

**ULSTER COUNTY
WORKFORCE INVESTMENT BOARD
MINUTES
SEPTEMBER 24, 2010**

MEMBERS PRESENT

Michael Berg	Frank Falatyn	Howard Korn	Chris McKeever	James Rhein
Gary Bischoff	March Gallagher	Eileen Larocca	Robert Normann	Barbara Sorkin
James Bracco	Tammy Gillon	Christopher Marx	Todd Ravinett	Elaine Trott
Brian Doyle	Thom Kleiner	Lance Matteson	Kathryn Reed	Michael Warren
Tanja Driever	William Flynn			

MEMBERS EXCUSED

Ozzie Beichert	Barbara Gill	Jon Levin	Joyce Minard	Bruce Solomkin
David Dittmann	Norman Kestin	Dorothy Marable	Robert Hirsch	Patricia Stovall

MEMBERS ABSENT

Terry Breitenstein Heidi Rosborough

STAFF ABSENT

Nancy E.K. Schaef

ALSO PRESENT

Cynthia Baran, OET Deputy Director
Johny Nelson, NYS DOL, Labor Market Analyst
Carole Furman, UC Community Action
Don Lucarello, NYS DOL Manager
Nancy Bell NYS DOL, Field Monitor
Janet Rigaux, OET Youth Coordinator
Marcia Lima, OET

Call to Order: The meeting was called to order at 8:10am by Chair, Todd Ravinett. Todd explained to the Board that the Director, Nancy Schaef was absent due to illness.

Introduction of New Board Members: Brian Doyle (Ulster Greene ARC), Tanja Driever (Honor's Haven), Thom Kleiner (NYS Dept of Labor), Eileen Larocca (Alcoa Fastening System), Kathryn Reed (The Institute for Family Health), and Michael Warren (Armor Dynamics).

Approval of Minutes: Since attendance of Board membership did not reach a quorum at the last meeting a motion to accept the minutes from the April 3, 2010 and June 18, 2010 meetings were made by Lance Matteson, seconded by Elaine Trott and carried unanimously.

Financial Report: Cynthia Baran, OET Deputy Director presented the fiscal monthly report for August, 2010 WIA expenditures.

Report of the Executive Committee: Board approval of three policy resolutions voted by the Executive Committee on June 11, 2010.

MOTION: The Workforce Investment Board of Ulster County moves to accept the **Priority of Service Policy** approved by the Executive Committee on 6/11/10. (see attached)

Motion to accept was made by Lance Matteson, seconded by James Rhein and carried unanimously.

MOTION: The Workforce Investment Board of Ulster County moves to accept the **LWIA ON-the-Job Training Policy** approved by the Executive Committee on 6/11/10. (see attached)

Motion to accept was made by lance Matteson, seconded by Elaine Trott and carried unanimously.

MOTION: The Workforce Investment Board directs the Fiscal Deputy to hold \$50,000 of training funds aside for businesses for the OJT Program, and to reserve approximately 40% of ITA allocations for the January startup in order to spread our funding over the program year.

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

The following additional motions was recommended by the Fiscal Deputy due to limited financial offerings available for PY2010:

MOTION: The Workforce Investment Board approves the policy to limit WIA training resources per customer, one training program within a two year time period.

Motion to approve was made by Lance Matteson, seconded by Bill Flynn and carried unanimously.

MOTION: The Workforce Investment Board of Ulster County moves to institute a moratorium on the expenditure of WIA Adult Funds (Formula and Stimulus) for ITAs as of 9/17/10, to be reinstated 11/15/10.

Motion to accept was made by Lance Matteson, seconded by James Rhein and carried unanimously.

MOTION: The Workforce Investment Board of Ulster County moves to approve the following transfers of resources under the WIA Formula fund sources: 1) up to the allowable 30% Dislocated Worker to be transferred to Adult funds; and 2) up to the original ten percent (10%) designated as Formula Administration to be transferred back to Formula Adult funds.

