

The Fulton, Montgomery & Schoharie Counties Workforce Development Board

Board Meeting

Wednesday, December 5, 2018
Amsterdam Workforce Career Center

I. Opening and Attendance:

Welcome: Scott Stevens, Chairman of the Board, called the meeting to order at 4:36 p.m. He welcomed two new Board Members. Amy McCray is the HR Manager at CG Roxane in Johnstown and Donna Pesta is the Director of the Center for Career Development at SUNY Cobleskill.

Members Present: Laurie Bargstedt, Kerry Brunner, Marty Callahan, Roger Cusano, Christopher Darling, Andrea Fettinger, Pamela Goldswor, Arthur Graulich, Keith Gros, Melissa Johnston, Kathleen Kilmartin, Amy McCray, Karen Miller, Donna Pesta, Judy Petroski, Don Snoop, Jeannette Spaulding, Jeffrey Stark, Peter Stearns, Scott Stevens and Tina Sweet

Excused: Jim Law and Dave Morrow

Absent: David Fariello, Rita Franko, Michael Peters, and Kenneth Rose

Also present: Mary Hill, Program Director, FMS Private Industry Council, Inc.

Staff to Board present: Gail Breen, Beverly Ball, and Kim Skiff

II. Action Items:

- **Resolution BY 2018-08:** Acceptance of the minutes from the October 3, 2018 Board Meeting
 - Motion: Don Snoop Seconded by: Kerry Brunner
 - Discussion: None
 - Vote: All were in favor
 - Motion Carried

- **Resolution BY 2018-09:** Upon the recommendation of the Accountability and Return on Investment Committee: Acceptance of the FMS Workforce Development Board, Inc. Single Audit Report for Year Ending 6/30/18
 - Motion: Andrea Fettinger Seconded by: Tina Sweet
 - Discussion: None
 - Vote: All were in favor
 - Motion Carried

- **Resolution BY 2018-10:** Upon the recommendation of the Executive Committee: Acceptance of Salary Increases for all eligible WDB Staff
 - Motion: Amy McCray Seconded by: Laurie Bargstedt
 - Discussion: None
 - Vote: All were in favor
 - Motion Carried

- **Resolution BY 2018-11:** Upon the recommendation of the Accountability and Return on Investment Committee: Acceptance of the FMS Workforce Development Board, Inc. BY 18-19 revised Annual Budget – Beginning July 1, 2018 and Ending June 30, 2019
 - Motion: Judy Petroski Seconded by: Martin Callahan
 - Discussion: None
 - Vote: All were in favor
 - Motion Carried

- **Resolution BY 2018-12:** Upon the recommendation of the Accountability and Return on Investment Committee: Approval of the Fulton, Montgomery and Schoharie Counties Workforce Development Board, Inc. revised WIOA Youth Work Experience Incentive Policy
 - Motion: Andrea Fettinger Seconded by: Jeffrey Stark
 - Discussion: None
 - Vote: All were in favor
 - Motion Carried

- **Resolution BY 2018-13:** Upon the recommendation of the Executive Committee: Approval of the revised FMS Workforce Development Board, Inc. Personnel Policies
 - Motion: Arthur Graulich Seconded by: Jeff Stark
 - Discussion: None
 - Vote: All were in favor
 - Motion Carried

III. Apprenticeship Meeting Discussion: Gail shared that we recently held an informational session on Apprenticeships in Manufacturing and other sectors. There was a panel presentation by Amanda Vitullo of the Center for Economic Growth, Chris Darling of Beech-Nut Nutrition, and JeanMarie Reinke of Fulton-Montgomery Community College. Each spoke about their role in the Apprenticeship Program starting with a business or businesses recognizing a workforce need and moving through the steps and partners necessary to establish that Apprenticeship Program. Dan Cullen of the Workforce Development Institute was also invited but was unable to attend because of a death in his family.

Gail reminded members that Dan and two colleagues gave a presentation at a Board Meeting about a year ago on what WDI can do assist with apprenticeships.

Gail stated that it is important to discuss the Manufacturing sector because the average age of these employees is 56 years old and, while many of these workers are retiring, there isn't a cohort of

journeymen or journeywomen to fill these spots. This is also true in most other sectors as well, as there is a silver tsunami with baby boomers leaving the workforce

Chris shared that they have agreed that their program will be an Electro-Mechanical Technician Apprenticeship that will start in the first quarter. They are looking for other potential companies in the area that are interested in having apprentices go through the program. He said that if they can get 10-12 apprentices enrolled in the program, almost 100% of the cost would be covered by CEG, Workforce Development Institute or SUNY themselves. It is a 4-year commitment for apprentices with a cross functional trade outcome. It will have pipe-fitting, electrical, mechanical and welding skills built internal to those types of individuals. Gail asked how many individuals they currently had ready to go through the program. Chris stated that Beech-Nut has 8 individuals for the program. They have an Operations and Maintenance contract with Armstrong International and are hoping that they will also give them a couple of participants. All technical instruction will be provided by Fulton-Montgomery Community College and Mohawk Valley Community College.

