

WESTCHESTER-PUTNAM WORKFORCE DEVELOPMENT BOARD

120 BLOOMINGDALE ROAD, WHITE PLAINS, NY 10605

THURSDAY, MARCH 30, 2017

8:30 – 10:00 A.M.

AGENDA

- I. Roll Call**
- II. Minutes from January 27, 2017 meeting**
- III. Voting Items:**
 - A. AMENDMENT TO ONE-STOP OPERATOR REQUEST FOR PROPOSAL:** Request authorization to amend the One-Stop Operator Request for Proposal (RFP) to reduce the scope of work and to further clarify various aspects of the solicitation based on the inquiries received from the information session and other interested parties. Further to authorize the performance and accountability committee to review and rate the submissions received and to present its recommendation to the Workforce Development Board for its consideration and approval.
 - B. APPROVAL OF INIDVIDUAL TAINING ACCOUNTS (ITA) OVER THE CAP:** Request authorization to cover the full cost of tuition, fees and books for the following career center customers, for each of whom ITA request exceed the \$3,000 limit established by the Workforce Development Board. The customers include; Ebony Bush (NY#06653902); James Nigro (NY# 014927213); Tyshawn Reid (NY#011419384); Stephanie Salazar (NY#014883059); Myra Smith (NY#07104679); and Timothy Wood (NY#014945171).
 - C. NEW ON-THE-JOB TRAINING (OJT) & CUSTOMIZED INCUMBENT WORKER TRAINING PROCESS, CONTRACTS AND VOUCHER:** Request authorization of the new process, contracts and related voucher for OJT & CIWT.
 - D. FUNDS TRANSFER FROM DISLOCATED WORKER TO ADULTS:** Request authorization to submit a request to the NYS Department of Labor to transfer \$50,000 of PY16 Dislocated Worker funds to PY16 Adult funds to pay for the increased number of business training applications.

- E. GRANT WRITER FOR US DEPARTMENT OF LABOR EMPLOYMENT AND TRAINING FOA-ETA 17-03 (YOUTH BUILD):** Request authorization to issue an RFQ, evaluate and establish contract with the best qualified and least costly respondent to prepare formal response on behalf of the Workforce Development Board, to the to the USDOL in response to the Youth Build SGA.

- F. GRANT WRITER FOR US DEPARTMENT OF LABOR EMPLOYMENT AND TRAINING REENTRY PROJECT:** Request authorization to issue an RFQ, evaluate and establish contract with the best qualified and least costly respondent to prepare formal response on behalf of the Workforce Development Board, to the to the USDOL in response to the Re-entry SGA.

- G. WESPO BOOTHS at BUSINESS COUNCIL OF WESTCHESTER EXPO:** Request authorization to purchase two exhibitor booths at the BCW WEPO at the cost of \$1,800 each for a total of not to exceed \$3,600 for the Jobs Waiting Program and the One-Stop Career to promote their respective participants, services & resources to participating businesses.

IV. Discussion Items

- A. ONE-STOP PARTNERSHIP MEMORANDUM OF UNDERSTANDING (MOU):** Update on the progress with the Westchester-Putnam One-Stop Partnership MOU as required by the NYSDOL and is due no later than June 30, 2017.

- B. 2017 ANNUAL BOARD MEETING:** Update on the Westchester-Putnam Workforce Development Board's 2016-2017 Annual General meeting.

- C. PY 18 Budget Cuts and Advocacy for Workforce Funding:** The president's proposed budget reflects a 21% across the board cut for workforce development programs. If these cuts are approved, it would mean significant cuts in our local program operations, especially in business services that we have established a robust and steady public relations campaign. It is necessary that the Workforce Development Board engage federal elected officials in our local area to advocate against these proposed reductions.

- D. Sub-Lease Agreement with the NYSDOL for 120 Bloomingdale Road, White Plains:** There has not been an agreement with the NYSDOL for this agreement for the past two years: May 1, 2015 to April 30, 2017. Primarily, the NYSDOL is demanding that the original agreement that required a 50% cost sharing for the One-Stop Career

Center space be changed to increase the county share. Further, the NYSDOL has indicated that it will begin to establish individual contracts with the partners that provide services in the career center: as well as starting in July 1, 2017, failure to establish an agreement, it will deduct what it has determined to be Westchester's fair share on a monthly basis.

V. Informational Items

A. Monthly Expenditure Report: Update report reflecting obligations, accruals and expenditures as for period ending March 31, 2017.

B. Career Center Monthly Report attached for review and discussion is the February 2017 Monthly Report across the system.

VI. Adjournment

WESTCHESTER-PUTNAM WORKFORCE DEVELOPMENT BOARD

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8:30 – 10:00 A.M.

MINUTES FOR JANUARY 27, 2017

- I. Roll Call:** Board members: Allison Madison, Amy Allen, Claudia Murphy David Singer, Chair, Dr. Iris Pagan, Dr. Marsha Gordon, Edward Coke, James D. Schutzer, Joseph DiCarlo, Michele Green, Nick Simard, Natalie Griffith, Richard Greenwald, Richard St. Paul, Robert O. Sanders, Thom Kleiner, Thomas Capurso and Wiley Harrison, and William Mooney III. Telephone: Karl Rhode, Staff: Donovan Beckford; Ali Tarchoun; Sonda Norris-Lowe; OJ Yizar and Mary Kehoe Guest: Sherry Bruck and Risa Hoag from Harquin.
- II. Special Presentation:** Westchester- Putnam Marketing Promotion by Sherry Bruck, Harquin Creative Group.

Comments and Recommendations

- Harquin stressed the importance of all the Board members to like the Facebook page.
 - All partners are requested to link and logo on their agency's webpage.
 - A business focus group is being planned.
 - The Business Journal will publish a series of articles on the services and programs offered at the One-Stop.
- III. Minutes from January 27, 2017 meeting**
- Motioned to accept by Allison Madison; 2ND by Wiley Harrison; No abstentions; all in favor. Motion carried.*
- IV. Voting Items**
- A. Westchester County Association:** Authorization to amend the agreement with Westchester County Association for the provision of project management

services for the Jobs Waiting for the period from July 1, 2015 through October 31, 2018 for a total aggregate amount not-to-exceed \$2,025,670 by increasing the amount not-to-exceed by an additional \$1,364,956 to an amount not-to-exceed \$3,390,626

Motioned to accept by Allison Madison; 2ND by Wiley Harrison; No abstentions; all in favor. Motion carried.

