



Workforce Development Board of Sullivan, Inc.

Robert Green, Chair
Laura Quigley, Executive Director

Minutes February 11, 2020 - Full Board Meeting

Members Attending: Robert Green- Chairman, Jacob Lerner – Vice Chairman, Dory Alport – At Large, Gene Kelly – Treasurer, Judy Balaban- Secretary, Olga Campos, Roy Dalton, Freda Eisenberg, John Emminger, Tara Kammarada, Christine Knickerbocker, Peggy Marchese, Angela Patella, Jay Quaintance, Jaime Schmeiser, Susan Schmitt, Ray Stanishia, Marcia Valdez.

Others Attending: Laura Quigley- CWD/ Executive Director, Loreen Gebelein, CWD/Full charge Bookkeeper, Sharon Ferber, CWD/Administrative Assistant, , Lyle Mincheff- CWD/Youth Coordinator, Stephen Gida, ShopRite/Wakefern, Dawn Ciorciari, - Bold Gold Media.

Meeting called to order @ 8:02am

Board Business:

1. Approval of December 2018, May, September and December 2019 Meeting Minutes and September 2019 Board Meeting Minutes – Robert Green

Motion: Gene Kelly

Second: Dory Alport

All in Favor

2. Board Officer Elections

Nominating Committee: Stacy Cohen & Jim Boxberger (presented at last meeting)

Two year terms for the following:

Robert S. Green, Board Chair

Jacob Lerner, Board Vice President

Judy Balaban, Board Secretary

Dory Alport, Treasurer*

Gene Kelly, At –Large*

*For Account Purposes – Gene Kelly was formerly Treasurer and is now At- Large.

Dory Alport was formerly At- Large and is now Treasurer. All others remain as formerly appointed.

Call for motion to approve Nominating Committee recommendations:

Motion: Jaime Schmeiser

Second: Ray Stanishia

All in Favor

3. Resolution – Increase OJT maximum reimbursement from \$6000 to \$8000. Ms. Quigley briefly explained the On the Job Training program to the new members.

Motion: Jay Quaintance

Second: Judy Balaban

4. Director's Report – Laura Quigley

Highlights:

WIOA performance measures for 1st quarter PY 2019 were presented. If anyone requires further explanation please contact Ms. Quigley.

Regionally, Workforce Development Directors are collaborating on a grant application for the Governor's Workforce Initiative Grant. Locally, this will provide funding for training as well as a financial literacy that will attach to the Career Readiness Training.

Career Readiness training is being well received. An RFP is being developed that will look to take portions of Career Readiness and add a Customer Service component that we could also provide to the business community.

Work is underway with Fisher Mears for Marketing/Communication services. Results from the employment survey are being analyzed and will be presented at the May 2020 meeting. The marketing plan for Center for Workforce will be rolled out by June 2020.

We are continuing to work on the jail program that will allow us to work with youth currently in jail. In addition, CWD has developed a structured partnership with the County's Probation department to work with adults as well. They will provide a space and a computer for the CWD Youth Coordinator to meet with potential participants. We will continue to develop programs for career readiness, employment planning and case management services and plans to address issues as they arise.

We have been working with BOCES and the College to help them partner and provide programs needed for Adult Education and for youth to complete their GED.

We are planning the 2020 Job Fair with a tentative date of May 5, 2020. We will have a planning session next week and more information will be provided.

Monticello School District's Academy of Finance students have dedicated a computer for the 2020 Census. When customers come in to have their taxes done they can also complete a census form.

Unemployment is up in December to 4.9%. The rise can be attributed to the end of the severance packages for the Monticello Racetrack's displaced workers.

5. Freda Eisenberg gave an update on the 2020 Census and encouraged all to spread the word regarding the importance of completing the Census. Federal and State campaigns will begin soon for recruitment for Census takers as well as for the general population to complete the census.
6. Loreen Gebelein gave the One Stop Operator report. Referral forms and the policies and procedures are now in effect. Ms. Gebelein will begin tracking the results as they are turned in. CWD has begun to use these forms internally and those results will also be reported. Ms. Gebelein will also be meeting with the Executive Board to obtain updated signature cards for Jeff Bank. The next Partner's meeting will be held directly following the Workforce Board meeting today.
7. Ms. Quigley gave the business report. A mini job fair was held at the Crawford Library in Monticello on Saturday, February 8th. They had 5 businesses represented and 45 attendees. Other mini job fairs are being planned around the county at similar locations.
8. John Emminger representing the NYSDOL gave a power point presentation on *Hiring Incentives for Applicants with Criminal Convictions*. He then went on to explain the Federal Bonding Program and other tax incentives and sources for training funds available for business.

Mr. Green called for a motion to adjourn the meeting at 9:04am.

Motion: Jaime Schmeiser

Second: Gene Kelly

All in favor



Workforce Development Board of Sullivan, Inc.

