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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 April 17, 2018 at 8:00am, at 4303 Route 9, Hudson, NY 12534 for the purpose of discussing any matters that may be presented to the Committee for consideration.

Dated: April 11, 2018

Sarah Sterling

Secretary

Columbia Economic Development Corporation

CEDC Workforce and Education Committee Agenda

Chairperson:

James Lapenn

Members:

Ruth Adams

Russ Bartolotta

Jim Calvin

Tish Finnegan

Triona Fritsch

Tony Jones

John Lee

Michael Polemis

Maria Suttmeier

1. Minutes, March 8, 2018*
2. YES Program – Request for CEDC Grant*
3. Career Jam Update
4. Summer Internship Update
5. Public Comment

Attachments:

Draft March 8, 2018 minutes

* Requires Approval



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MINUTES
COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
WORKFORCE DEVELOPMENT AND EDUCATION COMMITTEE
Thursday, March 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 March 8, 2018. The meeting was called to order at 4:04pm 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	Departed 4:20pm
Triona Fritsch	Committee Chair	Excused	
Tony Jones	Committee Member	Present	
James Lapenn	Committee Member	Present	
John Lee	Committee Member	Present	
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	
Carol Wilber	Marketing Director	Present	Arrived 5:00pm

Mr. Jones reminded the Committee they needed to elect a Chair. He informed the Committee he had at their suggestion, asked Mr. Lapenn to serve as Chair. Mr. Jones announced Mr. Lapenn had agreed to serve. *Mr. Jones nominated Mr. Lapenn as Committee Chair, which was seconded by Ms. Finnegan. Carried.*

Minutes: *Dr. Suttmeier made a motion, seconded by Mr. Jones to approve the February 8, 2018 minutes as presented. Carried.*



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Draft Workforce and Education Committee Charter:

The Committee reviewed the draft charter. Mr. Lapenn noted the draft charter was based on the Strategic Plan. He suggested the members of the committee be independent. Mr. Howard noted the by-laws stated the committee must consist entirely of independent members.

Mr. Jones asked that an additional bulleted item be added to the section on page 2 beginning with: "To accomplish their objectives", reading: "Work with Columbia Greene Workforce Development Board to promote collaboration between economic development and education /training resources." He also asked that the bullet point in the same section beginning with "Convene" be changed to "Partner with".

Ms. Suttmeier suggested that the bullet point in the Objectives stating: "Increase skilled workforce" be removed or moved. Mr. Polemis suggested opening the committee to non-CEDC board members. The Committee discussed and decided to consider at a future time. *Mr. Polemis made a motion, seconded by Dr. Suttmeier to approve the charter with the revisions proposed by Mr. Jones, Dr. Suttmeier and Mr. Lapenn. Carried.*

Discussion of Initial CEDC Programs & Initiatives:

Mr. Tucker reminded the Committee they had discussed at the last meeting; internships, the Career Jam and the Job Expo. Mr. Tucker stated he had a conference call with the Saratoga EDC who had provided him with an outline of their Career Jam program. Mr. Tucker stated he would be contacting James Church from BOCES to begin the initial stages of the event, once he had board endorsement. He noted a survey would be sent in advance of the event, which would be set up like a trade show. He anticipated hosting 800 students.

Mr. Tucker stated the Saratoga EDC had administered the business sign up and the logistics of the program. He stated each business was required to provide a experiential activity for the attendees. He stated funds would be spent on piping, draping and refreshments, which he estimated would cost \$2,500. The Committee agreed that the event would host 9th and 10th graders.

Mr. Tucker stressed the need to begin planning the event. He noted he wished to formalize the date, send save the date reminders, and send out questionnaires to businesses. He stated he planned to invite all 6 County school districts for the one day event. He stated CEDC would do the coordination of the event with BOCES assistance. The Committee asked where the event would be held. Mr. Tucker responded that Columbia-Greene Community College was the logical location. Mr. Jones suggested the Fair House at the Columbia County Fairgrounds in Chatham. Dr. Suttmeier stated that would be a more central location for the school districts, noting transportation would need to be taken into consideration.. Mr. Tucker stated he would poll the school districts to see their preference. Mr. Polemis stated this event would provide an opportunity for sponsorships.



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Mr. Tucker addressed the internship program. He stated he required feedback from the Committee regarding the program. He stated it would be focused on not-for-profits in the county and based on last year's Junior Leadership program. The Committee discussed, concluding the program would use the YES Program from the City of Hudson School District as a pattern for the internship program and would include a mentoring component. Mr. Tucker stated the program would focus on 12 applicants in 2 school districts, Hudson and Chatham. The program would be for 8 weeks. Dr. Suttmeier suggested some of the businesses currently involved in the YES Program might prefer extending their current interns for an additional period of time. She noted the YES Program was 4 days a week for 6 weeks.

Mr. Tucker gave an update on the Twin County Recruitment Expo, stating the program is being modified along the way. He noted the most recent modification was a package without media support. He stated his goal was to have 8-10 businesses signing up for the full packages. Mr. Lapenn asked CEDC's role. Mr. Tucker stated CEDC was donating staff time, acting as a clearinghouse for payments and hosting the merchant account.

Mr. Tucker handed out a summary article and memo regarding the Junior Leadership program. He stated a grant application had been submitted and a preliminary meeting would be held the week of March 12th. He stated he would be meeting with Ms. Wilber to discuss size and scale of the program. He stated CEDC may hire a bus and chaperone in order to bring the students to visit businesses. Mr. Lee stated he sent offers to the area school districts asking if they wanted to visit his business. He stated he regularly hosts these business visits. Typically he gets 20 students which are broken into 3 groups for tours.

With no further business to come before the committee and no public present, *Mr. Polemis made a motion, seconded by Ms. Suttmeier to adjourn the meeting. Carried. The meeting was adjourned at 5:16pm.*

Respectfully submitted by Lisa Draushuk