

Capital Region Workforce Investment Board

Policy Log

As of 2/16/2005

FULL BOARD MEETING 2/17/2000

- Robert Coan moved to adopt the draft Five-year Workforce Investment Plan for the Capitol Region and was second by Dennis Fitzgerald. The draft plan was unanimously approved and adopted
- Basil moved acceptance of the **draft By-laws** and Parkis seconded. The By-laws were unanimously passed and adopted as working By-laws.
- Larry Miller asked for nominations from the floor. There were none. Nominations were closed, Mericle moved the **Slate of Officers** and Coan seconded. The Slate was approved unanimously.

Officers

Chair	Gary Nicklaus
Vice-Chair	Jan Smith
Secretary	John Beaudion
Treasurer	John Bulgaro

Committees

Skills Standards Committee	Unnamed
Marketing/Community Awareness Committee	Unnamed
Continuous Quality Improvement Committee	Unnamed
Forecasting Committee	Wally Altes
Youth Council	Pierce Hoyt
CEO Representative Albany City	James McCaffrey
CEO Representative Albany County	Edward Shannon
CEO Representative Rensselaer County	Mary Anne Gronau
CEO Representative Schenectady County	William Diman
Wagner-Peyser Representative	David Mance

EXECUTIVE COMMITTEE MEETING 4/14/2000

- Motion: Manning – **Designate three agencies as one-stop operators** (Albany DHR, Rens. E&T, SCJTA); seconded by McCaffrey – approved unanimously
- Motion: McCaffrey -- **To designate Rensselaer Co. Department of E & T, Albany Career Central, and Schenectady Co. Job Training Agency as one-stop centers.** Seconded by Diman; Approved unanimously
- Manning moved approval of the committees and the process of assigning staff to assist with setting up and running committees. Shannon seconded. Altes amended to include Board Chair speak to Committee Chairs. Approved unanimously.

Current committees and chairs:

Skills Standards
Marketing
Continuous Quality Improvement
Forecasting
Youth Council

Nancy Kupiec
Cheryl Gnade
John Manning
Wally Altes
Pierce Hoyt

Discussion – staff will meet with committee chairs to help set up committees. Shannon suggested a letter go out giving dates of meetings and name of staff assigned.

EXECUTIVE COMMITTEE MEETING 6/08/2000

Priority for Services – Intensive and Training

The Workforce Investment Act (WIA) states that in the event that funds are limited for adult employment and training services, priority for intensive and training services must be given to public assistance & other low income individuals in the local area. The process for priority of services must be established by the Local Board and the Governor. This does not preclude the Board from also designating other individuals meeting the established eligibility criteria. Criteria may include the availability of other funds for providing employment & training related services in the local area, the needs of the specific groups within the local area, and other factors.

Staff recommendations for consideration and discussion:

- Long-term unemployed (15 out of last 26 weeks); This group is no longer eligible under the Dislocated Worker Program
- Economically Disadvantaged – using 70% to 200% of Federal Poverty Guidelines; Might want to consider the 70% to 100% range, since funds are limited. For information purposes, youth eligibility uses 70%.
- Low income – individuals that are eligible for Food Stamps. If you receive Food Stamps it does not mean you are eligible for Public Assistance. General Public Assistance recipients should try to be served with Welfare to Work funds first before WIA funds are used.
- Incumbent workers (upgrading for current employees resulting in increased earning of more than \$3,600 within the same company. The \$3,600 figure is what is set by our local performance standards.

Gronau motion that long-term unemployed be considered a priority for service. Shannon, with the understanding that we can revisit this issue. Shannon seconds, motion passed. Gary indicating that we are tabling the other groups.

Motion: Board grandfather in for 6 months, or accept catalogs. Gary -- make a motion or express spirit of Board. Motion for chair to convey concerns. (Altes). Gronau seconds; passed unanimously.

EXECUTIVE COMMITTEE MEETING 6/29/2000

- **Eligible Training Providers** -- for initial period accept catalogs of colleges that fall under the Higher Education Act. Amend to accept catalogs as training providers on July 1. Mance seconds -- passed

unanimously. Training providers on this list be approved for initial 6 months. McCaffrey seconds. Altes - what happens after 6 months. Gronau – we will revisit the issue. Skills Standards and Continuous Quality Committee will review. They will make decision on whether to extend beyond that. Add to motion with a 6-month review by 2 committees. Approved unanimously.

