

# Capital Region Workforce Development Board

Thursday, June 22, 2023 – Meeting Minutes

## **Meeting Called to Order:**

- Jim Hurley, Board Chair, called to order the Capital Region Workforce Development Board meeting at 3:37pm on June 22, 2023 at CapCom FCU – Broadview
- Graig Carbino welcomed all Board Members to CapCom FCU - Broadview

## **Roll Call:**

### **Board Attendance:** *(Members in attendance indicated with an x)*

- |  |   |
|--|---|
| <input type="checkbox"/> Neenah Bland, ACAP                              | <input checked="" type="checkbox"/> Penny Hill, HVCC                            |
| <input checked="" type="checkbox"/> Sharon Bonk, Golub Corporation       | <input checked="" type="checkbox"/> Brandy Hillard-Bouldin, Schenectady Co. DSS |
| <input checked="" type="checkbox"/> Scott Brazie, ACCES-VR               | <input checked="" type="checkbox"/> Jim Hurley, Home Instead                    |
| <input checked="" type="checkbox"/> Graig Carbino, CapCom FCU            | <input checked="" type="checkbox"/> Elise Martin, SCAP                          |
| <input type="checkbox"/> Andrea Crisafulli                               | <input checked="" type="checkbox"/> Michael Markou, Capital Region BOCES        |
| <input checked="" type="checkbox"/> Sonya Del Peral, Nine Pin Ciderworks | <input checked="" type="checkbox"/> Michael Mastropietro, IBEW Local 236        |
| <input checked="" type="checkbox"/> Lee Eck, IUPAT DC-9                  | <input type="checkbox"/> Joseph McDonald, Maria College                         |
| <input type="checkbox"/> Leola Edelin, Renaissance Hotel                 | <input type="checkbox"/> Katie Newcombe, CEG                                    |
| <input checked="" type="checkbox"/> Demetris Fullard, Infinite Care      | <input checked="" type="checkbox"/> Denise Padula, Alchar Printing Group        |
| <input checked="" type="checkbox"/> William Gettman, Northern Rivers     | <input checked="" type="checkbox"/> Sue Rosa, CEO                               |
| <input checked="" type="checkbox"/> Ian Glasgow, Next Advance            | <input checked="" type="checkbox"/> Deanna Simon, NYSDOL                        |
| <input checked="" type="checkbox"/> Matthew Grattan, Plug Power          | <input checked="" type="checkbox"/> Sarah Wilson-Sparrow, SUNY Schenectady      |
| <input type="checkbox"/> Nicole Harrington, CDPHP                        |   |

### **Board Staff Attendance:** *(Members in attendance indicated with an x)*

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Brian Williams, Executive Director                  | <input checked="" type="checkbox"/> Amber Robbie- WIOA Fiscal Grant Recipient |
| <input checked="" type="checkbox"/> Adam Slagle, Regional Business Services Coordinator |   |

### **Career Center Staff Attendance:** *(Members in attendance indicated with an x)*

- |  |  |
|--|--|
| <input type="checkbox"/> Jennifer Bargy – Schenectady County             | <input type="checkbox"/> Joe Mazzariello – Rensselaer County       |
| <input checked="" type="checkbox"/> Bailey Gardiner – Schenectady County | <input type="checkbox"/> Michael McLaughlin, Albany County         |
| <input type="checkbox"/> Elizabeth Harris – City of Albany               | <input type="checkbox"/> Luc Rogers – Albany County                |
| <input checked="" type="checkbox"/> Jonathan Jones- City of Albany       | <input checked="" type="checkbox"/> Raphael Tucker, City of Albany |

### **Guest Attendance:** *(Members in attendance indicated with an x)*

- Phillip Bruce - RPI
- Members of the Public (1)

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## Approval of Minutes:

Lee Eck made a motion to approve the board minutes from the December 9, 2022 meeting. It was seconded by Penny Hill. All approved, none opposed; motion carried.

Bill Gettman made a motion to approve the board minutes from the March 30, 2023 meeting. It was seconded by Sharon Bonk. All approved, none opposed; motion carried.

## Labor Market Presentation

Brian Williams noted that Kevin Alexander, NYSDOL Labor Market Analyst, who was on the agenda to present had a last-minute emergency and will be postponed to the September meeting,

## Youth & Emerging Worker Committee Update:

*Presented by Brian Williams*

WIOA Youth RFP Subcommittee formed of board members and staff and timeline as follows:

- Release of RFP – July 10
- Proposals due – August 18
- Subcommittee Review – August 21 – September 8
- Recommendations to Youth & Emerging Worker Committee – September 14
- Recommendations to full WDB vote – September 21
- New WIOA Youth contracts start – October 1

Mr. Williams asked for a motion to approve the release of the WIOA Youth Request for Proposals (RFP). Matthew Grattan made the motion to approve the release of the RFP. It was seconded by Lee Eck. All approved, none opposed; motion carried.

