



The *Workforce Investment Board of Columbia & Greene Counties* (WIB) is responsible for providing leadership, influence, focus and oversight for the local workforce development system. The Mission of the *Workforce Investment Board of Columbia & Greene Counties* is to provide indispensable, high quality labor market information, employer services and career development opportunities to assist individuals and businesses striving to achieve their employment, hiring, and career education and training goals through an easily accessible network of workforce development partners. This email is designed to provide your business with up-to-date relevant information.

If you have questions regarding any of this information, please call/email me at the number listed below. If you prefer not to receive these updates, email me and you will be removed from our list.

COLUMBIA GREENE WORKFORCE NEW YORK

To help us better prepare local job seekers, please answer the following survey.

Thanks in advance for your time!

<http://www.surveymonkey.com/s/DC8P8PD>

GRANTS, TRAINING OPPORTUNITIES & WORKFORCE INFORMATION

**NEW: IF YOU ARE HIRING IN THE NEAR FUTURE –
THIS INFO IS FOR YOU!!
ON THE JOB TRAINING**

There is a new On the Job Training (OJT) wage reimbursement program option which is designed to encourage the hiring of long term, dislocated workers. Specifically unemployed, dislocated workers with a gap of employment of 27 weeks anytime during the time period of January 1, 2008 until the present. The gap of work does not have to be 27 consecutive weeks. The term dislocated workers in general refers to a job seeker that has been laid off .

All positions require the business to hire an eligible candidate that requires training, in a year round, full-time position. Contracts are developed with the Workforce Office and require the business to be vetted by NYSDOL, positions also need a job description and a detailed training outline.

The wage reimbursement for this program entitled the National Emergency Grant (NEG) OJT range from 50%-90% depending on the size of the workforce at the location in which the OJT is taking place. Small businesses with 50 and under employees at the worksite location qualify for a 90% wage reimbursement, those with 51-250 employees

up to 75% reimbursement, 250+ employees 50%. The length of the contract is no longer than six months and vary depending on both the skill level of the position and the job seeker's qualifications.

Staff will assist you throughout the process. If you will be hiring in the near future, call now!

NEW: GRANT OPPORTUNITY

Occupational Safety & Health- Hazardous Abatement Board

The Hazard Abatement Board awards grants for programs that provide occupational safety and health training for public and private employers, labor organizations, educational institutions, non-profit organizations and trade associations. Eligible programs must train and educate workers, supervisors and/or employers and must promote workplace accident and injury prevention.

The 2011-12 OSHT&E Request for Proposals (RFP) is available on the Board's website <http://www.labor.ny.gov/hab/>. **Proposals are due by 5pm on January 28, 2011.** Please note that under the 2011 RFP grants will be awarded for a 12-month contract term running from August 1, 2011 through July 31, 2012.

This year the board will place an added emphasis on risk assessment in determining the need for training which funding is being requested. Elaborate plans will not be required but the application should include how the need was determined ie. Workman's Compensation data, Safety Consultant, Safety Committee input etc. The site also includes past grant recipients and award levels.

Columbia-Greene Community College: Community Service Division

SPRING 2011

Professional Development Course Offerings

Course Number	Course Title	Start Date	Number Of Class Meetings	Cost
BU 68142	Notary Public Seminar	Jan. 26 th or March 30 th	1	\$62.00
CM 28230	MS Excel 2007 – Level 1	Jan.31 st or Mar. 14 th	1	\$102.00
CM 28231	MS Excel 2007 – Level 2	April 4 th	1	\$102.00
CM 28233	MS Access 2007–Level 1	March 21 st	1	\$102.00
CM 28234	MS Access 2007 –Level 2	April 18 th	1	\$102.00
CM 28405	Get Going With QuickBooks	February 7 th or April 11 th	1	\$117.00
CM 28407	Using Social Media for Grown-ups	February 28 th	2	\$37.00
CM 28410	Marketing with Social Media	March 31 st	2	\$37.00
HE 36239	First Aid/CPR/AED	Jan. 13 th , or Feb.17 th , or March 17 th , or April 14 th	1	\$42.00
PR 68328	Infection Control	March 28 th or April 25 th	1	\$38.00
PR 68471	Root Cause Analysis	April 5 th	4	\$432.00