- **Staff to board** – Gronau motion that Gentile continue to serve as staff to the WIB for the next year. Salary to be compensated by counties. McCaffrey seconded with pleasure approved unanimously.

EXECUTIVE COMMITTEE MEETING 7/21/2000

- Noting that there was a **vacancy on the Executive Committee** (Manning), Bulgaro motioned that the Executive Committee fill any vacancy that may incur in the EC. Shannon added that Nominations Committee make recommendations. Diman seconded amended motion -- approved unanimously
- **Cap on Training funds to an individual.** Mance (following staff recommendations) – motion to \$4,500 with ability to expand if there is an employer commitment to hire after training. Shannon second. Discussion – this cap can be revisited. Gronau, amend to make it for one year, to be revisited second year. Approved unanimously. Table discussion of amount of funds set aside for training.
- Mance – motion for to **authorize Youth Council** to issue an RFP. Seconded and approved unanimously. Pierce read the following Vision Statement of the Youth Council into the minutes: "A system which ensures that all youth achieve educational, employment and life success; and business gains a skilled workforce." McCaffrey motions approval. Shannon second – approved unanimously. It was suggested that Executive Committee members receive minutes from Youth Council.

EXECUTIVE COMMITTEE MEETING 3/01/2001

- Motion by Pierce Hoyt to **approve recommendations of the Youth Council on the youth proposals as presented to the Executive Committee.** McCaffrey – seconded

Discussion – kudos and thanks to Youth Council. This commits all of the 2000 Program Year youth funds. The allocation is for 2 years. A new round funding will be available 7/1/2001.. The motion passed unanimously

- **Gronau – motion to accept 300% of poverty guidelines (listed below), use family size and self-attestation of family income for employer request initiated only. Seconded by McCaffrey**

Discussion: Altes -- Our decision should create a policy that would pass the front page of the Times Union test. We should consider total family income in determining eligibility. Mance – how does DOL go into a business and determine the eligibility of workers for the Invest Program that benefits employees and employers. They do self-attestation. As there is no direct benefit to the worker, we present it as a scholarship. They give the employer the scholarship money to pay for the training. Invest already covers 200%. So we can look at workers above 200%. Capital Region Workforce Investment Board could also determine how much of the training we will cover – 25%, or a cap of \$2000 per worker??

Cheryl --- As an employer, I would be concerned about having eligibility staff getting information from workers.

Mance - at a future meeting we need to further discuss what the employers share should be in incumbent worker training.

1 opposed, Motion carried

**Self-Sufficiency Standard
for the Capital Region Workforce Investment Area**

Family Size	300% of Poverty Level	
	Monthly Income	Annual Income
1	\$2,088	\$25,050
2	\$2,813	\$33,750
3	\$3,538	\$42,450
4	\$4,263	\$51,150
5	\$4,988	\$59,850
6	\$5,713	\$68,550
7	\$6,438	\$77,250
8	\$7,163	\$85,950

- **Consider Family Size**
- **Primary discussion points:**
 - **Consider Other Family Income or Disregard Other Income**
 - **The local Self-Sufficiency Definition would be used for employer initiated Incumbent Worker Training.**
 - **The local WIB has the authority to set the standard/criteria for the Capital Region.**
 - **Since WIA dollars are limited, it is a suggestion that up to 25% of WIA adult dollars be used for incumbent worker training. The total for WIA adult training is \$955,471; 25% would be \$238,866.**
 - **As always, revisions or modifications can occur once local standards are implemented.**
- **Motion – Shannon to extend the 300% family income standard to incumbent worker training requested by the incumbent worker (not employer initiated), with an understanding to revisit this issue. Mance second.**

Discussion: Mance still concerned about the policy of training people for other employers. There was a discussion on where funds for this type of training would come from. Some expressed the opinion that this should not be a part of the \$ set aside for employer initiated incumbent worker training.

The decision was that the motion would be silent where the \$ come from. This would be up to the One-Stop Operators.

Motion was passed unanimously

EXECUTIVE COMMITTEE 5/4/2001

WtW Discussion on extension of contract – Shannon we need time to think about this and should not rush in. Gronau – the contractors need a decision. We told them that if they performed well they could get an extension.

- Gronau – motion to approve, Altes second. Roll call vote: Altes, Mance, McCaffrey, Nicklaus, Bulgaro, Gronau, Ricci in favor, Shannon opposed

Discussion: **Dislocated Worker Self Sufficiency Definition** – Staff recommendation is attached as Attachment 1. The recommendation for action is as follows: If a dislocated worker earns 90% or less of their pre-layoff salary in a temporary job, the individual would be eligible for dislocated worker services and funding.

