

Capital Region Workforce Development Board

Thursday, March 30, 2023 – Meeting Minutes

Meeting Called to Order:

- Jim Hurley, Board Chair, called to order the Capital Region Workforce Development Board meeting at 3:35pm on March 30, 2023 at Hudson Valley Community College

Roll Call:

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

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|--|--|
| <input type="checkbox"/> Neenah Bland, ACAP | <input type="checkbox"/> Brandy Hillard-Bouldin, Schenectady Co. DSS |
| <input type="checkbox"/> Sharon Bonk, Golub Corporation | <input checked="" type="checkbox"/> Jim Hurley, Home Instead |
| <input type="checkbox"/> Scott Brazie, ACCES-VR | <input checked="" type="checkbox"/> Elise Martin, SCAP |
| <input type="checkbox"/> Graig Carbino, CapCom FCU | <input type="checkbox"/> Katherine Maciol, CEO |
| <input type="checkbox"/> Sonya Del Peral, Nine Pin Ciderworks | <input checked="" type="checkbox"/> Michael Markou, Capital Region BOCES |
| <input checked="" type="checkbox"/> Lee Eck, IUPAT DC-9 | <input checked="" type="checkbox"/> Nathan Mandsager, Schenectady ARC |
| <input type="checkbox"/> Leola Edelin, Renaissance Hotel | <input type="checkbox"/> Michael Mastropietro, IBEW Local 236 |
| <input type="checkbox"/> Demetris Fullard, Infinite Care | <input type="checkbox"/> Joseph McDonald, Maria College |
| <input checked="" type="checkbox"/> William Gettman, Northern Rivers | <input type="checkbox"/> Katie Newcombe, CEG |
| <input checked="" type="checkbox"/> Ian Glasgow, Next Advance | <input type="checkbox"/> Denise Padula, Alchar Printing Group |
| <input type="checkbox"/> Nicole Harrington, CDPHP | <input checked="" type="checkbox"/> Deanna Simon, NYSDOL |
| <input checked="" type="checkbox"/> Penny Hill, HVCC | <input 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 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 Bary – Schenectady County | <input type="checkbox"/> Joe Mazzariello – Rensselaer County |
| <input type="checkbox"/> Bailey Gardiner – Schenectady County | <input checked="" type="checkbox"/> Michael McLaughlin, Albany County |
| <input type="checkbox"/> Elizabeth Harris – City of Albany | <input type="checkbox"/> Luc Rogers – Albany County |
| <input 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)*

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| <input checked="" type="checkbox"/> Kevin Alexander – NYSDOL Labor Market Analyst |
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**** It was noted by Mr. Hurley and Mr. Williams that a quorum of Board Members was not present, so no official action will take place at today's meeting ****

Approval of Minutes:

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

Presentation from Capital District Transportation Authority – The Economics of Bus Routes:

Carm Basile, CEO and Jonathan Scherzer, Director of Business Development presented. Slide deck presentation was shown and is attached to these minutes.

Mr. Basil and Mr. Scherzer were thanked for their time and Board Members will be sent further information and contacts for more individual follow up.

Presentation from TransfrVR – Using Virtual Reality in Workforce Development Training

Isai Pochtar, Workforce Advisor for TransfrVR presented and demonstrated.

Mr. Pochtar presented on TransfrVR, a simulation-based training that teaches novice students in the same manner that experts master their crafts - through trial and error. Trainees receive one-on-one guidance from a digital coach in a job-training simulation that provides engaging, hands-on training to acquire the skills needed to obtain a job, in a way that traditional learning such as lectures, books or videos cannot. Transfr offers a hands-on intelligent tutoring system that provides simulation-based training in a Virtual Training Facility and a proprietary digital coach that helps students improve their performance and master each skill with specialized algorithms to evaluate the performance of each student on the skills requested, and dashboards that provide instructors with the details of a learner's performance. NYSDOL has recently entered into an agreement with TransfrVR to provide VR headsets for each of the State's regional Career Centers. To use Transfr's training environment software, Virtual Reality hardware is required which Transfr provides with each license. Transfr manages all hardware and software support and maintenance under each license. Mr. Pochtar stated that the best way for Board Members to understand the system is to see it in action and asked for a volunteer. Mr. Glasgow volunteered and was put through a training session for an oil change technician.

Mr. Pochtar was thanked for his time and Board Members look forward to the implementation of the TransfrVR tool in our Capital Region Career Centers and use at events in the community.

