



Workforce Development Board of Sullivan, Inc.

*Robert Green, Chair
Laura Quigley, Executive Director*

Minutes December 8, 2020 - Full Board Meeting

Members Attending: Robert Green- Chairman, Jacob Lerner – Vice Chairman, Dory Alport – Treasurer, Judy Balaban- Secretary, Gene Kelly- At Large, Denise Burgio, Olga Campos, Dawn Ciorari, John Emminger, Loreen Gebelein, Stephen Gida, Christine Knickerbocker, Peggy Marchese, Angela Patella, Jay Quaintance, Jaime Schmeiser, Chris Schmidt, Susan Schmitt, Claire Taggart, Donna Willi.

Others Attending: Laura Quigley- WDB/ Executive Director, Klu Padu- Sullivan County Community College, Alana McGinnis – CWD/ Business Services Representative, Sharon Ferber- Community Resources/Administrative Assistant

This is a ZOOM meeting called to order at 8:01am.

Board Business:

1. Approval of September 2020 minutes.
Motion: Dory Alport
Second: Jaime Schmeiser
All in favor

2. Director's Report – Laura Quigley
Highlights:

We received guidance to move forward with the renewal of the system Memorandum of Understanding (MOU). This must be signed by all required partners of the Workforce system and is due by February 2021. So we will proceed quickly to complete it and gather signatures.

USDOL issued technical guidance for the statutorily required WIOA priority of service. The intent is to strengthen state and local policies and procedures that enhance services to primarily low income and skill deficient individuals. The goal must demonstrate that a minimum of 50% of individuals and up to 75% of participants are served. We are doing an internal scan to insure we are compliant with these goals. We will await the NYSDOL guidance.

SUNY Sullivan will be submitting an application to NYSED to move forward with offering a CNA program hopefully as soon as February of 2021. The College is also exploring the development of credit and non-credit, short-term certifications to promote entry and advancement in the workforce.

We have negotiated with NYSDOL and agreed to performance measures for program year 2020. We submitted measures for program year 2021 and are waiting for feedback from NYSDOL.

NYS unemployment may be ending for some as of December 2020. Between regular unemployment benefits and the extension some claimants have been eligible for up to 59 weeks.

Changes have been made to the MOVE Sullivan public transit routes. The changes allow for one route to go to Rock Hill and Woodridge and the other route to expand down Rte. 42 in Monticello to include

the housing complexes. We have implemented the \$2.00 fare. The new bus schedules have been printed and are available for anyone who needs them. Please e-mail Laura your request and we will get them out to you.

NYSDOL reports that the unemployment rate for October for Sullivan County was 6.7%. However the number of employed people has decreased and the number of unemployment claims have gone up. NYSDOL is working with us to see if we can determine what occupations are being laid off and what are the last certification dates of those positions. Also DOL is gathering information on IT and technology jobs and what those jobs look like in the future in light of the pandemic.

3. Loreen Gebelein, Director of Workforce Development gave an overview on Workforce Youth incentives. These incentives would be used to encourage youth to achieve certain education and employment goals. The incentives are designed to inspire WIOA youth participants to complete educational endeavors and attain valuable training credentials, aligning with local demand and performance measures. The incentives are intended as a compliment to services provided and/or recognition of a youth's personal attainment of goals. The Proposed Incentive Schedule is attached. All participants will be required to attend Virtual Career Readiness program before enrolling in the Incentive program.
4. Alana McGinnis reviewed the results from the Pop-Up Job Fairs this fall. Those result are in graph form and also attached.

Mr. Green adjourned the meeting at 8:50am.

Motion: Susan Schmidt

Second: Dory Alport

All in favor – meeting adjourned.

**Sullivan County Center for Workforce Development
WIOA Title IB Youth Program
Incentive Schedule and Disbursement Policy**

Summary:

The purpose of this policy is to address the use of Workforce Innovation and Opportunity Act (WIOA) Title I-B Youth funds for incentive payments.

