



# Choose Columbia

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 14, 2020 at 4:00pm for the purpose of discussing any matters that may be presented to the Committee for consideration. This meeting will not be open to the public due to COVID-19, but they may attend and participate in the meeting via ZOOM conference call. **Meeting Information:** Join Zoom Meeting, <https://us02web.zoom.us/j/83077738876?pwd=RkJhelBsUUNlOTVWT0daODhyaGN3Zz09> Meeting ID: 830 7773 8876, Passcode: 684551. Dial 1 929 205 6099, Meeting ID: 830 7773 8876

Dated: January 6, 2021  
Sarah Sterling, Secretary  
Columbia Economic Development Corporation

### CEDC Workforce and Education Committee Agenda

Chairman – James Lapenn	Carlee Drummer	Derek Grout
Ruth Adams	David Fingar	John Lee
Russell Bartolotta	Tish Finnegan	

1. Minutes, November 5, 2020\*
2. Workforce and Education Committee Charter\*
3. 2020 Committee Discharged Duties\*
4. Project Updates
  - a. 2020/2021 Junior Career Institute-Micro Internship Program
  - b. Questar III's Youth Apprenticeship Program
  - c. Career Jam
  - d. Coding Initiative
  - e. Mini Grant Program
5. Public Comment

#### Attachments:

Draft November 5, 2020 minutes  
Workforce and Education Committee Charter  
2020 Committee Discharged Duties

\* Requires Approval



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

Thursday, November 5, 2020

One Hudson City Centre

Suite 301

Hudson, New York

A regularly scheduled meeting of Columbia Economic Development Corporation's (CEDC) Workforce Development and Education Committee was held via Zoom due to the COVID-19 pandemic on November 5, 2020 at 8:30 am.

Attendee Name	Title	Status	Arrived/ Departed
Ruth Adams	Committee Member	Present via Zoom	
Russell Bartolotta	Committee Member	Excused	
David Fingar	Committee Member	Present via Zoom	
Tish Finnegan	Committee Member	Present via Zoom	
Derek Grout	Committee Member	Excused	
James Lapenn	Committee Chair	Present via Zoom	
John Lee	Committee Member	Present via Zoom	
Carlee Drummer	Board Member	Present Via Zoom	
F. Michael Tucker	President/CEO	Present via Zoom	
Andy Howard	Counsel	Present via Zoom	
Lisa Draushuk	Administrative Supervisor	Present via Zoom	
Martha Lane	Business Development Specialist	Present via Phone	
Erin McNary	Bookkeeper	Present via Zoom	
Carol Wilber	Marketing Director	Present via Zoom	

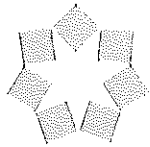
### Minutes:

*Mr. Fingar made a motion, seconded by Ms. Adams to approve the minutes from August 6, 2020. Carried.*

### Project Updates:

#### Junior Career Institute:

Ms. Wilber stated there was a core group of 14 students in the group. She stated she had 17 guest speakers to date and 4 employers had been pre-recorded for classroom instruction. She stated they had completed 3 sessions. She stated November 21<sup>st</sup> would be the final class as well as graduation. The Micro internships would begin soon after. She stated she would be reaching out to last year's graduates to begin their internships as well.



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Ms. Adams noted during her recent experience with mentoring, she suggested extending access to the mentors for a longer period of time. She felt that would be a substantial value to the students.

### **Questar III's Youth Apprenticeship Program:**

Mr. Tucker stated it has been difficult for them to move the program forward due to Covid. Ms. Wilber stated the hands-on aspect made any progress difficult during this time. She noted the Columbia County businesses participation was minimal, due to the programs not aligning with the programs currently offered at Columbia Greene Community College. Mr. Tucker stated he sees CEDC's role as a facilitator and bridge between business needs and educational opportunities. He noted there was state funding available. Dr. Drummer stated they were working with Questar III on their building technology program, which wasn't an exact match to the Questar program. She noted that work would continue once some of the outside issues were resolved. Ms. Drummer reviewed Columbia Greene's automotive offerings.

### **Career Jam:**

Mr. Tucker stated he and Ms. Wilber had had a conversation with the Career Jam team. He stated they were reviewing different platforms for the program. He stated the current focus was on Junior Career Leadership program. He stated the event had been pushed off to 2021.

### **Junior Achievement:**

Mr. Tucker stated Junior Achievement tied into the Career Jam because they are now partnering with the Career Jam consultants.

### **Arts in Education:**

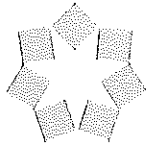
Mr. Tucker noted this had started with the Thomas Cole House and Olana. He stated PS-21 was exploring a possible arts and culture survey in partnership with CEDC and the Chamber of Commerce. He noted that it may be possible that CEDC has a role in reviving the Columbia County Council on the Arts.

### **Coding Initiative:**

Mr. Tucker stated Albany Can Code expressed an interest in working throughout the 8 county area. He noted CEDC had paid the tuition for 2 Hudson City School district students at a cost of \$700-\$800 each. He noted one completed the program and found a job, the other dropped out of the program. He stated HDC was also interested in exploring the program.

### **CGCC-BTCF Education Forum:**

Mr. Tucker stated he feels the program is still on hold. Mr. Lapenn asked if a little more background could be provided on the program. Dr. Drummer stated the Berkshire Taconic Foundation stated this



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program was the result of the survey done earlier. She stated the Foundation wanted to bring all in the community together in order to determine the needs community wide. She stated Malcolm Gladwell had been identified as the speaker. She stated she would be contacting Peter Taylor in order to obtain a status update.

## **Mini Grant Program:**

Mr. Tucker stated as we enter 2021 and we see what the New Initiatives money will be used for, he will bring to the committee, allocations. He stated there were opportunities to partner with others to bring broadband to those students who don't have broadband and are unable to afford it.

Mr. Tucker acknowledged Carol and Kelly Radzik's efforts on the Junior Career Institute. He noted a great deal of time and energy had been expended partly due to the need for doing it remotely.

Mr. Tucker stated he, Carol and Martha have been working with several partners, including Questar and Columbia Greene Community College on the possibility of developing a hospitality/tourism training program. He noted this was a result of the City of Hudson IDA's 620 Hudson House project. He likened it to other micro-certificate programs. He was interested in undertaking a study to determine the skill gaps the businesses are seeking to close. He stated CEDC's role would be to facilitate the program.

Ms. Lane noted that recruiting for a program would be challenging. She suggested a marketing budget and thinking about how to entice people to sign up for the program, focusing on engagement with the target audience.

Ms. Adams suggested that CEDC run some small business stories about the issues and solutions local businesses are implementing.

With no public present and no further comments, Mr. Lee made a motion, seconded by Ms. Adams, to adjourn the meeting at 9:17am.

*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 8<sup>th</sup> 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 serving on the committee 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.

## **2020 CEDC Workforce and Education Committee Report of Discharged Duties**

During 2020 the Workforce and Education Committee:

- Reviewed and approved the charter and the 2019 discharged duties.
- Received updates on and discussed the 2020 Junior Career Institute program, 14 students graduated the program in 2020 and 13 students graduated from the program in 2019. The partners in the program included Greene and Columbia County Chambers of Commerce and the Columbia – Greene Community College.
- Discussed the potential of a mini grant program components including targeted groups and funding amounts.
- Sponsored 2 students allowing them to participate in AlbanyCanCode.
- Partnered with Greene County and Junior Achievement on the local Questar Career Jam. Due to COVID-19 the event had to be postponed until 2021.