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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. As a quorum has not been met for the meeting, there will be no vote and the recommended policies will be tabled to be voted on at the next full Board meeting.

- 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.

Business Services Committee Update:

Presented Adam Slagle, Regional Business Services Coordinator

- Q1 Business Services Meetings: 81 total; 55 unique businesses/schools
 - January: 27 total; 20 unique businesses/schools
 - Schools: College of St. Rose, SUNY Schenectady, Ravena-Coeymans-Selkirk
 - February: 25 total; 16 unique businesses/schools
 - Schools: SUNY Schenectady, KIPP Troy, Lansingburgh, Albany, EOC, Schalmont
 - March: 29 total; 19 unique businesses/schools
 - Schools: SUNY Schenectady, KIPP Troy, Questar III, CapRegion BOCES, WSHWE BOCES
- Q1 Networking Events & Tours: 7 total
 - January (3) : DSM (tour), Rensselaer County State of the County Address, Capital Region Chamber of Commerce/CEG Workforce Development Industry Roundtable: Hospitals
 - February (2): Healthy Capital District, Hudson Valley Community College
 - March (2): US Committee for Refugees and Immigrants, NYATEP Mixer
- Q1 Workforce Development Initiatives & Projects: 16 total including 3 colleges, 6 high schools, 3 employers, 1 non-profit, and 3 career centers.
 1. SUNY SCCC – Global Business & Transportation Micro-credential (consultative)
 2. College of St. Rose – School of Business Internship (consultative)
 3. SUNY Albany – Herkscher Foundation Workforce Development Grant (collaborative)
 4. Ravena-Coeymans-Selkirk CSD – Job Fair (collaborative)
 5. Albany High – Job Fair (collaborative)
 6. Lansingburgh – Job Fair and Employability Training (collaborative)
 7. KIPP Troy – Industry Panel – Building Trades and Employability Training (coordinator)

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8. Questar III BOCES – Industry Panel – Building Trades (coordinator)
 9. Schenectady City SD – Career Jam (recruitment/collaborative)
 10. NYS DOCCS – Off-shore Wind Welding (collaborative)
 11. CEO Works – Re-Entry Transition Work Crews (consultative/collaborative)
 12. Healthy Capital District & SPHP – Peer Support Specialist (collaborative)
 13. Ellis Medicine – Ellis & Schenectady Promise (collaborative)
 14. NYS WD Agencies – Business Services Coalition (coordinator)
 15. County Career Centers – Summer Youth Employment Program (recruitment)
 16. FDIC – Banking and Financial Services Career Pathways Coalition (collaborative)
- Q1 Job Fairs: 3 total
 - January: 40 businesses and 50 jobseekers attended (Sch'dy College Career & Outreach Center)
 - February: 10 businesses and 36 jobseekers attended (Sch'dy County Public Library)
 - March: 11 businesses and 50 jobseekers attended (Sch'dy County Public Library)
 - Q1 Employer Engagement (In-Bound): 95 total
 - January: 28
 - February: 29
 - March: 38

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. Mr. Hurley stated that this concur vote will take place at the next full Board Meeting in absence of a quorum today.

Board Chair Report:

Presented by Jim Hurley

New Board Members Bill Gettman and Demetris Fullard, Business Representatives from the City of Albany, were welcomed to the Board.

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Executive Director's Report:

Presented by Brian Williams

- NYS Prison System – re-entry training credentialed individuals to connect with employment prior to release
- School district career services – Schenectady, Mohonasen, RCS, Hoosick Falls, Albany, Lansingburgh, KIPP
- Career Jam –May Schenectady HS event– 2500 students, Siena College event – 1300+ students. New this year 11th and 12th grades
- Workforce Partnership Coalition – Hospital panel event January
- Off Shore Wind – WDB is in 3 different NYSERDA proposals from businesses
- Hosting Job Corp students in job readiness training
- Rensselaer County Chamber – Connect with Careers videos
- Capital Region Chamber – Leadership keynote speaker
- Capital Region BOCES – CTE Month panel
- Advocacy at NYS Capitol – meetings with legislators
- National Association of Workforce Boards – speaker at conference
- Meeting with Albany Business Review

Business & Information Sharing

None

Next Meeting:

- Thursday, June 22, 2023 at 3:30pm TBD

Meeting Adjournment:

Meeting was adjourned at 5:35pm