

# Capital Region Workforce Development Board

Friday, June 17, 2022 – Virtual (Zoom) Meeting Minutes

## **Meeting Called to Order:**

- Ian Glasgow called to order the Capital Region Workforce Development Board meeting at 1:00pm on June 17, 2022 via Zoom

## **Roll Call:**

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

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Neenah Bland, ACAP                   | <input type="checkbox"/> Maria Huntington, Cap. Reg. BOCES                 |
| <input checked="" type="checkbox"/> Sharon Bonk, Golub Corporation       | <input type="checkbox"/> Jim Hurley, Home Instead                          |
| <input type="checkbox"/> Paul Brady, Schenectady County DSS              | <input checked="" type="checkbox"/> Katherine Maciol, CEO                  |
| <input checked="" type="checkbox"/> Scott Brazie, ACCES-VR               | <input checked="" type="checkbox"/> Nathan Mandsager, Schenectady ARC      |
| <input type="checkbox"/> Graig Carbino, CapCom FCU                       | <input checked="" type="checkbox"/> Elisa Martin, SCAP                     |
| <input type="checkbox"/> Colleen Costello, Vital Vio, Inc.               | <input checked="" type="checkbox"/> Michael Mastropietro, IBEW Local 236   |
| <input checked="" type="checkbox"/> Sonya Del Peral, Nine Pin Ciderworks | <input checked="" type="checkbox"/> Joseph McDonald, Maria College         |
| <input checked="" type="checkbox"/> Lee Eck, IUPAT DC-9                  | <input type="checkbox"/> Katie Newcombe, CEG                               |
| <input type="checkbox"/> Leola Edelin, Renaissance Hotel                 | <input checked="" type="checkbox"/> Denise Padula, Alchar Printing Group   |
| <input checked="" type="checkbox"/> Ian Glasgow, Next Advance            | <input checked="" type="checkbox"/> Deanna Simon, NYSDOL                   |
| <input checked="" type="checkbox"/> Nicole Harrington, CDPHP             | <input type="checkbox"/> Maggie Walker, Amazon                             |
| <input checked="" type="checkbox"/> Penny Hill, HVCC                     | <input checked="" type="checkbox"/> Mark Westcott, TCI of NY LLC           |
|  | <input checked="" type="checkbox"/> Sarah Wilson-Sparrow, SUNY Schenectady |

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

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

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

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

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

- Kevin Alexander – NYSDOL Labor Market Analyst

# Capital Region Workforce Development Board

Friday, June 17, 2022 – Virtual (Zoom) Meeting Minutes

## **Capital Region Labor Market Information Update:**

Kevin Alexander presented on the local labor market and a recent survey conducted by NYSDOL and the NYS Business Council. NYSDOL recently updated their labor market information website to include more graphs and visual items to show data. Current labor market data is showing historically low unemployment rate (2.8% for Capital Region). Capital Region labor force is growing from during the pandemic, but still down 10,000 pre-pandemic levels due to retirements and population declines. Gig economy workers are hard to capture in labor market data. Number of jobs are growing, but starting to level off. Business survey results showed businesses struggling to attract workers (lack of qualified candidates), major need for skilled trade workers, and businesses are looking for creative ways to attract and retain talent, including using word of mouth with current employee referrals. Job seeker survey results showed industry change/redeployment, significant need for training, the need for a professional network, and worker desires/expectations have changed.

Questions: Ian Glasgow asked about long-term trends. Kevin responded that trends shouldn't change too much now that we are coming out of the pandemic. Brian Williams stated that NYSDOL does trending out ten years, but Kevin mentioned that it is analytically driven and that growth will be more a churn than expansion. Sonya Del Peral asked if the IT sector includes cyber security and Kevin stated that it does. Joe McDonald asked if the survey results broke out large vs. small businesses. Kevin stated that no and if they did do that, the size of the survey results would be too small for any statistical significance. Joe also asked if the survey responses showed any specifics of "lack of qualified candidates" of whether they were entry-level or higher-level positions. Kevin stated that it was for all jobs, and did not ask that of the businesses.

## **Approval of Minutes:**

Michael Mastropietro made a motion to approve the board minutes from the March 11, 2022 meeting, it was seconded by Lee Eck. All approved, none opposed Deanna Simon abstained (new board member not in attendance at previous meeting); motion carried.

