

**ULSTER COUNTY  
WORKFORCE INVESTMENT BOARD  
MINUTES  
FEBRUARY 5, 2010**

**MEMBERS PRESENT**

Michael Berg	Howard Korn	James Bracco	Jon Levin
David Dittmann	Dorothy Marable	William Flynn	Christopher Marx
Dr. Leslie Ford	Lance Matteson	March Gallagher	Christopher McKeever
Tammy Gillon	Robert Normann	Norman Kestin	Todd Ravinett
Gary Bischoff	Elaine Trott		

**MEMBERS EXCUSED**

Ozzie Beichert	Robert Hirsch	Paul Casciaro	M. Kathleen Lunney
Rev. Modele Clarke	Joyce Minard	Frank Falatyn	Heidi Rosborough
James Rhein	Barbara Sorkin		

**MEMBERS ABSENT:**

Terry Breitenstein	Dave Hearn	Don Lucarello	Bruce Solomkin
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**ALSO PRESENT:**

Nancy E.K. Schaef, WIB Director  
Cynthia Baran, OET Deputy Director  
Janet Rigaux, WIB Youth Council Chair  
Elizabeth Hayter, Ulster BOCES Adult Education  
Carole Furman, Community Action  
Marcia Lima, OET  
Jack Hayes, Guest

**Call To Order:** The meeting was called to order at 8:05 by Chair, Todd Ravinett.

**Welcome and Introduction:** Chair, Todd Ravinett introduced guest, Ulster County Legislator Jack Hayes.

**Approval of Minutes:** A motion to accept the December 19, 2009 minutes was made by Lance Matteson, seconded by Rob Normann and carried unanimously.

WIB Chair, Todd Ravinett distributed a copy of a new policy on Nepotism-Executive Order NO. 1-2010 – *Regarding Employment of Relatives*- from County Executive Michael Hein. Each Board Chair has been directed by the County Executive to identify any potential conflicts regarding supervision of employees of relatives within county departments and county boards. All Board members were asked to identify any relatives and/or any potential conflicts linked directly with their duties as Workforce Investment Board members. Board members were asked to notify Todd or the Director at their earliest convenience. On the same date, notices were sent to absentee Board members with a copy of the Executive Order requesting their responses to any conflicts that may arise.

**Financial Report:** Cynthia Baran, Deputy Director OET presented the fiscal monthly report for December, 2009 of WIA expenditures. As suggested by the Board, Cindy presented her report with charts and in different formats for Board Members to better understand the complicated fiscal sources by which both WIA and Stimulus accrued expenditures for Adult, Dislocated Worker and Youth funds are received. This new format was found to be helpful to Board members and they expressed their appreciation to Cindy regarding this changed format for presentation. Another chart was presented delineating how many customers were trained in PY08 and half of PY09 and what trainings were provided.

Cynthia Baran also reported on the increased attendance at the OneStop:

**PY 08**

July 1,08 – June 31, 09	October	November
5,919	820	794

**PY08**

July 1, 08 – January 31, 09
3,732

**PY 09**

July 1, 09 – January 31, 10	October	November
5,093	1436	1309

Due to the shortage of funding remaining of 2009 WIA funds, the Deputy Director proposed a moratorium be placed on Adult training as of 02/05/10 and that permission be granted by the Board for a moratorium to be placed on DW training in the event the need arises before the next Board meeting in March.

The following motions were brought to the Board:

**Motion 1**

**The Workforce Investment Board of Ulster County moves to approve a moratorium on Adult training funds as of 02/05/10. Additionally, the Workforce Investment Board of Ulster County moves to approve a moratorium on Dislocated Worker training funds after the expenditure of an additional \$55,000, should this transpire before the next WIB meeting.**

Motion to approve was made by Lance Matteson, seconded by Elaine Trott and carried unanimously.

An additional motion was proposed regarding WIA Youth expenditures based on the increased spending of the Family of Woodstock contracted youth program for 2009 as well as the availability of youth funds that presently exist.

**Motion 2**

**The Workforce Investment Board of Ulster County moves to approve the addition of \$15,000 of WIA Youth and/or Stimulus Youth funding into the 2009 Family of Woodstock comprehensive year-round program, and to amend the current contract to include these funds. These funds will be used solely for direct youth costs.**

Motion to approve was made by Lance Matteson, seconded by Elaine Trott. The vote carried with Michael Berg, Director of Family of Woodstock abstaining.

