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Columbia Economic Development Corporation

COLUMBIA ECONOMIC DEVELOPMENT CORPORATION

NOTICE OF MEETING

Please take notice that there will be a meeting of the Columbia Economic Development Corporation Workforce and Education Committee held on March 8, 2018 at 4:00pm, at 4303 Route 9, Hudson, NY 12534 for the purpose of discussing any matters that may be presented to the Committee for consideration.

Dated: March 1, 2018

Sarah Sterling

Secretary

Columbia Economic Development Corporation

CEDC Workforce and Education Committee

Agenda

Chairperson:

Members:

Ruth Adams

Russ Bartolotta

Jim Calvin

Tish Finnegan

Triona Fritsch

Tony Jones

James Lapenn

John Lee

Michael Polemis

Maria Suttmeier

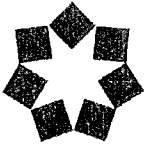
1. Minutes, February 8, 2018*
2. Draft Workforce and Education Committee Charter*
3. Discussion of Initial CEDC Programs & Initiatives
4. Public Comment

Attachments:

Draft February 8, 2018 minutes

Draft Workforce and Education Charter

* Requires Approval



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**MINUTES
COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
WORKFORCE DEVELOPMENT AND EDUCATION COMMITTEE
Thursday, February 8, 2018
4303 Route 9
Hudson, New York**

A regularly scheduled meeting of Columbia Economic Development Corporation’s (CEDC) Workforce Development and Education Committee was held at their offices located at 4303 Route 9, Hudson, NY 12534 on February 8, 2018. The meeting was called to order at 4:00pm by Mr. Jones, Acting - Committee Chair.

Attendee Name	Title	Status	Arrived/ Departed
Ruth Adams	Committee Member	Present	
Russell Bartolotta	Committee Member	Excused	
James Calvin	Committee Member	Excused	
Tish Finnegan	Committee Member	Present	
Triona Fritsch	Committee Chair	Present	
Tony Jones	Committee Member	Present	
James Lapenn	Committee Member	Excused	
John Lee	Committee Member	Excused	
Michael Polemis	Committee Member	Present	
Maria Suttmeier	Committee Member	Present	
F. Michael Tucker	President/CEO	Present	
Andy Howard	Counsel	Percent	
Brandon Dory	Project Manager	Present	
Lisa Drahushuk	Administrative Supervisor	Present	
Martha Lane	Business Development Specialist	Present	
Erin McNary	Bookkeeper	Present	Departed 4:45pm
Carol Wilber	Marketing Director	Excused	

Mr. Jones reminded the Committee they needed to elect a chair. He asked for volunteers to fill the vacancy, or who would be willing to become Acting – Chair. Dr. Suttmeier asked what the position would require. Mr. Tucker stated the Chair should define goals and tasks. Mr. Jones suggested that the Chair should help keep the Committees focus on what was attainable for CEDC. Several committee members suggested James Lapenn. He stated he would communicate with Mr. Lapenn regarding his interest in serving as Committee Chair.



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Mr. Tucker informed the board that the businesses listed in the Chamber membership guide had been matched with the school district they were located in. Staff directories from each school district had been entered into a spreadsheet resulting in a list of 1400 names and email addresses. Mr. Tucker stated he had begun a discussion with BOCES regarding the preference for bringing student to the businesses or the businesses to the teachers.

Mr. Tucker referenced the Warren County BOCES Career Jam, which brought 8th and 9th grade students, educators and employers together to discuss jobs and skills, (see handout). He informed the Committee that the Governor had announced workforce funding would be available via the CFA process.

Mr. Tucker informed the Committee he has discussed with President Campion of Columbia-Greene Community College and Empire State Development, developing a program focused on workforce training. He noted staff had identified a number of small fabrication businesses in metal, wood and masonry. He suggested training for those businesses could be combined with the proposed College historic rehabilitation program to develop a curriculum which would be utilized by a large number of businesses.

Mr. Tucker reminded the Committee that at the December CEDC board meeting, the Board had discussed partnering with schools of issues of workforce development. Ideas included CEDC acting as convener of business and school superintendent conversations; developing and potentially fund internships and or summer jobs with non-profit institutions; developing coordinators and mentors in order to maximize participation.

The Committee discussed options and made suggestions. They felt it would be important to have a diverse group; The information needs to be available digitally and social media should be utilized; need to attract those students not completely engaged; there should be a tie to employment. They discussed if the program should be a summer program or held during the school year.

Ms. Suttmeier cautioned about being too broad. She noted there were many other groups having similar conversations about the same ideas. Mr. Polemis suggested determining how to best leverage the \$25,000 CEDC was able to contribute. He suggested finding partners who would make significant financial contributions.

The Committee discussed the Saratoga Economic Development Corporation Career Jam, noting it could be mirrored in Columbia County.

Mr. Jones summarized the meeting goal points:

1. Job fair



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2. Columbia Greene Community College Fabrication program - CFA application
3. Summer Junior Leadership Program – strengthened
4. Fall Internship program – 11th and 12th graders
5. Columbia County “Career Jam” – Fall 9th and 10th graders.
6. Funding partnerships

Minutes:

Ms. Finnegan made a motion, seconded by Mr. Polemis to approve the minutes of September 17, 2017. Carried.

