

**Westchester Putnam Workforce Development Board**  
**120 Bloomingdale Road**  
**White Plains, New York 10605**  
**March 29, 2018 from 8:30 am to 10:00am, Conference C-D**

**Minutes of the December 6, 2017 Board Meeting (approved)**

- I. **Call to Order, David Singer, Chair**
- II. **Roll Call:** Board members: David Singer; Allison Madison; Amy Allen; Claudia Murphy; Dr. Marsha Gordon; George Oros; (OJ Yizar); Kevin McGuire(A. Tarchoun); Michele Green; Natalie Griffith; Rich Greenwald; Robert O. Sanders; Wiley Harrison. Staff: Donovan Beckford; OJ Yizar, Ali Tarchoun, Allison Jones, Sherry Bruck, Henry Daisy
- III. **Minutes of October 25, 2017 Meeting:** A motion to approve the minutes was made by Wally Harrison, second by Robert Sanders. No abstentions or objections. Motion carried.
- IV. **Sub-Committee Chair Reports:**
  - i. Program- Dr. Marsha Gordon
  - ii. Performance and Accountability - Allison Madison
  - iii. Business Engagement- Joe DiCarlo

*A motion to approve all three Committee Chairs reports was made by Amy Allen and second by Robert Sanders. No abstentions or objections. Motion carried*

- V. **Voting Item(s)**
  - A. **Lease agreement for the Relocation of One-Stop Career Centers:** Authorize Westchester County Department of Public Works enter into an agreement with 130 Modern Commercial, LLC for a term commencing February 1, 2018 and expiring on January 31, 2023 for 9,327 square feet of space at 130 Mount Vernon Avenue, Mount Vernon, New York.

**Discussion:** In 1999 the WIA Board decided there would be a workforce center located in Mt. Vernon, NY. The Department of Social Services made space and financial resources available to renovate the current location. However the space has not been able attract local businesses. The current administration saw a need to relocate the center to a more employer friendly space. Property

for consideration is called the “Modern” located at 130 Mt. Vernon Avenue Mt. Vernon, NY.

*Motion by: Wiley Harrison Second by: Natalie Griffith. No abstentions or objections. Motion carried.*

- B. Local WIOA Strategic Plan:** Approval of the Westchester-Putnam Local WIOA Strategic Plan.

*Motion by: Allison Madison; Second by: Dr. Marsha Gordon. No abstentions or objections. Motion carried.*

- C. Westchester-Putnam Workforce Development By-Laws Amendment Business Training Agreements:** approval of the amendment of the Board’s By-laws to address the public posting of meeting minutes after each meeting to meet the State’s open meeting law and the requirement of WIOA.

*Motion by: Wiley Harris; Second by: Natalie Griffith. No abstentions or objections. Motion carried*

- D. Ready to Work Project Amendment:** Authorize the Westchester County Department of Social Services to submit a second project amendment for the Ready to work grant to the USDOL to request

*Motion by: Allison Madison; Second by: Rich Greenwald. No abstentions or objections. Motion carried.*

- E. Strive Forward Budget Modification:** Authorize Westchester County to accept an additional \$92,000 from Strive National; and to further amend Westhab Inc.’s Strive Forward contract to increase it by an amount of \$76,450, to a new not exceed amount of \$544,450.

*Motion by: Dr. Marsha Gordon. Second by: Allison Madison. No abstentions or objections. Motion carried.*

- F. Branding of the One Stop Career Center:** Authorize sign to be used to brand each Career Center in the local area.

*Motion by: Allison Madison. Second by: Dr. Marsha Gordon. No abstentions or objections. Motion carried*

**VI. Discussion Item(s)**

**i. Apprenticeship**

- A. National Effort**
- B. NYS Apprenticeship System**

Board Chair David Singer discussed the challenges with apprenticeships. There are preferred long wait lists to enter controlled by various unions. The members discussed the possibility of developing an apprenticeships program separate from the trade unions. Create a new thread by engaging various industries.

**VII. Program Reports**

- A. Jobs Waiting Program**
  - a. 1. Ready To Work**
  - b. 2. Tech Hire**
- B. LEAP**
- C. Strive Forward**
- D. YouthBuild**

**VIII. Presentation: Office for Small Business & Entrepreneurs Available in the City of Mount Vernon, Kenneth Plummer, President & CEO, Kensworth Consulting.**

Mr. Kenneth Plummer President & CEO of Kensworth Consulting, provide a summary and overview of his company located at The Roosevelt Square Professional Building located in Mt. Vernon, NY. Kensworth Consulting serves as an incubator for new and upcoming businesses. An invitation was extended to the Board to visit the facility.

**IX. Adjournment**

*Motion to adjourn by: Allison Madison; Second by: Robert Sander. No abstentions or objections. Meeting adjourned at 11am.*