- B. Career Center Operator Request for Proposal:** Retroactive authorization to issue a Request for Proposal to procure a vendor to be the System Operator as required Pursuant to Title 20 CFR Section 678.620.

Comments and Recommendations

- On August 19th the NYSDOL published the final regulations
- The regulations allowed for two options:
 - the One-Stop system can be managed by the Board in which case the staff currently assigned to the One-Stop would have to be laid off. All of the One-Stop services (managerial and implementation) would be the responsibility of this agency.
 - The Board can procure the services of the One-Stop Operator to monitor and provide technical assistance to the One-Stop Partnership. One-Stop services will still be the responsibility of the current staff of DSS. (This option was selected).

Motioned to accept by Claudia Murphy; 2ND by Thom Kleiner; No abstentions; all in favor. Motion carried.

- C. One-Stop Operator Memorandum of Agreement Career Center Operator Request for Proposal :** Authorization to convene the One-Stop Partnership for the purpose of developing a One-Stop Memorandum of Understanding (MOU), as required in accordance with Section 121 (ii) of WIOA and Section 662.400 (c) of the WIOA Rules and Regulations

Motioned to accept by Claudia Murphy; 2ND by Thom Kleiner; No abstentions; all in favor. Motion carried.

- D. 2017 Volunteer Income / Earned Income Tax Program:**

- i. Authorization to acceptance of a grant of \$31,000 from the IRS to support the Westchester County 2017 VITA/EITC program.

Motioned to accept by Iris Pagan; 2ND by Michel Green; No abstentions; all in favor. Motion carried.

- ii. Authorization to accept the 2017 VITA/EITC Program Plan.

Motioned to accept by Ed Cooke; 2ND by Thom Kleiner; No abstentions; all in favor. Motion carried

- E. Westchester Community Opportunity Program 2017 Volunteer Income/ Earned Income Tax Credit Program:** Authorization to enter into a contractual agreement with Westcop, Inc. to manage the 2017 VITA Program from January 1, 2017 to July 31, 2020 for an amount not-to-exceed t not-to-exceed \$60,000.

Motioned to accept by Thom Kleiner; 2ND by Nick Simard; No abstentions; all in favor. Motion carried.

- F. Westhab Inc. 2016 TechHire Boot Camp Services :** Authorization to enter into a contractual agreement with Westhab, Inc. to administer the TechHire Boot Camp Services for the period from January 1, 2017 to June 30, 2020for an amount not-to-exceed \$600,000. Westhab will have a sub-agreement with The Workplace Inc. in delivering the services.

Motioned to accept by Michele Green; 2ND by Marsha Gordon; No abstentions; all in favor. Motion carried.

- G. 2016 Leap-2 Employment Initiative:** Authorization to enter into a contractual agreement with Westhab, Inc. to administer the 2016 LEAP-2 Employment Initiative for the period from October 1, 2016 to June 30, 2018 for an amount not-to-exceed t not-to-exceed \$415,000.

Motioned to accept by William Mooney III; 2ND by Allison Madison; No abstentions; all in favor. Motion carried.

- H. Hire Westchester-Putnam:**

- i. Authorization to enter into a contractual agreement with Business of Your Business, LLC to hire and train two Administrative Assistant/Receptionist December 1, 2016 to June 30, 2017 for an amount not-to-exceed \$15,000.

Motioned to accept by William Mooney III; 2ND by Marsha Gordon; No abstentions; all in favor. Motion carried.

- ii. Authorization to enter into an On-the-Job Training agreement with Empire Fields Services for an amount not-to-exceed \$20,000 for the period of August 29, 2016 to September 28, 2017.

Motioned to accept by William Mooney III; 2ND by Marsha Gordon; No abstentions; all in favor. Motion carried.

- I. **Career Center Site Remodeling:** Authorization to purchase office furniture for the White Palms and Mt. Vernon Career Centers in an amount not-to-exceed \$331,052.00.

Motioned to accept by Joe DiCarlo; 2ND by Irene Pagan; No abstentions; all in favor. Motion carried.

- J. **Adult and Dislocated Worker Funds Transfer Requests for Program Year PY2016:** Authorization to submit a request to the NYS Department of Labor to transfer \$150,000 of PY16 Dislocated Worker funds to PY16 Adult funds to pay for the increased number of ITA's.

Motioned to accept by Marsha Gordon; 2ND by Allison Madison; No abstentions; all in favor. Motion carried.

- K. **Request for ITA over the limit:** Authorization to approve ITAs above the \$3k cap for Gabriel Juarez, Curtis Brown, Eugene Lynch and Yahira Rodriguez under "Priority of Service" in the amount not to exceed \$18,690.

Motioned to accept by Marsha Gordon; 2ND by Richard Greenwald; No abstentions; all in favor. Motion carried.

- L. **Economic Development Advisory Group:** Authorization to plan to develop an Economic Advisory group and accept the action plan.

Motioned to accept by Marsha Gordon; 2ND by Richard Greenwald; No abstentions; all in favor. Motion carried.

- M. **State Elective Officials Career Center Visit:** Authorization to accept the action plan to host elected officials visit of the Westchester Career Center.

Motioned to accept by Ed Cooke; 2ND by Belinda Milles; No abstentions; all in favor. Motion carried.

N. 2016 TECHHIRE Partnership Marketing And Promotion Proposal: Authorize Westchester County to amend the existing marketing and promotional services contract with Harrison Edwards to provide marketing and promotional services for the TechHire-Jobs Waiting program for an amount of \$150,000 (\$100,000 in Professional Services and \$50,000 in Marketing and Promotional Services) and to add \$150,000 in Marketing and Promotional Services to the Ready to Work-Jobs Waiting program. The total contract amendment is not to exceed \$300,000 and is scheduled to end by October 31, 2018.

Motioned to accept by Iris Pagan; 2ND by Amy Allen; No abstentions; all in favor. Motion carried.

V. Non-Voting Items

A. PY16 Expenditures Report for period ending December 31, 2016.

B. December 2016 monthly report

VI. Adjournment 9:45 AM

WESTCHESTER-PUTNAM WORKFORCE DEVELOPMENT BOARD

120 BLOOMINGDALE ROAD, WHITE PLAINS, NY 10605

THURSDAY, MARCH 30, 2017

8:30 – 10:00 A.M.

