

## WESTCHESTER-PUTNAM WORKFORCE DEVELOPMENT BOARD

Meeting November 13, 2015

### Agenda

- I. Roll Call
- II. Minutes of meeting held September 29, 2015
- III. Committees Reports:
  - A. Performance and Accountability Committee
  - B. Programs Committee
  - C. Business Engagement Committee
  - D. Executive Director's Report
- IV. Voting Items
  - a. **By Laws:** Adopt the bylaws as written that will govern the Board's membership and their functions.
  - b. **Conflict of Interest Policy:** Adopt the conflict of interest policy for the Board members.
  - c. **Local and Regional Measures:** Accept the local and regional measures that include :
    - i. Common Measures
    - ii. Customer Service Indicators
  - d. **On The Job Training (OJT):** Authorize Westchester County to enter into OJT agreements with five businesses to hire and train twelve (12) unemployed and/or underemployed individuals under the Hire Westchester-Putnam initiative for an amount not to exceed \$83,840: Corporate Computer Solutions (\$20,000; 3 new hires); Macan Development Engineers (\$20,000; 2 new hires); Michelle Barnett Occhino Agency (\$20,000; 3 new hires); Concorde Temporary Staffing, Inc. (\$20,000; 3 new hires) and Singer Holding Corp (\$3,840; 1 new hire).
  - e. **Ready to Work Day Care contract with Once Upon a Time:** Authorize Westchester County to enter into an agreement with Once Upon a Time Day Care to provide day care services for Kirsten Del Peschio for an amount not to exceed \$1,150.00 for the period July 1, 2015 to June 30, 2016.
  - f. **WDB meeting contract with Double Tree:** Authorize Westchester County to enter into a contract with the Double Tree Hotel for an amount not to exceed \$441.85 for providing refreshments and space for the September 29, 2015 WDB Retreat.
  - g. **Request for ITAs above the cap:** Authorize individual training accounts (ITAs) that exceed the \$3,000.00 limit. These include: Raul Alonzo-

NY014411832; Shaquille Davis- NY014408220 and Skye Harris- NY014408220 for a total aggregate amount not to exceed \$15,750.00.

- h. **VITA/EITC:** Authorize Westchester County to enter into a contract with Westchester Community Opportunity Program to operate the VITA/EITC program for PY 2016 for the period beginning January 1, 2016 to December 31, 2016 for an amount not to exceed \$50,000.

**V. Special Presentations: Three agencies will present a progress report**

- 1) **Presentation by Hospitality Resource Group on READI:** The WPWDB entered into an agreement with Hospitality Resource Group to prepare and test a Workplace Attributes curriculum for READI. The contractor is ready to test the product and will discuss the draft curriculum and its testing.
- 2) **Presentation by the Westchester County Association on the Ready to Work Project:** The WPWDB entered into an agreement with the Westchester County Association to be Project Manager of Jobs Waiting program (Ready to Work). The first Boot Camp is completed in Westchester County and the second Boot Camp started in Orange County. Participants are being prepared for training and job search. Project Manager will discuss strategies for successful implementation of the project.
- 3) **Presentation by Westchester Community College on the Just Add One project:** The WPWDB entered into a contract with Westchester Community College to recruit and train small businesses in the area and assist them in improving their businesses in order to hire at least an additional employee. Westchester Community College will present on its progress with the Just Add One project.

**VI. Adjournment**

# **Westchester-Putnam Workforce Development Board Retreat**

**Double Tree by Hilton Hotel Tarrytown**

**455 South Broadway, Tarrytown, NY 10591  
September 29, 2015 from 8:30am to 12:00pm**

## **Minutes**

Meeting started at 8:45am

Donnovan Beckford introduced Kevin Plunkett, Deputy County Executive, Westchester County, who spoke to the board on behalf of County Executives Astorino and Odell.

### **1. Roll Call**

**Board:** Allison Madison, Anthony Marmo, David Singer, Dr. Belinda S. Miles, Dr. Marsha Gordon (Represented by Ebony White), Edward Cooke, James D. Schutzer, Joseph DiCarlo, Karl Rohde, Kevin McGuire, Michael Piazza (Represented by Marie Daly), Nick Simard, Richard Friedman, Richard St. Paul, Robert O. Saunders, Rosa Barksdale, Thom Kleiner, Thomas Capurso, William Mooney III.

**Staff:** Donnovan Beckford, OJ Yizar, Allen Kelley, Sonda Norris-Lowe, Ali Tarchoun

### **2. Welcome remarks, Donnovan Beckford, Executive Director, Westchester-Putnam Workforce Development Board**

### **3. Presentation: Workforce Development Board's responsibilities under the Workforce Innovation and Opportunity Act (WIOA) of 2014, Melinda Mack and Jan Hennessy, NYATEP:** Allison Madison and Anthony Marmo asked Melinda about the type of apprenticeship programs that could be used to which she replied that they had to be State approved programs.

Edward Cooke emphasized the importance of coordinating services between government agencies so that program participants receive adequate benefits which would lead them to self-sufficiency.

### **4. Westchester-Putnam Workforce Development Board Draft Structure, Donnovan Beckford, Executive Director**

5. **Committee Assignments:** Donovan went over the contents of the member documents binder then introduced the three new committees.

The board voted to accept the new committees as follows:

**a) Programs Committee:**

- Share, collect and review workforce data and best practices for data-driven and evidence-based recommendations and decision making
- Provide ongoing input into the implementation and performance of the local plan activities
- Provide leadership and partner representation in developing the adult services elements and the one stop system elements of the WIOA Local Plan

Chair: Marsha Gordon, Vice Chair: Richard St. Paul

Members: David Singer, Kevin McGuire, William Mooney III, Mark Ridgeway, Len Vallender, James Schutzer

**Motion to accept the Programs Committee was made by David Singer, 2<sup>nd</sup> by Robert Saunders. No abstentions. Motion carried.**

**b) Performance and Accountability Committee:**

- Align current systems to WIOA for all programs
- Establish procedures for WIOA performance target-setting
- Recommendations for non-WIOA programs
- Develop performance criteria systems for Youth and for OJT

Chair: Allison Madison, Vice Chair: Nick Simard

Members: Thom Kleiner, Anthony Marmo, Rich Friedman, Dr. Iris Pagan, Dr. Belinda Miles, Michael Piazza, James Bernardo.

**Motion to accept the Performance and Accountability Committee was made by Thomas Capurso, 2<sup>nd</sup> by Edward Cooke. No abstentions. Motion carried.**

**c) Business Engagement Committee:**

- Provide leadership and business/labor representation in developing the local workforce development plan related to employer engagement and economic development
- Provide input on career pathways, sector strategies, incumbent worker training and work-based learning
- Identify critical skill gaps and recommend solution strategies

Chair: Joseph DiCarlo, Vice Chair: Richard Greenwald

Members: Edward Cooke, Robert Saunders, Wiley Harrison, Matthew Pepe, Thomas Capurso, Claudia Murphy, Daniel Magnus

**Motion to accept the Business Engagement Committee was made by Robert Saunders, 2<sup>nd</sup> by David Singer. No abstentions. Motion carried.**

**d) Executive Committee:**

- Assist the Workforce Development Board in providing leadership in the over-all planning, implementation, and performance of the WIOA system activities and programs
- Collect and review workforce data and best practices for data-driven and evidence-based recommendation and decision making
- Assist with the monitoring of the workforce system's performance measures and its continuous improvement processes

Chair: David Singer, Vice Chair: Rosa Barksdale, Secretary: Karl Rohde, Treasurer: Wiley Harrison

Members: Allison Madison, Joseph DiCarlo, Marsha Gordon

**6. Committees Meetings**

- **Elect chairs and vice chairs**
- **Review committee assignments**
- **Review by-laws**
- **Items to be recommended to Workforce Development Board**

**7. A) Executive Committee members Meeting**

- Chair (1)**
- Vice-Chair (1)**
- Treasurer (1)**
- Secretary (1)**
- Chair from each of the three committees: Programs, Performance and Accountability and Business Engagement. (3)**

**B) Presentation: New features in WIOA by Melinda Mack and Jan Hennessy, NYATEP**

**8. Voting Items**

- 1) WIOA Youth Work Experience Manager:** Authorize Westchester County to enter into a four year contract with The Business Council of Westchester for a yearly amount not to exceed \$130,000.00 starting 9-1-2015 through 8-31-2019. Under this contract the Business Council will provide work experience activities to WIOA Youth enrolled in the Workforce Development Academy Youth program in Westchester County.

**Motion by Allison Madison, 2<sup>nd</sup> by Robert Saunders. Abstention by Marsha Gordon. Motion carried.**

- 2) Technical Writing for Delivery of a Policy and Procedural Manual:** Authorize retroactively the development and issuance of a Request For Quotations (RFQ) to solicit quotations to develop a policy and procedural manual that would cover the design, development, exploration phase and compiling of documents.
- 3) Accreditation Guru, Inc:** Authorize Westchester County to enter into a contract with Accreditation Guru, Inc to write a policy and procedural manual for an amount not to exceed \$62,895 for a period not to exceed one year starting 10-1-2015 through 9-30-2016.

**Items 8 (2) and (3) were voted together.**

**Motion by Allison Madison, 2<sup>nd</sup> by Thomas Capurso. No abstentions. Motion carried.**

- 4) STRIVE Forward Grant Writer RFQ:** Authorize the development and issuance of a Request For Quotations (RFQ) to solicit quotations to write the STRIVE Forward proposal in response the STRIVE's Request For Proposal (RFP)
- 5) CT Grant Writers:** Authorize retroactively Westchester County to enter into a grant writing contract with CT Grant Writers for an amount not to exceed \$10,000.00 from 8-21-2015 to 9-30-2015.

