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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 4, 2021 at 4:00pm, at their office located at One Hudson City Centre, Suite 301, Hudson, NY 12534 to consider all matters presented to the Board for consideration. This meeting is open to the public. Due to public health and safety concerns related to COVID-19, and in accordance with the Senate and Assembly bills (S.50001/A.40001), the meeting will be also be held **Zoom**, Join Zoom Meeting <https://us06web.zoom.us/j/81225880494?pwd=L1VyQ1BZT2VLQkk4VmEycktXZm9qdz09> Meeting ID: 812 2588 0494, Passcode: 327056, Dial by your location: 1 646 558 8656 NY Find your local number: <https://us06web.zoom.us/u/kQ1hG4dtD>

Dated: October 28, 2021
Sarah Sterling
Secretary Columbia Economic Development Corporation

CEDC Workforce and Education Committee Agenda

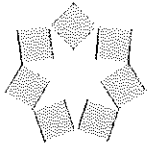
Chairman – James Lapenn	David Fingar	Derek Grout
Ruth Adams	Tish Finnegan	John Lee
Carlee Drummer		

1. Minutes, May 6, 2021*
2. Strategic Project Discussion
 - a. Career Jam
 - b. Career Connects “Junior Leadership Institute”
 - c. Job Fair
 - d. Micro Business Seminar
 - e. Entrepreneur for All
 - f. Focused Training Opportunities
 - i. Hospitality
 - ii. Clean Energy
 - iii. Manufacturing
 - iv. Coding
 - v. Other
3. Apprenticeship
4. Mentoring
5. Public Comment

Attachments:

Draft May 6, 2021 minutes

* Requires Approval



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MINUTES
COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
WORKFORCE DEVELOPMENT AND EDUCATION COMMITTEE

Thursday, May 6, 2021
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 May 6, 2021 at 4:01 pm.

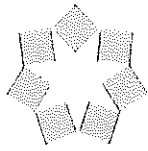
Attendee Name	Title	Status	Arrived/ Departed
Ruth Adams	Committee Member	Present via Zoom	
David Fingar	Committee Member	Present via Zoom	
Tish Finnegan	Committee Member	Present via Zoom	
Derek Grout	Committee Member	Present via Zoom	
James Lapenn	Committee Chair	Present via Zoom	
John Lee	Committee Member	Present via Zoom	
Carlee Drummer	Board Member	Present Via Zoom	
F. Michael Tucker	President/CEO	Present via Zoom	
Andy Howard	Counsel	Excused	
Lauren Cranna	Business Development Partner	Present via Zoom	
Lisa Drahushuk	Administrative Supervisor	Present via Zoom	
Martha Lane	Business Development Director	Present via Phone	
Erin McNary	Bookkeeper	Present via Zoom	
Cat Lyden	Bookkeeper/Administrative Assistant	Present via Zoom	
Bill Teator	Small Business Solution Center	Present via Zoom	
Ryan Van Amburgh	Small Business Solution Center	Present Via Zoom	

Minutes:

Mr. Fingar made a motion, seconded by Mr. Grout to approve the minutes from March 4, 2021. Carried.

Career Jam:

Mr. Tucker asked Mr. Van Amburgh and Mr. Teator to review the Career Jam site with the attendees. Mr. Van Amburgh shared his screen with the attendees and reviewed the site content. He noted the



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student had been very engaged with the site. Mr. Teator stated they hoped to utilize the virtual site as a wrap-around to an in person event

Junior Career Leadership Institute:

Mr. Tucker stated the program had had a virtual graduation in January and the contact had been ongoing with the participants. He stated Kelly Ann Radzik was uncomfortable beginning internships at the present time. He stated students were seeking information about their chosen careers. They thought they might have a panel discussions at the college levels discussing their fields of interests. He noted others had expressed interest in visiting a business. Ms. Radzik felt business visits could be set up in the Village of Catskill and the City of Hudson. Internships could possibly be arranged through the Columbia –Greene Workforce office. He noted there was a great deal of interest in next years' program. Mr. Tucker stated the NYS Workforce expressed interest in partnering in the program as did the Chamber of Commerce.

Career Fair:

Mr. Tucker stated CEDC had partnered over the past three years with Columbia-Greene Community College, NYS Workforce and Columbia Greene Media on the Career Fair. He stated this year the Workforce office is asking to partner with CEDC, the Greene County and Columbia County Chambers of Commerce for a virtual career fair in early to mid-August.

Microbusiness Seminar:

Ms. Lane gave an overview of the Microbusiness program. She noted the SBA has approved CEDC for additional technical assistance this year. She stated additional technical assistance may be offered to the Microbusiness course attendees. She stated assistance had been offered to the recipients of the Galvan Minority and Women Business assistance grants this year. Ms. Lane stated Entrepreneur For All program was interested in expanding into Columbia County. She stated they don't provide loans, but have a year-long incubator program. She stated the program served underserved individuals. After the incubator program they are paired with three mentors who continue to be available for an additional year. Mr. Tucker stated conversations were ongoing.