Background:

20 CFR § 681.640 states that "incentive payments to youth participants are permitted for recognition and achievement directly tied to training activities and work experiences. The local program must have written policies and procedures in place governing the award of incentives and must ensure that such incentive payments are tied to the goals of the specific program; outlined in writing before the commencement of the program that may provide incentive payments; align with the local program's organizational policies; and are in accordance with the requirements contained in 2 CFR part 200."

Local Policy and Procedure:

As per provisions stated in the Workforce Innovation and Opportunity Act (WIOA), enrolled youth may be eligible for one or more monetary incentive installment(s) once pre-determined milestones have been achieved and verified during their participation period. Incentives are designed to inspire WIOA youth participants to complete educational endeavors and attain valuable training credentials, aligning with local performance measures. WIOA Youth Incentives are not intended as emergency assistance, but rather as a compliment to services provided and/or recognition of youth's personal attainment goals. Please refer to the attached incentive schedule (Exhibit 1) for milestone definitions and their associated incentive value.

Center for Workforce Development Staff will review incentive policies with participants by explaining the WIOA Incentive Plan Contract (Exhibit 2). A copy of the diploma/degree/certificate/license/paystub/attendance forms, etc. must be provided as evidence to warrant incentive payout. It is the participant's responsibility to notify the Sullivan County Workforce Development Caseworker of credentials/goals earned, and to provide the proper documentation to receive the incentive. Documentation must be provided within six weeks of the actual date a milestone has been successfully met to be eligible for incentive payout. This contract will be signed by staff and participant and maintained in participant folder with a copy given.

Once WIOA youth staff have verified that participant meets incentive criteria, an Incentive Request Form (Exhibit 3) must be submitted by staff and approved by a supervisor prior to disbursement. The WIOA youth staff is required to track on an excel spreadsheet all incentives paid out. The supervisor is responsible for forwarding a copy of the Incentive Request form to the Payroll Department to be paid out. Original forms and supporting documentation are to be maintained in the participant folder with a copy given to participant.

Written by: LM
Rev. 12.20

It is the responsibility of the youth staff to enter all comments in the NY State One Stop Operating System (OSOS) detailing each milestone achieved, incentive given, and ensure appropriate data entry.

Unless otherwise approved, incentive disbursements will be added to the participant's paycheck not to exceed the corresponding achievement amount and disbursements are limited to the actual incentives available at time of request unless other arrangements are approved. Incentives may not include entertainment, such as movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment.

The incentives hereby discussed will depend on available funding, and the Center for Workforce Development reserves the right at all times, under its own discretion to not pay out these incentives.

Proposed Incentive Schedule - WIOA Youth Program

Attainment of Degree or Certificate	
Attainment of Recognized Credential	\$100
Attainment of High School Diploma	\$200
Attainment of High School Equivalency	\$200
Work Readiness Skill Attainment	
Attainment of Work Readiness Certificate	\$50
Perfect Attendance in Work Readiness Workshops	\$50
Complete Measurable Achievement in Paid Work Experience	\$50
Placement in Employment or Higher Education	
3 Months of Employment	\$50
6 Months of Employment	\$50
9 Months of Employment	\$50
12 Months of Employment	\$100
Acceptance into Military	\$100
Started Post-Secondary Education	\$50
6 Months of Post Secondary Education	\$50
Complete 2 Semesters Post Secondary Education	\$100
3.2 GPA or Higher (per semester)	\$25
Rev:10/20	

Copy of Degree/ Certificate/ Official Transcript
 Copy of Diploma/ Official Transcript
 Copy of Diploma/ Official Transcript
 Copy of Work Readiness Certificate
 Copy of Work Readiness Attendance
 Work Experience Track Sheet w/ Supervisor Signature
 Pay Stub
 Pay Stub
 Pay Stub
 Pay Stub
 Military Record
 School Record
 School Record
 School Record
 School Record

