

Capital Region Workforce Development Board

June 12, 2020 – Meeting Minutes

Meeting Called to Order – Maria Huntington:

Maria Huntington called to order the Capital Region Workforce Development Board meeting at 1:05 on June 12, 2020 via Zoom

Welcome & Introductions –Bob Wildermuth:

Present Board Members: Maria Huntington, Robert Wildermuth, Mary Blais, Paul Brady, Scott Brazie, Sonya Del Peral, Leola Edelin, Ian Glasgow, Mark Westcott, Katie Decker, Amanda Vitullo, Katherine Maciol, Denise Padula, Phil Stenglein, Sarah Wilson-Sparrow, Neenah Bland, Colleen Costello, Chari Jones, Joelle Viscusi, Paul Brady, Penny Hill, Sean Masgate, Crickett Thomas-O’Dell, Sarah Wilson-Sparrow

Absent Board Members: Roy Casey, Dick Schlansker, Rene Gannon-Burke

Present Staff: Jennifer Bargy, Michael McLaughlin, Raphael Tucker, Jonathan Jones, Brian Williams, and Bailey Gardiner

Bob Wildermuth gave a Zoom “how to” so board members and staff could become familiar with the platform.

Approval of Minutes from Board Meeting – Maria Huntington:

Bob W. asked about the three board committees and who the chairs were, if there was a decision. Maria H. said that the board didn’t nominate chairs at the last meeting, we just selected members. Bob W. said we could vote on chairs later on. There was a unanimous vote, based on a motion by Paul Brady and seconded by Denise Padula to approve the minutes from the December 6, 2019 meeting.

Election of Officers:

Ian Glasgow nominated Maria Huntington for Secretary & Sonya Del Peral seconded it. All approved, no opposed, and Maria recused herself. Motion carried.

Denise Padula nominated Ian Glasgow for Chair & it was seconded by Chari Jones. All approved, no opposed, and Ian recused himself. Motion carried.

Ian Glasgow nominated Mark Westcott for Vice Chair & Maria Huntington seconded it. All approved, no opposed, and Mark recused himself. Motion carried.

Bob W. explained that these are two year terms and their terms will be up June 30 2022.

Ian G. asked if these positions and terms can be effective immediately since we currently do not have officers. Bob W. said that was allowable.

Policies and Oversight Committee:

The committee along with Mark W. and Ian G. met to review current bylaws and make updates. Bob W. said the current bylaws were from 2000, and Sonya D. said they are not up to par with current law. Additionally, Maria H. mentioned that updating the bylaws was a recommendation that came out of the federal audit. The committee compared and reviewed other Board bylaws from our region as a guide. The previous bylaws used a lot of language and jargon that the board was unfamiliar with. Therefore, the committee attached specific terms and definitions to the new bylaws. Ian mentioned that there was a list of changes that were sent out along with the board agenda. Mary Blais listed the biggest changes-reduction of board members from 45 to 30 members, reduction of terms from 3 years to 2 years, new section for the Executive Director, number of board meetings per year, committees, conflict of interest and confidentiality forms needs to be signed annually. Bob explained that he has a copy of the conflict of interest and confidentiality form. Ian asked that the forms be e-mailed to the board members. As long as board members can sign electronically that’s ok. Colleen C. suggested

DocuSign to sign forms, and Maria H. suggested Adobe Reader DC. Mark made a motion to sign & scan the document to Bob, which will then be considered a legal document. Bob will e-mail it out to everyone.

Bob W. asked about article 3, section 3.1- regarding terms limits. Bob said someone mentioned that terms should be three years now. Denise clarified and explained that officers serve a two year term, but board members are three year terms.

Mary Blais made a motion to approve the new bylaws, and it was seconded by Ian G. All approved. No opposed. Motion carried. By-Laws are effective as of 6/12/2020.