Focused Training Opportunities:

Hospitality:

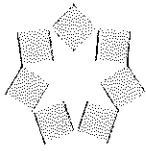
Clean Energy:

Manufacturing:

Coding:

Other:

Mr. Tucker stated a number of conversations had been had with specific business types. He noted Ms. Lane, Ms. Wilber and himself had conversations with hospitality businesses. He noted there were different tracks of training. One a basic hospitality training and a second for soft skills before learning



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basic hospitality skills. A second was for historic restoration. He noted several meetings had been held. Basilica Hudson had reached out regarding clean energy jobs. He felt CEDC needed to be aware of all the initiatives and determine where CEDC can be most effective with the resources.

Mr. Fingar asked CEDC's role. Mr. Tucker stated CEDC could serve as a convener. Mr. Lapenn asked about the use of The Strategic Plan. Mr. Tucker noted the last plan was several years old. He felt the pillars of the plan were still appropriate. He noted the goals and objectives were clear. He noted CEDC has proved its willingness to take on whatever it could, but noted it has limitations. He asked for the Committee's ideas on the role of CEDC.

Apprenticeship:

Mentoring:

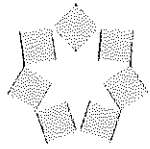
Mr. Tucker felt guidance was needed going forward on the level of involvement of CEDC. He noted COVID had brought this to the fore. Mr. Lapenn felt this went back to the original question posed at the first Workforce meeting, "what is the role of CEDC?"

Mr. Lapenn asked Dr. Drummer to address the hand-out she had provided the Board. Dr. Drummer reviewed the continuing education tax benefit that had been extended to employers. She asked that the word be spread about the topic. Mr. Tucker stated the information had been distributed to the Chamber of Commerce, the Workforce and Education Committee. He stated it would be included in the Columbia Comeback e-blast. He stated it would be discussed at the Columbia Comeback call on May 10th. He encouraged everyone to pass the word.

Mr. Tucker stated he and Mr. Lapenn had a conversation regarding a Berkshire Taconic Community Foundation programs. He stated one program involved hosting a speaker. He noted Dr. Drummer had begun work on this prior to COVID. He suggested that perhaps a Workforce /Education Series could be presented. Mr. Lapenn noted that the series discussed was nearly complete with one remaining. He felt a writeup could be available for review. Mr. Tucker stated he could get the links and disseminate.

Mr. Tucker thanked Dr. Drummer for her keynote speech at the Annual Meeting.

Mr. Fingar asked the next steps. Mr. Tucker stated he had contacted Mary Ellen O'Laughlin to review and revise the Strategic Plan. He will be addressing this at the Governance and Nominating Committee meeting. He noted several members have asked what role CEDC could play. He felt it was important to determine where our resources should designated. He felt it was important to address this going forward. He noted Columbia County was interested in CEDC completing some broadband related work.



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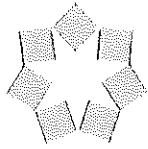
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Public Comment:

With no public present and no further comments, Mr. Fingar made a motion, seconded by Mr. Grout, to adjourn the meeting at 4:56pm.

Respectfully submitted by Lisa Drahusuk



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Meeting Notes
COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
WORKFORCE DEVELOPMENT AND EDUCATION COMMITTEE
Thursday, August 5, 2021
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 in person at One Hudson City Centre, Suite 301, Hudson, NY 12534 on August 5, 2021 at 8:31 am.

Attendee Name	Title	Status	Arrived/ Departed
Ruth Adams	Committee Member	Present via Zoom	
David Fingar	Committee Member	Present	
Tish Finnegan	Committee Member	Excused	
Derek Grout	Committee Member	Excused	
James Lapenn	Committee Chair	Present	
John Lee	Committee Member	Excused	
Carlee Drummer	Board Member	Present Via Zoom	
F. Michael Tucker	President/CEO	Present	
Andy Howard	Counsel	Present	
Lauren Cranna	Business Development Partner	Excused	
Lisa Drahushuk	Administrative Supervisor	Present	
Martha Lane	Business Development Director	Present	
Cathy Lyden	Bookkeeper/Administrative Assistant	Present	

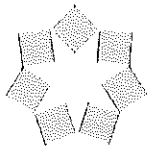
Mr. Tucker stated Dr. Drummer and Ms. Adams were joining the meeting via Zoom. He reminded the Committee that due to the fact they were not physically present at One Hudson City Centre, Suite 301, they would not count toward a quorum and would be unable to participate in a vote.

Mr. Lapenn noted there was no quorum present for the meeting, and called the meeting to order at 8:31am.

Strategic Project Discussion:

Career Jam:

Mr. Tucker noted the next event was scheduled for Spring 2022. He stated it was planned to be an in-person event. He noted students would be able to access the online version as well. Mr. Tucker stated due to the expansion of the program over a larger region, and the change to the business model, he was



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unsure which portions of their program the local area could afford. He explained the plan was to provide Columbia and Greene students with opportunities with local companies and provide the access to the virtual program.

