

Capital Region Workforce Development Board

Thursday, December 18, 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 December 18, 2025 at the RPI Heffner Alumni House, Troy, NY
- Philip Bruce, Board Member from RPI welcomed all Board Members, staff, and guests to the RPI Campus.

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 type="checkbox"/> Nicole Harrington, CDPHP |
| <input type="checkbox"/> Sharon Bonk, Price Chopper | <input 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"/> Philip Bruce, RPI | <input checked="" type="checkbox"/> Michael Markou, Capital Region BOCES |
| <input type="checkbox"/> Claudia Butler, Amtrak | <input type="checkbox"/> Michael Mastropietro, IBEW Local 236 |
| <input checked="" type="checkbox"/> Graig Carbino, Broadview FCU | <input type="checkbox"/> Heather McDaniel, CEG |
| <input type="checkbox"/> Andrea Crisafulli | <input checked="" 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 checked="" type="checkbox"/> Denise Padula, Alchar Printing |
| <input type="checkbox"/> Leola Edelin, Renaissance Hotel | <input checked="" type="checkbox"/> Sue Rosa, CEO |
| <input checked="" type="checkbox"/> Demetris Fullard, Infinite Care | <input type="checkbox"/> Patrisia Sheremeta, Greno Industries |
| <input checked="" type="checkbox"/> William Gettman, Northern Rivers | <input 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 type="checkbox"/> Amber Robbie- WIOA Fiscal Grant Recipient | <input 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 checked="" type="checkbox"/> Jonathan Jones- City of Albany |
| <input checked="" type="checkbox"/> Jessica Eckert – Rensselaer County | <input type="checkbox"/> Patrick Curran – Albany County |
| <input type="checkbox"/> Bailey Gardiner – Schenectady County | <input type="checkbox"/> Raphael Tucker, City of Albany |
| <input type="checkbox"/> Elizabeth Harris – City of Albany | |

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

- Emma Cohen, NYSDOL
- Kevin Alexander, NYSDOL
- Jean Marie Reinke, WDI
- Carol Piechnik, ACCES-VR
- Amanda Karch, Columbia-Greene WDB
- Members of the Public (0)

Approval of Minutes:

Philip Bruce made a motion to approve the board minutes from the September 25, 2025 meeting. It was seconded by Sonya Del Peral. All approved, none opposed; motion carried.

Report from Youth & Emerging Worker Committee:

Presented by Mike Markou, Committee Chair

Mr. Markou stated that the Committee has been meeting to review and discuss recommendations from the WIOA Youth RFP that was released by Board approval at the last meeting. Mr. Markou reminded the Board that the following timeline had been set for the 2026 time period:

- Release of RFP – September 29
- Proposals due – October 31
- Review and recommendations from Youth & Emerging Worker Committee – December
- Recommendations to full WDB vote – September 18
- New WIOA Youth contracts start – January 1

A total of 13 applications were received, which showed a significant increase over the RFP released two years ago. Mr. Markou thanked Board Members for spreading the word about the funding opportunity. The Committee reviewed and scored each proposal and recommendations were sent out to all the Board Members prior to the Board Meeting. The below recommendations were made from the Committee to the Board:

Area	Agency	Program	Funded in the Past?	Amount Requested	# Youth Proposed	Cost per Youth Proposed	Committee Recommendation	Cost Per Youth Recommend
Rensselaer	Capital Area Boys & Girls Clubs	Career Launch: Workforce Development	Yes, Successful (2025: \$90,924)	\$113,056	10 In School	\$2,826.40	Yes – \$85,000 In School: \$21,250 Out of School: \$63,750 (~75% of ask)	\$2,833.33 For 30 youth
					30 Out of School			
Albany/ Schenectady	Image Quilt Productions	Image Quilt Performer and Film Production Apprentice Program	No	\$50,000	4 In School	\$2,500	Yes – Albany \$50,000 In School: \$12,250 Out of School: \$37,750	\$2,500 For 20 youth
					16 Out of School			
Albany/ Rensselaer/ Schenectady	Big Brothers Big Sisters of the Capital Region	Pathways to Empowerment: Youth Mentorship	No	\$444,000	120 Out of School	\$3,666.66	No	n/a

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Albany/ Rensselaer/ Schenectady	The New Trade Program	Meta Paid Ads Specialist Workforce Training Program	No	\$81,000	10 Out of School	\$8,100	No	n/a
Albany/ Rensselaer/ Schenectady	Knovva Consulting	WIOA Youth Program	No	\$513,989.21	20 In School 40 Out of School	\$8,566.48	No	n/a
Albany/ Rensselaer/ Schenectady	518ElevatED (formerly Sponsor A Scholar)	518 Employed: A Youth Workforce Program	No	\$65,000	20 In School 10 Out of School	\$2,166.67	Yes – \$ 58,258 (\$25,000 Rensselaer / \$33,258 Albany) In School: \$20,250 Out of School: \$38,008 (~90% of ask)	\$2,157.70 For 27 youth (17 In School, 10 Out of School)
Albany/ Rensselaer/ Schenectady	Success Map Initiative	Roadmap to Success: CTE Pathways	No	\$514,000	20 In School 100 Out of School	\$4,283.33	No	n/a
Albany/ Rensselaer	Arc of Rensselaer County	FIRE (Future, Independence, Responsibility, Education)	Yes, Successful (2025: \$153,848)	\$195,923.69	30 In School 100 Out of School	\$1,507.11	Yes – \$195,000 (\$150,000 Rensselaer / \$45,000 Albany) In School: \$48,750 Out of School: \$146,250	\$1,500 For 130 youth
Schenectady	MDAM – MSAM Inc	T.A.G. Program	No	\$50,000	35 In School 15 Out of School	\$1,000	No	n/a

