

# COUNTY OF ULSTER

## Workforce Development Board

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Tomasine Oliphant, Director

### Ulster County Workforce Development Board Meeting September 14, 2021 Minutes

**MEMBERS PRESENT** – Tony Marmo, Michael Berg, Sean Mahoney, Gene Knudsen, Mike Iapoce, Anthony Mignone, Stephen Casa, Frank Falatyn, Chris Marx

**MEMBERS EXCUSED** –

**MEMBERS ABSENT** - Heidi Rosborough

**ALSO PRESENT** – Tomasine Oliphant, WDB Director; Faith Golden, OET Deputy Fiscal Director, Janet Rigaux, OET, Marie Kropp, SUNY Ulster,

The meeting was called to order at 3:37 pm by Tony Marmo, WDB Chair.

- 1. APPROVAL OF MINUTES** - Tony asked for a motion to approve minutes from June 8 meeting. Motion by Frank Falatyn, seconded by Michael Berg. All in favor. Minutes approved.
- 2. BUDGET APPROVAL - Faith Golden, OET Deputy Director**

Faith shared the budget information for July 1, 2021 – June 30, 2022. Faith explained allocations for this program year and funds from last year. The Gun Violence Prevention Initiative has been added which is strictly state-funded. We were given \$300,000 for 18 to 24 yr. olds in Kingston and Ellenville. The ERNGW those funds are 26,000 to spend till end of Sept. 2022. Jobs Waiting funding is there as a cushion. Not known what TANF funds will be for next year. Office budget is similar to last year, slight increase in salaries and some benefits have gone down a little bit. 20% carry-in for each fund source for this time of year. No access to full allocation until around Oct – Nov. All funds after that are spent on training. Discussed OJT training and classroom training. Our overall allocation for WIOA this year was an 11.6% increase over last year, that mostly came in DW funding. Gun Violence funds do not get carried forward. GVI ends in July of 2022. Motion by Frank to approve budget, seconded by Chris. All in favor. Budget approved.
- 3. FINANCIAL REPORT – Faith Golden, OET Deputy Director**

Faith went over the monthly financial report. Tony reminded members that they can also ask questions in the chat. Faith stated that members can feel free to email later with any questions they may have. Faith explained the sections of financials, staffing costs, accruals, etc. We are on track so far for July and August.
- 4. OJT POLICY APPROVAL – Faith Golden, OET Deputy Director**

Faith reviewed OJT Policy with changes in red. Nancy Bell (NYS DOL) had suggestions for changes. One change was a definition of newly hired or newly promoted; Faith read the definitions.

The hourly wage has been pinned to minimum wage. Business Services staff is listed as doing the outreach. Pre-award survey will also be attached. More clarification. Stephen asked what the minimum age was for OJT. Age 16 and up. Can businesses apply for OJT funds for internships? OJT expectation is that employer will keep the employee on after contract. If paid through youth money, candidate must be out of school. Adult funding is for those age 18 or over. Frank explained how the use of the term 'internship' can be confusing. Discussion followed. Motion to approve OJT Policy made by Frank, seconded by Tamika Dunkley. All in favor, none opposed. Policy passed.

#### **5. DIRECTOR'S REPORT: Tomasine Oliphant, WDB & OET Director**

Tomasine advised the board that we will continue to have meetings via ZOOM until January 2022. Our next meeting will be on November 9<sup>th</sup>. Our local NYSDOL staff have been extended to continue their telecommute services until October 12<sup>th</sup>, so we will continue to operate Career center services by appointment only. No walk-ins. GVPI – Tomasine shared screen of Gun Violence Prevention Initiative flier and went over requirements for participants: Program starts 8/21 – 7/22, age 18-24, must be unemployed or under employed and out of school, not in HS or college and must reside in postal zip codes of Kingston or Ellenville. 25% can be from Ellenville. The other % must be from the City of Kingston. Tomasine is working with the newly formed AVERT team that is working on gun prevention violence, probation. Extensive outreach has been done. There are 3 enrolled in OJT so far with a goal of 60 by 8/2022. \$5,000 per individual for paid internships, OJT, job development, resume, and interview assistance. Danica and Janet have been assisting Tomasine and Faith. It will be 'all hands-on deck' for this initiative. Tomasine will share flier with members to post in community and pass the word. We call it the Greater Vision Initiative. Frank asked who was finding the candidates. Tomasine, Janet and Danica are doing extensive outreach in the community and posting fliers and working with Sheriff's Dept. Discussion followed.