Gail shared that there were several packets available from the recent Informational Session.

IV. Information Sharing:

Accountability and Return on Investment Committee: Andrea shared that Eric Unislawski from Phil Beckett's office presented the Single Audit Report for BY'17 and reported that there were no findings.

The Committee reviewed the Workforce Development Board Budget and found that we are slightly underspent at just about 32%. The budget reflects through October, where it is expected to be at 33%. We reviewed the FMS PIC Budget and they are also slightly underspent at about 27%. Both of these budgets catch up as the year goes on.

Andrea said that Kim presented a revised Draft Annual Budget for BY'18 for review and approval. The changes to the Draft Budget include the final NOA funding figures that are now available. The Technology Budget was reduced by \$15,000 through the telephone changes that Don, Kim and Tech II worked on. \$600 was transferred from the PIC TANF funding to the Executive Assistant position. Salaries were increased at the WDB, \$16,005 was added to salary increases for the PIC staff and \$39,200 was added for a new staff person under the TET-DW grant. TANF funding was transferred to PIC payroll for \$9,075.

On behalf of the WDB, Gail had applied for and received a 2-year TET-Dislocated Worker grant for \$371,485. \$184,784 has been incorporated into this year's budget. \$186,701 plus any unused funding from PY'18 will be incorporated into next year's budget. Andrea stated that it is great news because it gives us significantly more dislocated worker training dollars while supporting percentages of some of our subcontractor staff salaries. Receiving this grant has improved our overall budget picture.

The revised Youth Work Experience Incentive Policy was just a change in language. It now refers to a "monetary incentive" as opposed to a "gift card." Youth can receive a check or a pre-paid debit type of card that can be used in many places. Committee members felt the debit card would be preferable so that youth could watch the charges, where a check could be spent right away. Gail shared that previously we gave gift cards from Wal-Mart because there is a Wal-Mart store in each of the three counties, and there is a variety of merchandise for youth to purchase. As a national decision, Wal-Mart no longer issues gift cards purchased with state or federal funding to not-for-profits. Gail reiterated that once a check is cashed they have the money to spend, where a debit card might give them an opportunity to think twice before using them. Mary shared that 90% of the Summer Youth program participants gave their gift cards to their parents to help offset

household expenses like groceries. Amy McCray asked if the debit cards have the setup fee built into the budget. Mary shared that she is currently looking into how to best manage the cards. Amy suggested talking to some of the banks as they may waive the setup fee.

The full Committee report is available to Board Members on the website.

The next meeting is scheduled for January 22nd at 4:30 p.m. in the Amsterdam Career Center.

Business Services and Employer Engagement Committee: There was no meeting held in November due to other commitments of committee members.

The next meeting is scheduled for January 22nd at 8:00 a.m. in Amsterdam Career Center.

Executive Committee: Scott stated that the committee met and discussed Salary Increases for the WDB Staff. He stated that the staff had not received a raise since 2013. The committee proposed a 3% raise for the Fiscal Manager and the Executive Director and a 6% raise for the Executive Assistant. The Executive Assistant's duties and responsibilities have increased substantially due to incorporating many of the Program Management Specialist's responsibilities, which is a position the Board decided not to fill. These increases were also discussed in emails between members of the Executive Committee previously. It was decided to take this recommendation to the full Board for action.

The Committee also discussed updating the Personnel Policies for the WDB in regard to the NYS legislation regarding Sexual Harassment that must be followed by all employers in NYS. Although we already had a Sexual Harassment Policy in place as part of our Personnel Policies, we decided to incorporate and strengthen the language and to include the website link in our policy. Also, all partner staff in the Centers will receive required training after the 1st of the year. Gail thanked Marty Callahan for sharing the NYS Sexual Harassment requirements with us well over 6 months ago.

The full Committee report is available to Board members on the website.