Robert Green, Chair
Laura Quigley, Executive Director

Minutes June 9,, 2020 - Full Board Meeting

Members Attending: Robert Green- Chairman, Jacob Lerner – Vice Chairman, Dory Alport – At Large, Judy Balaban- Secretary, Olga Campos, Freda Eisenberg, John Emminger, Christine Knickerbocker, Peggy Marchese, Angela Patella, Jaime Schmeiser, Susan Schmitt, Claire Taggart.

Others Attending: Laura Quigley- WDB/ Executive Director. Loreen Gebelein, CWD/ Director, Sharon Ferber, CWD/Administrative Assistant, Klu Padu- Sullivan County Community College.

This is a ZOOM meeting called to order at 8:03am.

Board Business:

1. Approval of February 2020 minutes.
Motion: No Quorum – no motion

2. Director's Report – Laura Quigley
Highlights:

Phase II of Covid-19 reopening plan starts today

Update on marketing: The Center for Workforce Development now has a logo. We are revamping the website for Center for Workforce Development which should be done within the next month. We do have a Board Logo. We are also looking at some professional print material.

The County has a reopening plan. Workforce Development and Department of Labor are on a delay. When the Career Center first closed to the public all of the DOL staff were working remotely. As the number of unemployment claims mounted the DOL staff have all been converted to processing unemployment claims remotely. The Career Center will remain closed to the public indefinitely. The vestibule to the building is set up to receive paperwork for CWD, DFS and DOL. Some CWD staff have been repurposed to the Emergency Community Assistance Center. The remaining staff are processing the paperwork deposited at the Career Center. The Career Center has to be reorganized to comply with social distancing guidelines before DOL staff can return to work and the public can be allowed to enter the building.

We did finally go in on the Regional Grant. This grant is based on milestone achievements with the county laying out the initial investment and getting reimbursed as the milestones are met. Due to the current economic state of the county, our portion of this has been reduced to \$11,000.00. We have the option to pull out of this grant depending on our success during Phase II.

Alana McGinnis, our Business Services Representative has been working remotely and continuing to reach out to the business community. She has outreached to 75 businesses, 30 of which are new. She is working on scripts for videos related to business services, most recently a video on OJT contracts. She is also working on a podcast which will be coming in the next few weeks.

Our Job Fair for this year had to be cancelled as well as other Job Fairs across the area. We have been looking into software to do virtual Job Fairs. This software is incredibly expensive, so the State has been looking into Job Fair Software that could be shared throughout the area.

We have been working on developing a menu of virtual services including such programs as Resume builder in conjunction with Crawford library, Essential Ed, moving Welfare to Work to online using Zoom, Med Cert, Ed2Go thru SUNY Sullivan as well as OSHA level trainings.

We have partnered with Sullivan County Childcare Council to issue a community survey to gauge the impact of childcare issues on the employee's ability to return to work as the county re-opens. The survey is on the County website.

Ms. Quigley has been invited by Westchester County Workforce Board to be part of a panel with NYATEP to discuss the impact of the COVID-19 pandemic and strategies in workforce from state, urban and rural perspectives on June 25th via ZOOM.

Labor market information from May 30th shows 7458 unemployment insurance claims in Sullivan County versus last year at this time period of 576.

The County did lay-off 77 positions and are proposing to reduce management salaries in an effort to help balance the budget.

3. Mr. Green opened the discussion of issues with reopening businesses. One issue is that some employees are afraid or refusing to come back to work. John Emminger -NYS DOL and Jaime Schmeiser, President of the Chamber of Commerce were asked to comment on these issues. Ms. Schmeiser informed the Board that currently the State of NY has a website called Forward NY. Also the Sullivan County Chamber has information on Catskill.com called Operation Forward COVID 19. These websites have current information the latest information to assist with opening businesses. The Governor also has a website called Forward NY with information and forms to help prepare mandatory reopening plans. Ms. Schmeiser invite all businesses owners with questions to call the Chamber. She also has a list of grants and loans available to assist businesses with reopening. All businesses and employees will be required to sign health affirmations when their businesses reopen. She also informed the Board of a new initiative to encourage business to reopen.
4. John Emminger- NYSDOL commented on the pitfalls of opening businesses when employees are refusing to return. He states that refusal to return to work will effect a person's eligibility for benefits. Unless a person is a high risk of catching the disease with documentation, refusing to come back to work for fear of COVID is not a valid reason to not return to work. Each case will be reviewed on a case by case basis. He also feels another issue will be childcare for employees that are returning to work.
5. A discussion then turned to the benefits and downfalls of working from home and the effects on the employees when they return to work.

Mr. Green adjourned the meeting at 9:00am. No motion was required as there was not a quorum.



Workforce Development Board of Sullivan, Inc.