Pandemic Pivot:

Jonathan J. spoke regarding programs in Albany. All staff are back on a rotating basis, and Liz H. has been providing virtual ITA (Individual Training Account) training for WIOA participants, and upgrading their skills utilizing Metrix and Linked in learning platforms. Liz H. also put together a curriculum focused on team building. Phase 1 and 2 of the Youth RFP projects were put on pause, but they have been in touch with both the Boys and Girls Club and the SEAT Center. Both agencies are in the process of re-engaging youth participants. So far, there has been over \$87,000 expended for TET monies (Trade and Economic Transition). These funds are for the dislocated worker grant.

In regards to the Summer Youth Program, the city has yet to hear anything from ODTA (Office of Temporary Disability Assistance) which typically provides the funding for the Summer Youth Program. Because funding is being held up, Albany will use funding through TANF, Opportunity Youth Career Exploration & Access (OYCEA), and the Dollar Wise Grant, which would come from the US Conference of Mayors. The number of participants may drop, but it's more important that the City can serve some youth.

Mark Westcott asked about enrollment now during COVID vs last year. The city is in catch up mode and the city is looking for companies to step up and hire youth as summer youth employees. Any employee who is interested should put in a work plan for approval. Last year, at this point, orientation and matching would have already been done.

Crickett O. asked about the numbers of students signed up last year, and Jonathan said there were about 1200 young people who registered, but not all completed. Of the 1200 from last year, there were 479 students that were eligible for TANF. Since the funding is so thin for this year, the eligibility requirement is aligned with TANF. At this time, it's hard to give a definite target number for how many the city can support. Again, if they meet the eligibility requirement (TANF-family of three = \$43,000), then the city will do everything it can to find a placement for that individual. Bob W.

reiterated that the Summer Youth Employment funding is being held up in the division of budget in the Governor's office. He mentioned that the CRWDB on a weekly basis has to request funding to keep the lights on, payroll, etc....

Brian mention that all requests are being securitized and all payments are being delayed. In regards to the Summer Youth Program, the funding is federal and runs through the state to local municipalities. There's a lag of funding every week. Each region needs to have a plan in place for the Summer Youth Program. Typically the program starts after July 4th, but things are still delayed and up and the air. Programs aren't supposed to start anything until the funding is provided. That's why each county is trying to find alternative ways to fund the programs. Staff might be reaching out to business board members to help advocate to local representatives and release the funds to support future workforce.

Jonathan J. also mentioned that for the first time ever, the application for Albany is online and accessible via cell phone.

The city has also came up with a "sponsorship" program for businesses that are willing to support a youth employee.

Mark W. ask Jonathan if he could provide a one page flyer to the board members so they could share with their businesses. Phil S. asked for a breakdown of costs for the scholarship. Jonathan J. said that it cost about \$1000.00 per person for 4 weeks. If a business wanted to sponsor five youth employees it would be \$5,000.

Brian Williams spoke about what's going on with Rensselaer Counties youth program. They are accepting applications for the youth program. Working on remote and virtually learning- Financial Literacy, etc... The Career Center in Troy was closed as of March 16 but everyone will return next week. The office purchased Zoom technology so they could still support the clients. Brian acknowledged that with COVID-19, it has made him and his staff realize that they can still support clients virtually with certain pieces of the process like resume support. Not everything has to be in person. One of the biggest things they were handling in the beginning were issues with unemployment, and the system was overrun. Staff was answer upward of 20-50 calls a day. Support for resumes, cover letters, career assessments, and weekly job clubs all moved online. Programs like Metrix and SkillUp was offered and encouraged for clients as well. On the business side of things, many employers expressed concern of a digital literacy "gap" among employees. There were many employees who had a very hard time transitioning to working remotely from home. Rensselaer and Schenectady connected with Albany Can Code to create a Virtual Digital Literacy course for these type of employees. Participants will receive training in digital literacy, various platforms like Zoom, Google, WebEx, Teams, and receive certificates in Microsoft Office. After 10 weeks, the program will end with a virtual job fair. Brian gave lots of kudos to his staff!

