

WESTCHESTER-PUTNAM WORKFORCE INVESTMENT BOARD

Foundation Board Room, Westchester Community College, 75 Grasslands Road, Valhalla, NY 10595

Thursday, April 16, 2015

MINUTES

This meeting was called to order at 9:09 am

1. Roll Call

Board: David Singer, Chair; Allison Madison; Claudia Murphy; Ann Rubenzahl (representing for Dr. Belinda S. Miles); Dr. Marsha Gordon; Elaine Sozzi; Frederick Morrissey; James D. Schutzer; John Savage; Kevin McGuire; Marissa Brett; Michael Piazza; Richard Friedman; Richard Greenwald; Rosa Barksdale (telephone); Sorraya Sampson; Thom Kleiner; Thomas Capurso.

Staff: Donovan Beckford; OJ Yizar; Ali Tarchoun; Wanda Cruz.

2. Approval of Minutes of Board meeting held on February 13, 2015: Motion to approve the minutes was made by: Kevin McGuire; 2nd by Richard Greenwald; Abstentions: none; Motion carried.

3. Voting Items

a. (i) Transitional Funding Plan activities under WIOA that includes:

1. Strategic Plan Writer: \$15,000.00: To contract with LHC Creative Strategies, LLC to conduct local research, convene partners and to develop a four year strategic plan consistent with the federal Workforce Innovations and Opportunity Act (WIOA) and related State guidelines.
2. Website Modifications: \$25,000.00 interdepartmental agreement with the Westchester County Department of Information Technology (WCIT) to revise the www.westchesterputnamonestop.com website to meet the requirements of the Workforce Innovations and Opportunity Act (WIOA) and the conditions of the NYSDOL Technical Advisory #14-11. Further, enhance the website to automate contract delivery process for eligible training providers, business applicant for OJT and customized training. Enhancement of the online ITA process
3. Promotional Material Updates: \$25,000.00; to updating promotional material to reflect the requirements of the WIOA and the NYSDOL Technical Advisory #14-11. This work includes; design, development and production of material to include location signs, promotional flyers, banners, posters, bookmarks, business cards and other related items. Importantly, all new material will bear logo or marks that include the America's Job Center reference.
4. Community Informational Meeting \$1,500; to publicly promote three community forums to discuss the WIOA and its implementation with workforce stakeholders throughout the local area. These costs include promotion and light refreshment for participants.

5. Acquisition & installation of electronic smart boards in the Employment centers; \$10,000.00 to enhance communication among the centers' staff and customers; and to make these resources available to businesses; primarily small businesses and entrepreneurs.

Dr. Marsha Gordon and Sorraya Sampson reported back to the board on their attendance at the NAWB meeting in Washington, DC and identified resources on the new WIOA legislation and regulations. Suggestions were made to join forces with the CE team and Melinda Mack, NYATEP, to discuss regulations in order to align our strategy with plan to move forward.

Motion to authorize sending the Transition Funding Plan to Implement WIOA to New York State DOL was made by: John Savage; 2nd by: Elaine Sozzi; Abstentions: None; Motion carried.

- (ii) **One-Stop Partnership Agreement.** Discussion on the required One-Stop Partners under the new Workforce Innovations & Opportunity Act to include a representative(s) from local agencies.

Motion for authorization to convene the required partners to review the WIOA legislation and related draft regulations; and to develop recommendations on local implementation strategies to be presented to the WIB was made by: Allison Madison; 2nd by Kevin McGuire; Abstentions: none; Motion carried.

- (iii) **One-Stop Operator Agreement.** Board members volunteered to participate in three ad hoc committees to review the legislation and NPRM in order to recommend a plan of action to the WIB.

The Ad Hoc sub-committees are as follows:

Board: Ann Rubenzahl, Allison Madison, Kevin McGuire.

One-Stop: Allison Madison, Dr. Marsha Gordon, Claudia Murphy, John Savage, Kevin McGuire, Sorraya Sampson, Robert Greenwald.

Youth: Kevin McGuire, Rosa Barksdale, Wiley Harrison.

Annual Meeting: Frederick Morrissey, Marissa Brett, Richard Greenwald, James Schutzer.

Motion to authorize an Ad Hoc committee to review the legislation and NPRM and to report recommendations to the WIB was made by: Kevin McGuire, 2nd by Allison Madison; Abstentions: None; Motion carried.

- b. **Re-Entry RFP Contract** – To authorize a contract with Westhab for an amount not to exceed \$175,000.00 for a period not to exceed one year to provide pre-program, in-program and post-program job readiness and preparation services to adults who are involved with the criminal justice system that will result in 60 job placement and 30 retention in competitive jobs. **Motion to authorize a**

contract with Westhab, Inc. for an amount not to exceed \$175,000 was made by: Claudia Murphy; 2nd by Dr. Marsha Gordon; Abstentions: none; Motion carried.