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Minutes September 15, 2020 - Full Board Meeting

Members Attending: Robert Green- Chairman, Jacob Lerner – Vice Chairman, Dory Alport – Treasurer, Judy Balaban- Secretary, Gene Kelly- At Large, Denise Burgio, Olga Campos, Dawn Ciorari, Stacy Cohen, Freda Eisenberg, John Emminger, Loreen Gebelein, Tara Kammarada, Christine Knickerbocker, Peggy Marchese, Jay Quaintance, Jaime Schmeiser ,Chris Schmidt, Susan Schmitt, Marcia Valdes, Donna Willi.

Others Attending: Laura Quigley- WDB/ Executive Director, Klu Padu- Sullivan County Community College, Alana McGinnis – CWD/ Business Services Representative, Sharon Ferber- Community Resources/Administrative Assistant

This is a ZOOM meeting called to order at 8:05am.

Board Business:

1. Approval of February 2020 and June 2020 minutes.
Motion: Jaime Schmeiser
Second: Jay Quaintance
2. Resolution: Currently, eligible WIOA customers can access up to \$4000.00 in training support through an Individual Training Account (ITA). The cost of a number of trainings have increased and the current cap needs to be changed. Therefore, effective this date the cap for Individual Training Accounts is increased to \$5000.00
Motion: Freda Eisenberg
Second: Jay Quaintance
3. Director's Report – Laura Quigley
Highlights:

NYSDOL got some Federal Dislocated Worker grant money as a result of the pandemic. We are waiting for guidance on how to draw from this money. NYSDOL is issuing guidance in the coming weeks on the renewal of the Memorandum of Understanding (MOU). This a local agreement between system partners outlining the roles and responsibilities of each partner and the provision of their respective workforce services and how to collectively continue to provide and improve service delivery. NYSDOL has also issues performance measures for the program years 2020 and 2021. We have until September to accept the proposed measures or request a negotiation. Ms. Quigley will be requesting a negotiation on some of the youth measures.

We are planning to hold a Drive –Thru Job Fair in October. Our tentative dates are October 5th, 6th and 7th. We are planning to hold the Job Fairs in Monticello, Liberty and Callicoon. We will be reaching out to all the businesses for their flyers and job orders. We will compile a packet of information to be handed out to each attendee. Walk-ins will be welcome.

NYS has been approved to participate in FEMA's Lost Wages Assistance program. This program will provide an additional \$300.00 per week to traditional unemployment recipients.

There will be changes made to the MOVE Sullivan public transit routes. The changes will allow for one route to go to Rock Hill and Woodridge and the other route to expand down Rte. 42 in Monticello to include the housing complexes. We will also be implementing the \$2.00 fare. We are investigating to insure all federal guidelines are being met. We are looking to have these changes effective in October.

Both the Summer Youth and Sullivan Renaissance Internship programs are wrapping up. Although operating with a reduced number of students both programs were successful.

NYS DOL reports that there were 10,401 unemployment claims filed for Sullivan County from April to August of this year as compared to 1029 claims filed last year at this time. Though the unemployment rate is high the data for June and July also shows that there was an increase in jobs which would indicate that people are being called back to work.

4. Loreen Gebelein, Director of Workforce Development gave an update on the programs at Center for Workforce Development.
The Center for Workforce remains closed to the public but continues to provide services. TANF assessments are now phone assessments. E-mails, phone calls and faxes are being used to continue to provide information and current job openings to our customers. The TANF orientation is now a virtual slide show presentation, the forms are now fillable and IT is working to enable electronic signature before this goes live. Career Readiness has also been cancelled due to COVID but this is also being set up to go virtual in January of 2021. In conjunction with Crawford Library in Monticello, a continual ZOOM Resume Building seminar has been set up. We purchased Essential Education which is an online learning platform for High School Equivalency, GED and work and computer essentials. We have signed on with Med-Cert which is a short-term online training program that offers degrees/certification in Healthcare, IT, support staff and manufacturing. We also have downloaded GCF Global which offers free online learning for Excel, Windows, Technology and anything computer related. Outreach to businesses has continued with distribution of information regarding small business loans, regulations, Governor's updates, COVID info, Hot Jobs and other pertinent information. The Career Center has been rearranged to meet COVID regulations and policies and procedures are in place in anticipation of reopening to the public.

5. Klu Padu and Jay Quaintance from Sullivan County Community College gave a power point presentation outlining their current status.
The college is only allowing students enrolled in the Culinary and Nursing programs in the building. All other students are attending via remote learning. The College is now offering a CASAC program as well as a 1 year certificate for Direct Support Professionals. The college also now sanctions E-Sports.

Mr. Green adjourned the meeting at 8:55am.

Motion: Stacy Cohen

Second: Gene Kelly

All in favor – meeting adjourned.



