource room. Community members can also now come in and use the resource room. VESID will begin offering their initial orientation sessions to customers on September 26th. The Center is on its way to becoming a truly One Stop Center.

M. A. gave a Budget Report for the One Stop. Despite the lack of a New York State budget, the funds being federal are available and permission has been received to allocate them. There have been severe cuts in ITA funding.

Maureen Boutin reported on the Summer Youth Program. Because of funding from State TANF monies we were able to employ 87 youth this summer. A Youth Participant Survey was also mailed out and received a good response.

M. A. Wiltse reported that the responsibility for the Greene Co. Title V Senior Employment program to find part time jobs for low-income seniors has been turned over to her office. The office will begin serving five people in Greene County by October 2001.

OLD BUSINESS

- Resolved to accept Youth Council recommendation not to fund the Hudson GED program. A motion to accept was made by M. A. Wiltse and seconded by George Skraastad. All were in favor and the motion was approved with Paul Dellio, David Leavitt, Peter Markou and Bernardina Torrey abstaining.

NEW BUSINESS

Resolutions:

- Resolve to accept the recommendations of the Marketing & System Services Committee acceptance of the Workforce Skills Survey and the permission it gave to partners to proceed with the survey. A motion to accept was made by M. A. Wiltse and seconded by Ray Kottke. All were in favor and the motion was approved.
- Resolved to accept the Skills Standards committee recommendation to allocate training resources available through WIA Title I Adult and Dislocated Worker programs based on percentages per industry cluster. A motion to accept was made by George Skraastad and seconded by Geraldine Wolfe. All were in favor and the motion was approved.
- Resolved to accept Youth Council funding recommendation of the Germantown School District program in the amount of \$39,033. A motion to accept was made by Peter Markou and seconded by Karen Diffley. All were in favor and the motion was approved.
- Resolved to accept the Youth Council recommendation to approve occupational training options at Questar III. The approved programs are: auto mechanics, construction, business and welding. A motion to accept was made by Peter Markou and seconded by Bernardina Torrey. All were in favor and the motion was approved with David Leavitt and Paul Dellio abstaining.
- Resolve to accept the Youth Council recommendations to fund Columbia Greene Community College, Community Service's Certified Nurse's Aide Program with youth tuition funds. A motion to accept was made by Kit Ali and seconded by Peter Markou. All were in favor and the motion was approved with Colleen Rundell abstaining.
- Resolved to accept the Youth Council recommendations to set aside the \$22,500 for a potential Columbia County project or vocational training. A motion to accept was made by Bernardina Torrey and seconded by Peter Markou. All were in favor and the motion was approved.

- Election of the Secretary to the Board. A motion to appoint Kit Ali to the position was made by Peter Markou and seconded by Joyce Lissandrello. All were in favor and the motion was approved.

GOOD AND WELFARE

Chairman Zibella announced that the Board Meeting Schedule has been set for the year. The next Board meetings will be held on:

- Wednesday, January 9, 2002 @ 8:30 a.m.
- Tuesday, March 26, 2002 @ 5:30 p.m.
- Wednesday, June 19, 2002 @ 8:30 a.m.

ADJOURNMENT

A motion was made to adjourn by Ray Kottke and seconded by Geraldine Wolfe. All were in favor and the meeting was adjourned at 6:25 p.m.