## Policy & Oversight Committee Update:

*Presented by Deanna Simon*

Ms. Simon presented that the following policies are in need of updating and are being recommended by the Policy and Oversight Committee to the full Board for approval.

- On-the-Job Training (OJT) Policy Change Revision. Ms. Simon noted that the change in this policy is for the residency requirement for trainees to participate in the program. Clarification of the current policy has been made by USDOL and NYSDOL as a result of a business requesting to enroll a trainee that does not reside in the Capital Region LWDA. The change in policy is to state that priority for the OJT program will be for residents of the Capital Region LWDA, but that under WIOA regulations, there is not residency requirement.
- Career Centers Disruptive Customer Policy. Ms. Simon noted that this is a new requirement and that the template has been provided by NYSDOL. This policy will provide clear guidance for our Capital Region Career Centers in steps for disruptive customers and provides guidelines and code of conduct for all customers using our Career Centers. The Board can adopt the provided template or develop our own. The Committee is recommending the adoption of the NYSDOL template.
- WIOA Adult Priority of Service Policy Revision. Ms. Simon noted that the Board's current policy required more clarification in wording to provide Career Centers for priority of services to Adult customers in the Career Centers.

Deanna Simon made the motion that the Board accept and approve all of the noted policies. It was seconded by Jim Hurley. All approved, none opposed; motion carried.

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Ms. Simon stated that under the Policy & Oversight Committee's charge is the Career Center Re-Certification process. Mr. Williams noted that under federal WIOA regulations, it is the Local Workforce Development Board (LWDB)'s responsibility to approve and certify the approval and operation of American Job Centers (Career Centers) in their region. According to WIOA, each Local Area is required to have at least one Comprehensive Career Center and the Capital Region currently has three. USDOL and NYSDOL has developed a template and process for the re-certification process. Ms. Simon stated that Board Members who are interested in visiting and evaluating each of the three Career Centers should contact Mr. Williams, who will be scheduling on-site visits and coordinating the re-certification.

## **Business Services Committee Update:**

*Presented Adam Slagle, Regional Business Services Coordinator*

### **Business Services Contacts/Meetings – Quarter 2 Recap**

(63 total; 43 unique businesses/schools)

April: 23 total; 14 unique businesses/schools

Schools: RCS, Questar III BOCES (12 component districts), Union College, Lansingburgh

May: 21 total; 14 unique businesses/schools

Schools: SUNY Schenectady, Schenectady, Lansingburgh, Albany, Schalmont

June: 19 total; 15 unique businesses/schools

Schools: Mohonasen, HVCC, College of St. Rose

### **Networking Events & Tours – Quarter 2 Recap (28 total)**

April (9):

NYS Business Services Coalition, Dr. King Job Fair, Questar III Trades Panel, Albany Job Fair, HVCC Semiconductor Day, Ellis Promise Event, ALICE Report @ The Blake Annex, Chamber of Commerce/CEG Workforce Development Coalition: Healthy Alliance, Schenectady Job Fair @ Center City

May (12):

Career Jam @ SCSD, Healthy Capital District Initiative, NYS Business Services Coalition, Schalmont High School's Business Education Showcase, BCNYS NYS Awards Luncheon, ICCR Diverse Communities Panel, Bimbo Bakeries (Tour), Career Jam @ Siena College, Lansingburgh High School Job Fair, Gatherer's Gourmet Granola (Tour), Schenectady Job Fair, Albany High School Job Fair

June (7):

Mohonasen High School Shark Tank Competition, Albany Job Fair, WorkforceGPS Webinar, HVCC ATEC Center Announcement, Albany Business Review Education & Workforce Development Summit, Schenectady Job Fair, NYS Business Services Coalition

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## Workforce Development Initiatives & Projects – Quarter 2 Recap

(12 total)

1. Albany High – Job Fair (70 businesses, over 150 students and adult jobseekers)
2. Lansingburgh – Job Fair (10 businesses, over 80 students/jobseekers)
3. Questar III Industry Panel – Building Trades and Employability Training (over 60 students)
4. Career Jam @ Schenectady High School
5. Career Jam @ Siena College
6. NYS DOCCS & CEG – Off-shore Wind Welding
7. CEO Works – Re-Entry Transition Work Crews
8. Healthy Capital District & SPHP – Peer Support Specialist
9. Ellis Medicine – Ellis & Schenectady Promise
10. NYS WD Agencies – Business Services Coalition (CNY, Rochester Works, Finger Lakes WIB, BECWIB)
11. County Career Centers – Summer Youth Employment Program
12. Breaking Barriers for Returning Citizens: Yes, WIOA Can! WorkforceGPS Webinar (1100+ audience)

