

# Workforce Investment Board of Columbia & Greene Counties

## Minutes for January 10, 2012 8:30 a.m.

Columbia Greene Community College

MISSION: The C-G WIB will provide leadership, influence, focus and oversight for the local workforce development system. *Strategies to Achieve Vision and Mission:*

- Promote collaboration between economic development, education and training resources.
- Measure system performance for quality improvement.
- Promote the system with the public

### WELCOME

Chair Karen Schoonmaker welcomed Board members and guests. Cindy Tipple (Columbia County Labor Representative/424 United Public Service Union) was welcomed as a new member to the Board.

### Chair Karen Schoonmaker called the meeting to order:

**Present:** Frank Alguire, Gina Armstrong, Barbara Arisohn, Lisa Benfield, Betty Betts, John Betts, Nancy Costine, Fran DelGaudio, Terri Drobner, Pam Dusharm, Mark Fingar, Larry Krajeski, Kate Konopka, David Lester, Ann Luby, Cindy MacKay, Kathryn Nelson, Tracy Racicot, David Scott, Karen Schoonmaker, Tina Sharpe, Cindy Tipple, M. A. Wiltse, Terry McGee Ward, Joe Wolodkevich and Anthony Zibella

**Proxy votes received from Kary Jablonka, Mary Prazma and John Craft.**

**Excused:** Russ Coloton, John Craft, Patrick Gabriel, Kary Jablonka, Mary Prazma, Sally Sharky, Deb Tuttle and Mike Veeder

**Consultant:** Katy Drake

**Guests:** Maureen Boutin (Workforce Office), Cori Beck (DOL), Nancy Bell (DOL-DEWS), Stuart Dutfield (CGCC) and Susan Gallagher (DEWS)

**With 26 members in attendance, a quorum is present.**

### STATUS OF VACANCIES

- Pending restructuring and bylaws vote

### ACCEPTANCE OF MINUTES

Frank Alguire made a motion to accept the Board meeting minutes for October 11, 2011. John Betts seconded the motion and the minutes were approved by the Board. All Board meeting minutes are sent electronically to all members and are posted on the website- [www.columbiagreeworks.org](http://www.columbiagreeworks.org).

### CORRESPONDENCE

Secretary Frank Alguire noted that the following correspondence is available for member review:

#### **Letters Sent:**

- October 2011 Letter of support for Ducommun AreoStructures' Consolidated Funding Application.
- October 27, 2011 Quarterly updates to both CLEOs.
- December 1, 2011 WIB Restructure Proposal to Columbia County Board of Supervisors and Greene Legislature.
- December 6, 2011 Letter regarding WIB attendance.

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- December 20, 2011 Follow up information regarding restructuring to Greene Legislature (Copied to Columbia County Board of Supervisors)
- December 29, 2011 WIB recommendation to support exemption of TAA training cap costs for Holcim employees who wish to attend Overhead Electrical Lineman Training.

### **Letters Received:**

- October 12, 2011 Notice of Obligational Authority under Hurricane Irene and Tropical Storm Lee NEG grant (\$25,200)
- October 18, 2011 OJT –National Emergency Grant review from Mr. Walter Wrobel, DOL.
- October 27, 2011 Follow up for the Columbia Greene Workforce Investment Board Governance Review
- December 15, 2011 Letter regarding a review of the 13N Strategies Grant
- December 15, 2011 Letter regarding the REA Partnership Agreement
- December 9, 2011 Letter regarding compliance pending restructuring for the CG WIB Governance Review
- December 21, 2011 Resolution from Greene County Legislature supporting WIB Restructuring Proposal
- December 30, 2011 DOL response to Ducommun AeroStructures' CFA

### **COMMITTEE MEETINGS**

Committee reports were distributed prior to the meeting and reviewed by Committee Chairs or members at the meeting. Committee reports are attached to the minutes for reference.

### **ONE STOP DIRECTOR'S REPORT**

MA Wiltse distributed the One Stop Center's Participation Report for PY11 (July 1, 2011-January 10, 2012). The report included: An overview of Core and Intensive Services for the two quarters with a comparison to the corresponding quarter in PY10, Skill Development and Training Services (7/1/11- 6/30/12), employment statistics, adult education classes, and a quarterly report of marketing efforts. It was noted while reviewing the documentation that new UI claimants have increased since last year. New UI claimants are going up even though the county unemployment rates are going down. MA clarified how calculations for the UI rate are developed per county. The County UI rate may come out higher than it has been reported on monthly due to an annual adjustment. While the county reported Unemployment Rates may not be accurate, the overall drop in the state Unemployment Rate is considered a fairly accurate number. Locally, the number of new Unemployment Insurance claimants for the past two quarters is still down compared to 2009, but is up from the same timeframe in 2010.