PR 68480	Appraisal Foundation Exam. Prep	March 15 th	2	\$325.00
PR 68481	LEAN Enterprise Basics	February 1 st	1	\$32.00
PR 68482	LEAN Time Management	February 8 th	1	\$32.00
PR 68483	"5S" LEAN Workspace Organization	February 15 th	1	\$32.00
SI 99298	Renewable Energy for Home or Business	March 2 nd	4	\$67.00

To register or obtain more information call the Office of Community Services at (518) 828-4181 Ext. 3342 or questions may be addressed to Bob Bodratti at (518) 828- 4181 Ext. 3345 or Bodratti@sunycgc.edu.

Upcoming JSEC (Job Service Employee Committee) Training Schedule:
Columbia Greene JSEC-

- February 24, 2011** Linking HR & Financial Performance-Rose Miller of Pinnacle Recruiting and HR Solutions.
- March 31, 2011** Immigrant and Customs Enforcement (ICE)-Mutual Agreements between Government & Employers-presented by Josh Haslinger of ICE
- May 26, 2011** Technology Policies in the Workplace- Ex, Cellphones,Texting, Facebook-presented by John Bagyi of Bond, Schoeneck, & King

Rensselaer JSEC:

- February 15, 2011** National Work Readiness Credential- presented by Chris Myer of NYS DOL
- March 15, 2011** Healthcare Updates- presented by Amy Klein of Bond, Shoeneck, & King LLC
- May 17, 2011** Social Media-presented by Joanna Pallidino of NYS Department of Labor

Questions or registration information contact:

Cori Beck, Business Services Representative, NYS Department of Labor
Columbia Greene County Career Center, Phone 518-828-4181 ext.4209
Rensselaer County One Stop, Phone 518-270-2987

JSEC Sponsorship

Looking for a low cost, efficient marketing tool that will distribute your business logo to over 600 businesses? The Columbia Greene JSEC is seeking sponsors for some of their 2009-2010 programs. The cost is \$125 and it includes two program registrations; an opportunity to briefly address program participants and distribute corporate literature. Your logo will also be attached to the program flyer which is sent to over 600 businesses, as well as the media, Chambers of Commerce, CRHRA and many other organizations.

HIRE ACT

The **Hire Act** will be expiring as of January 1, 2011. However if you hire a qualifying employee you may still benefit from a portion of the credit. Under the HIRE Act, businesses that hire job seekers that have been out of work for 60 days you may qualify for a 6.2% payroll tax incentive until December 31st and for each worker retained for at least a year, businesses may claim an additional tax credit up to \$1,000 if the individual is retained on the payroll for 52 weeks. For additional information: <http://www.labor.ny.gov/hireact.shtm>: This site includes a calculator to demonstrate the savings.

NYSDOL Shared Work Program

The Shared Work program helps employers survive temporary business downturns by giving them an alternative to laying off full-time workers. It makes sense to help businesses retain productive workers. Under this program, instead of cutting staff, an employer can reduce the number of hours of all workers, or just a select group. Under an

approved plan, employees may collect partial Unemployment Insurance benefits while working a reduced workweek. Review the following link for details. <http://www.labor.state.ny.us/ui/dande/sharedwork1.shtm>

NYS DOL On Site Consultation Program, Safety Training:

The Department of Labor, Division of Safety & Health offers a wide variety of safety training at no cost. Many courses are offered in the Albany area, below is a link which will provide programs contacts. If you have an interest in a particular topic and we can get together a group of trainees there is the possibility of holding the training session here at Columbia Greene Community College.

The New York State Department of Labor On-Site Consultation Program offers more than 30 free safety and health training courses that are designed to help you prevent accidents, recognize potential hazards, comply with OSHA regulations, and help reduce your Workers' Compensation Costs. A partial list of safety and health courses presently offered by the On-Site Consultation Program: Accident Investigation, Chemical Hazard Communication, Excavation and Trenching, Fall Protection, Fire Extinguisher Training, Job Hazard Analysis, Lockout/Tagout, OSHA's Recordkeeping Rule, 10 - Hour Construction and 10 - Hour General Industry Course.

