

WESTCHESTER-PUTNAM WORKFORCE INVESTMENT BOARD MEETING

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

Friday, February 13, 2015

From 8:42m to 9:52am

Meeting Minutes

This meeting was called to order at 8:42am

1. Roll Call

Dr. Belinda S. Miles, President, Westchester Community College was not able to attend and the Board accepted the resignation of Meghan Taylor, Director, Putnam Economic Development Corporation

Board: David Singer; Allison Madison; Claudia Murphy; Daniel Magnus; Ann Rubenzahl (Representing Dr. Belinda S. Miles); Dr. Marsha Gordon; Edward Cooke; Elaine Sozzi; James Bernardo; John Savage; Joseph DiCarlo; Joelle DiNardi (Representing Marissa Brett); Mark Ridgeway; Marie Daly (Representing Michael Piazza); Richard Friedman; Sorraya Sampson; Thomas Capurso; Wiley Harrison; William Mooney III

Guests: Warren Kent (Children's Village); Frank Williams (City of White Plains Youth Bureau); Wilma Mendez-Bernardo (Candela Systems)

Staff: Donovan Beckford; OJ Yizar; Sonda Norris-Lowe; Ali Tarchoun; Allen Kelley; Kathy Mallon

2. Approval of Minutes of Board meeting held on November 13, 2014: Motion to approve the minutes was made by: Marsha Gordon; 2nd by Wiley Harrison; Abstentions: None; Motion: Approved.
3. WIOA Presentation and discussion; WIB, One-Stop, Youth.

Discussion and Suggestions by Board members:

Robert Sanders asked Donovan to define a credential: A credential has to be awarded by an institution of higher education or an association that's part of a sector. The authorizing entity has to have the authority to authorize a credential. Other examples of sector industries that could authorize the issuance of a credential are Healthcare and Hospitality.

Marsha Gordon suggested that the Board invite the Child Care Council of Westchester to become a Board member.

Allison Madison suggested that anyone with input on best practices regarding credentialing to please share them with her. Allison is creating a share point

database and a website on this subject. Allison also stated that the State Workforce Investment Board provides guidance on this matter.

4. Voting Items

- a. Workforce Innovation & Opportunity Act (WIOA)
 - Prepare and release an RFP to procure youth services providers based on the legislation
 - Procure a strategic plan writer to work with WIB and its partners to develop four year strategic plan for implementation of WIOA
 - Executive Committee to work with the counties to establish an appropriate legal structure to represent the Workforce Development Board as required under WIOA.
 - Recommendation to WIB to issue RFP proposal for a Strategic Plan Development Board Foundation.

Motion for the WPWIB to approve the preparation and release of an RFP to procure youth services and to authorize the procurement of a Strategic Plan Writer for the WIB was made by Wiley Harrison; 2nd by William Mooney III; Abstentions: None; Motion: Approved

- b. Youth Build Grant Writer
 - Recommendation to the WIB to authorize the award of the YouthBuild grant writing contract to CT Grant Writers, LLC. In the amount of \$9,000.00 in anticipation of USDOL issuing a YouthBuild RFP.

Motion for the WPWIB to authorize the award of the YouthBuild grant writing contract to CT Grant Writing, LLC at a cost of \$9,000 was made by William Mooney III; 2nd by James Bernardo; Abstentions: None; Motion: Approved

- c. Workplace Attributes
 - Recommendation to the WIB to authorize the award of the Workplace Attributes contract to Hospitality Resource Group, Inc in the amount of \$49,000.00 from March 1, 2015 to February 29, 2016

Motion for the WPWIB to authorize the award of the Workplace Attributes contract to Hospitality Resource Group at a cost of \$49,000 was made by Marsha Gordon; 2nd by Ed Cooke; Abstentions: Robert Sanders; Motion: Approved

- d. American Apprenticeship Initiative Grant
 - Recommendation to WIB to authorize the award of the American Apprenticeship grant writing contract to Proposal Pro, Inc in the amount of \$15,000.00 in anticipation of USDOL issuing the American Apprenticeship Initiative RFP.

Motion for the WPWIB to authorize the award of the American Apprenticeship grant writing contract to Proposal Pro, Inc at a cost of

\$15,000 was made by Harrison Wiley; 2nd by Mark Ridgeway; Abstentions: Thomas Capurso and Ed Cooke; Motion: Approved

- e. Training to Work 3-Adult Re-Entry Grant Writer
 - Recommendation to the WIB to authorize the award of the Training to Work 3-Adult Re-Entry grant writing contract to Proposal Pro, Inc in the amount of \$18,000.00 in anticipation of USDOL issuing a Training to Work 3-Adult Re-Entry RFP.

Motion for the WPWIB to authorize the award of the Training to Work 3-Adult Re-Entry grant writing contract to Proposal Pro, Inc at a cost of \$18,000 was made by Marsha Gordon; 2nd by Allison Madison; Abstentions: None; Motion: Approved

- f. Individual Training Accounts that Exceeds Limit
 - Mallory Menendez, ITA cost: \$6,700.00
 - Saphire Smith, ITA cost: \$3,380.00
 - Neil Allen, ITA cost: \$4,750.00

- Recommendation to WIB to approve ITAs exceeding the cap.

Motion for the WPWIB to authorize the issuance of ITAs in excess of \$3,000 was made by Mark Ridgeway; 2nd by Ed Cooke; Abstentions: Claudia Murphy and Ann Rubenzahl; Motion: Approved

- g. Hire Westchester OJTs
 - Recommendation to WIB to approve OJT funding for Admatch Corporation, Blue Bird Insulation, Falcon & Singer PC, George Lucciola dba State farm Insurance, Space Age alarm , Inc and Video Seo Pro Inc for an amount not to exceed \$32,280 to train nine new workers.

Motion for the WPWIB to approve OJT funding local business under Hire Westchester in the amount of \$32,280 was made by Harrison Wiley; 2nd by Joseph DiCarlo; Abstentions: None; Motion: Approved

- h. Ready to Work Grant
 - Recommendation to WIB to amend the Ready to Work Grant to add Ulster and Sullivan Local WIBs and their related partners to include businesses, One-Stop and Training Providers and budget changes.

Motion for the WPWIB to amend the Ready to Work grant to add new partners was made by Allison Madison; 2nd by Ann Rubenzahl; Abstentions: None; Motion: Approved

5. Informational Items

- Expenditure Report for the period ending December 31, 2014
- Individual Training Account (ITA) Report

Motion to adjourn the meeting was made at 9:52am by Wiley Harrison; 2nd by Thomas Capurso; Abstentions: None; Motion: Approved

