

**WESTCHESTER-PUTNAM WORKFORCE DEVELOPMENT BOARD  
ANNUAL MEETING  
PUTNAM COUNTY GOLF COURSE  
187 HILL STREET, MAHOPAC, NY 10541  
TUESDAY, JUNE 26, 2018**

**Minutes of the March 29, 2018 Meeting**

**I. Call to Order, Wiley Harrison, Treasurer**

- II. Roll Call:** Committee Members: Allison Madison, Amy Allen, Claudia Murphy, Belinda Mills, David Singer, Chair, James Bernardo, Daniel Magus, Mathew Pepe, Michelle Green, Richard Greenwald, Tomas Capurso, Kevin McGuire, Natalie Griffith, Robert Sanders, Richard St. Paul, Joe DiCarlo, Dr. Marsha Gordon, , and Wiley Harrison.

Staff: Thom Kleiner; Ali Tarchoun; Sonda Norris-Lowe; OJ Yizar and Mary Kehoe

**III. Welcome and Introduction:** Thom Kleiner, Executive Director

**IV. Sub-Committee Chair Reports**

Please note that the sub-committees will not meet this month. All items will be discussed among the full Board membership. The sub-committee will meet at 8:30am on the following tentative dates:

1. Business Engagement – April, 12, 2018
2. Programs- Monday , May 7, 2018
3. Performance and Accountability – Thursday, May 10, 2018
4. Executive Committee- Thursday, Mary 24, 2018

**V. Minutes of the December 6, 2017 Board Meeting**

*Motion to accept the recommendation was moved by Allison Madison; 2nd by Joe DiCarlo; No abstentions; all in favor. Motion carried.*

**VI. Voting Item(s):**

- A. PRIVATE SUMMER SECTOR:** Recommend that the WPWD enter into agreement with the (8) eight vendors listed below to provide services under the Private Sector Summer Employment Program; City of Mt Vernon Youth Bureau (\$5,000); City of Peekskill Youth Bureau (\$5,000); City of White Plains Youth Bureau (\$5,000); SER of Westchester (\$5,000); Westcop (\$10,000); Westhab (\$5,000); Mt. Kisco Boys, Girls Club (\$5,000) and Hudson Valley Gateway Chamber of Commerce (\$5,000)

*Motion to accept the recommendation was moved by Allison Madison; 2nd by Wiley Harrison; Abstention: David Singer; all in favor. Motion carried*

- B. 2018 FOSTER CARE SUMMER EMPLOYMENT:** Recommend to the Board the acceptance of \$60,000 grant from Westchester County Department of Social services for the implementation of the 2018 Foster Care Summer Employment program.

*Motion to accept the recommendation was moved by Wiley Harrison; 2nd by Marsha Gordon; No abstentions; all in favor. Motion carried*

- C. 2018 SUMMER TANF YOUTH EMPLOYMENT RFP:** Recommend to the Board to retroactively authorize the issuance of the 2018 Summer TANF Youth Employment RFP. This program is funded from the local DSS funds, which have not yet been awarded.

*Motion to accept the recommendation was moved by Allison Madison; 2nd by Joe DiCarlo; No abstentions; all in favor. Motion carried*

- D. Youth Build Request for Modification and Extension:** Recommend that the Board to approve the no-cost contract extension of the Westchester County's YouthBuild Program (Agreement #YB-27800-15-60-A-36) from the initial ending date of December 31, 2018 to March 31, 2019.

*Motion to accept the recommendation was moved by Wiley Harrison; 2nd by Marsha Gordon; No abstentions; all in favor. Motion carried*

- E. Application to become a YouthBuild USA Affiliated Network Provisional Affiliate:** Recommend that the Board approves the Westchester YouthBuild Program application to become a YouthBuild USA Affiliated Network Provisional Affiliate and to pay the \$200 application fee.

*Motion to accept the recommendation was moved by Wiley Harrison; 2nd by Marsha Gordon; No abstentions; all in favor. Motion carried*

- F. Individual Training Account (ITA) Request:** Recommendation to approve an ITA over the limit of \$3,000 for Tyrese Shunbrick.

*Motion to accept the recommendation was moved by Marsha Gordon; 2nd by Allison Maddison; No abstentions; all in favor. Motion carried*

- G. One-the Job Training and Customized Training Agreements:** Recommend to enter into agreements with each of the thirty-six (36) employers pursuant to which each employer will provide On-the-Job Training and/or Customized Incumbent Worker Training for the period January 1, 2017 through June 30, 2021.

*Motion to accept the recommendation was moved by Wiley Harrison; 2nd by Marsha Gordon; Abstention: Wiley Harrison; all in favor. Motion carried*

- H. AMENDMENT TO THE ELIGIBLE TRAINING PROVIDER AGREEMENTS:** Recommend to the Board to: 1) increase the total aggregate not-to-exceed amount authorized thereunder by an additional \$714,284, from an amount not-to-exceed \$2,889,229, to a new total aggregate amount not-to-exceed \$3,603,513; and 2) add two new training providers, Bernard Raymond, Inc. and Nepperhan Community Center, Inc., to the list of previously approved training providers, thereby increasing the total number of training providers from 89 to 91.

*Motion to accept the recommendation was moved by Wiley Harrison; 2nd by Marsha Gordon; No abstentions; all in favor. Motion carried*

- I. Adult and Dislocated Worker Funds Transfer Requests for Program Year PY2017: Resolution:** Recommend to the Executive Committee to submit a request to the NYS Department of Labor to transfer \$50,000 of PY17 Dislocated Worker funds to PY17 Adult funds to pay for the increased number of OJT, ITA and Customized Training applications.

*Motion to accept the recommendation was moved by Allison Madison; 2nd by Joe DiCarlo; No abstentions; all in favor. Motion carried*

- J. Marketing, Promotional Services, Media Buying and Event Planning for the RFQ:** Recommend to the Board the issuance of an RFQ to solicit price quotations from agencies to provide marketing, promotional services, media buying and event planning services for Westchester-Putnam Career Centers and WPWDB.

*Motion to deny the recommendation was moved by Allison Madison; 2nd by Joe DiCarlo; No abstentions; all in favor. Motion carried.*

*Comments and Recommendations:*

- *The Committee recommended that the current agreement with Harquin Graphic's be amended to include these services.*

**K. One-Stop Certification of the Westchester Career Centers:** Recommend to the Board to certify the Westchester and Putnam Career Centers.

*Motion to accept the recommendation was moved by Wiley Harrison; 2nd by Marsha Gordon; No abstentions; all in favor. Motion carried*

**VII. Presentation:** One-Stop Operator Report by Harquin Graphics, Inc. *See copy of the report attached in the email.*

**Resolution:** Approve the minutes from the March 29, 2018 meeting

**Motion** to accept the recommendation was moved by Alison Maddison; 2nd by Willey Harrison; No abstentions; all in favor. Motion carried