If you would like more information on the training offered to employers, contact: Regina Gentry, Training Unit Coordinator, at regina.gentry@dol.gov.

http://www.labor.state.ny.us/workerprotection/safetyhealth/DOSH_TRAINING.shtm

Occupational and Environmental Health Center of Eastern NY (OEHC)

OEHC is a non-profit occupational health center dedicated to the diagnosis, treatment and prevention of occupational and environmental illness and injury. OEHC provides medical services, training and educational programs for eight counties including Columbia and Greene. OEHC also offers initiatives to support Teen Safety.

AVAILABLE CLINICS:

Diagnoses for work-related diseases, Treatment for injured or ill workers, Screenings for workers at increase risk, Industrial hygiene evaluation of workplace hazards, Recommendations to reduce or eliminate hazards in the workplace and Training and education for workers, employers, unions and healthcare professionals

Check out: <http://www.osha.gov/SLTC/teenworkers/teenworkers.html>

Contact: contact Susan Zucker at 518-690-4420 ext 220 or szucker@occmgroup.com for info or to discuss providing educational programs, including TEEN SAFETY, services, trainings or flu clinics at your worksite.

NYS DOL NEW LABOR LAW - Notice of Pay Rate and Payday for New Hires

As of October 26, 2009, employers must give newly-hired workers written notice of the rate at which they will be paid and their regular payday, under Section 195.1 of New York's Labor Law. The notice must be given to new employees before they do any work. For more information:

<http://www.labor.state.ny.us/workerprotection/laborstandards/workprot/lshmpg.shtm>

New York State Directory of Small Business Programs

NYS has recently unveiled the first-of-its-kind, comprehensive and interactive guide that will assist entrepreneurs in starting new businesses and will provide current small business owners with invaluable information and resources. The directory works as a clickable .pdf file with descriptions of 143 state programs from 28 agencies aimed at helping New Yorkers start and grow their businesses. These valuable resources for business planning and operations are organized into the following categories:

Information Resources, Technical Assistance, Funding Incentives, Industry-Specific Programs, Workforce Recruitment, Development & Benefits, Government Contracting & Market Expansion, Mandated State Filings

http://www.ny.gov/governor/press/pdf/DirectoryofSmallBizPrograms_F_09-09.pdf

New OSHA Compliance Assistance Products

The Occupational Safety and Health Administration (OSHA) has issued the following new or updated compliance assistance products. For more information on these OSHA products, see the [New Compliance Assistance Products](#) page http://www.osha.gov/dcsp/compliance_assistance/new_ca_products.html. To order print copies of the publications, please visit OSHA's Publications Web page <http://www.osha.gov/pls/publications/publication.html>.

RECRUITMENT ASSISTANCE

New York State Job Bank

September 1st New York State Department of Labor (NYSDOL) launched a new, improved New York State Job Bank website at www.labor.ny.gov. The new website will allow businesses to post job openings, view resumes and promote employment opportunities. It will also offer additional benefits such as:

- More exposure for your jobs
- Quicker posting to the National Labor Exchange and partner sites
- No charge usage
- Automatic job postings if you have a corporate career site. Find out how the “Indexing” feature may allow you to stop manually posting jobs!

The new NYS Job Bank is being hosted by Direct Employers Association (DEA) as part of the Job Central National Labor Exchange (NLX). NLX is a unique public/private partnership operated in conjunction with the National Association of State Workforce Agencies (NASWA). Therefore, the new NYS Job Bank was designed and built with needs of businesses in mind.

On Site Recruitment

The Workforce New York Career Center offers two types of onsite recruitment options. If you would like the opportunity to meet with a number of job seekers, either full time or part time talk to us about on site recruitment.