Autumn 2020

Drive Thru & Pop Up Job
Fairs

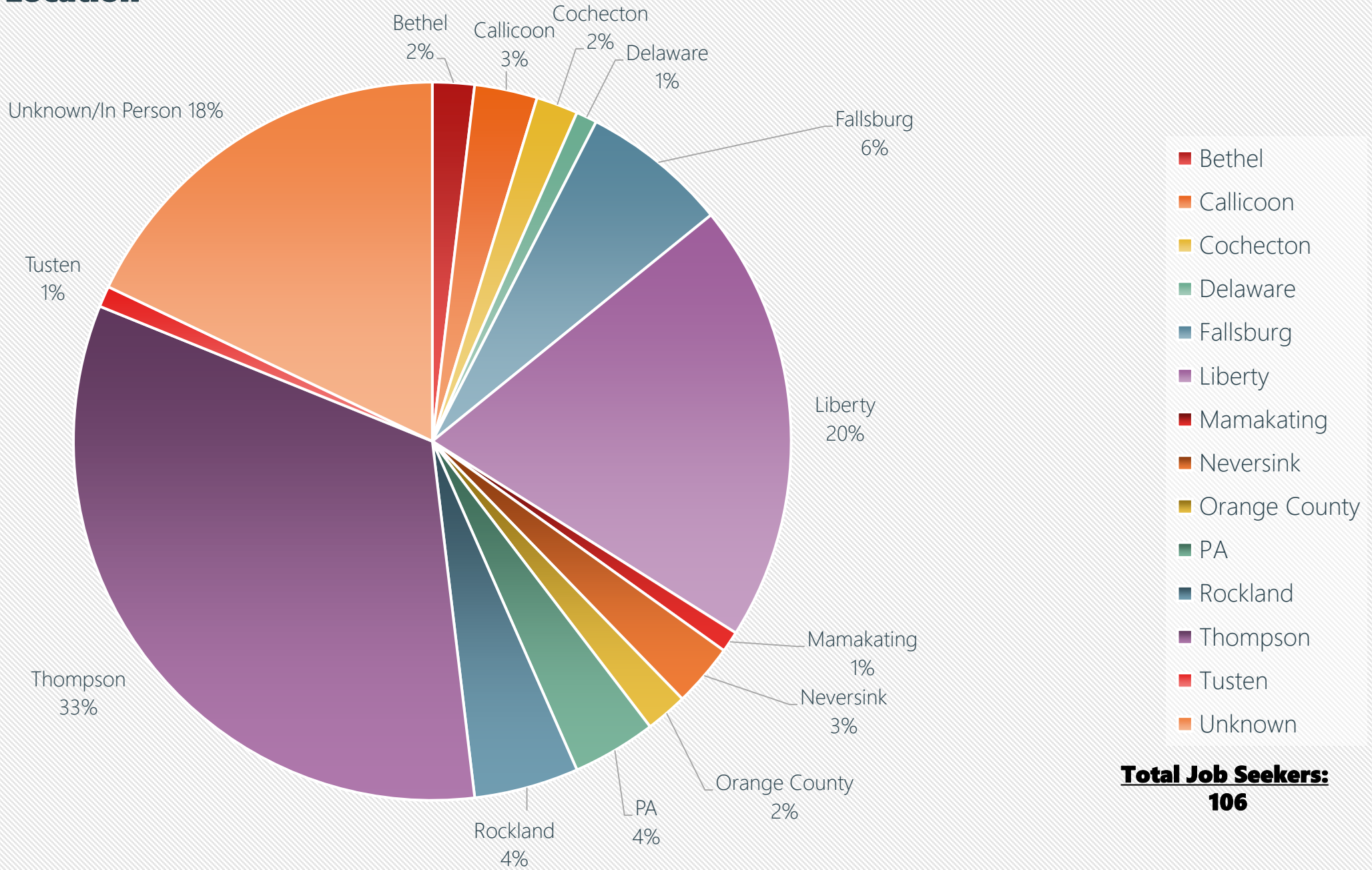


The data in this presentation was collected from both Drive Thru Job Fair and Pop Up Job Fair Events.