ONE-STOP CAREER CENTER PARTNERSHIP REQUEST FOR PROPOSAL AMENDMENT

1. Request to Amend the RFP: On January 17, 2017, the Workforce Development Board issued a RFP to solicit qualified respondents to provide services as required to be One-Stop Career Center Operator. On February 10, 2017 an informational session was held. There were xxx in attendance. Based on inquiries received during this information session and other independent inquiries, it was necessary to amend the initial solicitation to clarify various aspects of the RFP; primarily including the scope of services required by the RFP. The amendment was developed and posted on March 20, 2017. The proposals are due on March 31, 2017. Further, the performance and accountability committee will review and rate all responses based on the best qualified and least costly; and to submit a recommendation to the Board for its consideration and recommendation to the county to establish an agreement with the successful respondent.

The following table shows the scope of work in the initial RFP compared to the revised scope of services in the amendment:

Initial Scope of Services	New Scope of Services
<p>Coordinate of One-Stop Partnership</p> <ul style="list-style-type: none"> Coordinate services between the core WIOA Partners (WIOA Title 1, Adult Education, Vocational Rehabilitation, and Wagner-Peyser Employment Services) in the One-Stop System and Center(s) and will work with all funded Operators to facilitate partnering and implementation of agreed upon roles, resource sharing, and with the required One- Stop core partners via a Memorandum of Understanding, still to be developed. ¹ 	<p>Coordinate of One-Stop Partnership</p> <ul style="list-style-type: none"> Work with partners to continuously improve the system Conduct six (6) meetings per year with representatives of the service providers in the One-Stop System. Arrange and offer at least two (2) cross-partner frontline staff training annually. The partners have agreed to adhere to the following procedures for resolving disputes that may arise between or among the partners.

<ul style="list-style-type: none"> • Convene partners regularly to build affiliation and commitment. • Work with partners to continuously improve the system • Expand partnership and increase intergraded service delivery • Arrange and offer cross-partner frontline staff training 	
<p>Process and Service Provision</p> <ul style="list-style-type: none"> • Develop processes to monitor that all customers receive appropriate, timely, and effective WIOA services; • Provide guidance on the development of a broad range of employment and training services to meet the needs of residents and employers to be provided in the One-Stop Center(s); • Help implement a formal referral process for services within and outside of the Center(s); • Conduct monthly meetings with representatives of the service providers in the One Stop System; 	<p>Process and Service Provision</p> <ul style="list-style-type: none"> • Develop processes to monitor that all customers receive appropriate, timely, and effective WIOA services. • Help implement a formal referral process for services within and outside of the Center(s).
<p>Accountability and Reporting</p> <ul style="list-style-type: none"> • Develop and implement a system to gather, analyze, and report performance of core partners, center processes, and system services; • Perform continuous improvement activities to achieve high level of service quality and to enhance customer service; 	<p>Accountability and Reporting</p> <ul style="list-style-type: none"> • Use the established a system to gather, analyze, and report performance of core partners, center processes, and system services. • Monitor local, state and federal performance standard which require written finds and

<ul style="list-style-type: none"> • Ensure compliance with all State and local policies and procedures relative to One-Stop System and One-Stop Center; 	<p>appropriated corrective action plan for the career service providers.</p> <ul style="list-style-type: none"> • Ensure compliance with all State and local policies and procedures relative to One-Stop System and One-Stop Center. • Prepare and submit monthly and quarterly reports for the Workforce Development Board
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Required Action: Request authorization to amend the One-Stop Operator Request for Proposal (RFP) to reduce the scope of work and to further clarify various aspects of the solicitation based on the inquiries received from the information session and other interested parties. Further to authorize the performance and accountability committee to review and rate the submissions received and to present its recommendation to the Workforce Development Board for its consideration and approval.

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APPROVAL OF INDIVIDUAL TRAINING ACCOUNTS (ITA) OVER THE CAP of \$3,000

- 1. Ebony Bush (NY#06653902) Priority of Service-Dislocated Worker:**
Requesting an additional \$615 to cover the cost for full tuition, books and fees to attend Phlebotomist and EKG Technician training at Hudson Valley Career Training Center, total not-to-exceed amount will be \$3,615.
- 2. James Nigro (NY# 014927213) Priority of Service-Disconnected/Older Youth:**
Requesting an additional \$920 to cover the cost for full tuition, books and fees to train to become an Auto Service Tech at Southern Westchester BOCES (SWBOCES), total not-to-exceed amount will be \$3,920.
- 3. Tyshawn Reid (NY#011419384) Priority of Service- Re-Entry**
Requesting an additional \$2,775 to cover full tuition, books and fees to train to in Heating, Ventilation, Air Conditioning Technician at SWBOCES, total not-to-exceed amount will be \$5,775.
- 4. Stephanie Salazar (NY#014883059) Priority of Service-Disconnected/Older Youth:**
Requesting an additional \$850.00 to cover full tuition, books and fees to train to become a Clinical Medical Assistant at SWBOCES, total not-to-exceed amount will be \$5,775.
- 5. Myra Smith (NY#07104679) Priority of Service-Career Pathways:**
Requesting an additional \$850.00 to cover full tuition, books and fees to train to become a Clinical Medical Assistant at SWBOCES, total not-to-exceed amount will be \$3,850.
- 6. Timothy Wood (NY#014945171) Priority of Service-Dislocated Worker:** Requesting an additional \$935.00 to cover full tuition, books and fees to train to become an Automotive Technician at SWBOCES, total not-to-exceed amount will be \$3,935.

Required Action: Request authorization to approve request to cover the cost of full tuition, fees and books for the following customers; Ebony Bush (NY#06653902); James Nigro (NY# 014927213);Tyshawn Reid (NY#011419384); Stephanie Salazar (NY#014883059); Myra Smith (NY#07104679) ;and Timothy Wood (NY#014945171).

WESTCHESTER-PUTNAM WORKFORCE DEVELOPMENT BOARD

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THURSDAY, MARCH 30, 2017

8:30 – 10:00 A.M.

NEW ON-THE-JOB TRAINING ACCOUNTS & CUSTOMIZED INCUMBENT TRAINING (CIIT)

CONTRACTS

In an effort to streamline the process of establishing contracts with employers for OJT and Customized training, a new system was developed with Westchester County Law department. The new approval system will be similar to the current ITA process.

