

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: Donovan Beckford, OJ Yizar, Allen Kelley, Sonda Norris-Lowe, Ali Tarchoun

2. Welcome remarks, Donovan 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, Donovan 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, 2nd 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, 2nd 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, 2nd 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, 2nd 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, 2nd 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, 2nd 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, 2nd 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, 2nd 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, 2nd 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, 2nd 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, 2nd 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, 2nd 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), 2nd 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, 2nd 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, 2nd 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, 2nd by Thomas Capurso. No abstentions. Meeting adjourned.