- Shannon motion to **accept recommendation of staff**, Mance seconds. Discussion. Mance - use term interim job as opposed to temporary job. Also, need a time limit on when the layoff occurred. Dave recommends 3 years. Ed agrees to amend his motion. Call for a vote. Unanimous acceptance.

Dislocated Worker Self-Sufficiency Policy: If a dislocated worker earns 90% or less of their pre-layoff salary in an interim job, the individual would be eligible for dislocated worker services and funding for a period of up to 3 years following the layoff.

EXECUTIVE COMMITTEE 6/7/2001

General Electric Training Request. Ricci moves the 2 recommendations in the GE handout, Gronau seconds.

1. *Our recommendation is to transfer the remaining dollars (\$400,000) from the dislocated worker funding stream to the adult funding stream. The WIA legislation enables us to serve employed workers who do not meet our self-sufficiency standard. This amount may be budgeted toward customized training for the GE new hires that fall below the self-sufficiency standard. Customized training offers flexibility and 50% of the training costs can be reimbursed to the employer.*
2. *Our recommendation is to utilize this pool of dollars towards the training costs of upgraded employees who do not meet our self-sufficiency standard and thus qualify.*

Motion passed unanimously.

Grant Recipient Discussion – Fran Ricci –Handout – Schenectady County, through the 5 Year Plan, is designated the Grant Recipient. The job has grown and Schenectady needs a staff person to handle this job. Looking for \$36,000, including fringe benefits.

- **Fran motion to accept this proposal. Gronau accepts.** Discussion – Mance: will the grant recipient work with grants? Only after the fact. Shannon: where do we spell out how the fee is determined? The cost was determined based on the job description of a grade 11. Need a memorandum of understanding. All in favor, **motion carried.**

By laws – general discussion about the number of times that the full WIB needs to meet (our bylaws say 3 times per year, State would like to see more), the role of the Executive Committee and the number of members needed to have a quorum for a meeting and a quorum for an action to take place. The State General Construction Law Section 41 indicates that a quorum for both is a majority of the full membership. What this means that if the Board is 54, a quorum is 28. If 30 members attend a meeting and 26 of thirty members vote for an action, it does not carry. An action would need a minimum of 28 votes. This likewise would have implications on the ability of the Executive Committee to act on behalf of the Board.

- Discussion: Shannon and other members agreed that we need to have more full board meetings. General disagreement with quorum ruling. Jan Smith asked if this could have an impact on all of the WIAs in the state. Mance we need a legal opinion. Possibly go to State Board. **Motion to get legal counsel to investigate this law and if we are impacted by it. Gronau, seconded by Beaudoin. Smith – add what are the ramifications to other WIBs. Agreed. Discussion Add “in all good haste”. Carried unanimously.** Explore Microsoft networking as a meeting tool. Contact John Chamberlain, Esq. on this matter.

FULL BOARD MEETING 6/28/01

- **Board Log**

Gentile introduced the Board Log (previously sent out to members) as a compilation of the work of the Board and the Executive Committee over the past year. **Motion to accept: Walt Wheeler and McCaffrey seconded. Discussion:** -- Segalla asked about the Priority For Service decision. The Executive Committee only selected “long term unemployed” priority of service. Other groups may be added at a future date. One-Stop centers are not prohibited from serving the other groups, but if there is a shortage of funding, priority is for long term unemployed. Other issues revolved around whether there was a quorum to pass the motion. Only the board members could vote, not the proxies.

Of the 24 Board members, 21 voted affirmatively, 3 abstained. According to our by-laws, this would be sufficient to approve the motion, but not according to the new ruling from the State. Dave Mance – quorum definition is defined – for all Workforce Boards (30 across State) all boards now have to deal with that definition – it is an issue through the State. If the ruling from the State stands, this issue will be revisited at the next Board meeting for a re-vote.

FULL BOARD MEETING 10/24/01

Review and Vote on Policy Log:

Mary Anne Gronau moved to amend motion to approve the entire policy log, seconded – Mance. Walter Robb accepted the amendment to his motion. Motion passed (all voted yes, except for 1 abstention).

FULL BOARD MEETING 12/12/01

Schenectady Youth Proposal:

Pierce Hoyt – Youth Council at last meeting. Issues of problems from Schenectady were taken care of. Recommended third youth proposal to WIB – individual referral services – this will

give service navigator, at the completion of training (if youth have skills) services to assist youth after exiting program. Proposed cost \$52,000 - \$42,000 WIA dollars and \$10,000 in-kind services.