**Items 8 (4) and (5) were voted together.**

**Motion by Nick Simard, 2<sup>nd</sup> by Allison Madison. No abstentions. Motion carried.**

- 6) WIOA Sector Partnership Manager:** Authorize Westchester County to enter into a one year contract with Hospitality Resource Group effective 10-1-2015 through 9-3-2016 for an annual amount not to exceed \$46,500.00 with the option

to extend the contract for three additional one year periods through 9-30-2019. Under this contract Hospitality Resource Group will coordinate continued development of workforce strategies in the various sectors.

**Motion by Allison Madison, 2<sup>nd</sup> by Rosa Barksdale. Abstention by Robert Saunders. Motion carried.**

- 7) Eligible Training Providers:** Authorize Westchester County to enter into a four year contract with forty nine (49) eligible training providers to provide training services to One Stop customers. There are no amounts attached to these contracts.

**Motion by Thom Klein, 2<sup>nd</sup> by Thomas Capurso. Abstention by Robert Saunders and Rosa Barksdale. Motion carried.**

**8) Business Contracts: Hire Westchester-Putnam:**

- A. Authorize Westchester County to amend an On the Job Training (OJT) contract with Trion Real Estate by adding \$12,800 to an existing contract of \$7,200 for a new not to exceed contract amount of \$20,000 in order for Trion Real Estate to hire and train a new staff member. (2 new hires)
- B. Authorize Westchester County to enter into an OJT contract with the following businesses so that they could hire and train new employees: Falcon and Singer, P.C. (\$20,000; 1 new hire); Singer Holding Corp (\$20,000; 3 new hires); Anthony Tirone (\$20,000; 3 new hires); MBN Diagnostics (\$8,000; 1 new hire); American Solar Partners (\$20,000; 3 new hires); Westchester-Bronx, OB-GYN (\$5,500; 1 new hire); Shoprite Supermarkets, Inc (\$20,000; 2 new hires); Action Subpoena (\$20,000; 2 new hires); T.C. Dunham Paint Company (\$7,000; 1 new hire); Clover Heating (\$12,500; 1 new hire).
- C. Authorize Westchester County to amend an existing contract with Westchester Network Brokerage by extending the contract by six months without adding funds to the contract. This would allow the business to complete training their staff.

**Items 8 (A) (B) (C) were voted together.**

**Motion by Robert Saunders, 2<sup>nd</sup> by Rosa Barksdale. Abstention by Anthony Marmo and David Singer. Motion carried.**

- 9) St Christopher's Summer Youth Employment Program:** Authorize Westchester County to enter into a contract with St Christopher's, Inc for an amount not to exceed \$20,000. St Christopher's will provide foster care youth with summer youth employment.

**Motion by Allison Madison, 2<sup>nd</sup> by Nick Simard. Abstention by Kevin McGuire. Motion carried.**

**10) Proposal Pro grant writer for Responsible Fatherhood Opportunities for Reentry and Mobility:** Authorize Westchester County to amend an existing contract with Proposal Pro to write a proposal for the Responsible Fatherhood Opportunities for Reentry and Mobility on behalf of the WPWDB by adding \$7,500 to the initial \$15,000 for a new not to exceed amount of \$22,500. Proposal Pro is providing additional grant writing services that were not covered under the initial cost.

**Motion by Rosa Barksdale, 2<sup>nd</sup> by Richard Greenwald. No abstentions. Motion carried.**

**11) Labor Market Information:** Authorize Westchester County to enter into a contract with Economic Modeling Specialist International (EMSI) for a not to exceed amount of \$20,000 to provide the One Stop Career Centers with the necessary employment data to assist job seekers.

**Motion by Thomas Capurso, 2<sup>nd</sup> by Rosa Barksdale. No abstentions. Motion carried.**

**12) Ready to Work Boot Camp Services:** Authorize Westchester County to enter into a contract with Crowne Plaza Hotel for an amount not to exceed \$20,000. Crowne Plaza Hotel will provide a conference room and parking for the Ready to Work Boot Camp participants.

**Motion by Ebony White (Marsha Gordon), 2<sup>nd</sup> by Allison Madison. No abstentions. Motion carried**

**13) Workforce Development Academy for Youth:** Authorize the change in program cost for the following youth contractors:

- a. Putnam-Northern Westchester BOCES: Original cost: \$76,626 New cost: \$98,519 or an increase of \$21,893 to provide work experience as requested by WIOA.
- b. Westchester Community Opportunity Program: Original cost: \$60,330 New cost: \$72,330 or an increase of \$12,000
- c. City of White Plains Youth Bureau: Original cost: \$101,220 New cost: \$125,000 or an increase of \$23,780

**Motion by Iris Pagan, 2<sup>nd</sup> by Karl Rohde. No abstentions. Motion carried**

**14) Meetings Schedule for program year:**



The board will meet on:  
November 13, 2015 at 8:30am  
January 22, 2016 at 8:30am  
March 18, 2016 at 8:30am  
May 20, 2016 at 8:30am  
June 17, 2016 at 8:30am

The committees will meet two weeks prior to the Board meeting.

**Motion by Robert Saunders, 2<sup>nd</sup> by Anthony Marmo. No abstentions. Motion carried**

Donnovan announced that the Connection for Success will take place on March 22, 2016

**15) Meeting Adjournment:** Meeting was adjourned at 11:32am

**Motion by Dr. Belinda Miles, 2<sup>nd</sup> by Thomas Capurso. No abstentions. Meeting adjourned.**

**Westchester-Putnam Workforce Development Board**

**November 13, 2015**

**Performance and Accountability Committee Report**

The committee met on 10/29/2015. The following members were excused: Anthony Marmo; James Bernardo and Nick Simard.

The committee discussed and approved recommendations of:

- Workforce Development Board By-Laws
- Conflict of Interest Policy
- Local and Regional Measures

Among the big items being handled by the committee are:

1. Strategic Plan
2. Budget and Expenditures Report

## Westchester-Putnam Workforce Development Board

November 13, 2015

### Programs Committee Report

The committee met on 10/30/2015. The following members were excused: William Mooney III and Mark Ridgeway.

The committee discussed and approved recommendations of:

- An OJT contract with Singer Holding Corp for an amount not to exceed \$3,840.
- ITAs over the \$3,000 limit for a total amount of \$15,750.
- Ready to Work Daycare contract with Once Upon a Time for an amount not to exceed \$1,150.
- Contract with DoubleTree to host a WDB meeting for an amount not to exceed \$441.85.
- The adoption of the Performance Measures for Program Year 2015.

Among the big items being handled by the committee are:

1. One Stop Partnership MOU, a draft of which was discussed. One Stop Partnership members will continue to work on making this agreement reflective of the benefits to each partner and how these are documented. There is a recommendation to use the One Stop website as a main portal to register, serve and track the customers who receive services system wide.
2. Serving TANF customers in the One Stop Career Centers. WIOA requires that TANF recipients who are a hard to serve group, should receive priority of service in the Career Centers. Westchester County DSS is working with the One Stop and WDB staff to design a plan that will make the Career Centers the starting point for TANF applications.
3. Apprenticeships and Career Pathways are required under WIOA. Westchester-Putnam has a small Career Pathways program in Mt Vernon, which targets youth on Public Assistance in 4 career tracks. However, the committee is of the view that we will need some expert advice on this subject.

**Westchester-Putnam Workforce Development Board**

**Meeting November 13, 2015**

**Business Engagement Committee Report**

The committee met on 11/2/2015. The following member was excused: Joseph DiCarlo.

The committee discussed and approved recommendations of OJT contracts with:

- Singer Holding Corp (\$3,840).
- Corporate Computer Solutions (\$20,000).
- Macan Development Engineers (\$20,000).
- Michelle Barnett Occhino Agency (\$20,000).

Among the big items being handled by the committee are:

1. WIOA Sector Partnership Manager: The WDB is building a Sector Partnership program to include the right training providers and the right businesses.
2. Business Services Team: The One Stop Career Centers in the Hudson Valley meet every other month to discuss and implement strategies to better outreach to and serve businesses in the area. The committee feels that we need to improve our outreach strategies to businesses and that we should ask the Business Council how they improved their public relations.
3. Apprenticeships and Career Pathways are required under WIOA. Westchester-Putnam has a small Career Pathways program in Mt Vernon, which targets youth on Public Assistance in 4 career tracks.

**Westchester-Putnam Workforce Development Board**

**Meeting**

**November 13, 2015**

**Executive Director's Report**

**WIOA Implementation:**

Westchester-Putnam Workforce Development Board, in collaboration with County Executives Robert Astorino and Mary Ellen Odell, has made significant progress in implementing the new legislation which became effective on July 1, 2015. These include:

- Designation of the Local Workforce Development Area
- Appointment of Workforce Development Board members
- Establish By-Laws for the new WDB
- Establish Conflict of Interest Policy for the new WDB
- Approval of the Annual Budget 2016
- Submission of Regional Plan - as required by the NYSDOL
- LWDA's Four-year Strategic Plan pending committee review
- Selection of the One Stop Operator Consortium
- Selection of the youth services providers for the Workforce Development Academy for Youth (WDAY)
- Selection of Eligible Training Providers (ETP)

**Grants:**

**Youth Build:** The USDOL has awarded Westchester County, on behalf of the Westchester-Putnam Workforce Development Board, 1.1 million under the federal Youth Build program. This program, Westchester Youth Build Consortium, will serve 60 high school dropout youth between the ages of 16 to 24 in the cities of Mount Vernon, Yonkers and Peekskill. The program will offer building trades and educational and academic enrichment to participants who will be working on building and or renovation of low income and or homeless housing. Negotiations are been conducted with the vendors to operate this program. These vendors responded to an RFP that was issued as a part of the grant submission process.