Jennifer B. spoke about Schenectady programs, and she echoed everyone's frustrations with the Summer Youth Programs. The staff in Schenectady, like Albany and Rensselaer, are working with clients on resumes, Metrix, SkillUP, Albany Can Code, etc... The staff focused on professional development and updating all the workshops that we offer. They are all updated and can be delivered virtually now. Staff are given work assignments along with professional development opportunities each week to complete. Additionally, Schenectady Co. came together and gathered bags for food distribution. The county also created a Workforce Development Coalition with consists of different agencies likes SCAP, City Mission, Schenectady Foundation, and the Schenectady ARC. Together they created a Job Seeker and Business Services program to support people in the region. Jen will share the brochure.

Mary Blais reported on activities at the Career Center in Albany. The staff made a very quick pivot to doing all unemployment services along with unemployment insurance claims. Every week the staff receive a number of claims that they would need to support. Pre-COVID, the number of claims was roughly 120. During COVID, the number of claims during the week of May 29th was 5,500. Mary doesn't expect that they will need to serve or see all of these clients because they believe most of these people will return to work based on their titles and lists of employees. Brian W. also said that during this past week, he asked his staff to do a quick survey, and many people had already returned to work. Bob W. also mentioned that no career centers in the state were open to the public. Staff are starting to return, but no one know when clients will be allowed to come back face-to-face.

Denise P. asked about grant requirements and whether or not the programs we support will lose funding or still need to meet outcomes for funding. Bob W. believes that everything will be waived for the current situation.

Executive Directors Report:

In lieu of an Executive Directors Report, Bob put together what he has been working on for the last few months. He opened it up for questions. Maria H. asked about NYATEP and what they are working on. Bob e-mailed a federal update, (Hero Act) and Melinda has been working to get state money and communicating with folks in Washington. In the 2008 recession, there was about 8 billion dollars to support Workforce initiatives, but for the current situation, the federal government is proposing only 2 billion. NYATEP and others are requesting 15 billion in the "Relaunching the Workforce Investment Act". Bob said that if we can get between the 2 billion and 15 billion, it would be helpful. Also, the additional PUI funding (\$600) that people get through their unemployment claim has been great for some people, but many of these folks don't want to return to work because they are receiving more money now. There's talk about giving stipends to people who aren't going to return- \$5 if they return and stay for a certain amount of time, then \$10 if they stay even longer. Bob and others across the state have been advocating and sending letters to Gillibrand and Schumer's office to advocate for additional funding for workforce development. Bob and Sonya sit on the Workforce Development Initiative (WDI) through the Governor's office, and they submitted a proposal for the 11 local counties. The proposal was approved, but only through the "Pay for Success" bucket. Pay for Success means that you have upfront the money to pay the salary of the participants. When the participants meet certain benchmarks or goals, then the agency is reimbursed. Gail Breen, the ED in Fulton, Montgomery, and Schoharie WDB is the only 501C3 in the region, and therefore all the participants would have to go on her payroll. The group decided to pull the application because it was not appropriate for WIOA funding.

Phil A. asked if there were any building trades programs that attended the Youth Apprenticeship program in Questar 3.

Bob W. said that the construction field was one of the four buckets. Phil A. asked if Building Trades was included.

Amanda V. chimed in and said that the carpentry union was on the call, but she would be interested in touching base with Phil about how they can get more involved. Heavy Equipment might be another possibility. Amanda V. also stated that it's a pre-apprenticeship program and they are following an advance manufacturing program based out of Rochester that has been pretty successful. They have reached out to DOL, but they have not provided a lot of guidance for the youth pre-apprenticeship process and what it should look like. Cricket O. also asked if anyone reach out to Mike Lyons about the youth apprenticeship program. Amanda said it might be possible that they connected with him. Cricket suggested they get in touch. Amanda V. also said that in order for the program to be effective and successful, they will need to identify partners who will give "credit" to the high school senior working at the facility which will then carry over into the apprenticeship program. Cricket said she also reached out to Eastern Contractors Association (ECA). Cricket gave them Amanda's contact information.