## Job Fairs – Quarter 2 Recap

(5 total)

- 4/27/23: 40 employers and ~100 jobseekers attended (Sch'dy CCOC & NYSDOL)
- 5/23/23: 10 employers and 80+ jobseekers attended (Lansingburgh High School)
- 5/25/23: 8 businesses and 36 jobseekers attended (Schenectady County Public Library)
- 5/25/23: 70 employers and 150+ jobseekers (Albany High School)
- 6/15/23: 8 businesses and 59 jobseekers attended (Schenectady County Public Library)

## Update on TransfVR and Northstar Digital Literacy in Career Centers:

*Presented Deanna Simon*

Ms. Simon stated that as a follow up from our previous demonstration of the TransfVR virtual reality career exploration and skills training headset software program, each of our Career Centers have acquired headsets that can be used with both youth and adult customers as well as businesses. The headsets are being managed by NYSDOL, who wants to ensure that their use is not only in the Career Centers, but also in the community at events, with partner agencies, as well as for business needs. In fact they were just used at a job fair that we hosted at Albany High School and the students were very interested in how they can experience different types of careers. If interested, please contact Brian Williams or Deanna Simon for rollout. Ms. Simon also discussed a new tool – Northstar Digital Literacy – that will allow staff in the Career Centers, as well as community organizations, to assess basic computer and digital skills for job seekers as well as teaching basic computer literacy skills. All staff are being trained in its use and it is hoped to be rolled out even further in the coming months.

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## **Executive Committee Update:**

*Presented Jim Hurley*

Mr. Hurley presented the resolution *Transfer of Title I Dislocated Worker Funds and Adult Funds* that the Executive Committee on 3/8/23 had voted to approve. Mr. Hurley stated that this is a standard procedure that gives the WIOA grant recipient the ability to transfer funds between Title I Dislocated Worker and Adult funding streams as needed to ensure service to all customers and that no one is turned away. Mr. Williams noted that as per WIOA regulations, the Executive Committee has the authority to pass this resolution, but that the full Board needs to concur with its adoption. Bill Gettman made the motion to confirm the Executive Committee's adoption of this resolution. Mr. Markou seconded. All approved, none opposed; motion carried.

As per regulations, the WDB approves Centralized Budget. The Program Year 2023-24 Budget presented for Board approval. Budget increase this year due to inclusion of School Partnerships Coordinator's salary to expand program regionally is added to the centralized budget. Top part of budget - program operating cost (staff salary, supplies, travel, conferences, website). Bottom piece- admin cost –fiscal staff to operate as grant recipient of federal funds on behalf of Board.

Denise Padula made a motion to approve the PY 23-24 budget. It was seconded by Sonya DelPeral. All approved, none opposed; motion carried. Budget approved.

## **Board Chair Report:**

*Presented by Jim Hurley*

New Board Members Andrea Crisafulli and Matthew Grattan, Business Representatives from Albany County, were welcomed to the Board. New Board Member Sue Rosa, Community-based Organization representative was also welcomed to the Board

## **Executive Director's Report:**

*Presented by Brian Williams*

- Albany County ARPA Workforce Development funding for On-the-Job Training
- International Center of the Capital Region – Connecting Diverse Communities to Sustainable Careers panel
- International Labour Organization (UN) interview
- USDOL NAWDP ReEntry Webinar
- Federal NBRC workforce grant with NYS Business Council – employment placement services for Veterans
- Jobs for the Future Green Jobs Challenge grant
- WMHT partnership – Work in Progress / Future of Work
- Workforce Partnership Coalition – United Us Referral Network
- NYS Prison System – re-entry training credentialed individuals to connect with employment prior to release
- High School Career Fairs – Schenectady, Albany, Lansingburgh, Questar
- Metrix online learning for Incumbent Workers – business service
- Capital Region Advanced Tech Workforce announcement – USDOL Assistant Secretary

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## **Business & Information Sharing**

*None*

## **Next Meeting:**

- Thursday, September 21, 2023 at 3:30pm at Plug Power in Slingerlands

## **Meeting Adjournment:**

Motion to adjourn was made by Sarah Wilson-Sparrow. Seconded by Lee Eck. All approved, none opposed. Meeting was adjourned at 5:10pm