#### **6. BASIC SKILLS DEFICIENCY POLICY APPROVAL**

Tomasine stated that the Local Plan has been submitted to NYSDOL. The only kickback was that we don't have a Basic Skills Deficiency Policy through our Youth Program. Tomasine shared policy with board. This is a brand-new policy for us. We don't have to do an assessment for our youth, but if they have a basic skill deficiency exists, an acceptable assessment would be listed on the policy. So, we need a policy in place stating it. Anthony made a motion to approve. Seconded by Michael Berg. Discussion followed. The National Career Readiness Certification (NCRC) was added to policy, as well as other amendments. Changes were accepted by board. All in favor. Policy approved. Tony advised that if needed policies can be re-visited and changes made. Tomasine stated that she worked with other WDB Directors and the Regional Plan was submitted to NYDOL, so we are all set with our plans for the next 4 years.

#### **7. WDB COMMITTEES**

Tomasine shared the list of WDB Committees. The Executive Committee met and revised the standing committees. Board members are encouraged to choose a committee to serve on. Tony stated that this is a change for the board in terms of at one point in time, there were some more active committees, and we would like to get back to that so the board is fully engaged and asks each board member to pick a committee and let Tomasine know what committee they would like to be on.

Tony asked Deputy County Executive, Evelyn Wright, to introduce herself to the board. Evelyn works with OET, Tourism, Economic Development, Planning and Environment. Works closely with Tomasine on building various careers coalitions and especially on the Green Careers Coalition, along with Steve and Chris and several of our employers.

#### **8. HEALTHCARE CONSORTIUM PRESENTATION - Marie Kropp, SUNY Ulster**

Marie works with Chris Marx at SUNY Ulster and is the Assistant Director for Career and Workforce Development and is part of the Healthcare Consortium. Marie explained that the consortium started from a healthcare roundtable in November where they engaged area health care employers re: their employment needs. Marie shared Power Point information on the Consortium. Discussed with employers their employment needs, worker challenges, immediate need positions, etc. Marie shared the conclusions from the Consortium with the board.

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By working with community, we are going to come up with better solutions for workforce needs. Discussion followed.

**9. SYEP 2021 PRESENTATION - Janet Rigaux**

Janet spoke about the 2021 SYEP Program. Two new businesses: Bread Alone and Seasoned Delicious Foods. Ulster BOCES also had some youth working there this year. Went over Year-to-Year Comparisons. More young people were served this year. We had more worksites this year. There is a lot of support for this program in the business community. There were 131 youth employed. There were 29 youth extended to summer and/or year-round employment by employer. Gene asked about number of applications received vs. the number of youths placed. In order to place approximately 120 youth, we needed to get 200 applications. Some youth opted out, others had other interests and some others had summer vacations planned. Janet reviewed breakdown of ages and wages paid. Janet stated that this year, we were able to find enough employers to hire 14-year-olds, which is very difficult. The 14- and 15-year-olds are very grateful to have a job. Janet discussed program cost breakdown, lessons learned from pandemic and best practices. SYEP Green Track was discussed and hope to get more Green Track businesses next year. Discussed Gun Violence Prevention Initiative extension for 18 youth until August 20<sup>th</sup>. Janet spoke about the GVI extension for SYEP youth. Reviewed Youth Attrition Rate. Janet noted that the two best years for SYEP were during the pandemic and attributed that to the partnerships and work readiness programs. Janet reviewed Diversity, Inclusion & Equity chart and shared some pictures of SYEP youth at work. Janet shared pictures of the summer staff recruited for this year and spoke about what a great job they did. Tony and Tomasine thanked Janet and her staff for all their hard work and success. Discussion followed. Mike Iapoco thanked Janet and Tomasine for their efforts.

**10. MOTION TO ADJOURN**

Tony stated it was a longer meeting than usual, but that an hour and half every two months is not bad and that the committees will be meeting in between. Tomasine asked that members sign up for the committees of their choice. Tony asked for a motion to adjourn. Motion made by Sean Mahoney, seconded by Frank Falatyn. Meeting adjourned at: 5:05 pm

**ULSTER COUNTY WORKFORCE DEVELOPMENT BOARD**

**NEXT MEETING:**

November 9, 2021

3:30 pm

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