

Capital Region Workforce Development Board

Thursday, September 25, 2025 – Meeting Minutes

Meeting Called to Order:

- Jim Hurley, Board Chair, called to order the Capital Region Workforce Development Board meeting at 3:10 pm on September 25, 2025 at the Home Instead Offices, Schenectady, NY
- Mr. Hurley welcomed all Board Members, staff, and guests to the Home Instead Offices.

Roll Call:

Roll call of Board Members taken by Graig Carbino, Board Secretary.

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

- | | |
|--|---|
| <input checked="" type="checkbox"/> Jonathan Ashdown, HVCC | <input checked="" type="checkbox"/> Adelaide Haberbusch, SCAP |
| <input type="checkbox"/> Neenah Bland, ACAP | <input checked="" type="checkbox"/> Nicole Harrington, CDPHP |
| <input checked="" type="checkbox"/> Sharon Bonk, Price Chopper | <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"/> Phillip Bruce, RPI | <input checked="" type="checkbox"/> Michael Markou, Capital Region BOCES |
| <input checked="" type="checkbox"/> Claudia Butler, Amtrak | <input type="checkbox"/> Michael Mastropietro, IBEW Local 236 |
| <input checked="" type="checkbox"/> Graig Carbino, Broadview FCU | <input checked="" type="checkbox"/> Heather McDaniel, CEG |
| <input type="checkbox"/> Andrea Crisafulli | <input type="checkbox"/> Joseph McDonald, Halliday Financial |
| <input checked="" type="checkbox"/> Sonya Del Peral, Nine Pin Ciderworks | <input type="checkbox"/> Kesley Owens, GE Renewable-Vernova |
| <input type="checkbox"/> Lee Eck, IUPAT DC-9 | <input type="checkbox"/> Denise Padula, Alchar Printing |
| <input type="checkbox"/> Leola Edelin, Renaissance Hotel | <input checked="" type="checkbox"/> Sue Rosa, CEO |
| <input type="checkbox"/> Demetris Fullard, Infinite Care | <input checked="" type="checkbox"/> Patrisia Sheremeta, Greno Industries |
| <input type="checkbox"/> William Gettman, Northern Rivers | <input checked="" type="checkbox"/> Deanna Simon, NYS DOL |
| <input checked="" type="checkbox"/> Ian Glasgow, Next Advance | <input checked="" type="checkbox"/> Sarah Wilson-Sparrow, SUNY Schenectady |
| <input checked="" type="checkbox"/> Matthew Grattan, Plug Power | |

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

- | | |
|---|---|
| <input checked="" type="checkbox"/> Brian Williams, Executive Director | <input checked="" type="checkbox"/> Tim Drawbridge, Asst Director, Business Service |
| <input checked="" type="checkbox"/> Amber Robbie- WIOA Fiscal Grant Recipient | <input checked="" type="checkbox"/> John Banas, Disability Resource Coordinator |

Career Center Staff/CLEO Representative Attendance: *(Members in attendance indicated with an x)*

- | | |
|---|--|
| <input type="checkbox"/> Sara Canfield – Schenectady County | <input type="checkbox"/> Jonathan Jones- City of Albany |
| <input type="checkbox"/> Jessica Eckert – Rensselaer County | <input type="checkbox"/> Patrick Curran – Albany County |
| <input type="checkbox"/> Bailey Gardiner – Schenectady County | <input checked="" type="checkbox"/> Raphael Tucker, City of Albany |
| <input checked="" type="checkbox"/> Elizabeth Harris – City of Albany | |

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

- | | |
|---|---|
| <input checked="" type="checkbox"/> Emma Cohen, NYSDOL | <input type="checkbox"/> Kevin Alexander, NYSDOL |
| <input checked="" type="checkbox"/> Jean Marie Reinke, WDI | <input type="checkbox"/> Renae Townsend, NYSDOL |
| <input checked="" type="checkbox"/> Amanda Karch, Columbia-Greene WDB | <input type="checkbox"/> Jui Deo, NYSDOL |
| <input type="checkbox"/> Joseph Menz, ACCES-VR | <input type="checkbox"/> Carol Piechnik, ACCES-VR |
| <input type="checkbox"/> Members of the Public (0) | |

Approval of Minutes:

Sarah Wilson-Sparrow made a motion to approve the board minutes from the June 18, 2025 meeting. It was seconded by Michael Markou. All approved, none opposed; motion carried.