In terms of customers using the Resource Room and attending workshops are now being hand counted for the reports as the card swipe system is no longer operable. MA reported that three new workshops have been created. *Resume Writing*, *Learning Microsoft "Word"*, and *Conducting an Internet Job Search* are the workshops that have been added. 77 people have attended the new workshops to gain additional computer, resume writing and job search skills.

### **OLD BUSINESS**

#### **One Stop Center Recertification**

The MOU is still in process for the One Stop Center recertification. Signatures are still pending for DEWS, ACCES VR and Adult Education. The CQI committee will continue to follow and monitor the One Stop Recertification process.

#### **Regional Economic Development Council (REDC)**

Ann Luby provided a brief update on the REDC. Unfortunately, the Capital Region was not one of the four winners of the \$40,000,000 grant awards. Regional presentations and the award breakdowns remain listed on the REDC website. ([www.nyworks.ny.gov](http://www.nyworks.ny.gov)) The CFA process will

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continue as implemented. Additional funding will be put in for future competitions for REDC awards. The REDC meets today and further information will follow on the next steps for additional funding.

### **NEW BUSINESS**

#### **Policy Change Proposal –Individual Training Accounts (ITA)**

Frank Alguire brought before the Board a resolution from the Business Services Committee to change the ITA cap. The committee is seeking to adjust the cap to a \$2,000 maximum including books and supplies. The requirement will remain that no ITA can be approved for an occupation where the hourly wage is below \$9.87. There is a grandfather clause covering two year programs where the ITA was initially approved prior to July 2011. This change is a response to the shrinking WIA funding. The change is needed to serve more people under limited funding. Frank Alguire put the resolution before the Board to adjust the ITA cap to a \$2,000 maximum including books and supplies. Ann Luby seconded the motion. MA Wiltse abstained from the vote. With all others in favor, the motion was carried. The proxy votes from three members supported the adjustment of the ITA cap at \$2,000.

#### **Proposed Change to Bylaws and WIB Restructuring**

Prior to the meeting all members received the proposed changes to the bylaws and information on the restructuring of the WIB from 38 to 34 members. The Executive Committee is proposing the changes in the WIB structure based on the difficulty to securing a labor representative and the confusion/inefficiency of the alternating partner members. Each county would go from ten to nine business representatives, and certain required partner representatives would be changed from two slots to one. This also has the benefit of eliminating rotating membership. The Greene County Legislature has formally approved the proposal. The proposal is still pending before the Columbia County Board of Supervisors. Frank Alguire made a motion to approve the proposed bylaws and restructuring of the Columbia Greene WIB. Tina Sharpe seconded the motion. The motion was carried with all in favor. The three proxy votes support the change in the bylaws and the restructuring.

#### **Economic Development Reports**

Nancy Costine and Frank Alguire provided an update on development for the counties. A great deal of focus over the past quarter was spent on the CFA process for the REDC. In Greene County, the expansion of NY Spring Water was approved for \$280,000 creating 23 new jobs. In Columbia County, Nancy Costine discussed the approval of the Columbia County Rail Transloading Facility. The project was approved for \$2,208,600 and is designed to increase the economic productivity in the county and improve the cost competitiveness of shipping goods.

#### **Good and Welfare**

- Thanks to Youth Council Members Alan Frisbee (Greene Probation), Bernie Mack (ACCES-VR), Gina Armstrong, Cindy McKay and Terry McGee Ward for their time and participation in the December youth program visits.
- Katy Drake is seeking business representatives to speak with the Catskill GED class in the areas of interviewing skills, general soft skill /work readiness requirements & local career opportunities. Please contact Katy at [drake@mhccable.com](mailto:drake@mhccable.com) if you are interested and available to speak to the Catskill GED class this winter/spring.
- MA Wiltse reported tentative approval for a job fair in the spring. The WIO is hoping to work with Congressman Gibson regarding veterans to be the focus of the spring job fair.

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 Local Veteran programs were discussed. Senator Gillibrand's website has  
 comprehensive veteran information. More information will follow.

A motion to adjourn was made at 9:37 by Frank Alguire and seconded by MA Wiltse.

Notes respectfully submitted by Katy Drake/WIB Consultant

### Please Mark Your Calendar

Upcoming Special Events	<i>Date, Time, Location</i>	<i>Information:</i>
<b>WIB Full Board Meetings</b>	Tuesday, April 5, 2011 5:30 p.m.  Tuesday, July 12, 2011 8:30 a.m.	Contact Katy Drake at <a href="mailto:Drake@mhccable.com">Drake@mhccable.com</a> or 965-1421  Reminders with meeting agendas to follow.