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Schenectady	Schenectady Boys & Girls Clubs	WIOA Out of School & In School Program	Yes, Successful (2025: \$75,140)	\$104,000	15 In School 45 Out of School	\$1,733.33	Yes – \$74,310 In School: \$26,000 Out of School: \$48,310 (~71% of ask)	\$1,828.14 For 45 youth (15 in school, 30 out of school)
Albany	SEAT Center	SEAT YouthBuild Albany	Yes, Successful (2025: \$17,330)	\$21,742	10 Out of School	\$2,174.20	Yes – \$21,742 Out of School: \$21,742	\$2,174.20 For 10 youth
Schenectady	SEAT Center	SEAT YouthBuild	Yes, successful (2025: \$28,860)	\$29,690	22 Out of School	\$1,349.55	Yes – \$29,690 Out of School: \$29,690	\$1,349.55 For 22 youth
Albany/ Schenectady	Youthful Impact by Learn Tech Teach	Level Up Lab: A 12-Week Program for Startups and Tech Skills	(2025: \$48,772)	Albany - \$150,000 Schenectady - \$130,000	34 In School	\$2,089.55	No	n/a

Mr. Markou made a motion on behalf of the Committee to approve the recommendations from the Committee for WIOA Youth funding. It was seconded by Joe McDonald. All approved, none opposed; motion carried.

Report from Policy & Oversight Committee:

Presented by Brian Williams on behalf of Deanna Simon, Committee Chair

Mr. Williams 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 and is continuing to do so. Mr. Williams also reported that every four years under WIOA, the Board is required to issue a Request for Proposals (RFP) for organizations to serve as the WIOA One Stop System Operator. Mr. Williams presented the RFP (which was shared with Board Members prior to the meeting), which he noted did not change language from the last issuance of this RFP four years ago as the WIOA regulations have not changed, only dates updated. Mr. Williams stated that the full Board would need to vote on the release of the WIOA One Stop System Operator RFP. Jim Hurley made the motion to release the RFP. Denise Padula seconded the motion. All in favor, none opposed. Motion carried.

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 continued 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, along with the Executive Committees of both Boards have been meeting together and working on potential timelines and processes with input from the New York State Department of Labor and local Chief Elected Officials. The Committee is making the recommendation of a formal resolution from the full Board for consolidation and merger of the Capital Region Workforce Development Board and the Columbia-Greene Workforce Development Board. This resolution was presented to the Board, after being adopted by the Executive Committee. Ian Glasgow made the motion to approve the resolution. The motion was seconded by Philip Bruce. All in favor to adopt resolution, none opposed. Motion carried.

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Mr. Hurley also presented the recommendation already approved by the Executive Committee of full Board approval of the 2026-2028 Strategic Plan. Board Members received a copy of this plan prior to the meeting. Ian Glasgow made the motion to approve the 2026-2028 Strategic Plan. The motion was seconded by Philp Bruce. All in favor, none opposed. Motion carried.

Capital Region Labor Market Presentation

Presented by Kevin Alexander, NYSDOL

Jim Hurley introduced Kevin Alexander, the NYSDOL Capital Region Labor Market Analyst. Board Members have been inquiring about how the current economic climate is impacting the local and national labor market. The slide deck from Mr. Alexander is attached to these minutes. A discussion around the current labor market conditions and the skills needed by businesses were discussed, along with potential future trends.

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. 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 including our Instagram channel. Mr. Drawbridge discussed various hiring events and information sessions that the Board sponsored or co-sponsored as well as the development of the regional workforce and education services team that is meeting with businesses and school districts as a group to break down service delivery silos.

Executive Director's Report:

Presented by Brian Williams

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

- ETM – DreamlinkNY update: pilot started 7/1, total of 48 referrals and youth engaged, 60+ outreach events. Other areas of the state just started – we are mentoring them. ETM - Additional \$800K over the next 3 years to support board operations and training of individuals, marketing
- Rensselaer County HVCC Educational Incentive continues into 2026, additional \$250K – Career Center coordinating with students, credit & non-credit
- Business For Good – coordinating workforce stakeholder meeting for January
- New Assistant Director of Operations/Performance – 2 great candidates. Working with SWW WDB to see if both could be hired and one position shared
- KIPP HS – KIPP Forward – tabling during lunches by industry, potential funding, workshops for families
- Working with SUNY – EOC pilot project, co-enrollment and service delivery with Career Centers
- Microsoft Co-Pilot Workforce Administrator Certification – CRWDB to be pilot
- National Grid Scholars – WIOA to pay for CDL for students

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Business & Information Sharing

none

Next Meeting:

- Thursday, March 19, 2026 at 3:00pm at location TBD

Meeting Adjournment:

Motion to adjourn was made by Jim Hurley. Seconded by Ian Glasgow. All approved, none opposed. Meeting was adjourned at 5:05 pm.