

WESTCHESTER-PUTNAM WORKFORCE INVESTMENT BOARD

Westchester Community College

Library-Foundation Board Room

8:30 am – 10:00am

September 24, 2014

MEETING MINUTES

1. Roll Call:

- a. **Introduction of New Members- Donovan Beckford Director, Westchester-Putnam Workforce Investment Board introduced two new board members:**

Mark Franzoso, President, Franzoso Contracting

Frederick Morrissey, Director, Government & Community Relations Pace University

Board – David Singer; Wiley Harrison; Frank Morrissey; Joe DiCarlo; Claudia Murphy; Daniel Magnus; Kevin McGuire; James D. Schutzer; Mark Ridgeway; Elaine Sozzi; Robert Sanders; Michael Piazza; Potoula Gjidiya; Richard Friedman; Sorraya Sampson; Thom Kleiner; William Mooney, Jr.; John Savage; **Putnam County:** Kathy Mallon; **Staff:** Donovan Beckford; OJ Yizar; Allen Kelley; Sonda Norris-Lowe; Allison Jones; **Guests:** Dr. John Flynn; Ann Rubenzahl; Joanne Dunn; Allison Lake; Nory Padilla

2. **Approval of Minutes of Meeting held on June 16, 2014: Motion to approve the minutes was made by: Wiley Harrison; 2nd by Claudia Murphy; Abstentions; none; Motion: Approved**

3. Voting Items:

- a. **Westchester-Putnam Workforce Investment Board Strategic Plan for July 1, 2014:** To authorize the WIB to approve the completion of a one year local strategic plan as required by the New York State Department of Labor and a description of youth services for the new program year. Discussion on submitted Strategic Plan included the College Career Internship Program (Connex) has experienced difficulties. The Just Add One RFP did not receive a response. The Hudson Valley Manufacturing Sector Partnership will be led by Orange County. **Motion for the WPWIB to approve the completion of a one year local strategic plan as required by the New York State Department of Labor and a description of youth services for the new program year was made by Mark Ridgeway ; 2nd by Frederick Morrissey; Abstentions; none; Motion: Approved**

- b. **PY 2014 Annual Budget Amendment:**

To authorize the WPWIB to approve the amended PY 2014 Annual Budget. A response will be prepared at a later date with break out data for questions in reference to the fringe rate on the PY2014 Annual Budget.

Motion for the WPWIB to approve the amended PY2014 Annual Budget was made by: Wiley Harrison; 2nd by Elaine Sozzi; Abstentions; none; Motion: Approved

- c. **YouthBuild:**

To authorize the WPWIB to approve the plan to amend the City of Peekskill Youth Bureau and Westcop YouthBuild contracts to enroll 20 youth each for an amount not to exceed \$100,000 for period beginning January 2015 – December 2015. This will be funded through the WIA youth formula.

Motion for the WPWIB to approve the plan to amend the City of Peekskill Youth Bureau and Westcop YouthBuild contracts to enroll 20 youth each for an amount not to exceed \$100,000.00 for period beginning January 2015 – December 2015 was made by Kevin McGuire; 2nd by Wiley Harrison; Abstentions: John Savage; Motion: Approved

d. Strive for the Future II:

To authorize the WPWIB to approve the plan to amend Westhab's contract to continue Strive for the Future by enrolling 50 eligible youth for an amount to be determined. Approval pending funding from the Westchester County Department of Social Services and Westchester County Department of Corrections.

Motion for the WPWIB to approve the plan to amend Westhab's contract to continue Strive for the Future by enrolling 50 eligible youth for an amount to be determined. Approval pending funding from the Westchester County Department of Social Services and Westchester County Department of Corrections was made by Mark Ridgeway; 2nd by Bob Sanders; Abstentions: none; Motion: Approved

e. Hire Westchester/Hire Putnam:

- (i) The WPWIB to approve use of the "Hire Westchester/Hire Putnam" as the umbrella brand for our business services training programs to include OJT, Customized Training, Business Sector Training and any other federal, state or local business training initiatives.

- (ii) OJT

To approve contracting with the following businesses to hire and train new employees who are unemployed or under employed Westchester County residents at a cost of \$27,840.00

Motion for the WIB to approve use of "Hire Westchester/Hire Putnam" as the umbrella brand for our businesses services training programs to include OJT, Customized Training, Business Sector Training and any other federal state or local business training initiatives. To approve contracting with the following businesses to hire and train new employees who are unemployed or under employed Westchester County residents at a cost of \$27,840.00 was made by: Sorraya Sampson; 2nd by Thom Kleiner; Abstentions: Wiley Harrison; Motion: Approved

f. Customized Training Northern Westchester Hospital:

To authorize the WPWIB to approve a Customized Training Program with Northern Westchester Hospital to hire and train 10 individuals for positions in the Hospital's support services; concierge, activity coordinator, security, patient care associate, and business liaison at a cost not to exceed 40,000.00

