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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 January 3, 2019 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: December 27, 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, April 17, 2018*
2. Twin County Recruitment Expo
3. Internship/Leadership Update
4. Workforce Development & Education – CEDC Strategic Plan
5. Public Comment

Attachments:

Draft April 17, 2018 minutes

Meeting notes November 8, 2018

* Requires Approval



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MINUTES COLUMBIA ECONOMIC DEVELOPMENT CORPORATION WORKFORCE DEVELOPMENT AND EDUCATION COMMITTEE

Thursday, April 17, 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 April 17, 2018. The meeting was called to order at 8:00am by Chair Lapenn.

Attendee Name	Title	Status	Arrived/ Departed
Ruth Adams	Committee Member	Present	
Russell Bartolotta	Committee Member	Present	
James Calvin	Committee Member	Present	
Tish Finnegan	Committee Member	Present	
Triona Fritsch	Committee Member	Excused	
Tony Jones	Committee Member	Present	
James Lapenn	Committee Chair	Present	
John Lee	Committee Member	Present	
Michael Polemis	Committee Member	Excused	
Maria Suttmeier	Committee Member	Present	
James Campion	CEDC Board Member	Present	Arrived at 8:26am
Gary Spielmann	CEDC Board Member	Present	Arrived at 8:20am
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	
Ed Stiffler	Economic Developer	Present	
Carol Wilber	Marketing Director	Present	Arrived 8:12am

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

YES Program – Request for CEDC Grant:

Mr. Tucker informed the Committee he had met with Tara McSherry the YES program coordinator. He stated the program had been running for 11 plus years and was open to students 14 years and older. He explained the program consisted of 12, 1½ hour long sessions of classwork. Upon completion of



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the classroom program students were then assigned an internship. After completion of the internship, a stipend was presented to the student. He stated the fallout rate was less than half. He noted the program had 17 students currently enrolled in the program, which had not yet secured funding for the stipends.

Mr. Tucker suggested granting the program \$5,000, to be used for the support of stipends and program delivery depending on the program drop-out rate. He stated the program once formally documented, could be used as the model for other districts to implement. Dr. Suttmeier informed the Committee the program has been funded with a grant, which had diminished yearly to the current amount, which isn't enough to cover stipends. She stated Ms. McSherry had in past sent appeals for contributions or funding, but had not had time this year. She noted the district's general fund had helped fund the program, but is unable to fund the stipends.

Mr. Tucker suggested an application for NYS funding be made, allowing for the documentation of the program. Once the documentation is completed, the program could be duplicated in one or more other school districts. *Mr. Calvin made a motion, seconded by Ms. Adams to approve \$5,000 to be paid to Hudson City School District to be used for YES program stipends. Dr. Suttmeier abstained from the vote due to her position as Superintendent of Hudson City School District. Carried.*

Other Business:

Mr. Tucker stated the Twin County Recruitment Expo would take place later in the day at Columbia Greene Community College. He stated CEDC had worked closely with Maureen Boutin at Workforce NY as well as Columbia Greene Media. He noted 45 vendors had signed up for the event. He informed the Committee, CEDC consultant, Pat Gareau had done all the editorial writing for the newspaper pull-out.

Mr. Tucker stated he had spoken to not-for-profits and for profit businesses regarding potential internships, including; Hudson Development Corporation, Hudson Valley Agribusiness Development Corporation, the Fireman's Home and Hudson Hall. He stated the Committee needed to have additional discussion regarding the Career Jam. He stated he had spoken to Questar who preferred to hold a 3 county event rather than one solely focused on Columbia County.

Ms. Wilber informed the Committee that the grant application submitted to the Berkshire Taconic Foundation for the summer internship program held in partnership with the Chamber of Commerce had not been funded. Mr. Lapenn stated he had heard that the request had been funded. He stated he would work with Ms. Wilber to determine the true outcome.

With no further business to come before the committee and no public present, *Mr. Calvin made a motion, seconded by Mr. Jones to adjourn the meeting. Carried. The meeting was adjourned at 8:29am.*

Respectfully submitted by Lisa Draushuk



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Meeting Notes
COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
WORKFORCE DEVELOPMENT AND EDUCATION COMMITTEE
Thursday, November 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 November 8, 2018. **No quorum was attained.** The meeting began at 4:11pm.