- c. LHC Creative Strategies, LLC Strategic Plan Writer Contract** - To authorize contract with LHC Creative Strategies, LLC for an amount not to exceed \$15,000.00 for a period of one year to gather the relevant data and to develop the strategic plan for the Board that meet's the requirement of the Workforce Innovations and Opportunity Act (WIOA) (2014) and any technical advisory that maybe issued by the NYS WIB and or the NYSDOL. **Motion to award the contract to LHC Creative Strategies, LLC to write the 4 year Strategic Plan for an amount not to exceed \$15,000 was made by Elaine Sozzi; 2nd by Thom Kleiner; Abstentions: none; Motion Carried.**
- d. American Apprenticeship Grant Partnership with HV & NYC WIB** - To lead partnership application that may include the Hudson Valley WIB and NYC WIBs. **Motion to accept counter offer to join SEIU 1199 in the development and submission of proposal was made by Anne Rubenzahl; 2nd by Richard Greenwald; Abstentions: none; Motion carried.**
- e. United Way of Westchester and Putnam Counties Not-for-Profit Sector Business Sector Customized Training Program** - To approve contract with United way of Westchester & Putnam counties under the Not-for-Profit Sector Business Customized to train 40 incumbent workers in financial literacy/planning at a cost not-to-exceed \$4,000.00 for a period not to exceed one year. **Motion to approve contract with United Way of Westchester & Putnam counties to train 40 incumbent workers in financial literacy/planning at a cost not to exceed \$4,000 was made by: Dr. Marsha Gordon; 2nd by Sorraya Sampson; Abstentions: Marissa Brett, Allison Madison; Motion carried.**
- f. Child Care Council of Westchester -Child Development Associate (CDA) Training Initiative** - To approve the customized training contract for an amount not to exceed \$38,500 for a period of one year with Child Care Council of Westchester to train up to 20 incumbent workers and or new childcare workers pass the CDA which is a national credential. **Motion to approve contract with Childcare Council of Westchester to provide customized training for 20 incumbent workers and/or new hires to successfully pass the CDA exam, a national credential at a cost not to exceed \$38,500 was made by Kevin McGuire; 2nd by Allison Madison; Abstentions: none; Motion carried.**
- g. GROW Conference for Entrepreneurs and Business Owners-** To authorize the sponsorship of GROW Conference at Westchester Community College for an amount not to exceed \$1,500.00. **Motion to authorize the sponsorship of Grow Conference was made by Kevin McGuire; 2nd by John Savage; Abstentions: Anne Rubenzahl; Motion carried.**
- h. Strive for the Future Program Amendment-** To accept the no cost extension form Strive National and to amend Westhab Strive for the Future contract to

August 2015 to continue to serve youth involved in the criminal justice system in Yonkers. **Motion to accept the no cost extension and to correspondingly amend the Westhab Strive for the Future contract to extend the termination date to August 31, 2015 at no additional cost was made by: Kevin McGuire, 2nd by Allison Madison; Abstentions: none: Motion carried.**

- i. **Westhab's WWDAY Out of School Contract Amendment** - To amend the Westhab WWDAY Out of School program by adding 35 youth for a cost not to exceed \$35,000 to serve youth involved with the criminal justice system in Mount Vernon. **Motion to authorize the amendment of Westhab's current WWDAY Out of School Youth program by adding 35 youth to the program for a cost not-to-exceed \$35,000 was made by Richard Greenwald; 2nd by Kevin McGuire; Abstentions: none; Motion carried.**
- j. **Private Sector Employment Program-** To implement the Private Sector Employment Program. The goal of this program is to help over 200 young adults obtain a summer employment experience through local businesses. **Motion to authorize contract with seven youth service provider agencies for \$3,500 each for 6 months from April through September 2015 to work with the Business Council of Westchester was made by Richard Greenwald; 2nd by Kevin McGuire; Abstentions: Dr. Marsha Gordon, John Savage; Motion carried.**
- k. **Summer TANF-** To implement the Summer TANF Program. This is a program that provides subsidized summer employment for youth ages 14 to 20 who meet TANF eligibility guidelines. **Motion to authorize implementation of the Summer TANF Employment Program was made by Thom Kleiner; 2nd by Elaine Sozzi; Abstentions: Kevin McGuire; Motion carried.**
- l. **Foster Care Summer Employment Program-** To implement the Foster Care Summer Employment Program. This program provides summer employment opportunities to foster care sponsored youth throughout the Westchester County Parks and Recreation facilities. **Motion to authorize the implementation of the Foster Care Summer Employment Program was made by: Allison Madison; 2nd by Sorraya Sampson; Abstentions: Kevin McGuire; Motion carried.**
- m. **ITAs Exceeding Cap –** Request was made to designate an Ad Hoc Committee to work on structure of program for Ready to Work. The following board members volunteered: Kevin Maguire, Richard Greenwald and Marissa Brett. To approve funding the full cost of each ITA listed above in the total aggregate amount not-to-exceed \$5,200.00. **Motion to approve funding in full for each ITA in full in the amount not to exceed \$5,200.00 was made by Allison Madison; 2nd by Elaine Sozzi; Abstentions: Claudia Murphy; Motion carried.**
- n. **Just Add One Contract** - To approve a contract with Westchester Community College for an amount not to exceed \$134,993.50 for a period not to exceed one

year to implement the Just Add One (JAO) Initiative, which will provide business straining to up to 35 small businesses and entrepreneurs that will improve the operations of their respective businesses that will result in the hiring of at least one new employee. **Motion to authorize contract with Westchester Community College for an amount not to exceed \$134,993.50 was made by Allison Madison; 2nd by Elaine Sozzi; Abstentions: Anne Rubenzahl, Dr. Marsha Gordon; Motion carried.**

4. Program Updates:

- a. Financial Report** – Hard copies were made available to members. Director pointed to the summary which indicates progress toward 80% expenditures goal for WIA by June 30, 2015.
- b. Creative Direction Construction & Design, LLC** - Recommendation the WPWIB to approve \$71,250.00 to train 25 One Stop customers to sit for the National Certification for Construction Education Research (NCCER).
- c. The Fourth Annual Youth Summit**-To be held on April 1, 2015 at the Crowne Plaza Hotel, White Plains, NY. A tentative program agenda is included.
- d. YouthBuild and Strive programs updates**- Attached is the latest quarterly report for the YouthBuild program.
- e. Strive Program Update**- Attached is the latest quarterly report for the Strive program.

5. Meeting was adjourned at 10:14am.