Motion for the WPWIB to approve a Customized Training Program with Northern Westchester Hospital to hire and train 10 individuals for positions in the Hospital's support services; concierge, activity coordinator, security, patient care associate, and business liaison at a cost not to exceed \$40,000.00 was made by: Joe DiCarlo; 2nd by Wiley Harrison; Abstentions: none; Motion: Approved

g. Career Pathways II:

To authorize the WPWIB to approve contracting with Westchester Community Opportunity Program (WESTCOP) grant awardee and lead agency for Career Pathways II. The goal of the Mid Hudson Career Pathways II Program is to improve the skill, knowledge, and credential attainment of workers and to align educational attainment to local job placement for individuals who are 16 – 24 years old and are either receiving Temporary Assistance for Needy families (TANF) or meet the 200% poverty level.

Motion for the WIB to approve the contracting with Westchester Community Opportunity Program (WESTCOP) grant awardee and lead agency for Career Pathways II as stated above was made by: Sorroya Sampson; 2nd by Wiley Harrison; Abstentions: John Savage; Motion: Approved

h. Re-Entry Employment Initiative:

To authorize the WPWIB to approve the issuance of Request for Proposals (RFP) to solicit respondents to operate a Re-Entry Employment Initiative. Discussed having 10 businesses commit to the project.

Motion for the WP WIB to approve the issuance of Request for Proposals (RFP) to solicit respondents to operate a Re-Entry Employment Initiative was made by: Bob Sanders 2nd by Frederick Morrissey; Abstentions: Motion: Approved

i. EITC:

To authorize the WPWIB to approve issuing a RFP to solicit proposals for the 2015 VITA/EITC program at a cost not-to-exceed \$100,000.00 (\$50,000.00 from DSS/\$50,00.00 from Single Stop)

Motion for the WPWIB to approve the issuing of a RFP to solicit proposals for the 2015 VITA/EITC program at a cost not –to-exceed \$100,000.00 (\$50,00.00 from DSS/\$50,000.00 from Single Stop) was made was made by: Wiley Harrison; 2nd by Kevin McGuire; Abstentions: John Savage: Motion: Approved

j. Workforce Innovation and Opportunity act (WIOA):

To authorize the WPWIB to appoint an ad hoc committee to study the legislation and to report back to the WPWIB on anticipated impact, new strategies and changes that may be needed to effectively implement this legalization by July 1, 2015.

Motion for the WPWIB to appoint an ad hoc committee to study the legislation and to report back to the WPWIB on anticipated impact, new strategies and changes that may be needed to effectively implement this legalization by July 1, 2015 was made by: Jamie Schutzer; 2nd by Wiley Harrison; Abstentions: none; Motion: Approved. (Ad hoc committee members are: David Singer; Claudia Murphy; Wiley Harrison; Sorroya Sampson; Joe DiCarlo; John Savage; Bob Sanders; Ann Rubenzahl; and Potoula Gjidija)

k. Just Add One:

A Request for Proposals (RFP) was issued on behalf of the WPWIB on July 24, 2014 with proposals due August 22, 2014. The RFP was re-issued August 14, 2014 and the information session was held August 18, 2014. Proposals due September 8, 2014. No responses were received. The WPWIB will authorize the reissue of RFP after consultation with the ad hoc committee and other shareholders. Discussed RFP was too broad based, needs more clarification. Allocation amount should be stated in RFP and consideration should be given to for profits.

Motion was made for the WPWIB to approve the reissuance of the Just Add One RFP as stated above was made by: Elaine Sozzi; 2nd by Wiley Harrison; Abstentions: none: Motion: Approved

l. Regional Manufacturing Sector Partnership

To authorize the WPWIB to appoint an ad hoc committee to work with Orange County Community College and the Hudson Valley Regional Council and other partners on a Regional Manufacturing Sector Partnership.

Motion for the WPWIB to approve the appointment of an ad hoc committee to work with Orange County Community College and the Hudson Valley Regional Council and other regional partners on a

Regional Manufacturing Sector Partnership was made by Thom Kleiner; 2nd by Elaine Sozzi; Abstentions; none: Motion Approved.

m. PY 2014 Common Measures Goals

To authorize the WPWIB to accept the federal performance measures for PY 2014

Motion for the WPWIB to approve the federal performance measures for PY 2014 was made by Mark Ridgeway; 2nd by Kevin McGuire; Abstentions; none: Motion Approved

Informational Items:

n. Connections for Success Summit

Tuesday, September 16, 2014 from 8:30am to 4:00pm at the Westchester County Center

Lowell Hawthorne Gust Speaker president & CEO, Golden Krust Corporation and author of "The Baker's Son".

o. One Stop Survey:

Discussed the surveys will assess how job seekers and businesses feel about services. Surveys will be placed at each center. Currently paper based proposing to modify website to have them completed on line. Feedback will be presented at each Board Meeting.

5. Meeting adjourned at 10:05 am.