Mary asked about the new website. Bob said the new website should be up soon. They are building it in pieces. He's been having weekly conversation with them.

Mark W. asked about “rapid response” for all business that have laid off employees. Bob explained that “rapid response” entails connecting with the employees about what services are available for them. Then DOL picks it up, and does an outreach through the local career centers. Mark W. asked because he had another conversation with someone from EST as to whether or not there are job opportunities at TCI. Mark said that they hired 3 people the previous week without any trouble.

Mary also said that during rapid response, they will sometimes do on-site job fairs and those has been successful as long as the employer is willing to cooperate and supports having DOL staff on site.

Bob W. also e-mailed all of us a one page info session that was shared with the Governor’s office. It’s a snapshot of how many people the WDB serve across the state, number of business we collaborate with, etc...

New Business:

Bob W. handed the meeting over to Ian who asked if anyone had any new business. Mark W. said he would connect with the members of the Youth Committee to discuss next steps. Ian will connect with the Nominating Committee to get new board members. Bob W. said that it’s good to have new members, but the process is a bit different. New nominations need to be appointed by local businesses, and their names are then submitted to the local chief elected official. Sonya said that we need to clean up the membership and terms. Maria H. also said that we will need to figure out how to stagger terms limits so not everyone leaves at the same time.

Ian G. and Denise P. suggested that we address concerns regarding Bob’s performance and absences the last few months in Executive Session. Catherine M. made a motion to move into Executive Session and it was seconded by Denise P. All approved, no opposed. Motion carried.

Executive Session

Beginning Time – 2:25pm

End Time – 3:03pm

Motion to Adjourn

A motion to adjourn was made by Paul Brady and seconded by Leola Edelin.

Next Capital Region Workforce Development Board Meeting:

Fridays June 26

Friday, July 24

Friday, Sept 11

Friday, Dec 11

Board Notes from the Executive Session on 06/12/2020

At 2:25pm a motion was made by Katherine Maciol and 2nd by Denise Padula to enter executive session to discuss a matter leading to the employment history, evaluation, and recommendation of Robert Wildermuth, the Executive Director. All approved, none opposed. Motion carried.

Board Members Present:

Mary Blais, Neenah Bland, Paul Brady, Scott Brazie, Colleen Costello, Sonya Del Peral, Leola Edelin, Ian Glasgow, Penny Hill, Maria Huntington, Chari Jones, Amanda Vitullo, Katherine Maciol, Denise Padula, Phil Stenglein, Joella Viscusi, Mark Westcott, and Sarah Wilson-Sparrow

No actions were taken.

At 3:03pm Ian Glasgow made a motion to leave Executive Session and go back to the public meeting. It was seconded by Mark Wescott. All approved, none opposed. Motion carried.

Capital Region Workforce Development Board

June 26, 2020 – Meeting Minutes

Meeting Called to Order – Ian Glasgow:

Ian Glasgow called to order the Capital Region Workforce Development Board meeting at 1:04 on June 26, 2020 via Zoom

Present Board Members: Mary Blais, Neenah Bland, Paul Brady, Scott Brazie, Colleen Costello, Sonya Del Peral, Leola Edelin, Ian Glasgow, Penny Hill, Maria Huntington, Chari Jones, Denise Padula, Joella Viscusi, Amanda Vitullo, Mark Westcott, Robert Wildermuth, and Sarah Wilson-Sparrow

Absent Board Members: Katie Decker, Katherine Maciol, John Ramoska, Dick Schlansker, and Phil Stenglein

Present Staff: Jennifer Bargy, Bailey Gardiner, Jonathan Jones, Michael McLaughlin, Raphael Tucker, and Brian Williams

Guests: Kimberly Otero- Regional Coordinator with Excelsior College and Melisa Walkes –Ed to Go (Ohio) who works with area academic partners.