Workforce Development Board of Sullivan, Inc.

Robert Green, Chair
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Minutes December 8, 2020 - Full Board Meeting

Members Attending: Robert Green- Chairman, Jacob Lerner – Vice Chairman, Dory Alport – Treasurer, Judy Balaban- Secretary, Gene Kelly- At Large, Denise Burgio, Olga Campos, Dawn Ciorari, John Emminger, Loreen Gebelein, Stephen Gida, Christine Knickerbocker, Peggy Marchese, Angela Patella, Jay Quaintance, Jaime Schmeiser, Chris Schmidt, Susan Schmitt, Claire Taggart, Donna Willi.

Others Attending: Laura Quigley- WDB/ Executive Director, Klu Padu- Sullivan County Community College, Alana McGinnis – CWD/ Business Services Representative, Sharon Ferber- Community Resources/Administrative Assistant

This is a ZOOM meeting called to order at 8:01am.

Board Business:

1. Approval of September 2020 minutes.
Motion: Dory Alport
Second: Jaime Schmeiser
All in favor

2. Director's Report – Laura Quigley
Highlights:

We received guidance to move forward with the renewal of the system Memorandum of Understanding (MOU). This must be signed by all required partners of the Workforce system and is due by February 2021. So we will proceed quickly to complete it and gather signatures.

USDOL issued technical guidance for the statutorily required WIOA priority of service. The intent is to strengthen state and local policies and procedures that enhance services to primarily low income and skill deficient individuals. The goal must demonstrate that a minimum of 50% of individuals and up to 75% of participants are served. We are doing an internal scan to insure we are compliant with these goals. We will await the NYSDOL guidance.

SUNY Sullivan will be submitting an application to NYSED to move forward with offering a CNA program hopefully as soon as February of 2021. The College is also exploring the development of credit and non-credit, short-term certifications to promote entry and advancement in the workforce.

We have negotiated with NYSDOL and agreed to performance measures for program year 2020. We submitted measures for program year 2021 and are waiting for feedback from NYSDOL.

NYS unemployment may be ending for some as of December 2020. Between regular unemployment benefits and the extension some claimants have been eligible for up to 59 weeks.

Changes have been made to the MOVE Sullivan public transit routes. The changes allow for one route to go to Rock Hill and Woodridge and the other route to expand down Rte. 42 in Monticello to include

the housing complexes. We have implemented the \$2.00 fare. The new bus schedules have been printed and are available for anyone who needs them. Please e-mail Laura your request and we will get them out to you.

NYSDOL reports that the unemployment rate for October for Sullivan County was 6.7%. However the number of employed people has decreased and the number of unemployment claims have gone up. NYSDOL is working with us to see if we can determine what occupations are being laid off and what are the last certification dates of those positions. Also DOL is gathering information on IT and technology jobs and what those jobs look like in the future in light of the pandemic.

3. Loreen Gebelein, Director of Workforce Development gave an overview on Workforce Youth incentives. These incentives would be used to encourage youth to achieve certain education and employment goals. The incentives are designed to inspire WIOA youth participants to complete educational endeavors and attain valuable training credentials, aligning with local demand and performance measures. The incentives are intended as a compliment to services provided and/or recognition of a youth's personal attainment of goals. The Proposed Incentive Schedule is attached. All participants will be required to attend Virtual Career Readiness program before enrolling in the Incentive program.
4. Alana McGinnis reviewed the results from the Pop-Up Job Fairs this fall. Those result are in graph form and also attached.

Mr. Green adjourned the meeting at 8:50am.

Motion: Susan Schmidt

Second: Dory Alport

All in favor – meeting adjourned.

Sullivan County Center for Workforce Development
WIOA Title IB Youth Program
Incentive Schedule and Disbursement Policy

Summary:

The purpose of this policy is to address the use of Workforce Innovation and Opportunity Act (WIOA) Title I-B Youth funds for incentive payments.

Background:

20 CFR § 681.640 states that "incentive payments to youth participants are permitted for recognition and achievement directly tied to training activities and work experiences. The local program must have written policies and procedures in place governing the award of incentives and must ensure that such incentive payments are tied to the goals of the specific program; outlined in writing before the commencement of the program that may provide incentive payments; align with the local program's organizational policies; and are in accordance with the requirements contained in 2 CFR part 200."

Local Policy and Procedure:

As per provisions stated in the Workforce Innovation and Opportunity Act (WIOA), enrolled youth may be eligible for one or more monetary incentive installment(s) once pre-determined milestones have been achieved and verified during their participation period. Incentives are designed to inspire WIOA youth participants to complete educational endeavors and attain valuable training credentials, aligning with local performance measures. WIOA Youth Incentives are not intended as emergency assistance, but rather as a compliment to services provided and/or recognition of youth's personal attainment goals. Please refer to the attached incentive schedule (Exhibit 1) for milestone definitions and their associated incentive value.