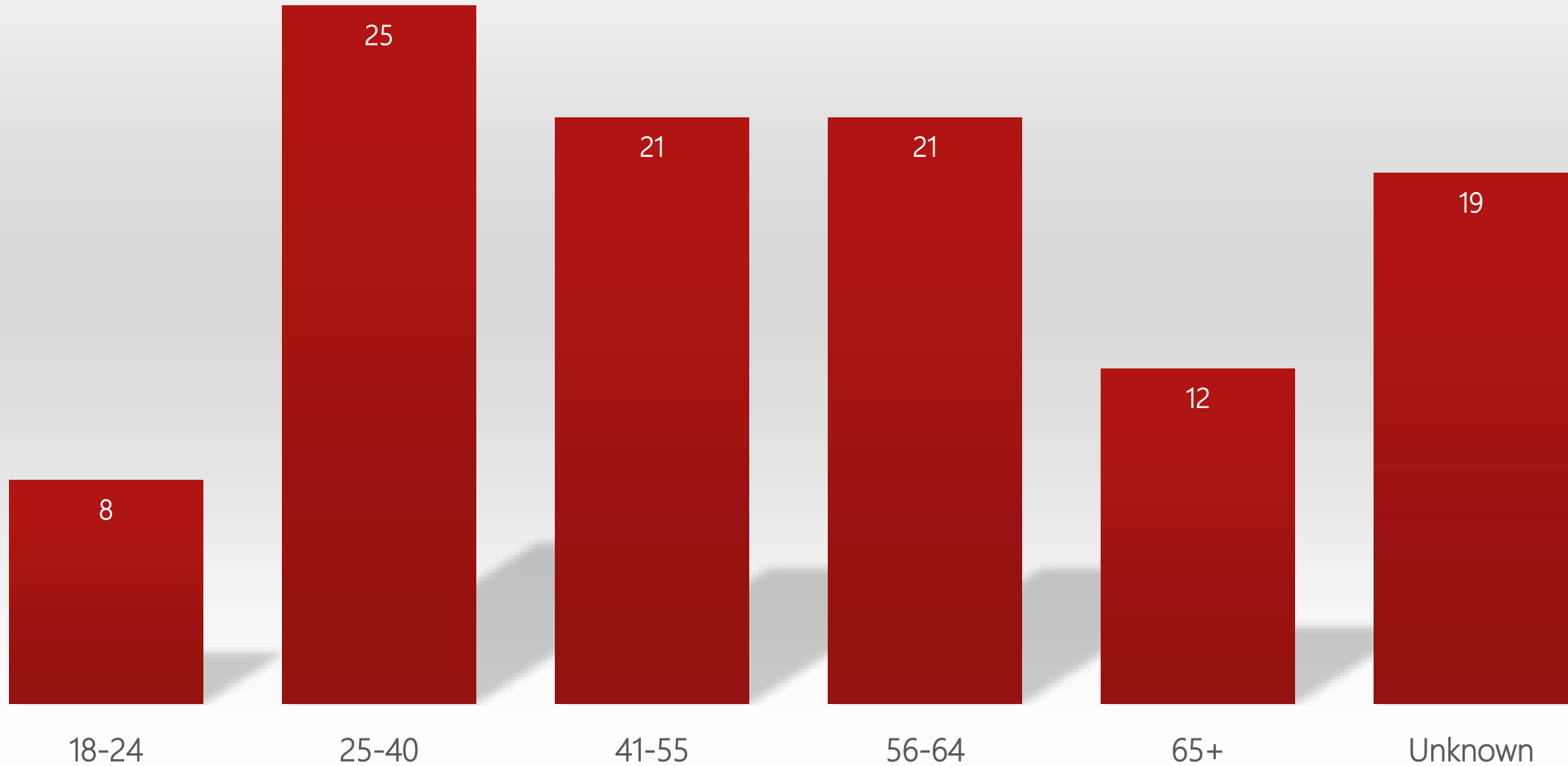
Data collected in the following categories:

- Number of Job Seekers by Location
 - Age range
 - Job seeker education
- Job seeker sector of interest
 - Employer results.