**Strive Forward:**

Strive International has awarded Westchester County, on behalf of the Westchester-Putnam Workforce Development Board, \$550,000 under the USDOL Strive Forward initiative. This program will provide workforce and career development services to serve 72 court attached youth between the ages of 14 to 24 in the city of Yonkers. Westhab was the only respondent.

**Fatherhood Initiative:**

The USDOL has advised, the County, on behalf of the Westchester-Putnam workforce development Board, that it was not successful in its application under the fatherhood initiative.

**Anticipated Grants:**

The USDOL is expected to issue solicitations for two reentry grants in early 2016, staff is working with community partners to develop a strategy to develop and submit responses for both. Grant writers will have to be procured for these projects.

**Special Projects:**

**Ready to Work (Jobs Waiting):** Program has completed its first boot camp of 26 participants in Westchester county. The second boot camp has started in Orange County; and two more are scheduled to start in January and February 2016 in Westchester and Dutchess counties. The program had its first job placement. Participants from the first boot camp are being prepared for training and placements.

**Just Add One:** The Westchester Community College and its partners have begun recruitment of participants for the cohort to begin January 2016.

**READI Curriculum:** HRG has completed the draft curriculum and will be launching the test pilot in January 2016.

**Sector Manager:** HRG has met with the WCA to discuss strategies for placing Jobs waiting participants in healthcare jobs across the region.

**VITA/EITC 2016:** SingleStop USA, which provided funding for the past two years to operate the WCC site, did not provide funding for 2016, which means a \$50,000 loss. WestCOP has been selected to operate the program for 2016.

**Connections for Success Summit 2016 (Information Technology & Social media in Small Businesses & Career Advancements):** WPWDB is a co-sponsor of this event scheduled for Tuesday, March 22, 2015 at the Double tree Hotel, Tarrytown. The ED and commissioner Kevin McGuire are members of Leadership Group that is responsible for the planning of this event. Barbara Edwards, Chair of the African American Advisory Board is the leader of the group. County Executive s Robert Astorino and Maryellen Odell or their designees are expected to open the event. Monique L. nelson, CEO Uniworld Group, Inc. will be the keynote speaker; and Desiree Watson, CEO, Wellness Interactive will be the lunch keynote speaker. Save the date cards have been developed and will be distributed in hard copies and electronically. The Leadership group is currently soliciting presenters, exhibitors and sponsors for the event.

**Staff Development:**

**Ready to Work Conference;** Ali Tarchoun, Daniella DeMatteis (Westchester County Association-project manager) and the ED participated in the USDOL Ready to work Conference held in Washington, DC on October 2015. Grant Recipients nationally attended the conference.

**Youth Build Conference:** Allen Kelley, Sonda Norris Lowe and Allison Jones participated in the Youth Build Conference held in Washington, DC in November 4 7 5, 2015. Attendees included Youth Build grant recipients from across the US.

**IEDC Annual Conference:** The ED attended the IEDC conference held in October 4, 5 & 6, 2015 in Anchorage, AK. Economic and workforce directors from over 40 countries and from across the US participated in this conference.

**NAWB Conference 2016:** this forum will be held on March 22, 23, 2016 in Washington DC. The WDB may send representatives, whose expenses will be reimbursed.

Submitted by;

Donnovan Beckford, Executive Director

**WESTCHESTER – PUTNAM  
WORKFORCE DEVELOPMENT BOARD  
(WPWDB)**

**BY-LAWS**  
Effective July 1, 2015



**EFFECTIVE DATE: July 1st, 2015**

**WESTCHESTER-PUTNAM  
WORKFORCE INVESTMENT BOARD**

**By Laws**

**PREAMBLE**

The Workforce Innovation & Opportunity Act of 2014, (WIOA) was created to integrate, coordinate and improve education, training and employment systems. The legislation mandates the creation of a State Workforce Development Board (SLWDB) and local Workforce Development Boards as the vehicle to develop and guide the implementation of a streamlined and effective strategy for addressing workforce development issues for each designated Local Workforce Development Area (LWDA). The Westchester-Putnam Local workforce Development Board (LWDB) serves as a strategic convener to promote and broker effective relationships between the chief elected official (CEO) and economic, education, and workforce partners. The LWDB develops strategies to continuously improve and strengthen the workforce development system through innovation in, and alignment and improvement of, employment, training, and education programs to promote economic growth. LWDB establishes a platform in which all members actively participate and collaborate closely with the required and other partners of the workforce development system, including public and private organizations.

**ARTICLE 1 – NAME**

The name of this organization shall be known as the **Westchester-Putnam Local Workforce Development Board** (hereinafter referred to as the “**WDB**”).

**ARTICLE 2– RESPONSIBILITIES**

Responsibilities of the Local Workforce Development Board (LWDB) include:

- Development and approval of a local and regional strategic plans
- Provision of workforce research and regional labor market analysis;
- Development of a budget for the activities of the Local Board, consistent with the LWDA Plan and duties of the LWDB, subject to approval of the CEO;
- Convening, brokering and leveraging local workforce development stakeholders;
- Leading efforts to engage with a diverse range of employers and entities in the region;
- Negotiation of local performance measures;
- Leading efforts in the local area to develop and implement career pathways within the local area by aligning the employment, training, education and



supportive services that are needed by adults and youth, particularly individuals with barriers to employment;

- Identifying and promoting proven and promising practices;
- Developing strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, workers and jobseekers;
- Designating, with agreement of the CEO, of the Career Center operator, youth providers and identification of eligible training providers;
- Provision of program oversight and consumer choice requirements, in partnership with the Chief Elected Official;
- Coordination with education providers;
- Development of a budget for activities of the Local Board;
- An annual assessment of the physical and programmatic accessibility in accordance with WIOA Sec. 188 and the Americans with Disabilities Act of 1990 of all one-stop centers in the local area; and
- Certification of one-stop centers.

Sample language for optional functions that may be added:

- Determination and approval of policies and procedures;
- Establishment of clear roles, responsibilities, procedures and expectations to increase board participation and improve board functionality;
- Collaboration as needed on regional, local and state initiatives; and
- Approval of plans for the implementation of goals and objectives for the LWDB, including realization of efficiencies, cost savings, synergies, best practices, conservation of resources and pooling of complementary resources.

### **ARTICLE 3 – MEMBERSHIP**

**Section 3.01** Membership of the Westchester-Putnam Workforce development Board includes the following:

- A majority of the members must be business representatives;
- 20% of the members must be workforce representatives (which must include two organized labor representatives and one apprenticeship representative; and may include representatives from Community Based Organizations and organizations with experience serving youth);
- One Title III Wagner -Peyser representative;
- One Title II Adult Education and Literacy representative;
- One Higher Education representative;
- One Economic and Community development representative
- One Title IV Vocational Rehabilitation representative.

- Discretionary appointments by the County Executives of Westchester and Putnam counties.

**Section 3.02. Term of Office.** At the discretion of the two County Executives of Westchester & Putnam counties, who are the chief elected officials (CEOs), members shall be appointed for fixed and staggered terms, and each shall serve until his/her successor is chosen by the CEOs and qualified, or until his or her death, or until he/she resigns, or until he/she is removed in the manner herein provided.

**Section 3.04. Compensation.** Members of the Local Workforce Development Board (LWDB) shall serve without compensation.

**Section 3.05. Resignation.** Any member may resign at any time by giving written notice to the CEO through the chairperson of the Board. The resignation will take effect upon receipt and acceptance thereof by the CEO or at such time as specified in the notice.

**Section 3.06. Vacancies.** The chairperson of the Board shall notify the County Executives of Westchester & Putnam Counties as to vacancies. They will then fill the vacancy in the same manner as provided herein for the appointment of new members. Any member so appointed shall be representative of the same group as the resigning member, and shall hold office for the remaining term, or until his/her death, or resignation, or removal in the manner herein provided.

**Section 3.07. Termination of Membership.** Any appointed member may be removed by the County Executives whenever in their judgment the best interest of the LWDB would be served by such action.

**Section 3.08. Place of Meetings.** The LWDB may hold its meetings at any location it chooses within Westchester or Putnam counties, New York.

**Section 3.09. Regular Meetings.** The LWDB shall hold regular meetings at a time and place determined by the Board or at the request of the CEO. Meetings shall be conducted in accordance with Robert's Rules of Order.

**Section 3.10. Annual Meetings and Elections.** The Annual meeting of the Board shall be last meeting of the program year held during the month of June or as otherwise as voted by the majority of the members of the WDB.

**Section 3.11. Special Meetings.** Special meetings may be called by the LWDB chairperson, the CEO, or by a majority of the members of the Executive Committee. Notice of special meetings shall be mailed via ordinary mail to each Board member's residence or place of business at least five (5) days before the scheduled meeting date, or delivered personally or by telephone not less than two (2) days before the meeting. The notice shall include the time and place of meeting, but need not state the purposes of the meeting unless otherwise

provided herein and shall be conducted in accordance with the Open Public Meeting Act.

**Section 3.12. Quorum/Manner of Acting.** Unless as otherwise provided by statute or these By-Laws, a majority of the whole membership of the Board shall constitute a quorum for a constituted meeting of the WDB. **Section 2.17. Voting and Proxies.** Only those appointed members of the WDB may vote on matters before the WDB. Each member shall have one vote. An absent member may vote by proxy. Proxy votes must however, be in writing, signed by the absent member, and specifically address the exact items of business that will be voted during that meeting.

**Section 3.13. Conflict of Interest.** No Board members shall vote on any proposed or agenda item in which he/she has financial or other personal interest(s), direct or indirect. Any conflict or possible conflict of interest on the part of a member or a designated alternate shall be disclosed to the Board or committee thereof. Any board member having a conflict of interest must abstain from voting on the respective agenda items incidental to the conflict of interest.