### *Definitions*

*OJT- On the Job Training*

*ARRA- American Recovery and Reinvestment Act of 2009*

*TANF- Temporary Assistance for Needy Families*

*UI- Unemployment Insurance*

*ITA- Individual Training Account*

*SYEP- Summer Youth Employment Program*

*CLEOs- Chief Local Elected Officials*

*OTDA- Office of Temporary and Disability Assistance*

*PY 11 - Program Year beginning July 1, 2011- June 30, 2012*

*NEG- National Emergency Grant*

*WARN ACT- The Worker Adjustment and Retraining Notification Act*

*TAA- Trade Adjustment Assistance*

*REA- Re-employment and Eligibility Assessment*

## **Executive Committee**

November 30, 2011 5:00 p.m.

### **2012 WIB Restructure Proposal**

A special meeting of the WIB Executive Committee was called to review the proposal to restructure the WIB. The proposal restructures the WIB from 38 to 34 members while maintaining an equal number of representatives per county. In the proposal, the counties would split the responsibility of making appointments for four representative organizations and would reassign representation responsibilities for other organizations:

- Organized Labor - Sole Columbia County appointment
- Community Based Organization - Sole Columbia County appointment
- Community Service Block Grant - Sole Greene County appointment
- Housing and Urban Development - Sole Greene County appointment
- Greene County Youth Bureau - Greene County Representative
- Columbia County Office for the Aging - Changed from Title V Representative to County Representative

Each county would also reduce business representation by one member, from ten to nine representatives per county. Both CLEOs are aware that the Executive Committee is meeting on this proposal tonight. A copy was sent to each county on December 1, 2011.

The changes in the bylaws based on the proposal were reviewed by the committee. Frank Alguire made a motion to recommend the changes in the bylaws to the full Board at the January 10, 2012 meeting to restructure the Columbia Greene WIB membership. John Betts seconded the motion. All were in favor and the motion carried. Katy and MA spoke with the alternating members impacted by the proposal prior to the Board meeting. The proposed by laws was emailed to all members for review a minimum of ten days prior to the January meeting.

## **Executive Committee**

January 3, 2012 5:30 p.m.

### **ITA Policy Change**

A proposal from the Business Services Committee to change the ITA policy was presented. Tony made a motion with Frank seconding to recommend passage to the full board. The motion passed unanimously.

### **WIB Restructuring Proposal**

Greene County Legislature passed a resolution supporting the restructuring of the WIB. The proposal goes before the WIB on January 10, 2012. A response from Columbia County is pending.

### **WIB Membership**

There was considerable discussion regarding perceived value of the WIB from a board member's perspective. MA and Katy would develop a brief presentation for the April full board meeting that would provide an overview of where we've been, who we are, what we stand for, and what we can expect in the near to mid-term future. This presentation will end with the Chair asking board members how they would like to be more involved, what else they would like to see us do, and how we can be more responsive to the two county's workforce needs.

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## INDIVIDUAL COUNTY APPOINTMENTS

### REQUIRED SECTOR

### COLUMBIA

### GREENE

REQUIRED SECTOR	COLUMBIA	GREENE
Private Sector	<u>9</u> Ginsberg's American Bio Medica Fingar Insurance First Niagara Bank Taconic Farms, Inc. Herrington's Pro-Printers Pretium Packaging Lisa Marie Beauty Salon	<u>9</u> Betts & Associates United Stationers Ducommun Aero Structures Hunter Mountain Ski The Executive Connection Reds Restaurant The Bank of Greene County Kool Temp Intelligent Technology Solutions
Local Education Agency	<u>1</u> Germantown Central School Dist.	<u>1</u> Cairo Durham School District
Organized Labor	<u>1</u> Open	<u>N/A</u>
Community Based Organization	<u>1</u> Col.-Gr. Healthcare Consortium	<u>N/A</u>
Economic Development	<u>1</u> Col. Co. Planning and Economic Development	<u>1</u> Dept. of Economic. Development, Tourism and Planning
TANF	<u>1</u> Col. Co. Dept. of Social Services	<u>1</u> Greene Co. Dept. of Social Services
Community Service Block Grant	<u>N/A</u>	<u>1</u> Community Action of Greene Co.
HUD Employ. & Training Programs	<u>N/A</u>	<u>1</u> Catskill Mt Housing
County Representative	<u>1</u> Office for the Aging	<u>1</u> Greene Co. Youth Bureau

## JOINT COUNTY APPOINTMENTS

WIA Title I – Block Grants	<u>1</u> Columbia-Greene Community College/Workforce Investment Office
Wagner/Peyser	<u>1</u> NYS Dept. of Labor- Division of Employment & Workforce Solutions
WIA Title II – Adult Education	<u>1</u> Questar III - Board of Cooperative Educational Services
WIA Title III –ACCES-VR	<u>1</u> NYS Education Department - ACCESS - VR

Total Individual Appointments	15	15
Total Joint Appointments	4	
<b>Total Membership</b>	<b>34</b>	

## **Business Services Committee**

December 1, 2011 8:30 a.m.