Next meeting: TBD

WIOA (MOU) Partners Committee: Gail reminded Board members that Judy Petroski was the Chairperson of the Emerging Worker Committee which was incorporated into the WIOA Partners Committee. She asked Judy if she was interested in being the Co-Chair of the WIOA Partners Committee, and she agreed. Gail shared that the Chairperson for the Business Services and WIOA Partners Committees are always Board Members, but the Co-Chair is a non-Board Member. The Accountability and Workforce Systems Oversight Committees are made up of just Board Members. Gail said that the next meeting of the committee is scheduled for this Friday, December 7, 2018 in the Amsterdam Career Center. Judy said that she is also a member of another Workforce Development Board's Partners Committee. She believes moving to a Committee with membership of all the WIOA partners will help to facilitate better attendance and collaboration. Gail and Judy will look at the Committee membership in order to identify a possible Co-Chair for the committee.

Gail explained that Friday's meeting will include an up-front Go-Round so that all partners can share what is going on in their organizations and then a review of the referral process tracking form to determine what is and isn't working. Mary Hill, as one-Stop System Operator, oversees the collection and reporting of referral data. We are only using numbers at this time because we do not yet have a confidentiality agreement in place with all partners. One of the other things we have been talking about is how we educate each other besides the Go-Rounds.

Pam Levy from Catskill Center for Independence, Mary Hill, Melissa Johnston and Gail met with two gentlemen from the Communications Department at SUNY Cobleskill. Their students will be developing a short 2-3 minute video as part of their internship program, introducing the services we offer by interviewing staff about their jobs and services. This will be of no cost to us. The video will then go on our Website and Facebook page and will be available for partners to use to train their staff about our services. If this is successful, we hope to expand to FMCC and encourage other partners do this as well.

The full report is available on the website.

The next meeting is scheduled for Friday, December 7th 9:00 a.m. in the Amsterdam Career Center.

Workforce Systems Oversight Committee: Don stated that Beverly presented the monthly report for October of PY'18 in Gail's absence. Amsterdam traffic was up just over 10% from last month, which is unusual because traffic in all centers has been gradually coming down. Unemployment is way down compared to what it has been in previous years.

As of October we still hadn't received our WIOA funding for Classroom or Employer Based Contracts, but now we have it. One of the most frustrating things with dealing with government organizations is that you never know exactly when the funding is coming through, but you still have to run the organization, pay staff and keep the lights on. Don commended all staff for doing a good job and keeping things moving.

Don shared that with Christmas being on a Tuesday this year, all 3 FMS Career Centers will be closed on December 24th and 25th, with all staff off. Don shared that Mid-tel will also be closed on both Monday and Tuesday for the Holiday. Pam shared that Catskill Center for Independence will be closed for the whole week. All FMS Centers will also be closed on January 1st.

He said that Melissa shared that NYSDOL would be providing a number of ½ day workshops for staff on Customer Satisfaction. She shared that the training will show employees the best ways to work with customers and how to put yourself in their shoes. He feels that it is very valuable training. Melissa also shared that they will be providing the Annual Workplace Violence Prevention Training within the next month.

Mary talked about the NYS mandated Sexual Harassment Policy and staff/employee training. This training will be taking place soon in the Centers.

The full Committee report is available to Board members on the website.

The next meeting is scheduled for January 23rd at 8:00 a.m. in the Cobleskill Career Center.

V. Environmental Scanning:

Gail said that she attended part of one of the Customer Satisfaction workshops and found it to be well done, very engaging and interactive. She shared that one of the Workplace Violence workshops was held yesterday in Amsterdam and will be held in Cobleskill next week. Melissa shared that the training talks about risk assessments, situational awareness, and different techniques to use.

Gail read a letter that was received regarding parking at the mall. It states that the City of Amsterdam has closed the parking structure to vehicular traffic due to complaints and an inquiry into the traffic flow and restrictions on the parking garage. The mall has asked that everyone find alternate parking on a surface lot until they can resolve the matter. Gail shared that the Mall

management has no current plan on how they are going to fix the problem. She shared that we will be offering parking advice to businesses and job seekers coming to recruitment and job fairs and customers coming into the center prior to them coming in.

Gail shared information about the PTECH program and their need for mentors at the program. She explained that in the Early College Program you simultaneously complete 4 years of high school, graduate and get an Associate's degree in 4-6 years. The program in Johnstown just started its 5th year. They have graduated their first degree recipients from FMCC. You can't graduate from high school until you graduate from college because the funding comes from the NY State Education Department and is attached to state aid for high schools. The program is a competitive-entry program for disadvantaged students that have great scholarship potential. The St. Johnsville Ag-Tech program is now in its second year. They work with SUNY Cobleskill.