1. An Employer will submit an application for OJT and Customized training online.
2. A request will be sent to Acquisitions and Contracts to approve the contract.
3. The term of the agreement will begin the date of execution and ending on June 30, 2021.
4. The employer will be required to sign the agreement and submit proof of the general liability, workman compensation and disability insurances.
5. When the employer has an open position, the employer will contract the job developer for a skill assessment and individual employment training plan.
6. Upon completion the employer will be issued a voucher for each employee.

Advantages:

- Eliminates the need for individual request per contracts. These new agreements will be multi-year agreement and be approved per OJT/CIIT
- There is no set not-to-exceed amount per contract. The amount of funding will be based on case by case basis.
- Removes the restriction and need for a revised contract request when the employers need to hire additional personnel or for a different position.

Required Action: Request authorization of the new process, contracts and related voucher for OJT & CIWT.

Summary of the Approval Process

Current Approval Process	Revised Approval Process
<ul style="list-style-type: none"> • Employer registers an employer's account on the website 	<ul style="list-style-type: none"> • Employer registers an employer's account on the website
<ul style="list-style-type: none"> • Employer post a current job opening on the website 	<ul style="list-style-type: none"> • Employer post a current job opening on the website
<ul style="list-style-type: none"> • Employer submit an online Business Training application (BTA) online 	<ul style="list-style-type: none"> • Employer submit an online Business Training application (BTA) online
<ul style="list-style-type: none"> • The BTA is reviewed by staff 	<ul style="list-style-type: none"> • A request is submitted to the Short-term/Acquisition & Contract Board requesting approval to add the employer to become an Eligible Business Training Provider
<ul style="list-style-type: none"> • Staff completes due diligence and the skill gap assessment 	<ul style="list-style-type: none"> • Once approved the employer is issued a four (4)-year zero dollar financial agreement.
<ul style="list-style-type: none"> • The BTA is approved by the Director 	<ul style="list-style-type: none"> • Once the employers return the contract, it is forwarded to the County Attorney for execution.
<ul style="list-style-type: none"> • A request is submitted to the Short-term/Acquisition & Contract Board for approval to enter into a contractual agreement with the employer. 	<ul style="list-style-type: none"> • Employer post a current job opening on the website
<ul style="list-style-type: none"> • Once approved the employer is issued a one(1)-year contract 	<ul style="list-style-type: none"> • Employer submit an online Business Training application (BTA) online
<ul style="list-style-type: none"> • Once the employer returns the contract, it is forwarded to the County Attorney for execution. 	<ul style="list-style-type: none"> • A voucher is generated when submitted
<ul style="list-style-type: none"> • Business hires the new employee as 	<ul style="list-style-type: none"> • The BTA is reviewed by staff

• The employers submits the invoice	• The BTA is approved by the Director
	• Business hires the new worker
	• The employers submits the invoice

WESTCHESTER-PUTNAM WORKFORCE DEVELOPMENT BOARD

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THURSDAY, MARCH 30, 2017

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ADULT AND DISLOCATED WORKER FUNDS TRANSFER REQUESTS FOR PROGRAM YEAR PY2016

Request to submit a request to the NYS Department of Labor to transfer \$50,000 of PY16 Dislocated Worker funds to PY16 Adult funds to pay for the increased number of Individual Training Accounts. This is needed to support business training applications.

Required Action: Request authorization to submit a request to the NYS Department of Labor to transfer \$50,000 of PY16 Dislocated Worker funds to PY16 Adult funds to pay for the increased number of OJT, ITA and Customized Training applications.

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US DEPARTMENT OF LABOR EMPLOYMENT AND TRAINING FOA-ETA 17-03 (YOUTH BUILD)

YouthBuild Program: approximately \$80 million

Anticipated Funding Opportunity Announcement – February 2017: Awards in June 2017

YouthBuild is a community-based alternative education program for youth between the ages of 16 and 24 who are high school dropouts or those who previously dropped out and subsequently re-enrolled, adjudicated youth, youth in and aging out of foster care, youth with disabilities, and other disadvantaged youth populations. The YouthBuild program simultaneously addresses several core issues important to low-income communities: affordable housing, education, employment, leadership development, and energy efficiency.

These grants will be awarded to organizations to oversee the provision of education, occupational skills training, and employment services to disadvantaged youth. This FOA will award approximately 80 grants across the country. Individual grants will range from \$700,000 to \$1.1 million and require an exact 25 percent match from applicants, using sources other than federal funding. The grant period of performance for this FOA is 40 months, including a four-month planning period.

Required Action: Request authorization to issue and RFQ requesting the services of a grant writer and submit application in response to the Youth Build SGA.

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US DEPARTMENT OF LABOR EMPLOYMENT AND TRAINING REENTRY PROJECT

Reentry Projects - \$66,000,000 Anticipated Publication February, 2017: Awards in June 2017
The Employment and Training Administration (ETA) plans to award approximately \$66 million to fund Reentry Projects which provide the opportunity for organizations to build customized projects built on evidence-based and informed interventions or promising practices that will lead to improved employment outcomes for either young adults between the ages of 18 to 24 who have been involved in either the juvenile or adult justice system or adults ages 25 or older who have been incarcerated in the adult criminal justice system and released from prison or jail within 180 days ; all participants must reside in high-poverty, high-crime communities. Applicants must demonstrate evidence-based and informed interventions or promising practices that lead to increased employment outcomes for this population in their selected geographic area and in framing their goals and objectives to deal with this issue.

Required Action: Request authorization to issue an RFQ requesting the services of a grant writer and submit application in response to the Reentry Project.

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BUSINESS COUNCIL OF WESTCHESTER EXPO 2017

Two exhibitors booth will be purchased at the 2017 Business Council Westchester Expo. The booths will display information on the One-Stop Center and Jobs Waiting Program. Each booth will cost \$1,800.

Required Action: Request authorization to approve purchasing as exhibitor booth at the BCW WEPO for an amount not-to-exceed \$3,600.

