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Columbia Economic Development Corporation

**MINUTES
COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
WORKFORCE DEVELOPMENT AND EDUCATION COMMITTEE**

Thursday, January 3, 2019

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 January 3, 2019. The meeting was called to order at 4:00pm by Chair Lapenn.

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	
Tony Jones	Committee Member	Present	
James Lapenn	Committee Chair	Present	
John Lee	Committee Member	Excused	
Michael Polemis	Committee Member	Excused	
Maria Suttmeier	Committee Member	Present	
F. Michael Tucker	President/CEO	Present	
Andy Howard	Counsel	Present	
Lisa Drahashuk	Administrative Supervisor	Present	
Martha Lane	Business Development Specialist	Present	
Erin McNary	Bookkeeper	Present	
Carol Wilber	Marketing Director	Present	

Minutes: *Ms. Finnegan made a motion, seconded by Mr. Jones to approve the April 17, 2018 minutes as presented. Carried.*

Junior Leadership Camp/Internship Program:

Ms. Wilber gave a brief update on the program, informing the Committee the Berkshire Taconic Foundation grant had been extended to 2019. She noted transportation and program timing remained to be determined. She stated Columbia Greene Community College professors would be utilized. She noted a target audience for the program had yet to be determined, noting the schools appeared to favor students who have no clear plans. Mr. Lapenn asked if there was a transportation component in the grant. Ms. Wilber stated she would review the document for that component.



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The Committee discussed the timing of the program, the enrollment of participants and the importance of promotion to the targeted students. They agreed an acknowledgement of the completion of the program was important. Ms. Suttmeier suggested that Questar students stay to attend the Junior Leadership program, or replace some of their classes with the curriculum from the Leadership program, noting no transportation would be required.

Twin County Recruitment Expo:

Mr. Tucker stated he was interested in continuing the Expo, in April and October. Ms. Adams asked how the success of the job fair could be judged. Mr. Jones stated business follow-up was done outlining the number of interviews and job applications received.

Career Jam:

Mr. Tucker stated Questar prefers to do a regional event as opposed to a county event. Mr. Tucker stated he had asked Mr. Church to give him 4 things that needed to be done and CEDC would do them. Ms. Adams suggested CEDC do something to complement the Questar program. Mr. Lapenn stated the Board and the Committee was unaware of all the current initiatives available.

CEDC Strategic Plan – Workforce and Education:

Mr. Lapenn expressed the need to know what programs currently existed in order to avoid duplication, noting the Committee was unaware of the current initiatives. The Committee discussed and agreed to create a compendium of the not-for-profits and workforce initiatives in Columbia County. Mr. Tucker stated he would have the document completed by March 15th.

Mr. Tucker stated he would be contacting Ms. O'Loughlin and obtaining her notes from the strategic planning session held on December 18th.

Mr. Lapenn reviewed and listed the Committee objectives:

1. Inventory of workforce development programs
2. Job Fair – ongoing
3. Leadership program
4. Career Jam – Determine ways to better support Jim Church at Questar

With no further business to come before the committee and no public present, *Ms. Suttmeier made a motion, seconded by Ms. Finnegan to adjourn the meeting. Carried. The meeting was adjourned at 5:05pm.*

Respectfully submitted by Lisa Draushuk