Center for Workforce Development Staff will review incentive policies with participants by explaining the WIOA Incentive Plan Contract (Exhibit 2). A copy of the diploma/degree/certificate/license/paystub/attendance forms, etc. must be provided as evidence to warrant incentive payout. It is the participant's responsibility to notify the Sullivan County Workforce Development Caseworker of credentials/goals earned, and to provide the proper documentation to receive the incentive. Documentation must be provided within six weeks of the actual date a milestone has been successfully met to be eligible for incentive payout. This contract will be signed by staff and participant and maintained in participant folder with a copy given.

Once WIOA youth staff have verified that participant meets incentive criteria, an Incentive Request Form (Exhibit 3) must be submitted by staff and approved by a supervisor prior to disbursement. The WIOA youth staff is required to track on an excel spreadsheet all incentives paid out. The supervisor is responsible for forwarding a copy of the Incentive Request form to the Payroll Department to be paid out. Original forms and supporting documentation are to be maintained in the participant folder with a copy given to participant.

Written by: LM
Rev. 12.20

It is the responsibility of the youth staff to enter all comments in the NY State One Stop Operating System (OSOS) detailing each milestone achieved, incentive given, and ensure appropriate data entry.

Unless otherwise approved, incentive disbursements will be added to the participant's paycheck not to exceed the corresponding achievement amount and disbursements are limited to the actual incentives available at time of request unless other arrangements are approved. Incentives may not include entertainment, such as movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment.

The incentives hereby discussed will depend on available funding, and the Center for Workforce Development reserves the right at all times, under its own discretion to not pay out these incentives.

Proposed Incentive Schedule - WIOA Youth Program

Attainment of Degree or Certificate	
Attainment of Recognized Credential	\$100
Attainment of High School Diploma	\$200
Attainment of High School Equivalency	\$200
Work Readiness Skill Attainment	
Attainment of Work Readiness Certificate	\$50
Perfect Attendance in Work Readiness Workshops	\$50
Complete Measurable Achievement in Paid Work Experience	\$50
Placement in Employment or Higher Education	
3 Months of Employment	\$50
6 Months of Employment	\$50
9 Months of Employment	\$50
12 Months of Employment	\$100
Acceptance into Military	\$100
Started Post-Secondary Education	\$50
6 Months of Post Secondary Education	\$50
Complete 2 Semesters Post Secondary Education	\$100
3.2 GPA or Higher (per semester)	\$25
Rev:10/20	

Copy of Degree/ Certificate/ Official Transcript
 Copy of Diploma/ Official Transcript
 Copy of Diploma/ Official Transcript
 Copy of Work Readiness Certificate
 Copy of Work Readiness Attendance
 Work Experience Track Sheet w/ Supervisor Signature
 Pay Stub
 Pay Stub
 Pay Stub
 Pay Stub
 Military Record
 School Record
 School Record
 School Record
 School Record