**WESTCHESTER-PUTNAM WORKFORCE DEVELOPMENT BOARD
MEETING**

THURSDAY, MARCH 30, 2017

SECOND DRAFT OF ONE-STOP PARTNERSHIP MEMORANDUM OF UNDERSTANDING (MOU)

(For Discussion, only)

Since the WDB meeting held on January 27, 2017, the local one stop partnership has met and revised the draft MOU. The three major changes include:

1. Development of a partnership referral process
2. Development of a draft services matrix, and
3. Draft system budget

Partnership referral process

1. Referral System

- a. One-Stop Staff and partner agencies will make customer referrals to each partner for customers to receive the partner's direct services. Partners will provide a summary of each of their direct services program, which will be distributed to all the centers, satellites and partner's staff.
- b. Partners will communicate regarding interagency referrals and arrange appointments for the customers.
- a. Staff in each location will complete an OSOS or a referral form for each customer referred. This referral form will be placed in the customer folder, forwarded with the customer to the partner agency and entered into (OSOS).
- b. When the partner agency receives the referral sheet, they are to indicate on that form, the outcome of that customer referral and return it to the employment counselor who will then ensure that it is updated in (OSOS), or enter the information directly in OSOS directly.
- c. The guidelines for determining when referrals are appropriate are based on one or more of the following:
 - i. Customer fits the guidelines of partner program agency
 - ii. Customer has exhausted the resources available at the point of entry to the system;

- iii. Customer has exhausted the resources available at the point of entry or any point in the system without accomplishing the intended goal;
- iv. Availability of the service needed to help the customer move toward employment.
- v. Customer belongs to a special population of which services are provided by the partner agency.
- vi. Partners agree to provide timely and efficient referral and will provide follow-up with five (5) business days.

B. Information Sharing

- a. All information acquired by and through the Workforce Investment Board and/or the One-Stop Partners will be accessible and available to avoid duplication of services. The information will be shared by all parties to the extent permitted by regulations regarding confidentiality of participant records. This information includes but is not limited to:
 - i. All labor market information
 - ii. Job Orders
 - iii. Job fairs
 - iv. Job find strategies
- b. All parties agree to use the New York State's One Stop Operating System (OSOS) as a case management tool for customer information, identification, tracking, follow-up, evaluation and job matching including both open and suppressed job listings through signing and complying with their Interagency and Individual agreements which are to be forwarded (originals) to the security administrator located at the Westchester One Stop Employment Center.

C. Confidentiality

- a. Partners agree to the requirements of their individual program in making customer information available to a partner program. Customer information, for the purpose of making a referral to a partner program, will only be shared in accordance with each partner's respective confidentiality requirements. Information will be shared within a reasonable timeframe.

- b. Information may only be shared by the Vocational Rehabilitation partners with a signed written release from the customer. The time limited release form will specify the information that can be released and to whom the information can be released.
- c. Personal information obtained from customers of specific programs during outreach, intake, system orientation, initial assessment, referral to a partner programs, referral to supportive services, or otherwise is confidential and will not be released, disclosed or re-disclosed without obtaining the proper program specific release. Programs for which program specific releases may be required to ensure customer confidentiality include but are not limited to TANF, NYSDOL programs, and Vocational Rehabilitation programs.

2. Draft System Budget

Partner Entity Name (as applicable to the LWDA)	Average Annual Budget to Support the System
1. Adult/DW/Youth	\$2,066,772
2. Job Corps	
3. YouthBuild	\$275,000
4. INAP	
5. MSFW	
6. Adult Ed.	\$855,655
7. NSYDOL administered programs (WP, TAA, Vets, UI)	\$3,226,159
8. ACCES-VR	
9. NYSCB	
10. SCSEP— SOFA	
11. SCSEP—National Grantee	
12. CTE, postsecondary level	
13. CSBG employment & training	
14. HUD employment & training	
15. Re-entry Employment Opportunities (REO) grantee(s)	
16. TANF employment & training	\$400,000
17. [Other partner approved by the LWDB and CEO]	
Total	\$6,823,586

3. Development of a Draft Services Matrix

Table 3 : Applicable Career Services

Required Programs* (for definitions see §678.430)	Adult	DW	Youth	Adult Ed	W-P	ACCES-VR	NYSCB	SCSEP	TAA	UI	PK	Vets E&T	CTE	CSBG E&T	Job Corps	Youth Build	TANF	
Basic Career Services																		
Eligibility for Title I services	X	X	X				X				X							X
Outreach, intake, system orientation	X	X	X	X			X											X
Initial assessment	X	X	X	X							X							X
Labor exchange services	X	X	X				X											X
Referrals to programs	X	X	X	X			X				X							
Labor market information	X	X	X								X							
Performance on LWDA	X	X	X															
Performance & program cost of Eligible Providers	X	X	X				X				X							X
Referrals to supportive services	X	X	X	X							X							
UI information and assistance	X	X	X				X											
Financial aid information				X							X							
Individualized and Follow-Up Career Services																		
Comprehensive assessment	X	X	X	X		X	X				X							

Individual employment plan	X	X	X			X	X										
Career planning & counseling	X	X	X	X		X	X				X						
Short-term pre-vocational services	X	X	X			X	X				X						
Internships and work experiences	X	X	X			X	X				X						
Out of area job search and relocation assistance	X	X	X			X	X										
Financial literacy services	X	X	X	X		X	X				X						
English language acquisition and integrated education	X	X	X	X			X				X						
Workforce preparation	X	X	X	X			X				X						
Follow up services	X	X	X	X			X				X						
	*Adult-Title I; DW (Dislocated Worker)-Title I; Youth-Title I; Adult Ed (Adult Education and Family Literacy)-Title II; W-P (Wagner-Peyser)-Title III; ; ACCES-VR (Adult Career and Continuing Education Services-Vocational Rehabilitation)-Title IV; NYSCB (NYS Commission for the Blind)-Title IV; SCSEP (Senior Community Service Employment Program)-Title V; TAA (Trade Adjustment Assistance); UI (Unemployment Insurance); Vets E&T (Employment & Training); CTE (Career and Technical Education); CSBG E&T (Community Services Block Grant); YouthBuild; TANF (Temporary Assistance for Needy Families) , PK (Perkins)																

WESTCHESTER-PUTNAM WORKFORCE DEVELOPMENT BOARD

120 BLOOMINGDALE ROAD, WHITE PLAINS, NY 10605

THURSDAY, MARCH 30, 2017

8:30 – 10:00 A.M.

2017 ANNUAL BOARD MEETING

(For discussion only)

The Business Engagement Committee will plan and execute this year's annual meeting. Harquin will be lead in the promotion. The 2017 Annual Meeting will be hosted by Westchester County on Thursday, June 29, 2017. The estimated cost for the event is \$25,000 which includes promotion material, printing, venue, audio visual, food and beverage.