Approval of Minutes from Board Meeting – Maria Huntington:

Meeting minutes were reviewed. Sonya D. made a motion to approve the minutes and it was 2nd by Neenah B. All approved, none opposed. Motion carried.

Administrative Items- Robert Wildermuth

Bob W. reminded everyone to submit their Conflict of Interest and Confidentiality forms by July 1st, 2020. He also asked that each board member submit a headshot, title, and company so he can send it to the website designers. There's no deadline, but the sooner the better.

Committee Reports:

Youth and Emerging Workers:

Meeting on Monday via Zoom to talk about next steps. They are looking for more members. Amanda V. asked if it would be a conflict of interest to join the Youth and Emerging Workers Committee since she's on the Nominating Committee. Ian G. clarified that she could be on more than one committee and that there was no conflict of interest.

Policy and Oversight Committee: No news

Nominating Committee:

Ian G. made a motion to nominate Amanda V. as Chair of the Nominating Committee. It was 2nd by Penny Hill. All approved, none opposed. Amanda V. abstained. Motion carried.

Amanda V. explained that there's an open position for organized labor. Phil S. fills one of the roles, but there's another seat available. The previous member was from IUPAT-DC9, (Painters and Related Trades) and Mark W. said that they were interested in keep the seat and they will be in touch.

There are still 6 other open seats that also need to be filled by the business industry. Amanda will work with Schenectady County, Michael M. and Jonathon J. will collaborate with Albany County and the City of Albany, and they are still waiting on a decision from Maria College as well.

Mark W. made a motion to nominate Cricket, it was 2nd by Ian Glasgow. All approve, none opposed. Motion carried.

Amanda V. explained that will still need two members on the Executive Committee. Currently the Executive Committee consists of the The Chair (Ian G.), Vice Chair (Mark W.), and Secretary (Maria H.). According to our new bylaws, we must have two additional board members as well, and the nominating committee spoke with Sarah W. and Leola E. about the positions.

Maria H. made a motion to nominate Sarah W. to the Executive Committee. It was 2nd by Cheri Jones. All approve, none opposed, Sarah W. abstained. Motion carried.

Sonya D. made a motion to nominate Leola E to the Executive Committee. It was 2nd by Denise p. All approved, none opposed, Leola abstained. Motion carried.

Regarding the Policy and Oversight Committee- Sean McGuire left the board, and the committee may need more members. There's also no chair for the Policy and Oversight Committee. Bob asked who was on the committee – Maria H., Mary Blais, Denise P., and Sonya D.

Executive Director's Report- Robert Wildermuth

There's been movement in the Governor's office regarding the Summer Youth Employment Program. Guidance has been given to OTDA (State agency), who then shares the info with the the DSS Commissioners, which then goes to local Careers Centers. The guidance includes placements for younger youth (14 and 15 years). Remaining 80% need to be in traditional payment activities.

Brian mentioned that there's been a lot of state advocacy to release the funds from the budget office. Bob asked if staff have seen a shift in the younger youth (14 and 15). Most of Brian's participants are 14, 15, and 16. Youths that are 17 and 18 can usually get better jobs. Jonathan said that they split down the middle – 14 & 15 and 16 & 17. Jen thank Comm. Brady for his support, but Jen understand the guidance to mean that there would be a cap in "virtual training" and that the virtual training will be geared towards 14 and 15 year olds.

Paul B. stated that they still don't know how much money they can release right now.

New Board Members Orientation- Ian Glasgow

Ian discussed new Board Member Orientation. According to our bylaws, the Executive Committee and the Executive Director are supposed to welcome and conduct an orientation for new board members. We have a new members already, and there are still several seats that need to be filled. Ian said that we should be better at explaining the meeting process, what's happening and give new board members a better and more thorough orientation. We will discuss further at the next board meeting.