Pierce Hoyt moved that Board approve Schenectady proposal (committee report – no second necessary). Motion carried.

Eligibility Requirements to Serve Youth:

An eligible youth is defined as an individual who:

- Is age 14 through 21;
- Is a low income individual, as defined in the WIA section 101(25); and
- Is within one or more of the following categories:
 1. Deficient in basic literacy skills;
 2. School dropout;
 3. Homeless, runaway, or foster child;
 4. Pregnant or parenting;
 5. Offender; or
 6. **Is an individual (including a youth with a disability) who requires additional assistance to complete an educational program, or to secure and hold employment. Additional assistance is defined as: has no work history or poor work history. Poor work history is defined as: has not maintained unsubsidized employment with the same employer for 6 months or more.**

Gary Nicklaus moved to accept 6th barrier – Jim McCaffrey and Maryanne Gronau seconded motion. Approved.

FULL BOARD MEETING 4/10/02

Responses to the Nine Questions:

1. **Question 1 – Should the public workforce investment system strive to serve more persons or businesses less intensely or serve fewer persons or businesses more intensely?**
When initially surveyed individually, Board members were evenly divided on this question. As this was discussed during the Board Retreat, members felt that the answer depended on local conditions. Specifically, when the local unemployment rate is high, we need to serve more people less intensely, and when the local unemployment rate is low, we should serve less people more intensely. This is considered a business friendly approach in which the Board wanted to be more helpful to businesses that would have a hard time retaining and attracting employees during periods of low unemployment.
2. **Question 2 – Should more of the public resource be expended on the unemployed or the employed?**
When initially surveyed individually, the majority of responses leaned toward spending more money on the unemployed. During the course of the retreat, members looked at this question from the perspective of employer services. Members felt that resources should be spent on employed workers, particularly from employer requests. Members wanted the self-sufficiency definition to be simplified (not include family income) and to be high enough to be able to train front line supervisors. No percentage was agreed upon. Previously, the Board agreed that up to 25% of funds be set aside for employed workers for company

initiated training. At that time the Board also agreed that employed workers who self-referred could be served, but those funds could come out of either the 25% set aside or the 75% set aside. During the Board retreat, the Board wanted more flexibility in terms of the percentages used for employer-initiated training.

3. Question 3 – How should resources be allocated between “work-first” and “training-first” strategies?

Discussion on this issue centered on what training is part of “train-first”. The Board looked at the 5 types of training as described by Greg Newton as described below:

1. Personal Life Management – to show up to do work – take care of personal life at home.
2. Basic skills – definition has been expanded – was a time reading, writing and arithmetic were the basic skills looked for – Basic skills includes communication skills, listening skills, responding well to oral instruction, some key boarding skills and some computer skills, also vocational English, problem solving skills.
3. Workplace behavior skills –
4. Occupational skills – by most employers is only valued if the job requires a license. A license is a requirement for entry level in that job.
5. Job Skills Training

The workforce system typically puts most of its resources into #4 -- Occupational skills. Businesses think of training as #s 1-3, and that this type of training should be done pre-employment. #s1-3 are the key elements to make it possible for someone to get a job. Our system spends little money on basic skills, resulting in classic non-alignment. Title I can be spent on any one of these 5 types of training. #s 1-3 are typically considered intensive services, and #s4&5 are considered training services.

Business members indicated that they would like to see resources committed to both strategies and that the train-first strategies be #s 1, 2, and 3 and that the work-first be used with #s 4 and 5. The Board would like to set up a committee to determine what employers would like one stop centers to assess in perspective employees and there is an interest in providing ‘workplace literacy in a train-first setting.

4. Question 4 – Which skills should be developed pre-employment and which skills should be developed post-employment?

Based on the previous discussion, the Board agreed that skills #s 1, 2, and 3 should be pre-employment, and other forms of training would be post-employment.

Greg Newton – recommended publication by P/PV – “Hard Work on Soft Skills” teaches sufficient skills – download at www.ppv.org. Board wants to look at what is emerging, determine if there is either industry clusters or specific businesses that we will target to work with. Customized training – people are offering sufficiency skills, basic skills remediation, etc. One suggestion is to put up 50% of money then on successful completion of training, they will hire all graduates. This could make this type of training attractive to job seekers.