UAlbany Professional & Continuing Education Program presentation:

Presented by Jennifer Miller, Ed., UAlbany Office of the Provost

Brian Williams introduced Jennifer Miller from the University at Albany Professional & Continuing Education Program. Dr. Miller presented on the University's focus on bringing the PaCE program to businesses and the community in her newly created role under the Provost. The slide deck from Dr. Miller is attached to these minutes. A discussion around the current higher education programs and the skills needed by businesses was had between Board Members and Dr. Miller. Several business board members inquired about how programming could be customized for their incumbent workforce. Dr. Miller stated that her team will work specifically with the business to meet their needs.

Report from Youth & Emerging Worker Committee:

Presented by Mike Markou, Committee Chair

Mr. Markou stated that the Committee met to discuss services for the emerging pipeline of adults, including individuals with disabilities, English-language learners of new Americans, and individuals on public assistance. Mr. Markou discussed how the Committee saw "learn-and-earn" models, such as work-tryouts, on-the-job training, pre-apprenticeship, and registered apprenticeship as excellent springboards to employment opportunities. Mr. Markou stated that the Committee's charge is also the recommendation and review of WIOA Youth programming and that the timeline was for a request for proposals (RFP) to be released. Mr. Markou, on behalf of the Committee is making the motion of recommendation to the Board that the WIOA Youth RFP be released. Jim Hurley seconded motion. All in favor, none opposed. Motion carried.

Report from Policy & Oversight Committee:

Presented by Deanna Simon, Committee Chair

Ms. Simon reported that the Committee has been focused on updated all of the current policies and adding new ones that are needed, but not necessarily required under WIOA. One such is a Partner Referral Process and Procedure for the Career Centers. Ms. Simon highlighted the Committee discussed the need for a structured policy to facilitate referrals, suggesting that it should incorporate language promoting collaboration among partners. It was noted that the process should be documented to ensure all staff are aware of how to make warm handoffs. Ms. Simon presented the Committee's work of a Customized Partner Referral Process/Procedure document for the Board to vote to adopt in the Career Centers. On behalf of the Committee, Ms. Simon made the motion to adopt this policy. Matt Grattan seconded the motion. All in favor, none opposed. Motion carried.

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Executive Committee Update:

Presented by Jim Hurley, Committee Chair

Mr. Hurley reported that the Committee discussed and heard updates from the Executive Director on the exploration of a potential merger of Local Workforce Development Areas between the Capital Region LWDA and the Columbia-Greene LWDB. The Executive Directors of both Workforce Boards have been meeting and working on potential timelines and processes in exploration, with input from the New York State Department of Labor. The Committee is making the recommendation of a formal resolution from the full Board for the Executive Director to continue this exploration planning process and give the authority to continue such conversations with partners, chief-elected officials, and stakeholders. This resolution was presented to the Board, after being adopted by the Executive Committee. Philip Bruce made the motion to approve the resolution. The motion was seconded by Claudia Butler. Discussion included creating an AdHock Merger Committee to include the Executive Committee and other board member volunteers. Matt Grattan, Deanna Simon, and Sonya delPeral volunteered to serve on this committee. All in favor to adopt resolution, none opposed. Motion carried.

Regional Business Services Update:

Presented by Tim Drawbridge, CRWDB Assistant Director for Business Services

Mr. Drawbridge presented on his work of delivery of business services as the Assistant Director for Business Services. As noted as a goal at the last meeting, Mr. Drawbridge was able to meet with the majority of the Board Members, learn their needs from a workforce development standpoint, and assist in promoting positions, and needs through the CRWDB's social media channels. Mr. Drawbridge spoke about the increased promotions the Board is using in registered apprenticeships, internships, and collaboration with other organizations in the region. Mr. Drawbridge also presented the increases in reach on all of the Board's social media channels and starting to use increased video content on other platforms and has started our Instagram channel. Mr. Drawbridge discussed various hiring events and information sessions that the Board sponsored or co-sponsored including a Hoosick Falls Community Job Fair, Career Jam, Apprenticeship and Pre-Apprenticeship sessions, and business roundtables.