**WIB COMMITTEE REPORTS:**

**MARKETING COMMITTEE**– March Gallagher, Chair

The Marketing Committee is collecting data on prices for print advertising (newspapers) and general internet costs for advertising for job openings and job listings. The Committee is considering whether it is advisable that postcards be sent on a weekly basis to those businesses who advertise on the internet or in papers for job openings. These mailings would encourage businesses to use the services of the OneStop. Nancy Schaefer will explore the costs and staffing issues related to this request. The WIB must market to two audiences: (1) unemployed, underemployed, or employed persons who require services available at the OneStop and (2) employers who have positions to be filled and who should register with the OneStop.

**PROGRAM PLANNING COMMITTEE**– Dr. Leslie Ford, Chair

In an effort to understand the RFP process, Robin Peruso, Purchasing Agent for Ulster County, was invited to the last committee meeting to provide committee members with rules and regulations of County RFP processing requirements. The committee also has been looking at the RFP scoring sheet process and was assisted by Walter Witkowski, OET Sr. staff member of scoring used in past years.

The committee has also been talking about the establishment of the **National Work Readiness Credential** as a possible program to be further developed for Ulster County. Liz Hayter, Director of Ulster BOCES Adult Education Center gave a review of this program and it was suggested that she bring this presentation to the full Board.

**STRATEGIC PLANNING COMMITTEE**– Lance Matteson, Chair

The Strategic Planning Committee is in the process of reviewing the **Demand Occupation List** for Ulster County. Working from lists from different sources the Committee is doing an extensive research and analysis of trends in the job market. The committee also reviewed actual job listings for on-line sources. Despite the difficult economic conditions there are some categories of jobs that are in demand in Ulster County. The Committee’s next meeting is scheduled for February 25, 2010.

**MEMBERSHIP AND ORIENTATION COMMITTEE**– Tammy Gillon

The Membership and Orientation Committee met on January 28, 2010 and reviewed the open status of board positions. At present the Board is not in full compliance with WIA regulations for Board membership. There are still five business representatives required to meet compliance. Any recommendations from board members will be appreciated. The committee is also reviewing the Board Orientation package and process for new

members. It was noted that Board members who will be up for re-appointment in June will be required to submit a resume/Bio to be sent to the County Executive's Office prior to their appointment.

**ONESTOP STRATEGIZING AND PLANNING:** Nancy E.K. Schaef, WIB Director

In an effort to broaden our offerings to OneStop customers, this strategizing group has met for two sessions to explore how best to pool resources. Our process has included how we best visualize a OneStop to better meet the needs of our customers and our business community. A third session is planned for March with John Twomey, President of NYATEP (New York Association of Training and Employment Professionals) facilitating. It is expected that at that session, a timeline for action steps will be set for how best to proceed. The need for more space at the Business Resource Center is also being explored with Ulster County Buildings and Grounds and the County Executive's Office.

**Youth Council:** Janet Rigaux, Chair

A Youth Job Fair is planned for Wednesday, March 31, 2010, 9:00 am to 12:00 pm at the Business Resource Center (BRC) on Ulster Avenue in Kingston. There are also plans to collaborate with **“Saugerties is all About Growth Experiences” (SAGE)** and **Highland/Marlboro Transition Program** for efforts to plan Youth Job Fairs in these additional communities in the spring.

**NATIONAL WORK READINESS CREDENTIAL:**

Liz Hayter, Ulster BOCES Adult Ed Director gave a presentation to the Board about the **National Work Readiness Credential**. Ulster BOCES is a testing site for the National Work Readiness Credential which is a tool used to discern a job applicants work readiness abilities. This credential provides employers with the ability to identify a candidate's suitability for their open positions.

Liz provided Board Members with leaflets describing the history of the program and how it was developed including information regarding the actual items tested in the training (communication, inter-personal, decision-making, and lifelong learning skills). Ulster BOCES is currently piloting the course work through two avenues: (1) Community Action in Ellenville and (2) Youth Build. It is clear that this credential is meaningful only if there is substantial buy-in by the business community. The costs of the preparation for the test and the test itself were also raised as barriers to the credential being an effective tool in the community. The board will continue further exploration of this program.

**BOARD MEMBER REPORT:** Rob Normann – Normann Staffing

Normann Staffing is a locally owned company that has been providing employers throughout the entire mid-Hudson Region with temporary and permanent staff for nearly 30 years. There are forty-fifty employees prescreened and tested and available for work for a day, a week, a year or to fill a permanent position.

The meeting was adjourned at 9:25 am by a unanimous vote.

**Next Meeting**  
**Ulster County Workforce Investment Board**  
**March 26, 2010**  
**8:00 AM**  
**Room 124**  
**Business Resource Center**