Motion to approve was made by Lance Matteson, seconded by March Gallagher and carried unanimously.

Presentation on Labor Market Research and Current Data by: Johny Nelson, H.V. Regional Labor Market Analyst NYSDOL.

ATTACHED TO EMAIL

Employment Trends in the Hudson Valley Region

Two surveys are the principle sources of monthly labor market statistics in the U.S.:

1. Current Employment Statistics (CES)
 - Survey of Business Establishments – Approximately 18,000 businesses are surveyed a month in NYS.
2. Current Population Survey (CPS)
 - Survey of Households – Approximately 2,200 (place of residence) are surveyed a month in NYS.

Ulster County: The county's jobless rate decreased from 7.9% in August 2009, to 7.6% in August 2010. The rate was higher in January 2010 reaching 8.8%, the highest rate ever recorded in the county. But in recent months unemployment rates have been improving.

Largest Employment Sectors – 2009: 1) Educational Services 2) Food Services & Drinking places 3) Executive, Legislative & other General Gov't 4) Ambulatory Health Care Services 5) Nursing & Residential Care Facilities 6) Food & Beverage Stores 7) Administrative & Support Services.

Major Job-Generating Industry Sectors – 2006-2009: 1) Food & Beverage Stores 2) Machinery Manufacturing 3) Nonstore Retailers 4) Nursing & Residential Care Facilities 5) Educational Services 6) Ambulatory Health Care Services.

Declining Industry Sectors – 2006-2009: 1) Administrative & Support Services 2) Specialty Trade Contractors 3) Credit Intermediation & Related Activities 4) Accommodation 5) Construction of Buildings 6) Miscellaneous Manufacturing

Occupational Projections: Discussed the top 25 occupations with most openings and the top fastest growing occupations.

COMMITTEE REPORTS

Marketing Committee: March Gallagher informed the Board that the web development is coming along and should be ready in a few weeks. Chris McKeever will be visiting the Ulster County Libraries and leaving brochures. The committee will be focusing on signage as part of the marketing of the OneStop.

Membership & Orientation Committee: Todd Ravinett spoke of the Orientation for new Board members that was held on August 19, 2010. It consisted of an overview and history of the WIB, relationships of workforce partners, a powerpoint presentation on the description of funding sources given by OET Deputy Director Cynthia Baran and concluded with a tour and introduction of staff at the OneStop. It was a great success

Youth Council: Janet Rigaux gave a final report on the Summer Youth Employment Program (SYEP) for 2010. It included TANF SYEP 2010 Financials, number of applications received broken down into areas, and a list of worksites; their location; number of youth assigned; and job titles. The program was very successful.

A WIB 2010-2011 meeting calendar was distributed to Board members.

Michael Berg, Executive Director for Family of Woodstock stated that Family was given the Re-entry Program from state prisons by the County. Family submitted a proposal for a grant to the Division of Probation and Criminal Alternatives stating that half the money would be used for job training. Family was awarded a five year commitment of \$98,500 to train and help find jobs for high risk persons.

Motion to adjourn at 9:25 am was made by Lance Matteson, seconded by Kathryn Reed and carried unanimously.

NEXT MEETING
Ulster County
Workforce Investment Board
Friday, October 15, 2010
8AM – BRC – Room 121

**ULSTER COUNTY
WORKFORCE INVESTMENT BOARD
651 DEVELOPMENT COURT
KINGSTON, NY 12401
CONTACT: NANCY E.K. SCHAEF
PHONE: 845-340-3168**

PRIORITY OF SERVICE POLICY

In compliance with federal regulations and statutes, the Ulster County Workforce Investment Board hereby adopts the following Priority of Service Policy:

When collectively comparing individuals who otherwise meet the eligibility and suitability requirements for participation in Recovery Act funded - and non-Recovery Act WIA-funded- funded employment and training activities, the priority of service to receive intensive and training services is for:

1. public assistance and low-income veterans (or eligible spouses of veterans);
2. non- veteran public assistance and low-income adults;
3. veterans (or eligible spouses of veterans) who are not low-income or receiving public assistance;
4. adults who are non-veterans who are not low-income or receiving public assistance.

