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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 November 7, 2019 at 3:30pm, at One Hudson City Centre, Suite 301, Hudson, NY 12534 for the purpose of discussing any matters that may be presented to the Committee for consideration.

Dated: October 31, 2019

Sarah Sterling

Secretary

Columbia Economic Development Corporation

CEDC Workforce and Education Committee Agenda

Chairperson:

James Lapenn

Members:

Ruth Adams

Russ Bartolotta

Jim Calvin

Dave Fingar

Tish Finnegan

Derek Grout

John Lee

Maria Suttmeier

1. Minutes, August 1, 2019*
2. Workforce & Education Committee Charter*
3. Career Jam
4. 2019 Junior Career Institute Update
5. BOCES STEAMing Towards Success
6. Labor-Educational Roundtable
7. Government Workforce Funding Initiative
8. Apprenticeship Summit
9. Mini Grant Program
10. Public Comment

Attachments:

Draft Minutes August 1, 2019

Workforce and Education Committee Charter

* Requires Approval



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MINUTES
COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
WORKFORCE DEVELOPMENT AND EDUCATION COMMITTEE
Thursday, August 1, 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 August 1, 2019. The meeting was called to order at 4:05pm by Chair Lapenn.

Attendee Name	Title	Status	Arrived/ Departed
Ruth Adams	Committee Member	Present	
Russell Bartolotta	Committee Member	Excused	
James Calvin	Committee Member	Excused	
David Fingar	Committee Member	Excused	
Tish Finnegan	Committee Member	Present	
Derek Grout	Committee Member	Present	
James Lapenn	Committee Chair	Present	
John Lee	Committee Member	Present	
Maria Suttmeier	Committee Member	Excused	
F. Michael Tucker	President/CEO	Present	
Andy Howard	Counsel	Present	
Lisa Drahushuk	Administrative Supervisor	Present	
Martha Lane	Business Development Specialist	Present	
Erin McNary	Bookkeeper	Present	
Carol Wilber	Marketing Director	Present	
Kayla Duntz	Student Intern	Present	

Minutes:

Ms. Finnegan made a motion, seconded by Mr. Grout to approve the March 7, 2019 minutes as presented. Carried.

2019 Junior Career Institute Update:

Ms. Wilber stated she sent a packet of information to the homes of the 15 students selected to participate in the program. The packet included a congratulatory letter, information about the program, a parent/guardian



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permission form and a career interest survey. Ms. Wilber stated the program included 4 – 4 hour sessions, to be held at Columbia-Greene Community College on Sept. 21, Oct. 5, Nov. 2 and Dec. 7. Ms. Wilber stated she is working with C-GCC to develop the curriculum; the first two sessions have been drafted. Mr. Lapenn requested the program curriculum be distributed to the committee when it became available. Ms. Finnegan asked how the students had been selected. Ms. Wilber noted that students were selected by Superintendents based on interest, motivation and likeliness to successfully complete the program. Special consideration was given to those student who traditionally face barriers to success.

Career Jam:

BOCES STEAMing Towards Success:

Mr. Tucker reviewed the past discussion with Mr. Church held at the prior Workforce Committee meeting. He informed the Committee Mr. Church had called to discuss a new idea that would introduce teachers to local businesses. The event would be held on 11/14/19. Mr. Tucker stated Questar was seeking sponsorships and CEDC would be invited to sit on the panels and would assist in inviting businesses. Mr. Tucker stated Questar had added the creative factor into the event. The Committee agreed to move forward and contribute \$1,500 to the event.

Mr. Tucker stated the Career Jam could be pushed to 2020, allowing time to identify teachers and businesses able to participate.

Mr. Tucker drew the Committees attention to the list he handed out with list of projects. He reviewed the list with the Committee.

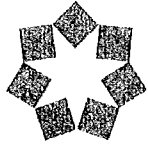
Labor–Educational Roundtable: In conjunction with Greene County, includes WIB, Chambers, Greene and Columbia IDA's. The event is anticipated in October or November 2019

Government Workforce Funding Initiative: CEDC needs to be the link from the College to businesses and other applying for funding. *Planned for 2019.*

Apprenticeship Summit: Mr. Tucker and Ms. Wilber will attend and will assist in marketing to Columbia County businesses. *Planned for 2019.*

Mr. Tucker informed the Committee he met with Kite's Nest and several others from the City of Hudson and invited them to the next Workforce Meeting.

Mr. Tucker stated he had been assisting a group applying for the Etsy Make City Grant.



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Mini-Grant Program:

Mr. Tucker suggested CEDC offer two to three \$1,500 grants. The Committee discussed smaller grants and the audience they should be directed to.

Administrative Matters:

The Committee discussed the Committee meeting time and suggested staggered meeting times. It was decided that beginning in January 2020, the Committee would try the staggered time schedule to allow an opportunity for all board members to attend.

With no further business to come before the committee and no public present, *Mr. Lapenn made a motion, seconded by Mr. Grout to adjourn the meeting. Carried. The meeting was adjourned at 5:14pm.*

Respectfully submitted by Lisa Draushuk

**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 37th day of March, 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 independent Directors of the Corporation, with a preference being given to individuals possessing experience and expertise in workforce and education matters. 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 or 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.
- 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:

- Work with Columbia-Greene Workforce Development Board to promote collaboration between economic development and education/training resources.
- 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.
- Partner with 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.