Mr. Tucker asked Mr. Dory to present the latest graduation statistics form 2017. Mr. Dory stated the statistics remained the same from 2016 to 2017. Mr. Tucker stated he would send a link to the Committee. Mr. Jones noted seniors increased from 2016 to 2017, Mr. Tucker noted the drop out rate had lessened from the previous year. Mr. Dory noted that the number of advanced Regents diplomas had dropped while the number of regular Regents diplomas had risen.

The members discussed and agreed that a mission statement should be developed for the Committee, enabling the members to focus on a stated goal.

With no further business to come before the committee and no public present, *Mr. Polemis made a motion, seconded by Ms. Finnegan to adjourn the meeting. Carried. The meeting was adjourned at 5:03pm.*

Respectfully submitted by Lisa Draushuk

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**Columbia Economic Development Corporation
WORKFORCE & EDUCATION COMMITTEE CHARTER**

This Workforce and Education Committee Charter was adopted by the Board of Trustees of the Columbia Economic Development Corporation, a Not-for-Profit corporation established under the laws of the State of New York, on this ____ th day of _____, 2018.

Purpose:

Pursuant to Article IV, Section 1 of the Corporation's bylaws, the purpose of the Workforce and Education Committee is to assist the Board by:

- Facilitating networking and collaboration among the County's educational, business and government institutions to stimulate purposeful alignment of educational offerings and business needs.

Powers of the Workforce and Education Committee

The Board of Trustees has delegated to the Workforce and Education Committee the power and authority necessary to discharge its duties, including the right to:

- Meet with and obtain any information it may require from corporation staff.
- Obtain advice and assistance from in-house or outside counsel, and other advisors as the committee deems necessary.

Committee Composition and Selection:

The membership of the committee shall be as set forth in accordance with and pursuant to Article IV, Section 1 of the Corporation's by-laws. The Workforce and Education Committee shall consist of no less than five Directors of the Corporation, who shall be appointed by a majority vote of the Board, with a preference being given to individuals possessing experience and expertise in workforce and education. The Workforce and Education Committee members shall be appointed by, and serve at the discretion of the Columbia Economic Development Corporation's Board of Directors. The Committee may designate one member of the Workforce and Education Committee as its Chair. The members shall serve until their resignation, retirement, removal by the Board or until their successors shall be appointed and qualified.

Workforce and Education Committee members shall be prohibited from being an employee of the Corporation or an immediate family member of an employee of the Corporation. In addition, Workforce and Education Committee members shall not engage in any private business transactions with the Corporation, or receive compensation from any private entity that has material business relationships with the Corporation, or be an immediate family member of an individual that engages in private business transactions with the Corporation or receives compensation from an entity that has material business relationships with the Corporation.

A majority of the voting members then serving on such committee shall constitute a quorum. The vote of a majority of the voting members serving on the Committee shall be required for any action of the Committee. The Committee's meetings shall be open to the public in accordance with the salient provisions of the Open Meetings Law of the State of New York, as set forth within Article 7 of the Public Officers Law.

Committee Structure and Meetings:

The Workforce and Education Committee will meet a minimum of twice a year, with the expectation that additional meetings may be required to adequately fulfill all the obligations and duties outlined in the charter. All committee members are expected to attend each meeting, in person.

Meeting agendas will be prepared for every meeting and provided to the Workforce and Education Committee members at least five days in advance of the scheduled meeting, along with the appropriate materials needed to make informed decisions. The Workforce and Education Committee shall act only on the affirmative vote of a majority of the voting members at a meeting or by unanimous consent. Minutes of these meetings are to be recorded.

Reports

The Workforce and Education Committee shall:

- Report its actions and recommendations to the Board at the next regular meeting of the Board.
- Report to the Board, at least annually, regarding any proposed changes to the Workforce and Education Committee charter.
- Provide a self-evaluation of the Workforce and Education Committee's functions on an annual basis.

Objectives:

The objectives of the Workforce and Education Committee are as outlined in the Strategic Plan:

- Create an environment that leverages Columbia County's "education to workplace" pipeline.
- Increase skilled workforce.
- Identify options to mitigate Columbia County's and the City of Hudson's limited workforce housing options.
- Attract a skilled, adaptable and inclusive workforce.

To accomplish their objectives the Committee shall oversee the Corporation's activities related to the following workforce initiatives:

- Identify existing challenges and strengths of current education-workforce pipeline.
- Catalog, support, and expand existing internship and mentoring programs that link employers with the workforce.
- Define and support the creation of curriculum and training/trade programs that leverage local strengths to address local needs in targeted businesses, heritage and cultural, and non-profit communities.
- Convene Columbia-Greene Community College, BOCES, and public school districts to define mutual educational challenges and opportunities.
- Catalog and promote available training programs to relevant county businesses.
- Identify skill gaps in local industry sectors and explore viable training solutions.
- Identify areas where Columbia Economic Development Corporation is able to partner and collaborate with County school districts, businesses and government institutions in order to advance their goal of a well trained workforce and a work ready high school graduate.