The parameters used to determine "low income status" will comply with WIA Section 101(25)*

The definitions of veterans and eligible spouses of veterans will comply with those given in WDS TA #09-14, Attachment A.

The definition of non-veterans who are not low-income or receiving public assistance is defined as follows: An income eligibility guideline is applied to adults who are non-veteran who are not low-income or receiving public assistance. For individuals who fall into that category, income eligibility will be based on family size and gross family income for the six months prior to application. Six month gross family income must be less than or equal to 200% of the Poverty Level Guidelines relative to family size.

Additionally, it is the policy of the Ulster County Workforce Investment Board to ensure veterans and eligible spouses of veterans are made aware of their entitlement to priority of service; the full array of employment, training, and placement services available under priority of service; and all applicable eligibility requirements for those programs and/or services.

* WIA Section 101(25) Low-income individual.--The term "low-income individual" means an individual who--

(A) receives, or is a member of a family that receives, cash payments under a Federal, State, or local income-based public assistance program;

(B) received an income, or is a member of a family that received a total family income, for the 6-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, payments described in subparagraph (A), and old-age and survivors insurance benefits received under section 202 of the Social Security Act (42 U.S.C. 402)) that, in relation to family size, does not exceed the higher of--

- (i) the poverty line, for an equivalent period; or
- (ii) 70 percent of the lower living standard income

level, for an equivalent period;

(C) is a member of a household that receives (or has been determined within the 6-month period prior to application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.);

(D) qualifies as a homeless individual, as defined in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302);

(E) is a foster child on behalf of whom State or local government payments are made; or

(F) in cases permitted by regulations promulgated by the Secretary of Labor, is an individual with a disability whose own income meets the requirements of a program described in subparagraph (A) or of subparagraph (B), but who is a member of a family whose income does not meet such requirements.

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On-The-Job Training

The Ulster County Office of Employment and Training under the direction of the Ulster County Workforce Investment Board operates a federally subsidized On-The-Job Training Program that reimburses up to 50% of gross wages for newly hired WIA-eligible workers during their training period.

- The customer must reside in or the business job site be located in Ulster County.
- Total compensation for the job must be at least \$12.00/hr, inclusive of benefits package.
- Training time can vary depending on the trainee's former experience, skills, and the employers needs. Provided the Specific Vocational Preparation (SVP) level is at least 8 weeks, training times can vary from 4 weeks to 26 weeks. \$2,500 maximum reimbursement per trainee.
- During any one Board Year**, businesses with 8 or more employees are allowed to contract up to 25% of their workforce. Businesses with less than 8 employees are limited to 2 contracts during any Board Year. No business may receive more than \$10,000.00 in OJT reimbursements during any one Board Year without prior review by the Board.
- Employer must offer full-time, year-round employment (minimum 30 hours per week and no more than 8 weeks of layoff per year).
- Prior to any OJT contract being awarded, a pre-award survey will be conducted of the employer to include, but not be limited to, a review of any OJT contracts the employer may have had in the past, the determination that the employer carries general liability, worker compensation and disability insurance and is willing to name County of Ulster as additional insured, and that the employer has not been found in violation of NYS labor laws.
- OJT contracts will not be entered into with employers who have previously exhibited a pattern of failing to provide OJT participants with continued long-term employment with wages, benefits and working conditions that are equal to regular employees who have worked a similar length of time and are doing the same type of work.
- The Priority of Service policy targeting service for veterans, eligible spouses of veterans, public assistance and low income individuals, and non-veteran/non-low income/non-public assistance customers shall be applied to the On-The Job Training program.

** Board year is July 1 – June 30

JUSTIFICATION FOR ALL FORMS OF TRAINING MUST BE CLEARLY DOCUMENTED IN THE CUSTOMER'S INDIVIDUAL SERVICE STRATEGY.