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COLUMBIA ECONOMIC DEVELOPMENT CORPORATION NOTICE OF PUBLIC MEETING

Please take notice that there will be a meeting of the Columbia Economic Development Corporation Workforce and Education Committee held on January 13, 2022 at 8:30am, 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/88510535252?pwd=TnE5ZTF3aVUvK3JheEYvRUhKTUdlldz09>
Meeting ID: 885 1053 5252, Passcode: 179378, Dial by your location +1 646 558 8656
Find your local number: <https://us06web.zoom.us/j/kchcGkLanC>

Dated: January 6, 2022

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, November 4, 2021*
2. Workforce & Education Committee Charter*
3. 2021 Discharged Duties*
4. Strategic Project Discussion
 - a. Career Jam
 - b. Career Connects
 - c. Micro Business Seminar
 - d. Entrepreneur for All
 - e. Focused Training Opportunities
 - i. Hospitality
 - ii. Clean Energy
 - iii. Manufacturing
 - iv. Coding
 - v. Other
5. Apprenticeship
6. Mentoring
7. Public Comment

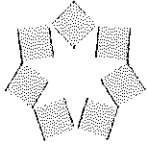
Attachments:

Draft November 4, 2021 minutes

Workforce & Education Committee Charter

2021 Discharged Duties

* Requires Approval



L.P.A.T

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MINUTES COLUMBIA ECONOMIC DEVELOPMENT CORPORATION WORKFORCE DEVELOPMENT AND EDUCATION COMMITTEE

Thursday, November 4, 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 November 4, 2021 at 4:00 pm.

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

Minutes:

Mr. Lee made a motion, seconded by Mr. Fingar to approve the minutes from May 6, 2021. Carried.

Mr. Tucker asked Mr. Church to introduce his new program, which he will be discussing with the Hudson City School District. Mr. Church shared a link to "The Expertise Project". He stated this website was created by a Hudson Valley Community College professor to be a resource for K-12 and on through college. He noted the website focuses on manufacturing, engineering, and construction in the region. He stated the program worked with many local businesses located in the Capital Region. He stated prior to students going in to a workplace, videos of workplaces are done by students. He stated the videos would be part of a curriculum involving lesson plans and activities. He felt this would be a good resource for the classroom, which was what he was currently discussing with Hudson City School District. Mr. Church stated they are



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still working out how the program can be integrated into school curriculum as well as be a gateway to employment.

Mr. Lapenn asked what CEDC's role would be. Mr. Church stated he wanted to hear what the Committee thought about the idea. He stated the teachers at Hudson, were excited to begin using the program. He also proposed a scholarship for a year, in order to see if it worked and to see how the program goals were met. Mr. Tucker suggested looking at a business plan.

Mr. Fingar asked how the businesses were selected. Mr. Church stated the program founder reached out to local construction businesses. He noted the program has been expanding. The Committee watched a sample video. Mr. Church stated he would obtain access to the full site for Mr. Tucker to review. Ms. Adams felt there were businesses in the area that would benefit, including the not-for-profits.

Ms. Drummer reminded the Committee that Columbia-Greene Community College has a building construction technology program that would be helpful to the Questar program.

Career Jam:

Career Connects:

Mr. Tucker noted the price of the event had doubled. He stated the Berkshire Taconic Foundation had given approval for the Career Connection, but stated they would advance a portion of the funds and hold \$25,000 which would be payable after the program met the metrics.

Career Jam:

Mr. Tucker notes the proposal for 2022 had been submitted and had doubled in price. He felt CEDC would be unable to participate at the past level.

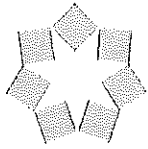
Career Fair:

Mr. Tucker stated the Workforce Investment office had held the job fair virtually, but planned on holding the next on in person.