5. Question 5 - What is the appropriate balance between classroom-based and workplace-based skill development?

All agreed that workplace training is the most attractive method of delivering training. Preferred training method is a little time in classroom and a lot on the job. A suggested goal is: 80% workplace based/20% classroom. Board would like to see trainers of skills #s 1, 2, and 3 on the eligible training provider list.

6. Question 6 – What industries and businesses have critical skill shortages and/or labor shortages?

This question is also an economic development question too. What do we want to support in the system. The Board agreed that training should occur within both demand skills and demand occupations, and to teach skills with specific industrial context. Many businesses want us to have people that understand their industry. A worker can be skill proficient but irrelevant to industry.

The Board agreed on the following demand occupation/skill areas: health care, manufacturing technology, social services and some retail. Then, you have to look at economic development issues.

Emphasis should be on workplace behavior skills and to some degree job specific skills – we have to help businesses in the process of restructuring. The Board agreed that they wanted resources for employed workers and non-classroom training.

7. Question 7 -- Which industries and businesses should be targeted with the public resources?

The Board agreed to targeted the industries and businesses that were identified in Question 6:

Health care, manufacturing technology, social services and retail. Then, you have to look at economic development issues

8. Question 8 – How can the public workforce investment system support existing business efforts in skill development and develop meaningful business partnerships?

The Board Emphasis should be on workplace behavior skills and to some degree job specific skills – we have to help businesses in the process of restructuring. The Board agreed that they wanted resources for employed workers and non-classroom training.

9. Question 9 – How can the variety of public resources be made more understandable, responsive, efficient, and accessible to more businesses? (Answered as one)

The Board wanted to see more marketing. Marketing is more than getting the word out, it is about packaging the product and who you are targeting.

The suggested marketing technique is a non-sales approach – relationship approach:

First meeting – someone calls on business on behalf of the whole system - you do not sell a thing – just listen.

Second – go back, prepare a proposal, check every program that can be used and go back to the business with everything in writing – don't base it on program, but actual service.

Listening, Packaging, Presenting, Following through – business service rep becomes the general manager.

Motion – Joe Rabito motioned to accept 9 Questions and Walter Robb seconded. All in favor. Approved.

Discussion - Suggested WIB work with Economic Development office (County level). Bring together and educate them on what we want to do.

Motion – Gordon Furlani motioned to set up County wide group meeting within the next 30 days and Cheryl Gnade seconded. All in favor. Approved.

Self-Sufficiency:

Self Sufficiency Definition

An individual is considered Self Sufficient if his/her **hourly wage is greater than \$18.**
(Family income is not considered)

Note: The rationale for setting a self-sufficiency level at \$18 per hour relates to the Board's suggestion that training should be made available to frontline supervisors. This suggestion was part of the Board Retreat review of the Nine Policy Questions. Often, frontline supervisors advance from the ranks and while good at what their job is, do not necessarily have good supervisory skills. This can contribute to employee turnover.

A review of salaries was available through the NYS DOL Bureau of Statistical Research, and showed the median salary of frontline supervisors to be \$18 per hour.

Motion – Gordon Furlani motioned to accept definition of Self-Sufficiency and Grover Rose seconded. All in favor. Approved.

Application for Certification of One-Stop:

Motion – Walter Robb made motion to accept Application for Certification of One Stop and Walter Wheeler seconded. All in favor. Approved.

FULL BOARD MEETING 6/12/02

Albany One Stop Application:

Dan – described process – if one One Stop is certified out of three – application for certification is necessary to apply for youth dollars etc.

Motion to approve Albany Career Central application – Walter Robb – Rose Walker Cook seconded. Approved (14 proxies approved, 14 yes and 2 abstentions).

EXECUTIVE COMMITTEE 4/30/2003

Subcommittee Discussion

Four committees suggested:

- Workforce Committee
- Marketing Committee
- Continuous Improvement Committee
- Title 1 Committee.

Mary Anne Gronau – we discussed setting Title 1 Committee under Executive Committee

Motion to approve 3 committees named at retreat (Workforce Committee, Marketing Committee and Continuous Improvement Committee) – have Title 1 be a part of Executive Committee and have staff flush out committee charge and have Chair approach WIB member as chairs and report back by next Full WIB meeting (5/28/03). – moved Jim McCaffrey, seconded by Mary Anne Gronau. Motion approved.

FULL BOARD MEETING 1/15/03

E-Learning :

WIB presented with special offer of additional E-Learning licenses for \$48/license for one year.