## **Report from Policy & Oversight Committee Update and Revised Policy Recommendations**

*Presented by Deanna Simon, Committee Chair*

As part of the goals of the Committee, all required policies are being reviewed and a number of updates/revisions are being presented to the Board as recommendations for adoption on a regular basis. The below policies have been updated in the last quarter and are being recommended to the full Board for adoption (*full policies were sent to Board members in advance of meeting along with minutes/notes from 6/2/22 committee meeting*):

# Capital Region Workforce Development Board

Friday, June 17, 2022 – Virtual (Zoom) Meeting Minutes

Policy	Current Status	Revisions
Initial Assessment Policy	In place, but lacking	Previous policy vague. Spells out specific steps for all customers as they enter Career Centers to ensure all receive Initial Assessment of job-readiness services
Supportive Services Policy	In place, but lacking	Previous policy vague. Expands and details specific supportive services that can be provided to Career Center customers in training/career services
Eligible Training Provider List (ETPL) Policy	In place, but lacking	Previous policy vague. Provides specific procedures for Training Providers to be placed and remain on the ETPL so WIOA training funds can be used.
Securing & Protecting Personally Identifiable & Sensitive Information (PPI/PPSI) Policy	In place, but lacking	Been using State policy. New policy specifies procedures and responsibilities of Career Center staff.
On-the-Job Training Policy	In place, revised in 2021	Current policy caps reimbursement of up to \$5,000 due to local legislative requirements. New revision increases maximum reimbursement to \$10,000 as local legislative caps have been raised as well as the rising wages of OJT participants.

Joe McDonald confirmed that Board and Career Center staff had the expertise and helped shape these policy changes.

**Initial Assessment Policy:** No questions or discussion. Joe McDonald made the motion to approve this policy, seconded by Sonya DelPeral. All in favor, none opposed or abstained. This policy was approved and adopted.

**Supportive Services Policy:** No questions or discussion. Joe McDonald made the motion to approve this policy, seconded by Sonya DelPeral. All in favor, none opposed or abstained. This policy was approved and adopted.

**Eligible Training Provider List (ETPL) Policy:** Brian Williams stated that training providers do not need to abstain as it is a required policy for all providers. Sharon Bonk made the motion to approve this policy, seconded by Sonya DelPeral. All in favor, none opposed or abstained. This policy was approved and adopted.

**Securing and Protecting Personal Identifiable and Sensitive Information:** Joe McDonald questioned should enforcement be a part of the policy. Brian Williams and Deanna Simon answered that NYSDOL handles enforcement. Joe McDonald made the motion to approve this policy, seconded by Sonya DelPeral. All in favor, none opposed or abstained. This policy was approved and adopted.

**On-the-Job Training Policy:** Joe McDonald questioned whether this increased cap affects career center budgets. Brian Williams states, yes, but that each career center has all of their training dollars in one line and that this is sustainable. Joe McDonald made the motion to approve this policy, seconded by Sonya DelPeral. All in favor, none opposed or abstained. This policy was approved and adopted.

# Capital Region Workforce Development Board

Friday, June 17, 2022 – Virtual (Zoom) Meeting Minutes

## **Business Services Committee Update:**

*Presented by WDB Regional Business Services Coordinator Adam Slagle*

The Business Services Committee met in May and continues the mission to ensure needs of businesses were being connected to services provided by the workforce development system and Career Centers. Updates on the promotion of business services through the Board and local career centers: business services have been busy with employers reaching out through the WDB website (capreg.org) and requesting assistance with recruitment. It is also noted that we are providing a lot of businesses with insight about the current job market, dispelling the myth that nobody wants to work, and ways to creatively find talent. Finding creative ways for recruitment, retention, and overlap of programs is our focus. The committee also discussed that the enrollment in training programs is down, most likely due to the abundance of job openings, but the career centers are focusing on educating job seekers for career pathways, not just jobs. Also a focus is on apprenticeship programs.

## **Youth & Emerging Worker Committee Update:**

*Presented by Nathan Mandsager*

Committee met with WIOA Youth contractors for updates, challenges, and feedback on their contracts. The Committee wants to ensure they have regular updates from contractors. All contractors spoke about recruitment struggles. The Committee will meet again with contractors in August.

## **Program Fiscal Year 2022 Centralized Board Budget**

As per regulations, the WDB approves Centralized Budget. PY 22-23 Budget presented for Board approval. Budget increase this year due to regional business services staff being included in the centralized budget, as last year it was covered under a separate grant. 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.

Sharon Bonk made a motion to approve the PY 22-23 budget. It was seconded by Penny Hill. All in favor, budget approved.

## **Board Chair Report:**

*Presented by Ian Glasgow*

Nothing to report

## **Executive Directors Report:**

- Off Shore Wind – WDB central hub, act as connector
- Plug Power – acting as workforce development consultant
- NYS Education Department – task force looking at inclusion of work-based learning as part of new graduation requirements
- Port of Coeymans/Carver/TCI – new partnership including youth
- City of Troy ARPA – workforce development committee chair

# **Capital Region Workforce Development Board**

**Friday, June 17, 2022 – Virtual (Zoom) Meeting Minutes**

- USDOL Banking Partnership – career pathways – Pioneer, CapCom, Sunmark
- NYAPT – Electric buses workforce presentation
- Capital Region Human Resource Association Conference
- Schenectady In-Person Hiring Event
- Career Jam – 1800 students at spring event at Siena College, fall event at HVCC
- Workforce Partnership Coalition – Manufacturing Panel

## **Next Meeting:**

- Friday, September 16, 2022 at 1pm

## **Meeting Adjournment:**

Joe McDonald made a motion to adjourn the meeting, it was seconded by Sharon Bonk. All approved, none opposed or abstained; motion carried.