### **NEG OJT Update**

Maureen Boutin provided an overview of the status of the NEG OJT grant reporting that the program has ended with no new funds being available. Business name, amount of contract, administrative percentages and start date were reviewed along with the status of the contract for the twelve companies. This grant focused on the long term unemployed. Six contracts have been completed. Three contracts were unsuccessful with the employees not working out early in the contracts. Three contracts remain open. All of the contracts written were at 90% reimbursement rate.

### **NEG Disaster Relief Grant**

This grant proved cumbersome to implement, due to municipalities/entities being required to be the employer of record. Workers hired under this grant are required to be dislocated workers, which includes: workers who lost their jobs as a result of tropical storms Irene or Lee, workers who have been laid off from their jobs and unlikely to return to their previous occupation, and the long term unemployed (unemployed more than 26 weeks). The NEG Disaster Grant allows for temporary positions for up to six months with a cap at \$12,000. The town of Halcott used the grant to hire temporary workers to fix the highway garage. The potential cost to municipalities, like unemployment insurance, deterred those originally interested.

### **Columbia Greene ITA Policy**

Due to reduced funding, the committee is being asked to consider changing the ITA cap and policy. Currently, Columbia Greene has approximately 20% of funding going towards training. Our area is at the high end of the spectrum at 20%, with other regional areas around 10 – 15 %. The current ITA policy was distributed and reviewed with a historical perspective of ITA amounts provided to the committee. The ITA amount is presently at a maximum of \$4,000, including books and supplies. No ITA can be approved for any occupation where the mean hourly wage is below \$9.87. The requested policy change recommends a cap of the ITA amount at \$2,000.00, including books and supplies.

The rising cost of training programs, such as LPN or welding, were discussed by the committee. LPN students will now have to take out a loan, but the \$2,000 will cover the rest of the costs. Welding students will now have to choose one or two specific types of welding to learn, instead of being certified in all aspects. Truck drivers will no longer be able to afford the “career course”, but should be able to learn enough to get their license. Associate Degree students, eligible for TAP and Pell should still manage to have all costs covered. The cost and duration of the training programs were considered as criteria for the recommended \$2,000.00 cap. The \$2,000 ITA plus Pell, TAP and student loans should allow for coverage for the most popular career training programs. Reducing the ITA amount, during a time of extremely limited funding, allows for Columbia Greene to serve more people. David Lester made a motion to change to ITA policy to adjust the ITA cap at \$2,000 maximum, including books and supplies. No ITA can be approved for any occupation where the hourly wage is below \$9.87. (There is a grandfather clause covering two year degree programs where the ITA was initially approved prior to July 2011.) Nancy Costine seconded the motion. The motion carried with all in favor.

### **Pilot Program—CGCC & the National Work Readiness Credential**

MA Wiltse distributed a brochure regarding a potential National Work Readiness Credential program to be piloted over the spring semester at the college. MA is seeking input on the brochure, the pilot program and a commitment from local businesses to provide an interview opportunity for those who complete the program and earn the NWRC. It is believed to be an advantage to the region to address workforce standards. This program also engages college faculty with the local workforce. Input on the brochure and pilot program should be sent directly to MA (wiltse@sunycgcc.edu).

## **Continuous Quality Improvement Committee Update**

The CQI Committee did not meet over the past quarter.

- An OJT review occurred during the month of December. The review report will be presented at the next CQI meeting.
- The Update on the One Stop Center Recertification: The recertification process for the One Stop Center is still pending due to signatures pending on the Memorandum of Understanding (MOU) for DEWS, ACCESS VR & Adult Education

## **Youth Council Update**

The Youth Council did not meet over the past quarter.

- On December 7<sup>th</sup>, Youth Council members Gina Armstrong, Alan Frisbee, Cindy MacKay and Katy Drake visited the YES program at CGCC.
- On December 14<sup>th</sup>, Katy Drake visited the Greenville Youth Program.
- On December 15<sup>th</sup>, Youth Council members Alan Frisbee, Bernie Mack, Terry McGee Ward and Katy Drake visited the Catskill GED Programs.

Program evaluations for the three youth programs will be reviewed at the next Youth Council meeting and presented to the Board at the April meeting.