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Executive Director's Report:

Presented by Brian Williams

Mr. Williams presented the following as a summary of the Summer Youth Employment Programs from each of the Career Centers:

- Total of 1,227 youth served throughout the three counties – putting over \$2.5M in youth pockets
 - Albany – 754
 - Rensselaer – 190
 - Schenectady – 283
- Total of 236 different worksite businesses – providing mentoring for their future workforce
 - Albany – 105
 - Rensselaer – 40
 - Schenectady – 91
- Highlights
 - Albany
 - 546 youth had 100% attendance
 - Enrichment Week
 - Youth campaign to redesign our SYEP program logo
 - Live performance at our Annual SYEP Recognition Event by SYEP youth
 - Rensselaer
 - Orientation sessions held at HVCC
 - 5 youth placed at Troy Price Chopper were hired after SYEP ended
 - Schenectady
 - Kicked off the program with an in-person, half-day orientation where youth learned our policies and procedures (including the requisite sexual harassment prevention training) and engaged in break-out groups that taught foundational skills through interactive activities like Jeopardy, a team-building hula hoop contest and a workplace situation "what would you do" situation.
 - revived and revitalized our Job Shadowing Program where youth had the opportunity to spend a few hours at a variety of local employers, learning about the different job opportunities available:
 - BBL Construction
 - Carpenter's Union
 - Glendale Nursing Home
 - Maria College
 - Modern Welding
 - NY CREATES
 - Probation Department
 - Regional Food Bank
 - Sheriff's Department
- Partnered with Broadview who provided evidence-based, financial well-being curriculum to all youth in the program, NENYCOSH who visited 3 of our larger worksites to provide on-site workplace safety training
- From SYEP, we have a large group of youth and worksites who are eagerly continuing onto fall employment through the youth employment money provided by OTDA.

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Mr. Williams then presented the following items as highlights from the regional Workforce Development Board perspective:

- Columbia-Greene WDB update – Assisting with both fiscal and operations in Columbia-Greene. Both Exec Comm will start to meet regularly with potential merger set for 7/1/26
- ETM – DreamlinkNY update: pilot started 7/1, total of 22 referrals and youth engaged, 20+ outreach events
- Additional \$100,000 OMH funding for PT disability navigator, marketing, training for customers
- Joint Chambers of Commerce / High Schools business discussions taking place in various school districts including Bethlehem, Averill Park, Hoosick Falls, and Colonie
- Albany Guardian Society – CRWDB Partnership Job Fair saw 43 job seekers, 20 businesses
- Strategic Plan for next year– workgroup meeting next week. Planned to present to full Board at next meeting
- Albany County Workforce Funding: press event, renewal of ReEntry funding, potential probation funding
- Rensselaer County HVCC Educational Incentive – Career Center coordinating with students
- Business For Good – coordinating workforce stakeholder meeting
- CRWDB presenting at CEANY Conference in Syracuse on workforce in higher education
- CRWDB on steering committee of NYS Educator Workforce Hub – teaching assistants to teachers as registered apprenticeship

Business & Information Sharing

none

Next Meeting:

- Thursday, December 18, 2025 at 3:00pm at location TBD

Meeting Adjournment:

Motion to adjourn was made by Philip Bruce. Seconded by Scott Brazie. All approved, none opposed. Meeting was adjourned at 4:55 pm.

Professional & Continuing Education (PaCE) Overview

September 2025



UNIVERSITY
AT ALBANY

STATE UNIVERSITY OF NEW YORK



Overview

Flexible Learning Options with PaCE

At the University at Albany, our Professional and Continuing Education (PaCE) program offers career-focused learning designed for working professionals, organizations and lifelong learners.

UAlbany's schools and colleges



College of Arts & Sciences



College of Emergency Preparedness, Homeland Security & Cybersecurity



Massry School of Business



College of Integrated Health Sciences



College of Nanotechnology, Science, and Engineering



Rockefeller College of Public Affairs & Policy



School of Education

PacE Approach

Value Proposition:

Deliberate focus on excellence for professional learner competence, connection, & completion

Professional Learner Support

- 24/7 information & enrollment for microcredentials
- Advising & career planning support

Focus	Description
Individual Learning	<ul style="list-style-type: none"> • Non-credit & stackable credit microcredentials • Continuing education offerings
Organizational Capacity-building	<ul style="list-style-type: none"> • Custom offerings with faculty experts • Microcredentials focused on high demand content • Gallup Strengths coaching for individuals & teams
Cohort-based Leadership Development	<ul style="list-style-type: none"> • Online & On Campus Academies focused on leadership & technical skills • UAlbany Signature Leadership Program for leaders at all levels

ORGANIZATIONAL CAPACITY-BUILDING

- Custom organizational educational programs based on faculty /staff expertise & market demand
- Gallup Strengths coaching packages & workshops