Autumn 2020

Drive Thru & Pop Up Job
Fairs

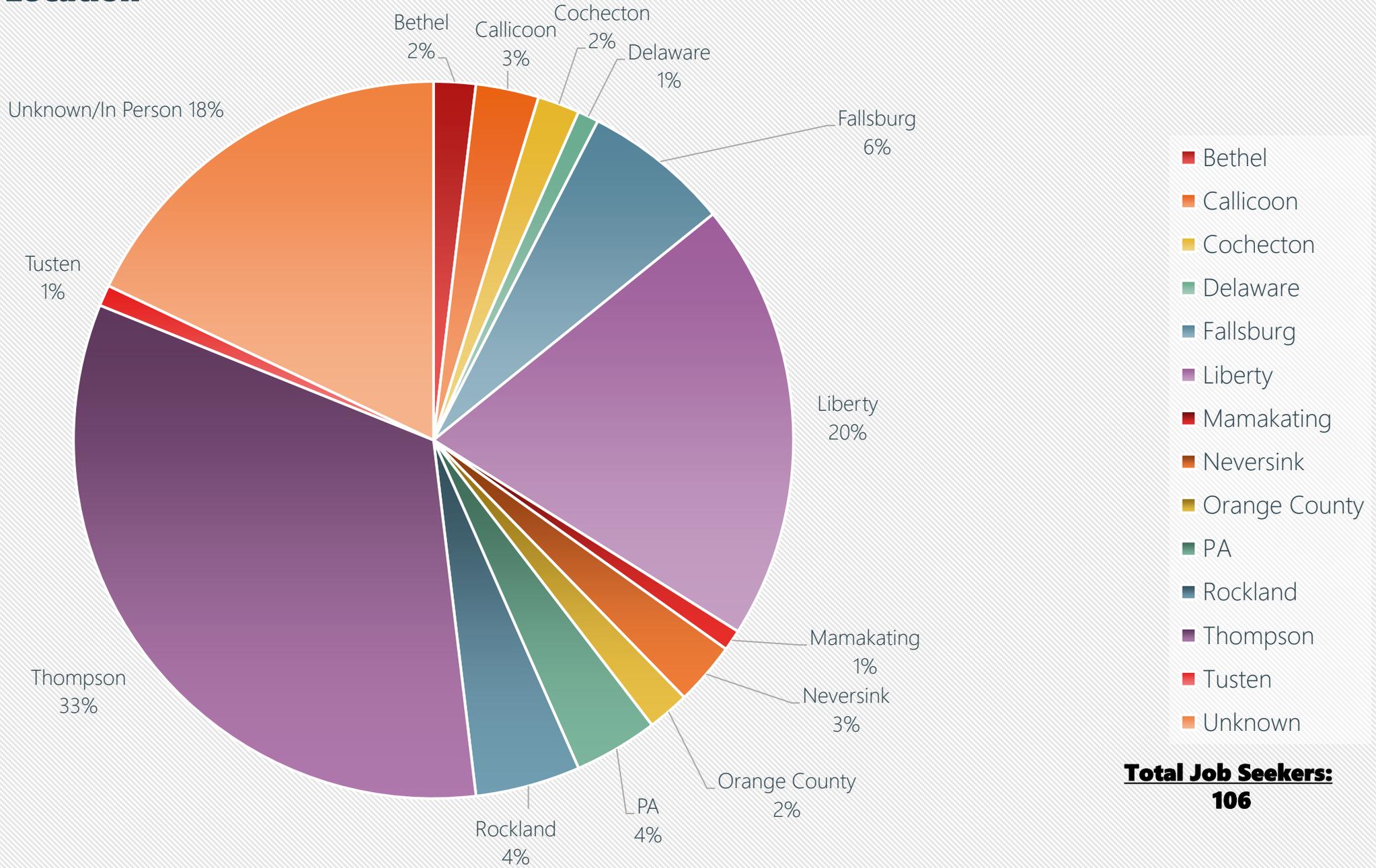


The data in this presentation was collected from both Drive Thru Job Fair and Pop Up Job Fair Events.

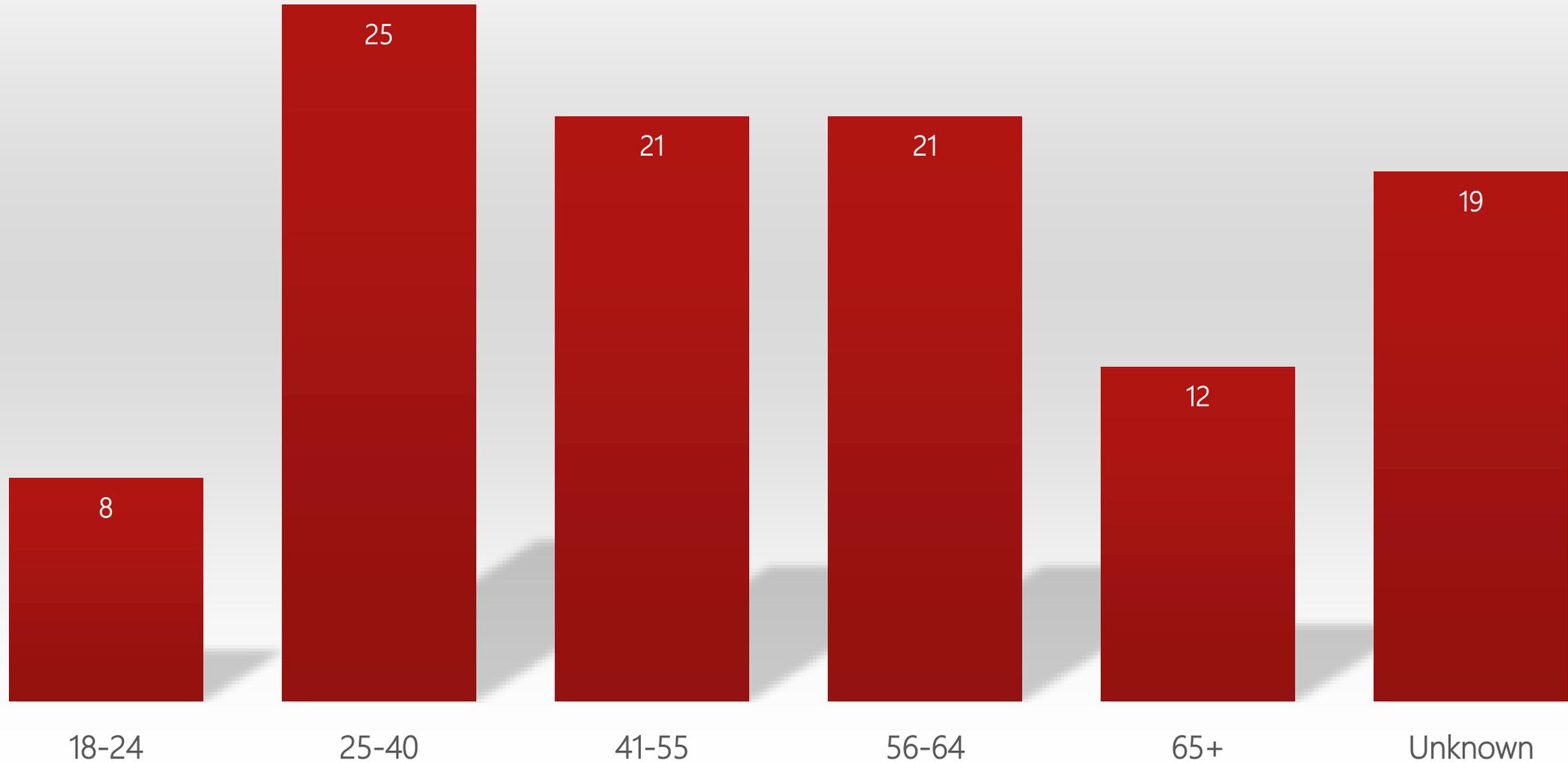
Data collected in the following categories:

- Number of Job Seekers by Location
 - Age range
 - Job seeker education
- Job seeker sector of interest
 - Employer results.

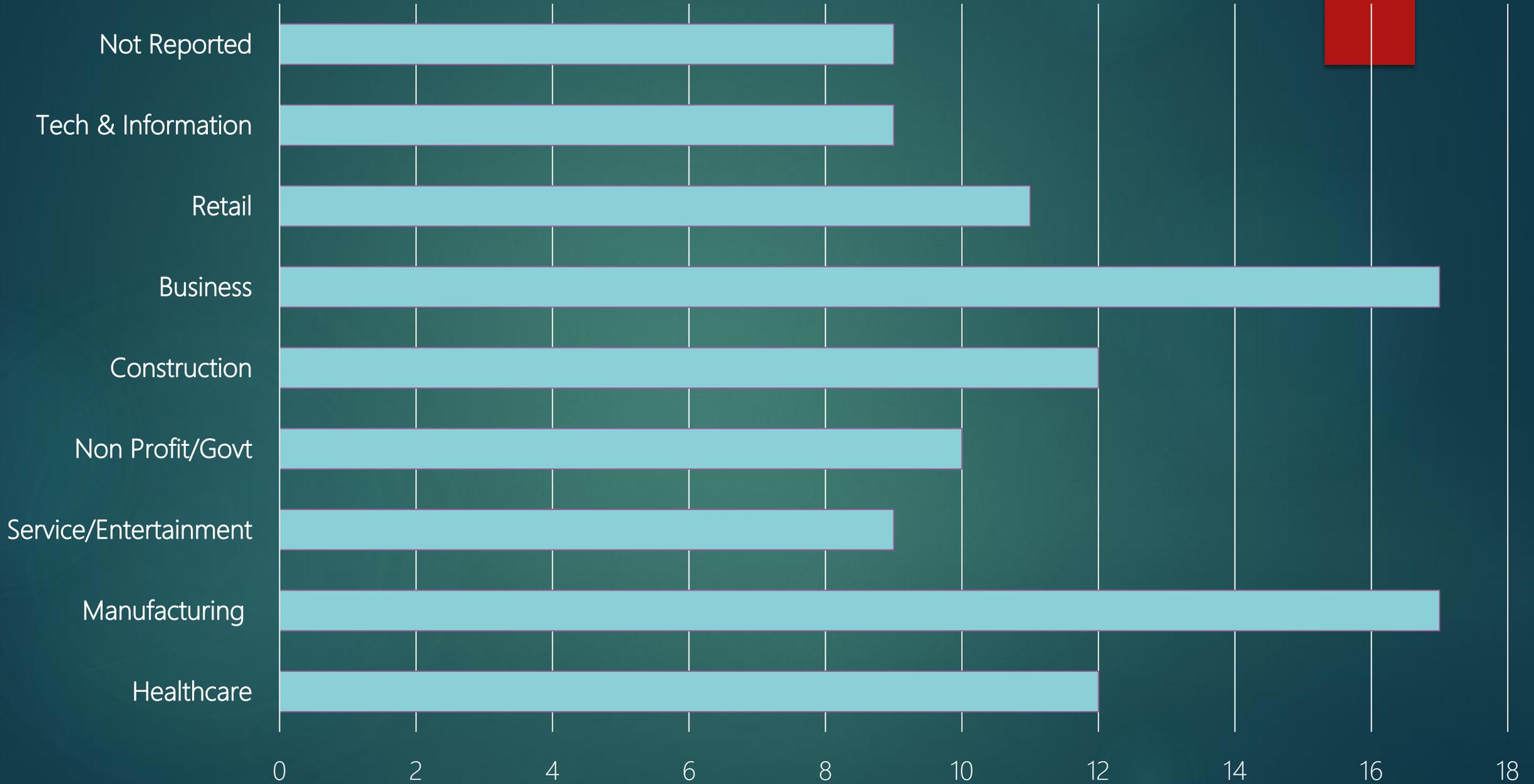
Jobseekers By Location



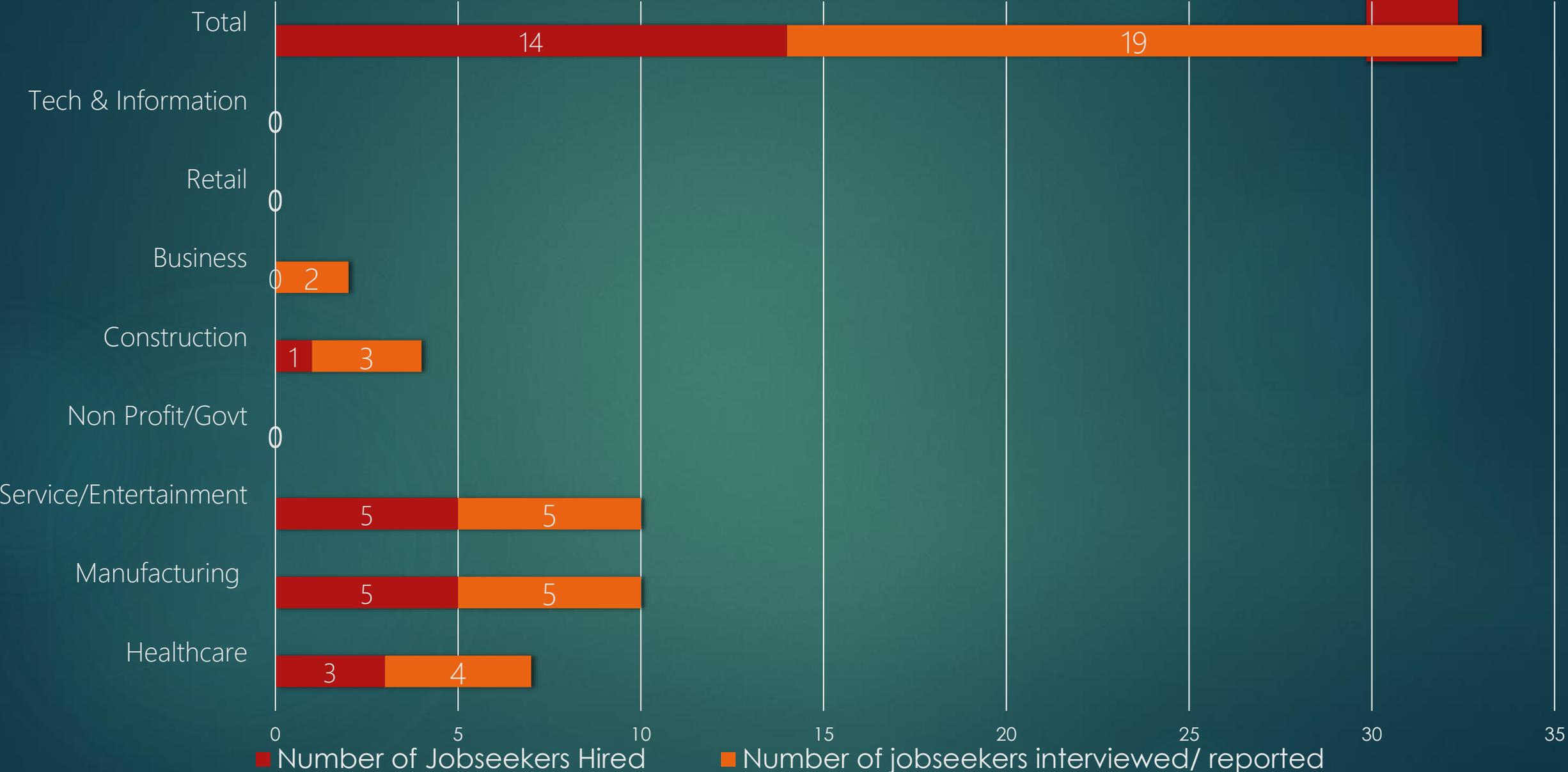
Job Seekers by Age Range



Job Seekers By Sector of Interest



Results



Conclusion & Questions

- ▶ 18% of Attendees were interviewed
- ▶ 14% of Attendees were hired
- ▶ This data is only what was reported back to me