Proposed Plan:

1. Annual WDB Meeting – electronic invitations to be developed.
2. Theme
3. Keynote Speaker
4. Annual Report
 - All Programs Reports, include Goals and Outcomes
 - Financial Report
 - Messages from County Executives Robert P. Astorino and MaryEllen Odell
 - Message from David Singer, Chair
 - Honorees – TBD
 - Testimonials – TBD
 - Program Summary
 - One-Stop Career Services
 - Business Services

- Jobs Waiting Program
 - Westchester-Putnam Business Sector Partnership
 - 2017 Volunteer, Income Tax Assistance
 - Contracts
 - Westchester-Putnam WDB Youth Programs WDAY
5. Hosts – County Executives Robert P. Astorino and Mary Ellen Odell
 6. Venue
 7. Breakfast
 8. Testimonials: Youth, Adults, Business, Job Seekers

WESTCHESTER-PUTNAM WORKFORCE DEVELOPMENT BOARD

120 BLOOMINGDALE ROAD, WHITE PLAINS, NY 10605

THURSDAY, MARCH 30, 2017

8:30 – 10:00 A.M.

PY 18 BUDGET CUTS AND ADVOCACY FOR WORKFORCE FUNDING

(For Discussion, only)

Projected WIOA Allocations for PY 2018 (July 1, 2018 to June 30, 2019)			
	Adult	Dislocated Worker	Youth
Project Allocation 2018	\$1,015,921	\$1,105,579	\$1,039,686
Difference with 10% cut	\$101,592	\$110,558	\$103,969
With 10% cut	\$914,329	\$995,021	\$935,717
Difference with 20% cut	\$203,184	\$221,116	\$207,937
With 20% cut	\$812,737	\$884,463	\$831,749

[Name of Legislator]

[Address]

[City, State Zip Code]

Dear Senator/Assembly Member [Last Name],

I am writing to request your support for targeted investments in workforce development within this year’s budget, specifically the inclusion of workforce development as a permissible use of existing funding within Empire State Development’s Regional Economic Development Council (REDC) capital funds, and allowing up to 10 percent of a region’s allocation to be used for employer-driven workforce training.

Site Selection magazine identifies the availability of a skilled workforce as the predominant factor for businesses deciding where to locate new facilities. In this year's "State of the State" rankings (published January 2017), New York's workforce ranked 8th out of the 9 states in the Northeast region – just ahead of Rhode Island - on this critically important element of location strategy. A major determinant of our ranking relates directly to the proportion of state economic development investments that are allocated to workforce development. In short, our competitors are making the long-term investments in their workforce that foster economic success, and New York State isn't.

According to the New York Association of Education and Training Professionals (NYATEP), REDCs invest just over 1% of available funds (currently NYS Department of Labor federal funds) to support job training. With federal workforce funding currently at risk, and existing WIOA (Workforce Innovation and Opportunity Act) dollars highly prescribed in their recipients and uses, New York lacks a flexible, consistent source of funding to proactively respond to skills gaps identified by employers across the region's targeted industry clusters, such as advanced manufacturing.

If 10% of the \$175 million available last year for REDCs was directed to workforce solutions aligned to economic development projects, an additional \$17 million dollars would be available to empower local workers to deliver on the state's commitment to growing industry sectors. These investments would remain and radiate within the community long after those projects conclude.

Workforce development is a long-term investment strategy that pays substantial dividends to communities such as [Your Community]. At [Your Organization], we recognize that workforce development is critical for New York to optimize its investments in economic growth, and we encourage you and the conference leadership to support and fund workforce development within the FY17 budget cycle.

Sincerely,

[Your Title]

[Your Organization]

WESTCHESTER-PUTNAM WORKFORCE DEVELOPMENT BOARD

EXECUTIVE COMMITTEE MEETING

MONDAY, MARCH 30, 2017

SUB-LEASE AGREEMENT FOR 120 Bloomingdale Road, White Plains, NY 10605

(For Discussion, only)

Background:

There has **not** been an agreement between the NYSDOL and Westchester County on the use of the space at 120 Bloomingdale Road, White Plains, NY 10605, for the period beginning May 1, 2015.

Since, October 2017, there has been a standing agreement between the parties to share the cost of space and telephone usage 50% each. The total space involved is 15,082 square feet, which means that the county's share would be 7,541 square feet. The rate per square foot varies according to the main agreement between the NYSDOL and the landlord. The NYSDOL came up with other alternatives as well. See attachment.

Beginning back in 2012, the NYSDOL has wanted to change the agreement described above because it believes that the County and its career center partners are using more than 50% of the space and should be required to pay more than 50%. When the at agreement was settled for the period may 1, 2012 to April 30, 2015, it was agreed that we would re-measure and determine what if any changes should be made to the original agreement.

Jointly, state and county representatives from their respective public works departments met and measured space. It was determined that the actual leased space is 13,000 square feet. Further, the NYSDOL added, 907 square feet of space that includes, a classroom, stair wells, hall ways, bathrooms, loading docks air shafts, security desk, data closet and freight elevator.

The department objected and asked for the removal of the following items: Elevators (128SF), Stairwells (112.50SF) and Airshaft (39SF) for a total of 279.5 SF. This action brought the total square footage of shared space and the common areas to 13,559SF. When the 50% formula is applied the county's share is 6,799.5 square feet.

At first, we communicated with Paul Danaher, State DPW, who promised to discuss with NYSDOL and get back to us. Months passed, so we followed up. I got a call from Deputy Commissioner Karen Coleman, in which she informed me that the NYSDOL will not be willing to sign another agreement with the county until all the partners have separate individual agreement with NYSDOL. I explained to her that is not practical, because we would most likely lose the partners' staffs who are providing valuable services to all our career center customers. I explain that they are not obligated to provide these services in the center. She asked that I meet with Russel Oliver, who works for Deputy Commissioner Karen Coleman and Paul Danaher.

Thom Kleiner, the Governor's representative participated in this call. During the call Paul Danaher recommended that the NYSDOL adopt our proposal and that during the upcoming local one stop partnership negotiations on MOU, the space will be addressed again. Russ Oliver said he would discuss with Deputy Commissioner Karen Coleman and get back to us. Another month passed, so we follow up.