This can happen in either of two ways, if you are looking for part time/weekend help, college students may be a great solution. Your business can set up a table in front of the Student Center. This will provide you with a high traffic area to advertise positions, meet and talk with students about your employment opportunities.

If you are looking to fill full time positions and would like to meet a group of potential employees for interviews or to provide information about your business, we recommend you place an ad in the newspaper, list your positions with the New York State Job Bank and we will schedule a room for you here at Columbia Greene Community College, Workforce Career Center. In addition we will list the event on our website and the NYSDOL site, post flyers in the Career Center, the college and distribute to local agencies.

WORKSHOPS/NETWORKING OPPORTUNITIES

Human Resource Manager's Roundtable

The HR Roundtable provides a forum in which HR Managers can exchange information, answer HR questions and discuss best practices. Guest speakers or group members often volunteer to lead a discussion a topic. Bring your HR questions and share your expertise with this group of HR professionals.

Wednesday, January 12th, 8:00-9:15am.

Location: Columbia Greene Community College, Professional Academic Center

The American Cancer Society will talk briefly about the no cost, Workplace Solutions Consulting program. The ACS works in partnership with business to help build healthy employees tailoring services to each individual company's need.

Columbia County Chamber of Commerce, Crystal Apple Award- Seeks Nominations

The Chamber is seeking nominations for the 22nd annual Crystal Apple Award Gala. This prestigious award is presented to a Chamber member business to recognize an extraordinary contribution to economic progress, community improvement, and the quality of life in Columbia County during 2010. All Chamber member businesses are eligible and candidate nominations will be accepted until January 4, 2011. The Gala will be held on Friday,

March 11, 2011 from 6:00 to 9:00 pm.

<http://www.columbiachamberny.com/documents/CrystalAppleNominationForm.pdf>

Columbia County Chamber of Commerce, Social Media Seminar

Date: Thursday, January 13, 7:30 - 9:00 am

Information & Reservations: Call (518) 828-4417

Columbia County Chamber of Commerce, Business After Hours

Location: The Second Show

Date: Thursday, February 3rd, 5:00 - 7:00 pm

Reservations are not required, but appreciated: Call (518) 828-4417

For Your Employees...

Child Health Plus Expands to All Uninsured Children and Teens

The Child Health Plus program has expanded eligibility guidelines, making affordable health insurance coverage available to all uninsured children and teens. Child Health Plus provides free or low cost health insurance for children in NYS who are not eligible for Medicaid or a state health benefits plan and do not have other health insurance coverage. Income eligibility guidelines for the program have expanded. No family makes too much money to enroll their uninsured children in health insurance. Depending on household size and income, some families may have to pay a family premium contribution.

For more information on Child Health Plus, visit <http://www.nyhealth.gov/nysdoh/chplus/index.htm>

Local Contact: Healthcare Consortium, Columbia Greene Facilitated Enrollment Program 822-9600.

Consumer Credit Counseling Services of NY

This organization assists consumers with debt management, counseling for credit, bankruptcy or for those in danger of foreclosure. Unfortunately we have seen a rise in customers with these types of issues. This organization can really help, especially in the management of credit card debt! We have had very positive response from customers that have met with counselors. <http://www.credithelpny.org/>.

Low Interest Car Loans

Community Action of Greene County, Inc in partnership with NYSOTDA & the Bank of Greene County are offering low interest loans of 5% for 3 years for up to \$5,000 for eligible applicants residing in Greene or Columbia Counties. No down payment required, there is eligibility criteria please contact 943-9205 and ask for the Wheels for Work Program for further information.

Rental Assistance

If you are at risk of being evicted due to rental and/or utility arrears, we may be able to help you. Community Action of Greene County, Inc., through ARRA funds, is administering the Homelessness Prevention and Rapid Rehousing Program for Greene County residents. Call 943-9205 for details and eligibility guidelines.

Transportation Help: Does the lack of transportation affect your employee's ability to get to work?

If so, you might have a solution through Community Action of Greene County, Partner's Van Program. The program providing eligible Greene County residents a ride to and from work has been expanded. For further information call 954-9205 and ask for the Partner's Van Program.

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