**Section 3.14. Order of Business.** The Order of Business at all meetings of the LWDB shall be as follows:

1. Roll Call
2. Approval of the Minutes of the Preceding Meeting
3. Reports of Committees/Officers
  - Performance and Accountability
  - Programs
  - Business Engagement
  - Director's Report
4. Voting Items
5. Special Presentation
6. New Business
7. Old and Unfinished Business
8. Adjournment

#### **ARTICLE 4. Officers**

**Section 4.01 Executive Committee.**

At the annual meeting, the members shall elect the officers of the WDB who will form the Executive Committee of the Westchester-Putnam workforce development Board (WPWDB) and includes; the chairperson, vice-chair, secretary and treasurer; who must be elected from among the private sector members of the WDB; as well as, chairs and vice chairs of the standing committees. These officers will be elected based on recommendation of the

nominating committee in consultation with the County Executives. The nominating committee will be appointed by the County Executive \s and will include at least one representative from each county each of which is a member of the Workforce Development Board.

**Section 4.02. Resignations.** Any officer may resign by giving a written notice to the CEO directly or through the LWDB Chairperson. The resignation shall become effective upon receipt thereof by the CEO or Chairperson, or at such time as specified in the notice. An officer, who resigns from his or her elected position, may remain on the Board at the discretion of the County Executives.

**Section 4.03. Removal.** Any officer may be removed by the County Executives, with or without cause. The LWDB may recommend to the County Executives the removal of an officer. This must be done by an affirmative vote by two thirds of the entire Board a special meeting called for that purpose. The resulting vacancy shall be filled in the manner previously specified herein.

**Section 4.04 Vacancies.** All vacancies for offices shall be filled for the unexpired portion of the term in the manner prescribed in these By-Laws for election of officers.

**Section 4.05. Chairperson.** The Chairperson shall conduct meetings of the Local Workforce Development Board and the Executive Committee, and shall serve as an ex-officio member of all committees. The Chairperson shall guide general direction of the business of the Board, and shall delegate responsibilities to other officers and committee chairpersons as may be necessary.

**Section 4.06. Vice Chairperson.** The Vice Chairperson shall perform, in the absence or incapacity of the Chairperson, or when requested by the Chairperson, perform the duties of the Chair of the Local Workforce Development Board and such duties as may be delegated by the Board.

**Section 4.07. Treasurer.** The Treasurer shall assist in the development and directing of the operations, policies, and plans governing financial transactions of the LWDB. Duties shall include periodic reports to the Board as to the financial status of the LWDB, program audits, and such duties as may from time to time be assigned by the Chairperson of the Board.

**Section 4.08. Secretary.** The Secretary of the LWDB shall be responsible for all record and correspondences of the LWDB; give notice of and attend all meetings and ensures that a record of actions, reports and other business correspondences are kept. The Secretary maintains the current list of Board members and also performs other duties as are assigned by the members of the LWDB, Executive Committee or chair and other to duties usually incident to the Office of Secretary.

**\*Section 4.10. Staff.** Staff employed by the Westchester County Department of Social Services, the Administrative Entity through the use of WIOA funds shall be considered as LWDB staff, with the Executive Director responsible for the day-to-day direction of local workforce development system; to include planning; budgets; oversight of the career center system, and development. The Director shall, in the implementation of approved plans and programs, represent the administrative entity and assist the LWDB in carrying out the purposes and objectives of the program.

***\*Change is to reflect WIB Director/Secretary Position.\****

## **ARTICLE 5- COMMITTEES**

**Section 5.00 Structure.** By resolution adopted by a majority of the membership of the LWDB, and upon the recommendation of the Chairperson, the Board may create and appoint standing committees of the Board, including but not limited to.

- Executive Committee
- Program Committee
- Performance & Accountability
- Employer Relations/ Labor market Information

**Section 5.01. Executive Committee.** The Executive Committee shall be considered a standing committee of the Board. Members shall consist of the Officers of the Board, Chairs of each standing committee any two at-large members if the Chairperson of the Board so chooses. Except as otherwise provided by law, the Executive Committee shall have all the authority of the Board and may act on behalf of the LWDB in any matter when the Board is not in session, reporting to the Board for its ratification of their action at each regular or special meeting called for that purpose. Majority of the members of the Executive Committee shall constitute a quorum for the transaction of business. A vote of a majority of those present shall carry all questions.

- Assist the Workforce Development Board in providing leadership in the over-all planning, implementation, and performance of the WIOA system activities and programs

- Collect and review workforce data and best practices for data-driven and evidence-based recommendation and decision making
- Assist with the monitoring of the workforce system's performance measures and its continuous improvement processes

**Section 5.02. Performance & Accountability Committee.**

**Responsible for:**

- Align current systems to WIOA for all programs
- Establish procedures for WIOA performance target-setting
- Recommendations for non-WIOA programs
- Develop performance criteria systems for Youth and for OJT
- Carry out research and labor market analysis: Convening, brokering and leveraging workforce resources to support the local and regional workforce system
- Develop strategies to maximize the use of technology in the workforce system
- Negotiate and monitor local and regional performance measures
- Selection of operators and providers
- Selection of One Stop operators
- Selection of youth providers
- Identification of eligible providers of training services
- Identification of eligible providers of career services
- Budget and administration
- Administration

**Section 5.03. Program Committee**

**Responsible for:**

- Share, collect and review workforce data and best practices for data-driven and evidence-based recommendations and decision making
- Provide ongoing input into the implementation and performance of the local plan activities
- Provide leadership and partner representation in developing the adult services elements and the one stop system elements of the WIOA Local Plan

- Career Pathways Development
- Proven and promising practices
- Program oversight
- Coordination with education providers
- Accessibility for individuals with disability

The local board shall annually assess the physical and programmatic accessibility, in accordance with section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), of all one-stop centers in the local area.

#### **Section 5.04 Employer Relations & Labor Market Information Committee.**

Responsible for:

- Provide leadership and business/labor representation in developing the local workforce development plan related to employer engagement and economic development
- Provide input on career pathways, sector strategies, incumbent worker training and work-based learning
- Identify critical skill gaps and recommend solution strategies
- Business training initiatives
- Entrepreneurship
- Work experience

#### **ARTICLE 6 – PARLIAMENTARY AUTHORITY**

The rules contained in “Robert’s Rules of Order Revised” shall govern this organization in all cases to which they are applicable, and in which they are not inconsistent with these By-Laws or applicable Federal and State statutes and regulations.

#### **ARTICLE 7– AMENDMENT TO BY LAWS**

These By Laws or any part thereof may be amended or changed, or repealed in conjunction with the CEO by two-thirds vote of the entire Board of Directors at any regularly scheduled meeting after notice that such action is a purpose of the meeting. The proposed amendment or changes must be in written form and distributed to all members within the notice of scheduled meeting. Amendment of such proposals on first reading shall be deemed as applicable provided, however that said amendments shall be distributed to all members of the LWDB in advance of the meeting an amendment is to be acted upon.

**ARTICLE 8 – EFFECTIVE DATE**

These By Laws shall take effect on July 1, 2015 and shall remain in effect until amended or repealed in accordance with Article ----

BY LAWS ADOPTED: \_\_\_\_\_

Signed: \_\_\_\_\_

Present

Date \_\_\_\_\_

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Secretary

Date \_\_\_\_\_

Print Name: \_\_\_\_\_



**WESTCHESTER-PUTNAM WORKFORCE INVESTMENT BOARD**

**November 13, 2015**

**Workforce Development Board Meeting at DoubleTree**

The Westchester Putnam Workforce Development Board had its Board retreat at the DoubleTree Hotel on 9/29/2015

**Action Needed:**

**Authorize Westchester County to enter into an agreement with the DoubleTree Hotel for an amount not to exceed \$441.85 for providing refreshments and space for the September 29, 2015 WDB Retreat.**

**WESTCHESTER-PUTNAM WORKFORCE DEVELOPMENT BOARD**  
**120 Bloomingdale Road**  
**White Plains, NY 10605**

**July 1, 2015**

*Conflict of Interest Policy*

The Board of Directors of the Westchester-Putnam Workforce Development Board is committed to maintaining the highest standard of conduct in carrying out its fiduciary duties of care, obedience and loyalty in pursuit of its vision, mission, goals and objectives. As such, each and every member of the board shall adhere to the following code of conduct:

**By-laws & Policies**

- Be aware of and fully abide by the WIOA Legislation, By-laws, and policies of the board and counties.
- Ensure compliance of the corporation with all laws, regulations and contractual requirements.
- Respect and fully support the duly made decisions of the board in accordance with their fiduciary duties of obedience and loyalty.
- Respect the work and recommendations of sub-committees who are duly charged and have convened and deliberated their mandates and functions.
- Work diligently to ensure that the board fully assumes its role as a policy-making, oversight and governing body.

**Informed Participation**

- Attend most, if not all, meetings of the board and assigned committees.
- Keep well-informed of all matters, including financial, that come before the board and/or assigned committees.
- Respect and follow the “chain of command” of the board and county administration.
- Constructively and appropriately bring to the attention of the board, officers, committee chairs and/or appropriate staff any questions, personal views, opinions and comments of significance on relevant matters of governance, policymaking and our constituencies.
- Oppose, on the record, board actions with which one disagrees or is in serious doubt.
- Appropriately challenge, within the structure and By-laws of the Board, those binding decisions that violate the legal, fiduciary or contractual obligations of the Workforce Development Board.
- Do not fully commit to others or self to vote a particular way on an issue before participating in a deliberation session in which the matter is discussed and action duly taken.
- Act in ways that do not interfere with the duties or authority of staff, board administration or counties.
- Annually complete a conflict of interest statement provided by the board and/or counties.