The programs are looking for mentors. Gail is a mentor for both programs and she explained that it only takes a couple of hours a month. They work with students on areas such as Interviewing Skills, practice interviews and communication in the workplace etc. Andrea shared that she feels it is a great opportunity for mentoring about real life to a student that has potential to succeed but may never go to college without this program.

Gail discussed the Trade Act Dislocated Worker Grant that was available to all states through USDOL. NYS Department of Labor applied for \$8 million dollars. In order to apply they had to have Letters of Support from the Local Workforce Areas as well as a local WDB proposal that included a budget and work plan. Mary, Kim and Gail developed a plan to serve at least 50 Dislocated Workers. Dislocated workers are defined as those jobseekers who have been terminated or laid off, collecting Unemployment Insurance benefits and not expected to return to the labor force soon. The TET-DW is a 2-year grant. We are splitting up a little less than half of the grant this year and the rest next year. The clock started ticking on October 1st. and ends on September 30, 2020. We have over \$220,000 earmarked just for training in the next 2 years. The training can be for On-the-Job Training or Classroom Training. It can't be Upgraded Training because the worker is not qualified as a Dislocated Worker. The grant also allows us to offer Supportive Services for those individuals that may need childcare or gas. This also helped to fund some of the current PIC WIOA staff and added one new staff person. Mary is currently looking for someone to work with the Dislocated Worker population. Gail told members that they could find the rest of her activities on her Executive Director's Report.

VI. Board Member Go Round:

Kerry Brunner (*Richardson Brands Company*): Kerry said that Richardson has entered their slow time and currently have a temporary reduction of 25 individuals in their workforce. They continue to assess changes in product lines, marketing, research and development. They are looking at different customers and ways of expanding into different box stores.

Marty Callahan (*Gehring Tricot Corporation*): Marty stated that things are very busy and still going well. They currently have 88 employees at Belmont, 92 at Dolgeville and 60+ in Massachusetts with a total of over 200 employees.

Roger Cusano (*Universal Plastics Corporation*): Roger said that the transition to the new ownership is working well. They just hired a permanent full-time on-site Operations Manager and are looking to support a 2nd shift by April of next year. They are currently hiring 2-3 new employees a week; however, some end up not working out. Starting next week, they are moving to a 10 hour/4 day a week schedule for the manufacturing employees. The company continues to make investments with new equipment and acquisitions. They are utilizing a few employment agencies to

help recruit and have been pulling some people from outside of the area including Fulton and Montgomery Counties. They continue to try to offer competitive wages.

Christopher Darling (Beechnut Nutrition): Chris shared that they have made it through their hiring needs for Operational staff but continue to have many openings in the Engineering and Maintenance areas. They are currently focusing on Workforce Development by retraining and coaching their employees.

Andrea Fettinger (Fulton County Office for Aging): Andrea shared that they are status quo. HEAP season is in full swing and Open Enrollment for Health Insurance counseling is ending. They have been very busy because the Fidelis Managed Medicare Plan is no longer available, which meant that over 200 people in Fulton County had to be switched over to another plan.

Pamela Goldswor (Townsend Leather): She shared that they are busy with over 170 employees and are operating 2 shifts. Production is overstaffed by 5. They are looking to grow their IT and Accounting Departments to be able to handle the flow.

Arthur Graulich (Argus Acres): Art stated that it has been a difficult fall for farmers. Because of heavy rains and generally wet weather, many crops, including corn and soybeans, are still in the ground. They have to wait until the ground freezes before they can harvest them.

Keith Gros (Keymark Corporation): Keith shared that they are at full employment capacity. They are on a slight seasonal ramp down due to a slow time for window manufacturing that will begin to pick up again in February.

Mary Hill (Private Industry Council): Mary shared that we are currently seeing more customers that need retraining because the industry needs are now different. The Youth Program is proceeding with HSE certifications, but the NY State Education Department is still taking about 2 months to get scores and Diplomas verified because the writing portion has to be hand scored. Mary said her youth staff have found a couple of youth that haven't been able to start college because they need the verification. Staff are very excited to start the new TET-DW grant.

Melissa Johnston (NYS DOL): Melissa shared that the Customer Services Trainings are now complete and that we are half way through the Workplace Violence Training, with the Cobleskill training taking place next week. Once a year there is an annual Veterans Conference which our Disabled Veterans Outreach Specialist attends. It has been scheduled for April this year. The Veterans Monthly newsletter will be mailed out either Friday or Monday. She explained the DOL download (names of customers that are coming in for the first time on a new Unemployment Insurance claim) has doubled in the last two weeks. Many of these are because of seasonal layoffs that are not required to come into the centers if they have attachments to the labor force for two seasons or more.