Microbusiness Seminar:

Ms. Lane stated there were ten people in the program, three of which currently had a loan through CEDC with one planning to apply for a loan. Three were currently receiving technical assistance. She noted all would be eligible to receive technical assistance at the end of the program. The latest class instructor discussed writing a business plan. She stated she would send a list of students and instructors to the Committee.

Entrepreneurship For All:



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Mr. Tucker stated Peter Taylor of the Berkshire Taconic Foundation had brought this program to his attention. He noted there were approximately 10-12 people involved on the calls and included representatives who owned/managed shared workspaces, the Spark of Hudson and other organizations. He stated the program provided technical assistance to “pure” startups. Ms. Lane stated the focus was on the underserved, and those who have barriers that don’t exist for most of CEDC’s clients. They noted CEDC’s clients were generally further along in the process of beginning a business. Ms. Lane stated they were trying to find ways to reach potential clients. She stated the committee was setting up open hours at the Hudson Library. She noted Entrepreneurship For All was also holding a class, with one participant from Columbia County. Mr. Tucker stated this organization had various chapters throughout the country.

Mr. Tucker stated the organization was trying to expand. He stated they are holding an event on November 15th in partnership with the Black Entrepreneurship Market, which is funded by the Hudson Tourism Board. He stated they would be using this meeting to enable those exhibiting or who had booths at the summer market to learn how to participate in the Basilica’s Farm and Flea. CEDC agreed to provide \$250 for photography and food. Spark of Hudson and the Berkshire Taconic Foundation agreed to split the cost of a booth for up to 10 participants of the Black Entrepreneurs Market, allowing them to exhibit at the Basilica’s event.

Focused Training Opportunities:

Hospitality:

Clean Energy:

Manufacturing:

Coding:

Other:

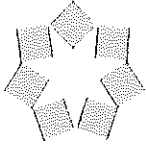
Mr. Tucker stated these were all under continual discussion because several IDA members are requiring each applicant provide some type of community workforce benefit. He stated he wanted to discuss these with the College.

Apprenticeship:

Mentoring:

Mr. Tucker stated an application had been submitted to the USDA to provide funding allowing CEDC to bring Economic Development and business services into the towns. He noted this was not successful. They stated the application wasn’t specific enough, naming businesses and the specific services required. They suggested CEDC should reapply in February.

Mr. Tucker stated he was working with Columbia County on their \$1 million they wish to set aside for small business support. He stated he had discussed how they wished to spend the funds. He suggested using the money over a 3 to 4 year period to mirror some of the services that the USDA grant would



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have been used for. He felt Ms. Lane could expand her technical assistance team and hold office hours or programs that would not compete with the Chamber of Commerce. As an alternative, he suggested CEDC partner with them and have them present the programs. He felt this would serve a broader group and could provide an online resource for county businesses, including not-for-profits. He envisioned it would be more of a platform to provide referrals and resources. Mr. Fingar stated the largest issue small businesses have right now is staffing, and wondered if there is any way to assist on that front.

Mr. Lapenn asked if he had spoken to Mary Ellen O'Loughlin regarding the fourth pillar of the Strategic Plan. Mr. Tucker noted she stated she needed to speak to the other Board members and meet again in November. He stated we needed to identify the issues and be the concierge to direct people to the right place.

Public Comment:

With no public present and no further comments, Mr. Fingar made a motion, seconded by Mr. Lee, to adjourn the meeting at 5:05pm.

Respectfully submitted by Lisa Drahusuk

**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 8th 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.

During 2021 the Workforce and Education Committee:

- Reviewed and approved the charter.
- Received updates on and discussed the Junior Career Institute program, which had transitioned to Career Connects and would be administered by Columbia-Greene Community College.
- Discussed the potential of a mini grant program components including targeted groups and funding amounts.
- Partnered with Greene County and Junior Achievement on the local Questar Career Jam.
- Heard updates on the Questar III Youth Apprenticeship Program, Career Fair, Career Jam and Entrepreneurship for All.
- Discussed the CEDC Strategic Plan and CEDC role in the current projects.