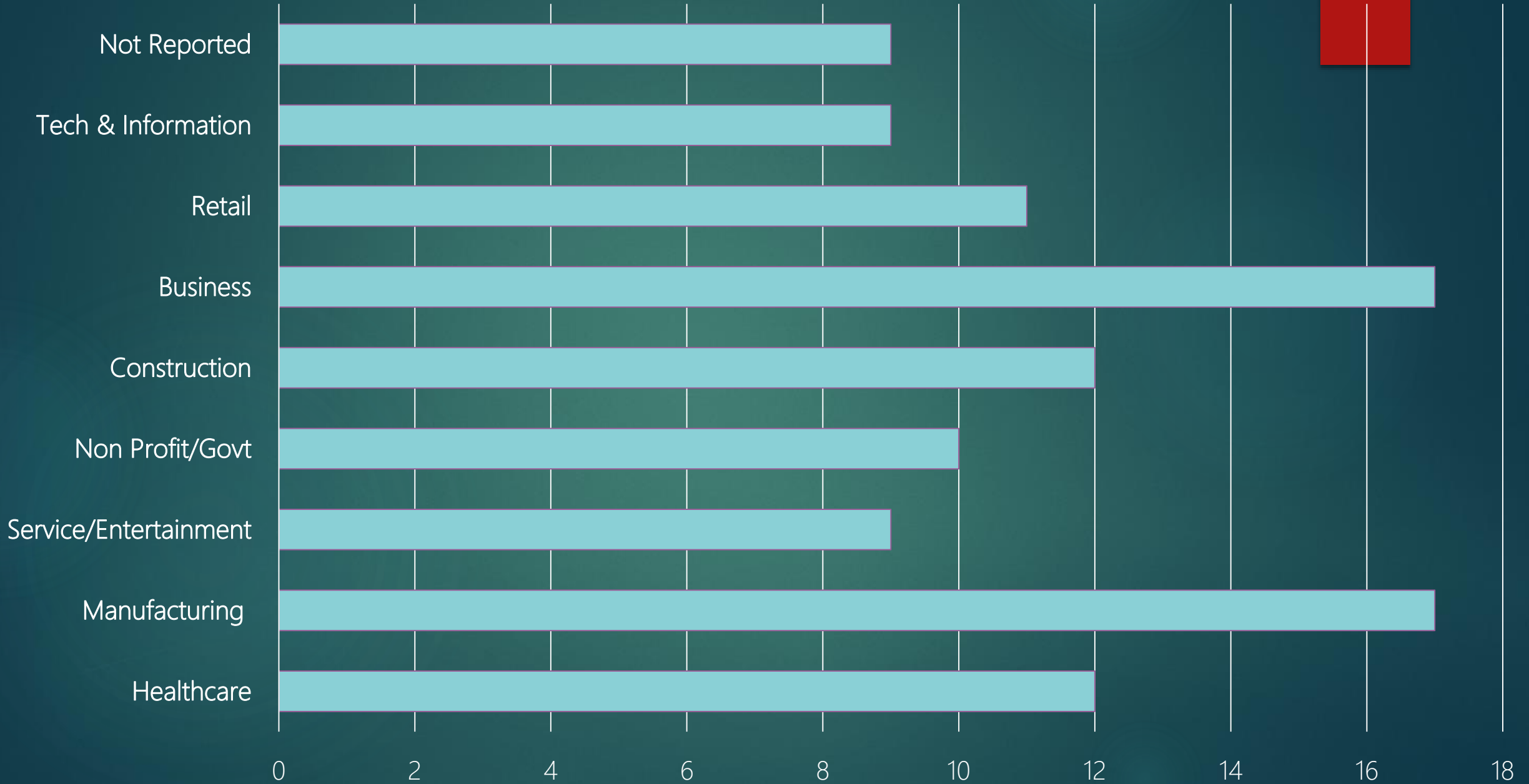
Jobseekers By Location



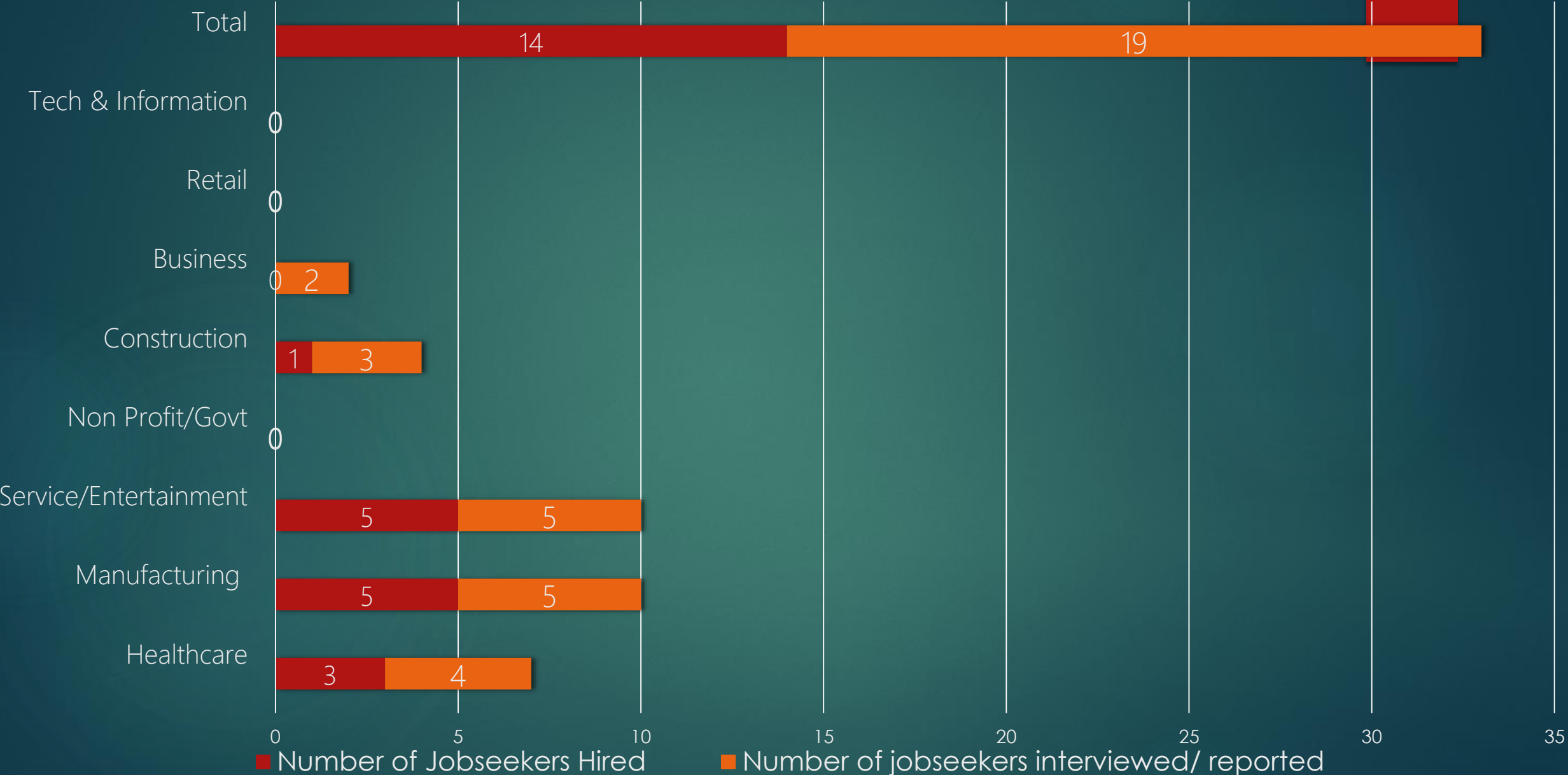
Job Seekers by Age Range



Job Seekers By Sector of Interest



Results



Conclusion & Questions

- ▶ 18% of Attendees were interviewed
- ▶ 14% of Attendees were hired
- ▶ This data is only what was reported back to me