Employee of Record- Ian Glasgow & Mary Blais

Ian brought up the U.S. Department of Labor review that occurred last spring. One of the items that Item that was troubling that the Employee of Record (Albany) also the recipient of Title 1 WIOA funds. The entity that employs the Executive Director (Bob Wildermuth) is also the Program Operator, and it's a conflict of interest. Ian, Mark, and Maria spoke to Melinda Mack about this from NYATEP, and she said she would help us with this process. Ian suggested that we make an Ad Hoc Committee to begin this process. The Executive Committee will be involved along with Mary Blais and Bob Wildermuth, the Executive Director.

Next Capital Region Workforce Development Board Meeting:

Friday, July 24

New Business:

Jonathan encouraged everyone to call local representatives and advocate for the Summer Youth Employment Program. Brian said they will share documents for that purpose along with OJT – On the Job Training. Ian asked if we should call state or federal representatives, and Brian said it's local NYS representatives. Sonya asked what OJT was, and Brian explained. Bob said there are board member who have supported OJT.

Executive Session

At 1:39PM Maria H. made a motion to go into Executive Session to discuss a matter leading to the employment history, evaluation, and recommendation of Robert Wildermuth, the Executive Director. It was 2nd by Mary B. All approved, none apposed, motion carried.

At 3:11P.M. Mark W. made a motion to end Executive Session and return to the regular meeting. It was 2nd by Phil S.

Motion to Adjourn

A motion to adjourn was made by Mary B. and seconded by Mark W. All approved, none opposed, motion carried.

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Board Notes from the Executive Session on 6/26/2020

At 1:39 P.M. a motion was made by Maria Huntington to enter executive session to discuss a matter leading to the employment history, evaluation, and recommendation of Robert Wildermuth, the Executive Director. It was 2nd by Mary Blais. All approved, none opposed. Motion carried.

Board Members Present:

Mary Blais, Neenah Bland, Paul Brady, Scott Brazie, Colleen Costello, Sonya Del Peral, Leola Edelin, Ian Glasgow, Penny Hill, Maria Huntington, Chari Jones, Denise Padula, Joella Viscusi, Amanda Vitullo, Mark Westcott, and Sarah Wilson-Sparrow.

No actions were taken.

At 3:11P.M. Mark Westcott made a motion to leave Executive Session and go back to the public meeting. It was seconded by Phil Stenglein. All approved, none opposed. Motion carried.

Capital Region Workforce Development Board

July 8, 2020 – Meeting Minutes

Meeting Called to Order – Ian Glasgow:

Ian Glasgow called to order the Capital Region Workforce Development Board meeting at 7:35A.M. on July 8, 2020 via WebEx.

Present Board Members: Mary Blais, Neenah Bland, Colleen Costello, Katie Decker, Sonya Del Peral, Lee Eck, Leola Edelin, Ian Glasgow, Penny Hill, Maria Huntington, Katherine Maciol, Denise Padula, Phil Stenglein, Joella Viscusi, Amanda Vitullo, Mark Westcott, and Sarah Wilson-Sparrow

Absent Board Members: Paul Brady, Scott Brazie, Chari Jones, John Ramoska, and Dick Schlansker.

Executive Session:

At 7:41 A.M. Maria Huntington made a motion to go into Executive Session to discuss a matter leading to the employment history, evaluation, and recommendation of Robert Wildermuth, the Executive Director. It was 2nd by Penny Hill. All approved, none opposed, motion carried.

The board of directors discussed the employment history and job performance of the Executive Director, Robert Wildermuth. Leola E. made a motion that the board vote on whether or not to recommend terminating the Executive Director to the City of Albany. It was 2nd by Denise P. 12 approved, 3 opposed, 2 abstained. Motion carried.

At 8:00 A.M. Mark W. made a motion to end the Executive Session and return to the regular meeting. It was 2nd by Phil S. All approved, none opposed, motion carried.

Meeting Adjourn:

Mary B. made a motion to adjourn the meeting. It was 2nd by Maria Huntington. All approved, none opposed. Motion carried.