Ed Shannon moved to go forward to allow staff to determine number of slots and give report to Executive Committee and WIB (by e-mail). Seconded by Bill Ullstrom.

Amended: E-mail curriculum and give Executive Committee the ability to vote and empower WIB to purchase number of licenses. Motion Approved as Amended

FULL BOARD MEETING 5/28/03

By-laws Changes: (see \\Alb-srv1\VOL1\USERS\AE\BOARD\Bylaws Revised 5-03.doc)

Dan reminded Board that changes went out in advance of this meeting. Dan went over changes which were direct result of retreat and were gone over by Executive Committee.

Moved to accept changes to the By laws – Dave Segalla. Seconded, Michael Beaver. Motion for changes to By-laws approved.

FULL BOARD MEETING 7/16/03

Tuition Policy:

Dan – One Stop Centers are struggling to provide services in spite of funding reductions. Discussed \$3,000 cap (including support services) on training funds for customers.

- The WIBs Priority for Services Policy will apply now that funds are limited* (see policy below).
- Tuition cap would not be waived because of an attending “letter of hire” from an employer.
- E-Learning would be available for customers who are already employed.
- OJT would be available in cases where customers are promised a job by an employer.
- Training Provider must be on Provider List at time of approval (document in customer folder).
- Policy on Priority for Services – Intensive and Training (Approved 6/08/2000) Priority for Services, when available funds are limited, designated “Long-term unemployed” (15 out of last 26 weeks) as the priority for available funds.

Motion to approve the \$3,000 cap (including support services) on training funds for customers made by Dave Segalla – seconded by Ed Shannon. Motion – approved

EXECUTIVE COMMITTEE 12/11/2003

Career Portal

A Portal is a place. The place is a website. Jobseekers will go to website where their skills will be analyzed and any skills gaps for a particular job will be linked to training. The WIB will partner with Times Union for the database of jobs listings which will be linked to the skill mapping of the Career Portal. Career Portal is easy to use, but would be introduced by staff and training sessions in One Stop. A user name and password is needed.

CE.com works with NY Times. Person can find courses needed for a particular position. Person can easily link to colleges that offer courses. Capital Region Workforce Investment Board was asked to be part of pilot program in conjunction with Times Union.

The Pilot is set to serve:

- 600 WIA registered Career Portal customers
- 100 WIA registered Career Portal customers from Rapid Response:
- 300 WIA registered CP customers from youth service providers.

Cost of 1st year pilot:

\$50,000 (approximately \$50/participant). The WIB will pay half of cost and will ask One Stops to pay the rest.

Cost of 2nd year:

NY Wired is purchasing this program from CE.com and it will be on State list. Minimum of 5% increase.

Sheri made motion to move forward with the proposal based on presentation– Steve Snow seconded. Motion approved.

EXECUTIVE COMMITTEE 6/28/2004

Trade Adjustment Act – Changes to Biennial Plan

Tech Advisory outlines changes in TAA now (as of 7/1). One Stop working with DOL – will handle TAA:

- Company completes application
- Application reviewed on Federal level
- Company designed as TAA
- Employer receives letter with requirements and time frame
- One Stop works with employers to develop education/employment plan.

WIB needs to modify our Five Year Plan to reflect TAA. See local policy handout. NYS received TAA allocation for \$3 million. It's gone due to existing waiting list.

Motion to accept amended plan regarding TAA made by Fran Ricci – seconded by Mary Anne Gronau. Passed – unanimous.

EXECUTIVE COMMITTEE 9/15/2004

Capital Region Occupations in Demand

Representatives from 3 One Stops put list together. Recommends list be reviewed periodically and establish a committee to review. Capital Region Occupations in Demand list include:

- Computer Support Specialist
- Network Technical Support Specialist
- *Health Related Occupations
- Database Administrator
- C.D.L. Training
- Asbestos Removal
- Certified Welding
- *Office Occupations
- Civil Technician

* Indicates industry clusters that are in demand

Sheri Townsend made a motion to accept the committee recommendation – Fran Ricci seconded. Sheri amended motion to specify pilot for 3 month period – Mary Anne Gronau – seconded. Motion approved.

FULL BOARD MEETING 2/16/05

A motion was made by Fran Ricci and seconded by Mary Anne Gronau to approve the actions of the Executive Committee at their September 15, 2004 meeting. The actions pertained to the Occupation in Demand list (see above). After the discussion the motion was approved.