Kathleen Kilmartin (Community Health Center): Community Health Center is continuing to look for RN's. She stated that it is a slow process and that they are hard to keep. They also have a high turnover rate. Community Health Center covers seven counties. Amy McCray asked Kathleen if they had tried the Polygon Geo-marketing method for advertising. Kathleen stated that she had been in contact with Eileen Bond from Hearst Media, but that it was very expensive. Amy shared that she would suggest continuing to talk with Eileen again as they usually give good discounts. Kathleen shared that Polygon is social media platform for advertising that utilizes a Device ID to locate and target a certain audience. Townsend Leather currently uses this method for advertising.

Amy McCray (CG Roxane): Amy shared that she joined CG Roxane in June of this year and is the HR and Safety Manager for the New York, New Hampshire and Orlando, Florida plants. They had 18 full-time employees in June and now have 30. They have had no turnover since she started. They

just completed a 480 square foot addition for 7 new dock doors, which will allow her to hire 10 new positions. She is pleased they were able to work with Fieldbrook and have several offers out to their Dislocated Workers. They are also a Community Partner with PTECH and are about to make an offer to their first Co-op through PTECH.

Donna Pesta (SUNY Cobleskill): Donna shared that she works for the Center for Career Development at SUNY Cobleskill. They provide career counseling, graduate school information, internships, and employment skills for students. They are currently busy with graduation, scheduling internships and helping students prepare resumes.

Judy Petroski (ACCES-VR): She shared that she hopes to have an RFP released in January for Pre-Employment training for youth ages 14-16 that are not open to ACCES/VR. The purpose is to serve individuals who are in school to prepare them for the world of work before they even get opened with ACCES/VR. They are hopeful that it could be an educational program via collaboration between multiple sources. It will focus on Work Readiness or Career Development and Career Exploration, Continuing Education and Work Experience.

Judy updated her openings. She currently has one position in Johnstown that has gone unfilled for two rounds of postings and will probably never get filled now and one position in Utica that has only gone unfilled for one posting. It will be reposted. Their Business Manager position will be filled in the near future with a new posting. They also have 3 additional upcoming vacancies that they hired knowing they would likely go back to their home area. She is pleased because they are still with the organization. She recently hired a Marketing and Business Services employee and will be bringing her around to meet staff. The Core Rehab Services Contract is still scheduled to begin January 1st.

Don Snoop (Midtel Cable TV): They are very busy building fiber as fast and as far as they can. Gail asked how many counties they cover. Don stated they currently are in Schoharie County and are moving into portions of Albany County. They also own Newport Telephone in Herkimer County.

Jeffrey Stark (IUPAT District Council #9): He stated that they are in need of 15 people with Carpenter Skills for immediate training.

Peter Stearns (Laborer's International Union of North America): Shared they are currently very busy.

Scott Stevens (AMT, Inc.): Scott shared that while 5 years ago they had 27 people, they are now at 48. They have started a second shift in the wax department and are working some Saturdays.

Gail asked Scott to share information about the Lost Wax Process. Scott shared that AMT is an Investment Casting Company that makes very small parts, utilizing the Lost Wax Process. Many of the parts are aerospace parts. Every part that they make starts out as wax. They get sprued to a tree, a shell is built around it, it gets dipped into a slurry and sand gets sprinkled on it. This process is done about 7 times until a shell is built and then the wax is melted off the tree and any residual wax is burned off. The shell is knocked off, parts are cut off and then they do fine finishing prior to shipping them to customers. They can melt 50 pounds of metal at a time in an induction furnace in about 10 minutes. They can use all types of metals including copper, steels, and aluminum. He shared that there is not a lot of need in the area for Investment Castings, but they sell internationally and nationwide. Gail shared that if you ever have the chance to go and tour the business, it is very interesting. She stated that you don't usually think of areas like Schoharie, Fulton or Montgomery Counties having a business like AMT.

Tina Sweet (Schoharie County DSS): Tina stated that DSS is status quo and that HEAP season is in full swing.

VII. Board Member Feedback? Gail reminded Board Members that there is no Board Meeting during the month of January. However, Committee Meetings will be held in January.

Scott wished everyone a nice holiday season.

VIII. Adjournment:

Motion: Don Snoop Seconded by: Keith Gros

Meeting Adjourned at 5:43 p.m.

***No meeting in January
The next meeting is scheduled for February 6th, 2019 at 4:30 p.m.***