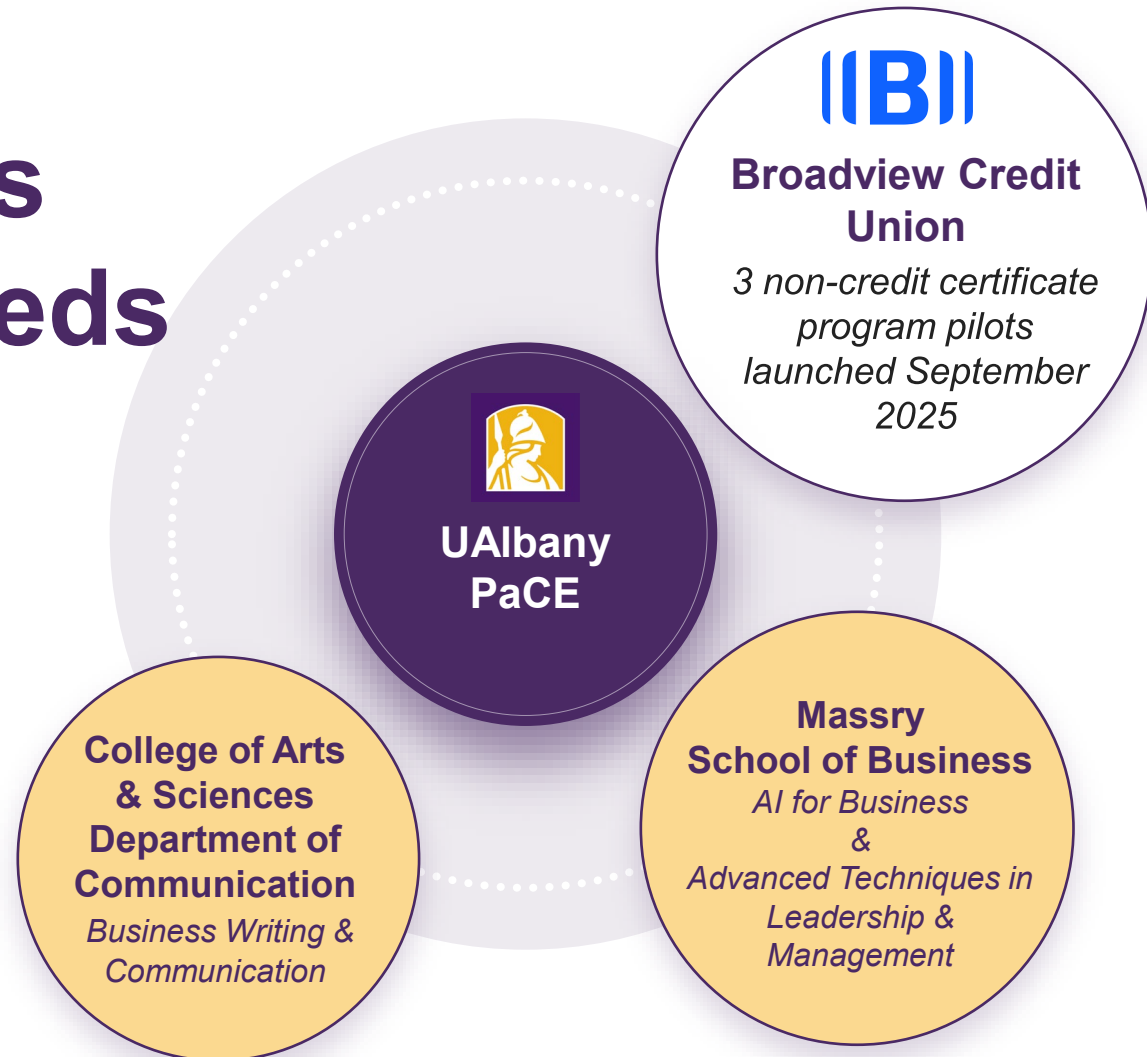
UAlbany President Havidán Rodríguez (r) and Broadview CEO Michael J. Castellana (l) sign agreement offering a set of three certificate programs beginning this fall

Case Study: Broadview Credit Union



Aligning Programs with Employer Needs

Co-designed courses created and taught by UAlbany faculty and staff.



OUTREACH



- Develop collaborative business & community partnerships to support skill building for alumni and NYS residents
- Hold external stakeholder meetings & focus groups to highlight faculty expertise & determine market demand
- Create PaCE Advisory Board with internal & external stakeholders
- Attend UAlbany, local, regional and state business, workforce and community events

PaCE Website (www.albany.edu/pace)

Transform Your Career



Our career guidance services provide actionable strategies to help professionals navigate job transitions, upskill and advance their careers.

Strengthen Your Organization



We collaborate with businesses, government agencies and nonprofits to develop custom learning pathways that build future-ready teams.

Unlock Your Potential



PaCE offers continuing education programs in high-demand fields and in multiple formats to ensure accessibility, relevance and convenience.

Questions?

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