A day later I received the following response from Deputy Commissioner Karen Coleman:

'Good afternoon Donovan,

As we discussed, the 2015-17 space agreement between the NYS Department of Labor and the County of Westchester, for the County's allocable share of space at the 120 Bloomingdale Road location, will encompass the County's share of direct and common space.

The NYS Department of Labor has taken a number of your comments concerning the space allocation into consideration, and determined Westchester County's fair share of the space to be 9,264.5 square feet.

We will be forwarding five copies of an Office Space Permit Agreement between the State and County covering this space allocation for the period of 05/01/15 through 06/30/17.

Once the agreements are received and signed, please pay the amount due through 02/28/17, which is \$442,796.86

It is important that we finalized and move forward. Failure to make this payment, or failure to continue making the required monthly payments of \$20,127.13 going forward, will result in the Department off-setting your local distribution amounts in order to re-coup the space allocation monies due.

For the period 07/01/17 forward, rather than having one space agreement with Westchester County, the Department of Labor will establish separate agreements with each entity occupying space at this location for their fair share of the allocable space. Thanks for your cooperation.

WESTCHESTER-PUTNAM WORKFORCE DEVELOPMENT BOARD

MEETING

THURSDAY, MARCH 30, 2017

MONTHLY FINANCIAL REPORT

PERIOD ENDING FEBRUARY 28, 2017

Westchester Putnam Workforce Development Board						
Expenditures 2/28/17						
				Item IV (j)		
WIOA Funds						
	Total WIOA ADULT	PY16 WIOA DLW	Total WIOA Youth	Total PY16 Admin	Total WIOA Budget	
Revenue						
PY 2015 Projected	\$471,599.67	\$656,689.52	\$550,256.49	\$70,106.10	\$1,748,651.78	
PY 2016 Allocation	\$993,662.91	\$1,073,109.35	\$1,025,176.50	\$343,549.86	\$3,435,498.62	
ITA transfer	\$150,000.00	(\$150,000.00)				
From Admin	\$100,000.00	\$150,000.00		(\$250,000.00)		
Total Revenue	\$1,715,262.58	\$1,729,798.87	\$1,575,432.99	\$163,655.96	\$5,184,150.40	
Expenditures 7/1/16- 2/28/17	\$735,256.60	\$929,834.22	\$451,931.06	\$11,829.11	\$2,128,850.99	
Obligations	\$803,983.99	\$741,567.50	\$543,537.37	\$22,000.00	\$2,111,088.86	
Accruals	\$36,588.27	\$14,781.92	\$327,281.26	\$0.00	\$378,651.45	
Total Expenditures	\$1,575,828.86	\$1,686,183.64	\$1,322,749.69	\$33,829.11	\$4,618,591.30	
Balance	\$139,433.72	\$43,615.23	\$252,683.30	\$129,826.85	\$565,559.10	
80% goal	\$1,386,530.00	\$1,395,177.00	\$820,141.20	\$0.00	\$3,601,848.20	
Balance to be Obligated	-\$189,298.86	-\$291,006.64	(\$502,608.49)	\$0.00	-\$982,913.99	
Discretionary Grants						
	PY16 Jobs Waiting	PY16 Strive Forward	Youth Build	LEAP	TECHHIRE	Total
PY 2015 Projected	\$641,901.77	\$46,447.00	\$68,750.00			\$757,098.77
PY 2016 Allocation	\$2,882,594.25	\$185,788.00	\$275,000.00	\$202,059.00	\$1,021,613.00	\$4,567,054.25
Total Revenue	\$3,524,496.02	\$232,235.00	\$343,750.00	\$202,059.00	\$1,021,613.00	\$5,324,153.02
Expenditures 7/1/16- 2/28/17	\$1,505,219.18	\$119,058.59	\$131,503.80		\$43,254.96	\$1,799,036.53
Obligations	\$2,109,930.00	\$102,971.03	\$210,000.00	\$165,000.00	\$565,000.00	\$3,152,901.03
Accruals						\$0.00
Balance	-\$90,653.16	\$10,205.38	\$2,246.20	\$37,059.00	\$413,358.04	\$372,215.46

WESTCHESTER-PUTNAM WORKFORCE DEVELOPMENT BOARD

MEETING

THURSDAY, MARCH 30, 2017

ONE-STOP CAREER CENTER PROGRAM REPORT

A. Core Staff Assisted Services

WESTCHESTER ONE-STOP CAREER CENTER MONTHLY CORE SERVICE REPORT					
	White Plains	07/01/2016 Total to Date	Mount Vernon	07/01/201 6 Total to Date	7 Total to 12/31/201 7
New Enrollees in WIOA (Orientations)	34	253			68
Level of Service					
How to Thrive in the Modern Job Market	14	36		0	
Volunteerism(Strengthen Your Resume)	0	23		0	7
Financial (Coping with Debt)			2	2	
# of Job Readiness Workshops	24		4	6	
# of Computer Workshops	36			0	
ESL Classes & Intro to Computers	15	456		0	30
Job Readiness Workshops (attendees)	211	1,953	33	39	482
Computer Workshops (attendees)	264	2,133		0	570
Metrix Workshop attendees	15	147			25
Front Door Traffic (Resource Room)	1,211	10,072			2,612
Core / Staff assisted Job Placements					
*** # of available Metrix Licenses***	497	3/1/2017			

B. EITC: 2017 VITA Statistical Report: Tax Preparation Period: 2/1/2017 to 2/25/2017

Sites		Filed & Accepted Tax
Westchester Community College		70
Education Opportunity Center - WCC		160
White Plains One-Stop		189
Mt Vernon One-Stop		158
Mercy College	Bronx Campus	11
	Dobbs Ferry Campus	24
IFCA		150
Total Tax Returns Prepared		762

C. Career Pathways: Presented Career Pathways strategy to staff at the Wartburg. Below is the list of current outcomes:

- a. **Edwin Romero** – Currently working with an employment counselor to get additional computer training at Westchester Community College.
- b. **Eric Andre Johnson** – Enrolled in a career pathways strategy for nursing. He is registered at Southern Westchester BOCES for LPN Prep Exam Course (this for entrance into their LPN Program), Nursing Assistant Course and a Medical Terminology Course (under Jobs Waiting).
- c. **Chitra Mangar** – Created a training plan with Ms. Mangar (Under Jobs Waiting).
- d. **Malik McKenzie** – Met with Mr. McKenzie to discuss career and training options. Mr. McKenzie will do additional research and will update me on results.
- e. **Dominique Walton** – Scheduled appointment was canceled because of snow storm. Have not been able to reach him to reschedule.