**Conflict of Interest, Representation & Confidentiality**

- Represent the best interests of the Workforce Development Board at all times and to declare any and all duality of interests or conflicts of interests, material or otherwise, that may impede or be perceived as impeding the capacity to deliberate or act in the good faith, on behalf of the best interests of the Board. This includes those interests or conflicts that may pertain to another entity related to the Workforce Development Board.
- Conform to the procedures for such disclosure and actions as stated in the related By-laws or otherwise established by the board, pursuant to WIOA and other related legislations.
- Will not seek or accept, on behalf of self or any other person, any financial advantage or gain that may be offered because, or as a result, of the board member’s affiliation with the Workforce Development Board and or the counties.
- Publicly support and represent the duly made decisions of the board
- Speak positively of the organization to the Workforce Development Board members, and all current and potential stakeholders and constituencies.
- Do not take any public position representing the Workforce Development Board on any issue that is not in conformity with the official position of the Board.
- Do not use or otherwise relate one’s affiliation with the board to independently promote or endorse political candidates or parties for the purpose of election.
- Maintain full confidentiality and proper use of information obtained as a result of board service in accordance with board policy or direction.

**Interpersonal**

- Promote collaboration and partnership among all members of the board.
- Maintain open communication and an effective partnership with the Board’s officer and committee leadership and staff.
- Be “solution focused”, offering criticism only in a constructive manner.
- Do not filibuster or engage in activities during meetings that are intended to impede or delay the progress and work of the board because of differences in opinion or other personal reasons.
- Always work to develop and improve one’s knowledge and skills that enhances one’s abilities as a board member.

**BOARD MEMBER:**

**WITNESS:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

**Westchester-Putnam Workforce Development Board**

**Meeting**

**November 13, 2015**

**Executive Director's Report**

**WIOA Implementation:**

Westchester-Putnam Workforce Development Board, in collaboration with County Executives Robert Astorino and Mary Ellen Odell, has made significant progress in implementing the new legislation which became effective on July 1, 2015. These include:

- Designation of the Local Workforce Development Area
- Appointment of Workforce Development Board members
- Establish By-Laws for the new WDB
- Establish Conflict of Interest Policy for the new WDB
- Approval of the Annual Budget 2016
- Submission of Regional Plan - as required by the NYSDOL
- LWDA's Four-year Strategic Plan pending committee review
- Selection of the One Stop Operator Consortium
- Selection of the youth services providers for the Workforce Development Academy for Youth (WDAY)
- Selection of Eligible Training Providers (ETP)

**Grants:**

**Youth Build:** The USDOL has awarded Westchester County, on behalf of the Westchester-Putnam Workforce Development Board, 1.1 million under the federal Youth Build program. This program, Westchester Youth Build Consortium, will serve 60 high school dropout youth between the ages of 16 to 24 in the cities of Mount Vernon, Yonkers and Peekskill. The program will offer building trades and educational and academic enrichment to participants who will be working on building and or renovation of low income and or homeless housing. Negotiations are been conducted with the vendors to operate this program. These vendors responded to an RFP that was issued as a part of the grant submission process.

**Strive Forward:**

Strive International has awarded Westchester County, on behalf of the Westchester-Putnam Workforce Development Board, \$550,000 under the USDOL Strive Forward initiative. This program will provide workforce and career development services to serve 72 court attached youth between the ages of 14 to 24 in the city of Yonkers. Westhab was the only respondent.

**Fatherhood Initiative:**

The USDOL has advised, the County, on behalf of the Westchester-Putnam workforce development Board, that it was not successful in its application under the fatherhood initiative.

**Anticipated Grants:**

The USDOL is expected to issue solicitations for two reentry grants in early 2016, staff is working with community partners to develop a strategy to develop and submit responses for both. Grant writers will have to be procured for these projects.

**Special Projects:**

**Ready to Work (Jobs Waiting):** Program has completed its first boot camp of 26 participants in Westchester county. The second boot camp has started in Orange County; and two more are scheduled to start in January and February 2016 in Westchester and Dutchess counties. The program had its first job placement. Participants from the first boot camp are being prepared for training and placements.

**Just Add One:** The Westchester Community College and its partners have begun recruitment of participants for the cohort to begin January 2016.

**READI Curriculum:** HRG has completed the draft curriculum and will be launching the test pilot in January 2016.

**Sector Manager:** HRG has met with the WCA to discuss strategies for placing Jobs waiting participants in healthcare jobs across the region.

**VITA/EITC 2016:** SingleStop USA, which provided funding for the past two years to operate the WCC site, did not provide funding for 2016, which means a \$50,000 loss. WestCOP has been selected to operate the program for 2016.

**Connections for Success Summit 2016 (Information Technology & Social media in Small Businesses & Career Advancements):** WPWDB is a co-sponsor of this event scheduled for Tuesday, March 22, 2015 at the Double tree Hotel, Tarrytown. The ED and commissioner Kevin McGuire are members of Leadership Group that is responsible for the planning of this event. Barbara Edwards, Chair of the African American Advisory Board is the leader of the group. County Executive s Robert Astorino and Maryellen Odell or their designees are expected to open the event. Monique L. nelson, CEO Uniworld Group, Inc. will be the keynote speaker; and Desiree Watson, CEO, Wellness Interactive will be the lunch keynote speaker. Save the date cards have been developed and will be distributed in hard copies and electronically. The Leadership group is currently soliciting presenters, exhibitors and sponsors for the event.

**Staff Development:**

**Ready to Work Conference;** Ali Tarchoun, Daniella DeMatteis (Westchester County Association-project manager) and the ED participated in the USDOL Ready to work Conference held in Washington, DC on October 2015. Grant Recipients nationally attended the conference.

**Youth Build Conference:** Allen Kelley, Sonda Norris Lowe and Allison Jones participated in the Youth Build Conference held in Washington, DC in November 4 7 5, 2015. Attendees included Youth Build grant recipients from across the US.

**IEDC Annual Conference:** The ED attended the IEDC conference held in October 4, 5 & 6, 2015 in Anchorage, AK. Economic and workforce directors from over 40 countries and from across the US participated in this conference.

**NAWB Conference 2016:** this forum will be held on March 22, 23, 2016 in Washington DC. The WDB may send representatives, whose expenses will be reimbursed.

Submitted by;

Donnovan Beckford, Executive Director

**WESTCHESTER/PUTNAM**

Item IV (d)

**CUSTOMER SERVICE INDICATORS PERFORMANCE  
COMMON MEASURES****ADULTS**

| <b>MEASURE</b>                              | <b>GOAL</b> | <b>ACTUAL</b> | <b>DIFFERENCE</b> |
|---|-------------|---------------|-------------------|
| Entered Employment                          | 59%         |               |                   |
| Employment Retention                        | 81%         |               |                   |
| Average Earnings                            | \$13,401    |               |                   |
| Discolated Workers Enter<br>Employment Rate | 53.4%       |               |                   |
| Discolated Workers<br>Employment Rate       | 82%         |               |                   |
| Dislocated Workers<br>Average Earnings      | \$19,587    |               |                   |

**YOUTH**

| <b>MEASURE</b>                               | <b>GOAL</b> | <b>ACTUAL</b> | <b>DIFFERENCE</b> |
|--|-------------|---------------|-------------------|
| Completion of Education &<br>Employment      | 70.5%       |               |                   |
| Youth Attainment of Degree<br>or Certificate | 65.9%       |               |                   |
| Youth Literacy & Numeracy<br>Gain            | 56.7%       |               |                   |

**WESTCHESTER/PUTNAM**

Item IV (d)

**CUSTOMER SERVICE INDICATORS PERFORMANCE**

**Customer Service Indicators**

| <b>MEASURE</b>                  | <b>GOAL</b> | <b>ACTUAL</b> | <b>DIFFERENCE</b> |
|---------------------------------|-------------|---------------|-------------------|
| Initial Assessment              | 95%         |               |                   |
| Employability Profile           | 95%         |               |                   |
| JRS Referrals                   | 95%         |               |                   |
| JRS JobZone Resume Based Search | 95%         |               |                   |
| CareerZone Portfolio            | 35%         |               |                   |
| Training (Regional)             | 95%         |               |                   |
| Business Customer Job Referral  | 95%         |               |                   |

**Management Information**

| <b>MEASURE</b>                                     | <b>GOAL</b> | <b>ACTUAL</b> | <b>DIFFERENCE</b> |
|--|-------------|---------------|-------------------|
| Employability Profile Tabs                         | 95%         |               |                   |
| Dislocated Worker Dislocation Date                 | Varies      |               |                   |
| Training Information - ETP                         | Varies      |               |                   |
| Reduced Exiters on Unemployment Insurance Benefits | 10%         |               |                   |
| Disconnected Youth                                 | Varies      |               |                   |

**599 Reporting**

|  |        |  |  |
|--|--------|--|--|
| One Stop 599 Approvals                             | Varies |  |  |
| Original Claim 599 Approvals                       | Varies |  |  |
| Original Claim 599 Disapprovals                    | Varies |  |  |
| Reduced Exiters on Unemployment Insurance Benefits | 10%    |  |  |
| - Putnam   | 2      |  |  |
| - Peekskill  | 208    |  |  |
| - Peekskill Carmel                                 | 141    |  |  |
| - White Plains                                     | 711    |  |  |
| - Mount Vernon                                     | 311    |  |  |
| Disconnected Youth Average Service Dates           | 2.69   |  |  |

## WESTCHESTER-PUTNAM WORKFORCE DEVELOPMENT BOARD

November 13, 2015

Hire Westchester- Putnam On The Job Training Requests

The WPWDB will continue to support business training needs that will enable businesses to hire new employees and/or retrain existing employees and grow their business through various training funded incentives. In order to reduce confusion among businesses as to which business training opportunities are available, the WPWDB has consolidated all business training initiatives under the umbrella of 'Hire Westchester-Putnam'. Hire Westchester- Putnam consists of on-the-job training, customized training and incumbent worker training, business sector training, including federal, state and local business incentive programs. The jobs must be full time and must pay no less than \$10.00 and no more than \$25.00 per hour. Each business applicant may apply for up to \$20,000 for OJT or Customized Training and/or Business Sector Training to offset the cost of hiring. OJT is geared towards an individual worker to develop the skills and competencies needed for a specific job function. Customized/Incumbent Worker training is for an individual business hiring a group of workers and/or existing workers who need to develop specific/subscribed skills and competencies to function in their jobs.

