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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 16, 2020 at 8:30am, 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: January 9, 2020

Sarah Sterling, Secretary

Columbia Economic Development Corporation

CEDC Workforce and Education Committee

Agenda

Chairperson:

James Lapenn

Members:

Ruth Adams

Russ Bartolotta

Carlee Drummer

David Fingar

Tish Finnegan

Derek Grout

John Lee

Maria Suttmeier

1. Minutes, August 1, 2019*
2. Workforce & Education Committee Charter*
3. 2019 Discharged Duties Workforce & Education Committee*
4. Project Updates
 - a. Junior Career Institute
 - b. Career Jam
 - c. BOCES STEAMing Towards Success
 - d. Labor-Educational Roundtable
 - e. Mini Grant Program
5. Public Comment

Attachments:

Draft August 1, 2019 minutes

Meeting notes November 7, 2019

Workforce & Education Committee Charter

2019 Workforce and Education Committee Discharged Duties

* 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.

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



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Meeting Notes
COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
WORKFORCE DEVELOPMENT AND EDUCATION COMMITTEE
Thursday, November 7, 2019
4303 Route 9
Hudson, New York

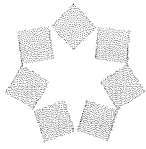
A regularly scheduled meeting of Columbia Economic Development Corporation's (CEDC) Workforce Development and Education Committee was held at their offices located at 4303 Route 9, Hudson, NY 12534 on November 7, 2019. The meeting was called to order at 3:30pm by Chair Lapenn.

Attendee Name	Title	Status	Arrived/ Departed
Ruth Adams	Committee Member	Excused	
Russell Bartolotta	Committee Member	Excused	
James Calvin	Committee Member	Excused	
David Fingar	Committee Member	Present	
Tish Finnegan	Committee Member	Present	
Derek Grout	Committee Member	Excused	
James Lapenn	Committee Chair	Present	
John Lee	Committee Member	Present	3:38pm
Maria Suttmeier	Committee Member	Excused	
Carlee Drummer	Board Member	Present	4:02pm
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	
Amy Bonville		Present	
Jim Church	Questar III	Present	3:44pm – 4:03pm

With no quorum present, the minutes and the charter review were postponed until the next meeting.

Career Jam:

Mr. Tucker stated he had attended the Saratoga Career Jam. He stated he felt Columbia County could and should hold a similar event in the county. He expressed concern about holding the



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appropriate activities. Mr. Tucker reminded the Committee, students from the 8th and 9th grades would be targeted. He noted that the coordination of the Saratoga event had been done by a hired consultant. He suggested Columbia County do the same.

2019 Junior Career Institute Update:

Ms. Wilber stated the program was running smoothly. She informed the Committee one student had dropped out of the program. She noted the remaining students all fully participated and attended. She noted the December session would be moved to January due to a scheduling conflict with testing. She stated the last session was tentatively set for January 25th, and would be held at the Saland Forum at Columbia Greene Community College.

Mr. Lapenn asked the status of the internships. Ms. Wilber stated she was continually capturing ideas from the students. She would be meeting with the Chamber President and CEO Jeffrey Hunt to line up the internships. She noted the internships would be kept close to the student's home, due to transportation issues. Mr. Tucker stated the program had proved so successful, plans were being developed to increase the area to Greene County as well.

BOCES STEAMing Towards Success:

Mr. Tucker stated the event would take place on November 14th, noting CEDC had contributed \$1,500 to the event. Mr. Church thanked the Committee for supporting the STEAMing program. He noted Questar III was joining Capital Region and WSWHE BOCES in hosting the November 14th event. He noted the event would include workshops, panel discussions and would develop engagements between teachers and STEAM professionals. He informed the Committee, lesson plans that had been developed to introduce STEAM to the classroom, would be available to the teachers for use in their home schools.

Labor-Educational Roundtable:

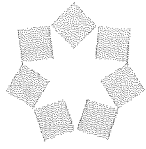
Mr. Tucker stated the event would be hosted by the NYS Department of Labor and held at Columbia-Greene Community College.

Government Workforce Funding Initiative:

Mr. Tucker noted the funds awarded had been mainly designated to SUNY schools.

Mini Grant Program:

Mr. Tucker suggested picking 10 not-for-profits and asking them to submit applications for the funds. Mr. Lapenn asked if schools should be included. Mr. Tucker noted he was unsure how the schools would be able to handle non-governmental monies.



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Other Business:

Ms. Wilber gave a brief overview of the 2019 Partners for Workforce Transformation Conference, a three day conference which addressed national best practices. The conference featured 27 workshops, 3 general sessions and 79 speakers. She stated she would be sharing with the Board the 2019 Labor Market Report which provided a snapshot of who is and who isn't working; growing occupations and sectors; and the number of potential works produced by NYS training and educational systems.

Mr. Tucker introduced Amy Bonville as CEDC's outsource partner who is working on initiatives with the Patterns for Progress report. Ms. Bonville stated her business focused on specialized projects for small businesses, acting as a mid-level manager.

Ms. Wilber informed the Committee she had attended the Veterans Workforce Summit. She stated she would include information about the event in the newsletter.

Ms. Drummer stated the College was in the midst of a GAP analysis which will help to identify the current needs of the college and those three to five years in the future.

With no further business to come before the committee and no public present, the meeting was adjourned at 4:34pm.

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.

2019 CEDC Workforce and Education Committee Report of Discharged Duties

During 2019 the Workforce and Education Committee:

- Discussed and authorized the pilot 2019 Junior Career Institute with funding through a grant from the Berkshire Taconic Community Foundation. The program consists of 4 hourly sessions during 4 months throughout the school year. Students from Columbia County school districts were invited to attend. Graduation will occur upon completion of the program in 2020. The Institute was a joint project with the Columbia County Chamber of Commerce and Columbia-Greene Community College. Plans are underway to expand to Greene County in the next class.
- Sponsored the Twin County Recruitment Expo, which attracted over 60 employers and 170 job seekers.
- Discussed the potential of a mini grant program components including targeted groups and funding amounts.
- Discussed and researched creating a compendium of workforce resources, providers and initiatives.
- Heard a report on Columbia Greene Community College's GAP Analysis.
- Heard staff report on Veteran's Workforce Summit and IEDC Partner's for Workforce Transformation Conference. Included in the conferences were presentations on best practices, a discussion of the 2019 Labor Market Report and a discussion about growing occupations and sectors.
- Sponsored Questar III's event, STEAMing Toward Success. The event was a collaboration of three BOCES organizations which focused on introducing teachers in the participating districts to local businesses involved in science, technology, engineering, arts and math. Teachers would have access to workshops and panel discussions. Lesson plans incorporating the concepts were made available for teachers to utilize at their home schools.