- f. **Maxine Johnson** – No additional information available at this time.
 - g. **Danisha Solomon** - Scheduled appointment was canceled because of snow storm. Have not been able to reach her to reschedule.
 - h. **Rupa Washid** – Canceled appointment due to being ill.
 - i. **Grace Carino** - Not interested in any additional training.
 - j. **Marcia Thomas** – No additional information available at this time.
- D. 2017 Youth Summit:** Ebony White, the Business Council and the Summit planning committee decided Career Pathways will be a main focus/topic at the Youth Summit in April. We have identified Healthcare, Information Technology, and Bio Technology industries as the high growth and high demand industries in the region and across the country. In addition, we will focus on the importance of be intentional and planning.
- E. Jobs Waiting:** Current Westchester cohort of Jobs Waiting participants attending the Bootcamp at Putnam/Northern Westchester will graduate Thursday, March 2, 2017. A Career Fair will be held immediately following graduation. Current and pass Bootcamp participants attended 2-day job prep workshops in preparation for the Career Fair.
- In addition to the 2-day job prep workshops, Fawn and Chima are also working with candidates to prepare them for the expo scheduled on March 2, 2017
 - Weekly email blast to all Westchester participants informing them of job postings on the website and the available job readiness workshops.
 - 1 new report of employment.
 - Fawn and Chima are currently assisting in enrollments for cohort 5 into training to start Monday, February 28th at the Westchester School for Dental Assistants.
 - The Ambassador for Successful Aging: Senior Services Navigator Training will begin Monday, March 6 at Westchester Community College. The course is 2 weeks in which participants will be trained on various resources and services for caregivers and seniors throughout Westchester County.

F. Re-Entry - The Employment Project II (TEP II) Summary

Progress/Recruitment: A total of 6 new participants were enrolled this month. Staff visited the parole office two times throughout the month as visits will continue. In addition we have received referrals from probation, Burling Lane and the Wyndham residences. To date the programs overall census is at 130, with 80 active. Out of the 80 active clients, 60 are newly enrolled participants that count for our new contract.

Program Challenges: A major challenge for the TEP II program has been finding employment for difficult to place clients. TEP II has been working extensively, one on one with clients, in their troubled areas. We are provided with feedback from employers which help us to hone in on specific areas where they need additional help.

Program Highlights: This month we had 5 participants who submitted employment verifications. For the month of February, 4 participants completed the JRT CORE workshops which bring our total to 46 CORE completers. 18 participants continue to utilize the job readiness training workshops, and are referred to the JD's for employment assistance. One participant submitted his 90 day employment verifications which bring our overall 90 day retention number to 19. Several participants have completed the Electrical and Serve Safe trainings.

Outcomes: This month we had 5 participants who submitted employment verifications. Four participants completed the JRT CORE workshops. Six participants were enrolled. One participant submitted his 90 day employment verification.

TEP II has 19 participants who have made their 90 day retentions for this contract thus far.

Expectations/Improvements for next month (March 2017): Incorporating more participants into our job trainings, obtaining more job placements and retention continues to be a focus of the program in the next month. Staff will continue to focus on more Re-Entry Direct Placement employment positions that would be best suitable for our participants.

G. TEP II Participant Outcomes (as of 2/28/17):

OUTCOMES	ACHIEVED
Enrolled:	130 overall and 6 for the month of February
Active:	80(YTD) 60(New Contract)
Dropped out:	6 in February
JRT/CORE Completion (46):	4 in February
Employment (46 YTD):	5 verified in February
In Training:	18
90+ Day Retention:	19 (YTD) 1 (February)

H. BUSINESS SERVICES TEAM REPORT

In February, our Business Services Team continued their partnership with the Westchester-Putnam One Stop Career Center, the Westchester-Putnam Workforce Development Board (WDB), the New York State Department of Labor and our partner agencies in the not-for-profit and public sector to provide a wide range of services to businesses and customers seeking employment. Jobs Waiting and Career Pathways also were programs that expanded business engagement, job opportunities and job referrals – including significant training opportunities – all generated greater interest/traffic on the One Stop website.

Job Postings: From December through February, 518 job orders were posted – for a total of 2039 jobs posted by 262 companies with Business Services throughout Westchester and Putnam counties (source: New York State Department of Labor; AOSOS database, includes additional data from the Westchester-Putnam One Stop website). 148 of these employers are working with Business Services in the Westchester/Putnam region for the first time, including ongoing activity with 663 businesses. Business Services over three months also facilitated 995 referrals from the New York State Department of Labor and other partner agencies.

In February, 855 jobs were posted from 186 job orders by 78 companies – 75 employers are working with Business Services for the first time, including ongoing activity with 308 businesses – and 464 referrals.

Business engagement includes additional job postings generated directly by the Westchester-Putnam One Stop website, and additional job development by our Business Services team for Jobs Waiting (resulting in an expanded reach into the Medical/Healthcare sector).

Three Month Totals (December through February)

262 Companies

518 Job Orders

2039 Job Openings

995 Referrals

I. Jobs Waiting Report as of February 2017

Green- on target
 Yellow- area of concern
 Red - immediate corrective action required

	Outcome Measure	Goal	This Month	Year 2 Total	Year 1 & 2 Total	Status	Comments
1	Total Participants Enrolled (Total 500)	Year 2: 284	44	187	328		
	Work Tryouts	75	2	4	4		
	On-the-Job Training (OJT)	225	6	19	27		
	Incumbent Worker	75	34	67	67		
2	Total Participants Enrolled in Education/Training Activities (ITAs issued) (Total 425).	Year 2: 290	28	103	149		
3	Total Participants Completing Education/Training Activities (Total 312).	Year 2: 246	2	24	24		
4	Total Participants Who Complete Education/Training Activities AND Receive a Degree or Other Credential (Total 50)	Year 2: 30	0	9	9		
5	Total Number of Unemployed Participants who Obtain Employment. (Total 345)	Year 2:216	8	80	110		
6	Job Development	Year 2: 316	152	768	795		
7	Business Engagement	Year 2: 278	6	137	339		
8	Communication/Coordination with Partners Organizations/Staff Meetings		3	40	40		
9	Marketing (brochure and campaigns)		1	4	13		
10	FEDS Reporting		1	2	6		