The following businesses submitted applications for Hire Westchester-Putnam funding:

Hire Westchester-Putnam Funding Requests:

| Company                           | Position                                   | Proposed Hires | Actual Hires | Pending Hires | Hourly Wage | Training Cost | WPWBD Funding Level |
|-----------------------------------|--|----------------|--------------|---------------|-------------|---------------|---------------------|
| Corporate Computer Solutions      | Sales Admin                                | 3              | 2            | 1             | \$17.58     | \$40,000      | \$20,000            |
| Macan Development Engineers       | Administrative Assistant                   | 2              | 2            | 0             | \$25        | \$40,000      | \$20,000            |
| Michelle Barnett Occhino Agency   | Insurance Sales Agents                     | 3              | 2            | 1             | \$12        | \$40,000      | \$20,000            |
| Concorde Temporary Staffing, Inc. | Recruiter/Junior Recruiter/Admin Assistant | 3              | 1            | 2             | \$16        | \$40,000      | \$20,000            |
| Singer Holding Corp               | Fleet Assistant                            | 1              | 1            | 0             | \$12        | \$7,680       | \$3,840             |

Action Needed:

**Authorize Westchester County to enter into OJT agreements with five businesses to hire and train twelve (12) unemployed and/or underemployed individuals under the Hire Westchester-Putnam initiative for an amount not to exceed \$83,840.**



**WESTCHESTER-PUTNAM WORKFORCE INVESTMENT BOARD**

**November 13, 2015**

**Ready to Work Day Care contract with Once Upon a Time**

Ready to Work Participant, Kirsten Del Peschio, needed childcare services for her one year old child in order to attend the Ready to Work Boot Camp.

**Action Needed:**

Authorize Westchester County to enter into an agreement with Once Upon a Time Day Care to provide day care services for Kirsten Del Peschio for an amount not to exceed \$1,150.00 for the period July 1, 2015 to June 30, 2016.

**WESTCHESTER-PUTNAM WORKFORCE INVESTMENT BOARD**

**November 13, 2015**

**Workforce Development Board Meeting at DoubleTree**

The Westchester Putnam Workforce Development Board had its Board retreat at the DoubleTree Hotel on 9/29/2015

**Action Needed:**

**Authorize Westchester County to enter into an agreement with the DoubleTree Hotel for an amount not to exceed \$441.85 for providing refreshments and space for the September 29, 2015 WDB Retreat.**

Item IV (g)

**Westchester-Putnam Workforce Development Board**

**November 13, 2015**

**Request to Approve Individual Training Accounts (ITAs) over the Cap**

Request to approve Individual Training Accounts that exceed ITA limit of \$3,000 to cover the full training cost for the following One-Stop customers:

**Raul Alonzo- NY014411832**

Is an 18yrs old male who graduated high school last year. He is one of 6 children in the household. His parents are both undocumented immigrants from Mexico. His mother has a job as a custodian cleaning houses as need be. His father also has a job where he works as a landscaper. During my first assessment meeting with Raul, he explained to me that though, both of his parent have a job they barely make ends means. He said growing up, that he had seen his family struggle to eat and his parents working hard for very little pay. He said he wanted to get trained to become an HVAC Technician so that he can assist his family. He did mention that he will like to go back to college after he becomes an HVAC Technician. He is not a parenting youth and hasn't been involved in the juvenile justice system. At first, he planned to find employment and somehow save up to pay off the balance. His family is on public assistance. HVAC training at SW BOCES start and end date 11-17-15 through 01-29-16. Cost: \$5,250.00. Requesting approval for additional \$2,250.00.

**Shaquille Davis- NY014408220**

Is a 22 year old youth who lives with his single mother in Croton Harmon. He grew up in Mt Vernon with his mom. Due to the fact that he was hanging out with other youth in his neighborhood that according to his mom had a bad influence on him, she decided to move with him when he was 16yrs to Croton Harmon. He explained to me that the reason for that was to help him graduate high school which he did. He said that since they moved up north, his mom has been working hard to help take care of him but that after they pay their rent there was little money left for food and other expenses. He further explained that he has seen his mom struggle too hard to make sure that he stays out of trouble and that he will like to get trained in HVAC in order to assist her with paying bills. He is very ambitious young man who wants to do well. He has been involved in the criminal justice system for infractions. He initially attended WCC but was forced to drop out because his financial aid failed to cover entire tuition cost. HVAC training at SW BOCES start and end date 11-17-15 through 01-29-16. Cost: \$5,250.00. Requesting approval for additional \$2,250.00.

**Skye Harris - NY014215780**

Is a 29 year old young man with some work experience, however, has not been able to retain a job for more than 1 ½ years. He is unemployed and currently receiving public assistance. He aspires to become an HVAC technician. HVAC training at SW BOCES start and end date 11-17-15 through 01-29-16. Cost: \$5,250.00. Requesting approval for additional \$2,250.00.

**Action Required:**

**Authorize individual training accounts (ITAs) that exceed the \$3,000.00. These include Raul Alonzo- NY014411832; Shaquille Davis- NY014408220 and Skye Harris- NY014215780 for a total aggregate amount not-to-exceed \$15,750.00.**

**Westchester-Putnam Workforce Development Board**

**November 13, 2015**

**VITA/EITC**

The Earn Income Tax Credit (EITC) is a refundable Federal/State tax credit for eligible individuals and families who work and have earned income. The EITC reduces the amount of tax one owes, and may give a refund.

Single Stop USA, which provided funding for the past two years to operate the WCC site, did not provide funding for 2016, which means a \$50,000 loss.

**Required Action:**

**Authorize Westchester County to enter into an agreement with Westchester Community Opportunity Program to operate the VITA/EITC program for PY 2016 for the period beginning January 1, 2016 to December 31, 2016 for an amount not to exceed \$50,000.**

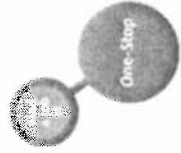
# Getting *READI*

Item V (1)