Career Connection (Junior Career Leadership Institute):

Dr. Drummer stated upon reflection, it was decided to change the name to one more suited to the goals of the program. The program is now called Career Connections. She outlined the program, explaining the new structure would begin in the junior year and continue into the senior year. This would provide some continuity and would be beneficial when trying to place the outgoing juniors into internships before their senior year. She outlined the program which included workshops, career assessments projects, mentoring and a completion of a workplace credential.

Dr. Drummer stated they had applied for a grant from the Berkshire Taconic Foundation to assist in financing the program. She noted Columbia-Greene Community College would be contributing \$15,000 with CEDC matching that amount. She noted Greene County Cares fund would also be used to fund the program. She explained that if the Berkshire Taconic Foundation didn't approve the grant, she would be working through the Columbia-Greene Community College Foundation.

Job Fair:

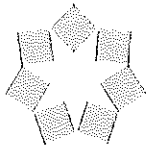
Mr. Tucker stated this year the NYS Workforce office is partnering with CEDC, the Greene and Columbia County Chambers of Commerce for a virtual career fair on August 16th & 17th. The unemployment numbers in the County were reviewed.

Microbusiness Seminar:

Ms. Lane stated the class was scheduled to begin on September 28th, she was hopeful it would take place in person at the Chamber of Commerce. She noted she had received one application and three instructors had been confirmed.

Entrepreneurship For All:

Ms. Lane stated the principals of the organization had expressed their intention of locating a chapter in the City of Hudson. She stated they provided a year-long program focusing on entrepreneurs and focused on mentorship. She felt they provided a different product and would be focusing on mentorships. She noted their last meeting focused on Community Navigators who would reach out to the under-served residents wishing to start a new business. Mr. Tucker felt the partnerships were important, noting that the stand alones working together, complement one another.



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Focused Training Opportunities:

Hospitality, Clean Energy, Manufacturing, Coding:

Mr. Tucker stated he was trying to work with the other partners to identify the needs and frequency of the training programs as well as the target audience. He noted that Hudson Hall had done a training program and found a large range of needed skills. He stated an organization was needed to run the program, and CEDC was not able to fulfill that role.

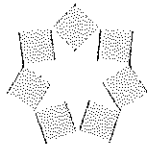
Mr. Tucker stated he was working with the new owners of a downtown store who wished to provide professional kitchen training. He noted the Basilica was doing clean energy and historic restoration; manufacturing was discussed with Fuse Hub (Empire State Development) and the Center for Economic Growth. He reminded the Committee CEDC had sponsored two attendees to the Albany Can Code, resulting in one who had graduated and was still working in the field. He informed the Committee Hudson Development Corporation was interested in focusing on workforce training once they finalize the sale of the Kaz property. He stated he had been in preliminary discussions with them regarding options.

Apprenticeship, Mentoring:

Mr. Tucker stated he had discussed these with Columbia-Greene Community College. He noted SUNY has a sophisticated apprenticeship office. He felt it was important to make small businesses more comfortable with mentoring, apprenticeships and internships, namely, educating them on their obligations regarding the programs and purposes. He noted that in Columbia County, nearly 70% of businesses have less than 10 employees. He noted it was difficult for these small employers to take time needed to focus on these programs.

Mr. Tucker informed the Committee, the Governor had announced round three of the Workforce Development initiatives. He felt a multi-county request would be best, noting Columbia, Greene and Rensselaer shared QUESTAR III and each individually had chambers of commerce and economic development organizations. He noted they were discussing the amount of the request. He felt if Career Jam offered their program to the entire region, and funding could be obtained for that program, it would lessen the burden on CEDC.

Mr. Tucker addressed the strategic planning process. He reviewed the workforce pillar with the Committee. He felt there had been a great deal of progress on the goal. He stated work remained on leveraging the education to workplace pipeline, noting it may not be CEDC's role. He suggested as they went through the strategic planning process, this section needed to be reviewed understanding that CEDC has developed a stronger partnership with the two other counties, Columbia-Greene Community College, Questar III and the Workforce Board. Mr. Fingar felt CEDC didn't need to lead this any longer.



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Mr. Fingar asked that our partners in the workforce and education sector be part of the strategic planning process. Mr. Tucker stated Ms. O'Loughlin could have a brief interview with them. Mr. Howard suggested in the future this committee may decide to be re-branded to reflect the changing state of the County.

Mr. Tucker will determine if a less formal group could be formed and still meet under the NYS Authority Budget Office regulations. Mr. Lapenn stated he would like to see more depth on the Committee as in multiple skills. He asked if more CEDC informed staff could be involved in the Workforce Investment Board. Mr. Tucker stated he would leave this up to the Board and the Committee to determine through the strategic planning process. He stated this may fall under the Project Manager position.

Public Comment:

With no quorum or public present and no further comments, the meeting adjourned at 9:22am.

Respectfully submitted by Lisa Drahushuk