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

Twin County Recruitment Expo:

Mr. Tucker reported 50 vendors and 110 job seekers had attended the October 8th Twin County Recruitment Expo. He noted the April event had attracted 60 vendors and 250 job seekers. He stated health care, and residential programs made up the major part of the vendors. Mr. Jones noted there were also companies seeking drivers, including Ginsberg's, Herrington's and United Parcel Services. Mr. Tucker stated the Expo would be done again in future. Dr. Suttmeier asked if there was a profile on the job seekers that attended. Mr. Jones stated the attendees consisted mainly of those currently employed, but unlike the first Expo, students were not numerous. An evening or weekend event was discussed. It was noted that overtime would be required for those working the event, making it difficult for several companies.



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YES Program:

Mr. Tucker reminded the attendees, CEDC had contributed \$5,000 earlier in the year to support the YES program. He stated since the graduation of the 2017-2018 class, Ms. McSherry had decided not to continue to do the program. He stated he had emailed her a request to document the program for CEDC.

Dr. Suttmeier stated she had the curriculum, but currently lacked appropriately credentialed staff to continue the program. She stated further teacher credentialing will take place to allow continuation of similar programs. She stated she is also attempting to bring Career and Technical Education to the classroom. She noted this program is recognized by NYS. Dr. Suttmeier suggested CEDC and the Chamber of Commerce could assist in connecting students to businesses. Dr. Suttmeier stated she had been investigating a relationship with SUNY Cobleskill to provide college credits for high school students over and above the number of credits currently allowed by Columbia Greene Community College.

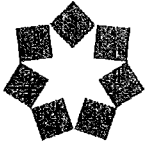
Career Jam Update:

Mr. Tucker stated Ms. Wilber would be giving an overview of the Saratoga BOCES Career Jam in Queensbury held on October 23rd. Ms. Wilber stated the event hosted over 1600 students with 60 businesses attending. The event was a one day career exploration for 8th and 9th graders. She stated the event was well organized with every business involving the students in hands-on activities. She stated several groups of students were staggered throughout the day, allowing a greater number to participate. Mr. Tucker stated each group had 2 hours on site at which point one group left and another entered. He stated Saratoga BOCES offered to assist with the Columbia County event, also assisting with the business buy-in. He noted they had sent all printed materials to him.

Mr. Lee asked what industries were represented at the Queensbury event. Ms. Wilber stated there was not one main industry cluster, but stated she saw architecture and construction businesses, health services, technology businesses as well as government and public administration represented. Mr. Lapenn asked if CEDC had the staffing ability and time to do a similar event. Mr. Tucker stated he continued to speak with Jim Church at Questar III, who preferred to host an event for the three county area. Mr. Jones asked what Questar III would provide. Mr. Tucker stated he would obtain more information. Mr. Tucker expressed his preference for a Columbia County event at Columbia Greene Community College. The attendees discussed location possibilities which included, Columbia Greene Community College, the Columbia County Fairgrounds, and the high school in East Greenbush.

2018 Junior Leadership Camp/Internship Program:

Ms. Wilber reminded the attendees that CEDC had received a \$5,000 grant from the Berkshire Taconic Community Foundation to fund the expansion of the Junior Leadership program. She noted the



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program had originally been planned as a summer program, but had been rescheduled as an afterschool program to run in October at the Hudson High School. Early commitments had been made by the Hudson City School District and Chatham Central School District. Questar III had contracted to provide curriculum development and classroom instruction. She noted that despite the support and marketing only 5 applications had been received. Feedback from the schools indicated that the reason was previous commitments to afterschool programs, jobs and sports.

Ms. Wilber stated both districts indicated the need for the program, and requested it be offered in 2019 at a time better suited to the student's time restraints. She noted that the Berkshire Taconic Foundation would be meeting in November to consider an extension of the \$5,000 grant to next year. Mr. Jones asked about the new proposed time frame for the program. Ms. Wilber stated the districts had indicated March or early summer would be best, with an internship to follow immediately. Mr. Lapenn noted that his wife who sat on the Berkshire Taconic review committee along with Jeff Hunt of the Chamber of Commerce had both removed themselves from the discussion and the decision of the grant extension.

Other Business:

Mr. Tucker handed out a sheet with the fourth pillar of the CEDC Strategic Plan, Workforce and Education. He reminded the attendees that the Board would be meeting December 18th to discuss the plan. He stated the pillars would be kept, but the Workforce and Education would be adjusted. Mr. Jones noted the pillar would remain because it is needed by the county, but caution would be observed regarding objectives and tactics.

With no further business to come before the committee and no public present, the meeting was adjourned at 5:05pm.

Respectfully submitted by Lisa Draushuk