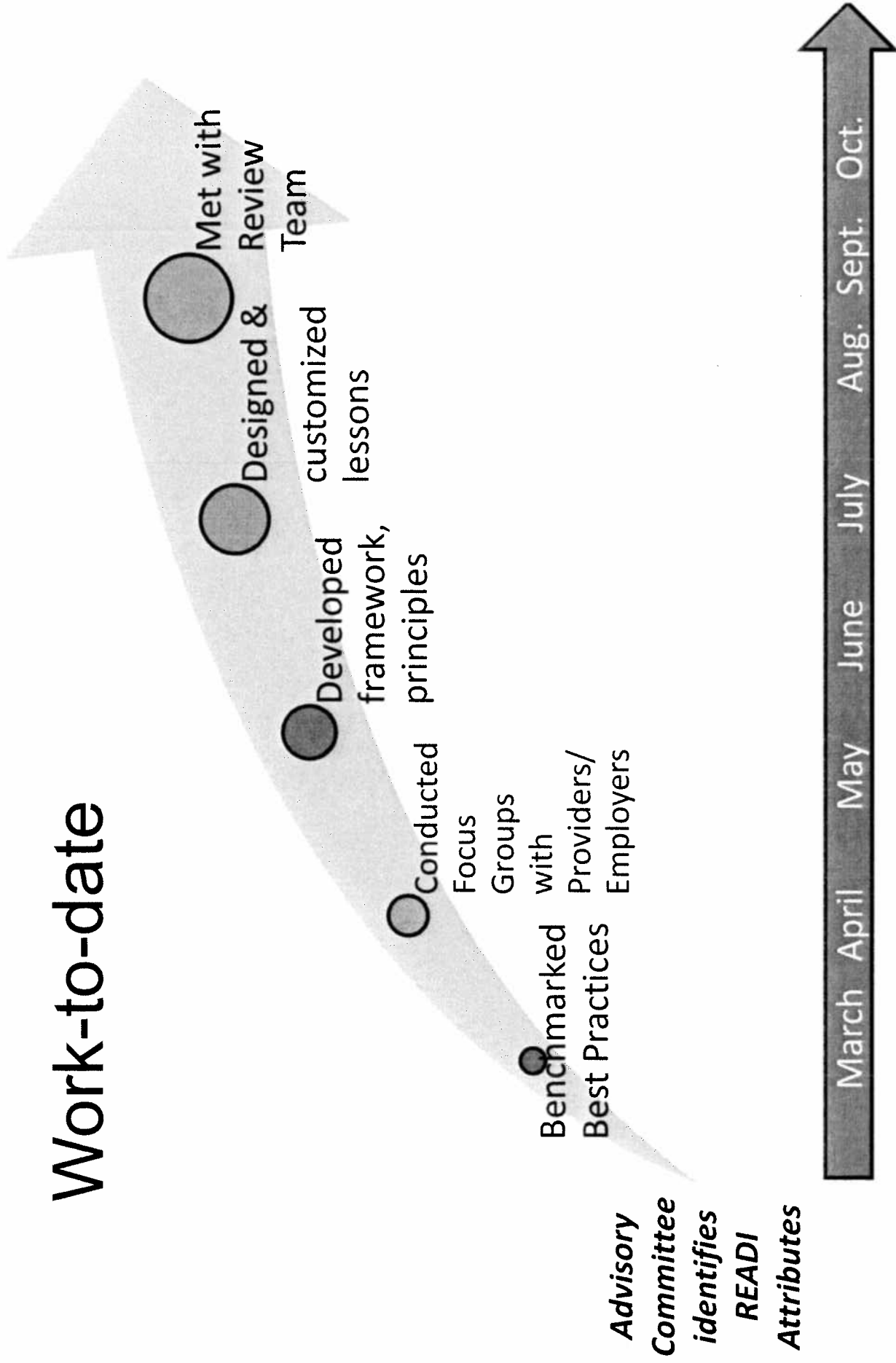


## **Workplace Attributes Initiative**



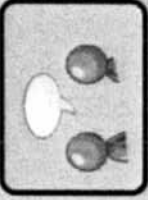


*Building a strong youth pipeline for  
Westchester & Putnam employers*



# Work-to-date



# READI Overview

|   |   |
|---|---|
| <br>Respect      | <b>Building Confidence</b> <ol style="list-style-type: none"><li>1. Giving &amp; Earning Respect</li><li>2. Self Awareness</li><li>3. Personal Well-Being</li></ol> |
| <br>Enthusiasm   | <b>Let's Focus</b> <ol style="list-style-type: none"><li>4. Developing Enthusiasm</li><li>5. What's Important</li><li>6. Setting Goals</li></ol>                    |
| <br>Articulate   | <b>Presenting My Best Self</b> <ol style="list-style-type: none"><li>7. Speaking well</li><li>8. Listening</li><li>9. Confident Communicating</li></ol>             |
| <br>Dependable  | <b>Count On Me</b> <ol style="list-style-type: none"><li>10. Positive Work Ethic</li><li>11. Solving Problems</li><li>12. Managing Emotions</li></ol>               |
| <br>Initiative | <b>Going For It</b> <ol style="list-style-type: none"><li>13. Taking Initiative</li><li>14. Overcoming Challenges</li><li>15. Working Towards Goals</li></ol>       |

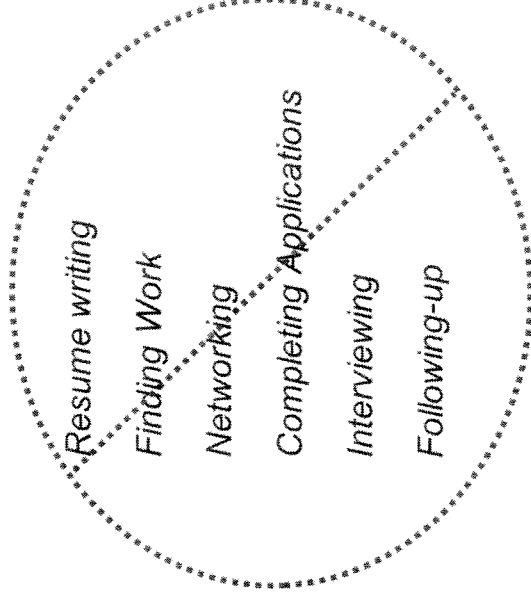
# About **R E A D I**

Workplace Readiness & Personal/Professional Success

5 key skills:

- **Self Esteem/Awareness**
- **Communication**
- **Problem-solving**
- **Workplace behavior**
- **Goal Setting**

NOT covered





## Assessment

# Does READI work?

|  | What it measures                       |
|--|--|
| <ul style="list-style-type: none"><li>• Pre – post self-assessment</li><li>• Process measures<br/>(attendance, journal work)</li></ul> | Learning & Retention                   |
| <ul style="list-style-type: none"><li>• Counselor feedback</li><li>• Employer feedback</li></ul>                                       | Behavior change<br>Application         |
| <ul style="list-style-type: none"><li>• Worry Index (PSWQ)</li><li>• Well-being/Resilience</li></ul>                                   | Anxiety & depression,<br>Coping skills |

# Where we go from here

**Summer Employment**  
Marketing Campaign  
Youth Summit (Westchester Bank/WCA)

Youth Summit

Program evaluation

First cohort to launch in

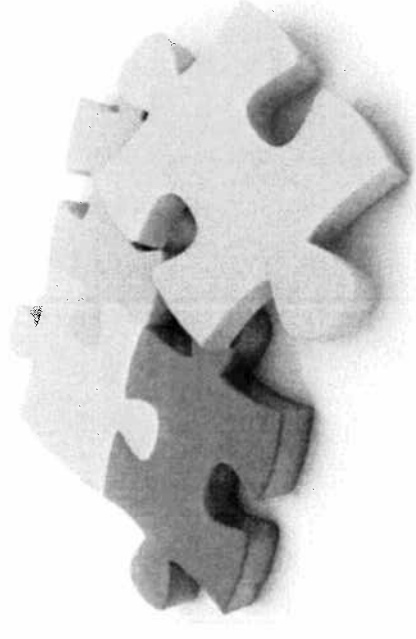
Train-Mt. Vernon the-Trainer

Dec. Jan. Feb. March April May June July

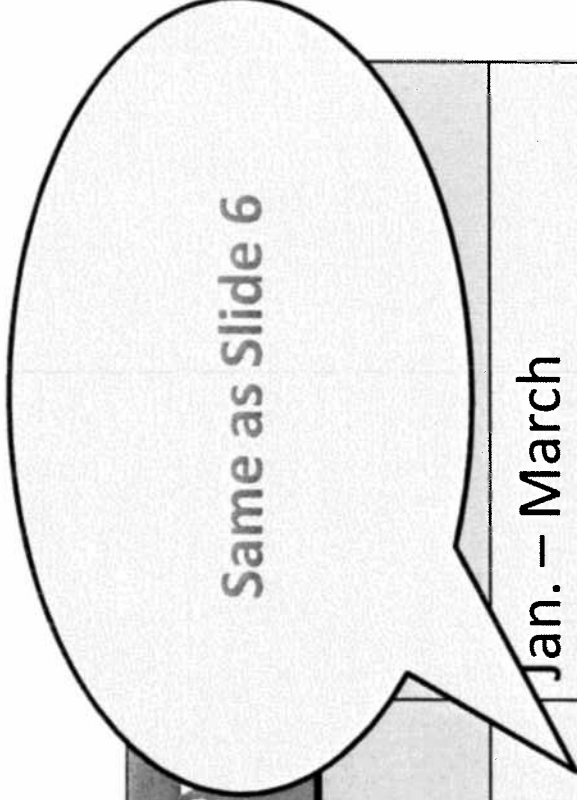
## Youth Development

### Critical Success Factors:

- ✓ Strong Youth/Adult Relationships
  - ✓ Build a Sense of Self & Group
- ✓ Strong connections to employers
- ✓ Build Skills of Youth



# Where we go from here...



| New                               |               |
|-----------------------------------|---------------|
| Train-the trainer                 |               |
| First cohort goes through program | Jan. – March  |
| Post program evaluation           | March - May   |
| Youth Summit                      | April         |
| Summer employment                 | April – Sept. |

Item V (2)

# Jobs Waiting (Ready to Work)

Presented by:

Amy Allen, Vice President, Westchester County Association  
Executive Director, Hudson Valley Workforce Academy

Dani DeMatteis, Jobs Waiting Program Manager

# Overview

- Westchester-Putnam Workforce Development Board was awarded \$9.8 million grant under the USDOL Ready to Work program.
- Objectives of Ready to Work: Prepare, train and place long term unemployed individuals who may be trained for jobs filled with foreign workers under the H1B visas program.
- Our Goals: Connect 425 Long Term Unemployed to Careers in the Healthcare field and train 75 incumbent workers to move to higher positions
- Collaborative effort among 7 WDB's, 11 One Stop Career Centers and businesses throughout the Hudson Valley
- Employer-driven program to determine the needs of healthcare providers and match ready to work candidates by identifying skill gaps and training needs

# Regional/Local Partnerships

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- Westchester-Putnam WDB
- Westchester County Association – Project Management Team
  - Career Coaches – working one on one with program participants; resume writing; team meetings
  - Job Developers (HRG) – create/expand inventory of open positions; meet with healthcare providers
- 7 Workforce Development Boards and 11 One-Stops across the Hudson Valley
- The Workplace – Boot Camp
- Community Colleges and BOCES
- Job Seekers
- Healthcare Providers – Employers!

# Implementation Strategy

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- Identify Project Management Team
- Identify current healthcare job openings
- Identify and screen LTU individuals for Boot Camps
- Determine appropriate track for Boot Camp graduates:
  - Rapid re-entry into the workforce
  - Short or long term occupational training for graduates, including minimum qualifications and requirements by educational partners
- Job matching between candidates and open positions



# WCA Project Management Team

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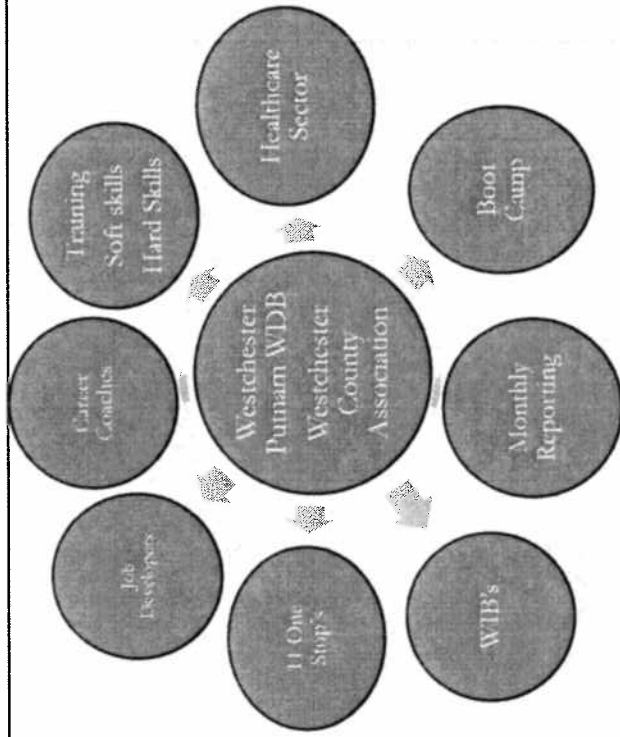
- **Amy Allen** – Vice President WCA; Executive Director Hudson Valley Workforce Academy. Leads the Healthcare Consortium. Significant experience in coordinating global projects and conferences.
- **Dani DeMatteis** – Project Manager, Jobs Waiting. More than 15 years in administering local and federal Workforce Development and Welfare to Work Programs.
- **Lillian Morales** – Career Coach. Workforce Development, and Human Resources professional, with over 25 years in corporate and governmental positions.
- **Rasheda Oakman** – Career Coach. NYS Department of Labor for 5 years as a Re-employment Workforce Advisor.

## WCA Project Management Team (cont'd)

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- **Hospitality Resource Group; Job Development Team.** Hospitality Resource Group, Inc. (HRG)-Over 18 years of experience developing innovative training, marketing and event programs for businesses, education institutions, not for profit organizations and municipalities. Responsible for outreach to employers; developing job matches and creating inventory of job openings for Jobs Waiting candidates.

# Jobs Waiting Collaborative



# Workflow

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- Screening and enrollment of customers for Boot Camp (WCA)
- Boot Camp – six week intensive workplace readiness training
- Rapid re-entry into the workplace, or
- Short or long term occupational training leading to certification (if needed)
- Placement and retention

# Accomplishments

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- Project Management Team (WCA) designated and formed
- WCA held a major Healthcare Consortium meeting on September 9<sup>th</sup> with stakeholders from the healthcare community for a buy-in on Jobs Waiting
- Met/conference calls with all 7 WDB Directors to promote Jobs Waiting Program
- Westchester County/WCA worked with the WDB, County's IT and Communications departments to develop a website devoted to Jobs Waiting applicants
- Marketing and Branding campaign underway to promote program (flyers, letters, pop ups)
- Career Coaches met with all participants in both group settings and one on one to develop resumes, provide career coaching, skill set assessments, etc.

## Accomplishments (cont'd)

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- Job Development Team, worked with the WDB and others developed process for posting job openings from the Hudson Valley Region
- Project Management Team has held meetings and conference calls with Community Colleges and BOCES to increase Eligible Training Provider list to allow participants more flexibility in training options
- Recruited and graduated first cohort of 26 participants who completed the six-week “Boot Camp” presented by the Workplace, Inc.
- We had 0% attrition for the first cohort!

## Accomplishments (cont'd)

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- 1 placement in employment one week after graduation
- 15 candidates from the first Boot Camp have been interviewed for open positions
- Four participants from first Boot Camp attending WCA Healthcare Analytics Course
- Began 2<sup>nd</sup> Boot Camp in Middletown, New York on October 26<sup>th</sup>
- Job Development Team creating an inventory of available positions and has contacted 192 area healthcare organizations via e-mail and phone and continually updates through the creation of a DropBox folder (ongoing)

## Next Steps

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- Oct. 26 – Dec 4, 2015 - 2<sup>nd</sup> cohort in Middletown, New York
- Nov 3 – Nov 13, 2015 - Mock interviews with graduates of first cohort
- Ongoing - Continual development of employer inventory and meetings with regional healthcare providers and training providers
- Ongoing - Continual job matching for graduates of first cohort
- Ongoing – Continual meetings with Westchester cohort (ie social media, meet-ups)
- December 2015 - Begin recruitment for next cohort of Boot Camp



# Graduation Day!





## Just Add One Westchester-Putnam Progress Report November 2015

| Category                                  | Activity   | Progress  |
|---|--|---|
| <b>Hiring &amp; Volunteer Recruitment</b> | WCC will hire a Program Coordinator; Program Faculty and recruit volunteer Coaches.  | – Program Coordinator was hired (resume attached).  |
|   | Work in collaboration with the BCW to hire an Outreach Coordinator.  | – 2 Program faculty have been hired (resumes are attached).<br>– Recruited 11 coaches.<br>– BCW has hired Grant Schneider to conduct recruitment for the JAO program (bio attached).  |
| <b>Program Schedule</b>                   | Create the program schedule for faculty/facilitators, and coaches.   | – This activity is complete (See attached schedule).  |
| <b>JAO Task Force</b>                     | Establish a Task Force for the JAO Program.  | – A task force has been established with the following members: John Ravitz of the Westchester Business Council; William Abram of Compufit; Wiley Harrison of the Business of Your Business; Jeanne Maloney and Nancy Jacobsen of Westchester Community College.  |
|   | Distribute all course materials to the JAO Task Force and request feedback.  | – The Task Force met on Tuesday, November 3, 2015 to review the participant interview procedure and to go over application review process.<br>– Course material will be provided to the Task Force in December 2015 for review.   |
| <b>Course Curriculum</b>                  | Develop Curriculum: Complete the development of the six modules of instruction to include: overall course objectives, specific instructional objectives for each module, and module outcomes/competencies. | – In Progress – Curriculum will be completed by December 1, 2015.   |
| <b>Evaluation</b>                         | Develop participant assessment tools: participant intake form, program evaluation, and participant evaluation to measure their progress.   | – Program intake form was created and is being utilized to capture business information.<br>– A participant satisfaction survey has been development which will be administered at the end of each session to measure the effectiveness of the course and faculty.<br>– An impact evaluations has been created to measure the program impact and the progress businesses are making towards meeting their goals. This evaluation will be administered three, six, nine and 12 months after program completion (see attached copies of the evaluations). |
|   | Begin initial participant evaluation by collecting key information including business financials, revenue, etc. streams, number of employees, and other key business information.                          | – This activity is in progress. To date, we have received seven (7) intake forms and five (5) pending.  |
|   | Collect Committee feedback and revise the course   | – This activity is in progress. The Committee   |

| Category  | Activity  | Progress   |
|---|---|--|
|   | materials as needed.  | has thus far shared their feedback regarding the business selection process.   |
| <b>Course Material</b>                            | Finalize course logistics: prepare course materials, confirm the process for taking/recording attendance, plan the faculty orientation, and plan student communication vehicles.                | <ul style="list-style-type: none"> <li>– Course material development is in progress.</li> <li>– Faculty will use attendance sheets to keep track of participant attendance.</li> <li>– An orientation for faculty and coaches will be scheduled for December 2015.</li> </ul>  |
|   | Participate in grant conference calls/meetings with members of the WDB.   | <ul style="list-style-type: none"> <li>– To Date, the JAO Team has participated in one conference call on Oct. 20, 2015.</li> </ul>  |
| <b>Marketing</b>                                  | Westchester Community College will developed a program brochure which will be distributed throughout Westchester and Putnam.<br><br>JAO announcement have been sent out using the G2E database. | <ul style="list-style-type: none"> <li>– A brochure has been developed and has been distributed at various events throughout Westchester and Putnam Counties.</li> <li>– G2E has sent out Four (4) announcements to over 1,000 businesses in our database.</li> <li>– The Westchester County office of Economic Development sent out an announcement to its business contacts.</li> <li>– Community Capital New York will send out an announcement to their small business database.</li> <li>– The Business Council has sent out an announcement to their members.</li> <li>– The President of the Mt. Vernon Chamber of Commerce will send out a message about the program including the brochure to its membership as well as posting the brochure and registration link on their website.</li> </ul> |
| <b>Recruitment</b>                                | The Recruitment Coordinator has attended X of events in Westchester and Putnam to recruit participants.<br><br>Number of applications received.   | <ul style="list-style-type: none"> <li>– The Business Council of Westchester Recruitment Coordinator has been actively attending business events and forums to promote JAO. Some of the organizations he has met with include the Hudson Gateway Chamber, New Rochelle, Yorktown and the Sleepy Hollow Chambers; the Business Council's Ambassador's meeting and at an event in Mahopac.</li> <li>– We have received seven (7) applications and five (5) are pending. We are conducting follow-up with additional candidates.</li> </ul>   |
| <b>Participant Interviews</b>                     | Schedule interviews with all program applicants and select 35 participants.   | <ul style="list-style-type: none"> <li>– The Program Coordinator is in the process of scheduling interviews with 7 candidates.</li> </ul>  |
| <b>Program Start Date</b>                         | Start pilot program   | <ul style="list-style-type: none"> <li>– Pilot Program is scheduled to start January 7, 2016 with a participant orientation. The program will run for 10 weeks and one Saturday. See Program Schedule for specific dates.</li> </ul>   |
| <b>Peer Group Meetings</b>                        | Hold first Facilitated Peer-to-Peer Group problem solving sessions  | <ul style="list-style-type: none"> <li>– End of January 2016 (date has not yet been scheduled).</li> </ul>   |
| Additional requirements not specified in the RFP. |   |  |
| <b>Certification</b>                              | Identify an organization who can provide industry recognized certification in entrepreneurship.   | <ul style="list-style-type: none"> <li>– The JAO Team conducted research to identify an organization who would provide certification, but was unsuccessful. The idea was then presented to the National</li> </ul>   |

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Association for Community College entrepreneurship's (NACCE) President and CEO who has agree to explore a certification program sponsored by NACCE. A meeting is scheduled for November 18, 2015.

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