

**WESTCHESTER-PUTNAM WORKFORCE DEVELOPMENT BOARD**

**ANNUAL MEETING**

**PUTNAM COUNTY GOLF COURSE**

**187 HILL STREET, MAHOPAC, NY 10541**

**TUESDAY, JUNE 26, 2018**

**Minutes from June 26, 2018 Meeting**

**I. Call to Order: David Singer, Chair**

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

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

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

**IV. Minutes of the March 29, 2018 meeting**

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

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

- A. 2018 SUMMER TANF YOUTH EMPLOYMENT Request for Proposals:** Authorize Westchester County Department of Social Services; on behalf of the WPWDB, to enter into agreement with the thirteen (13) vendors to provide services under the Summer Youth Employment Program for an amount not-to-exceed \$652,247.

*Motion to accept the recommendation was moved by Allison Madison; 2nd by Edward Cooke; Abstentions: Mike Piazza, Wiley Harrison, Richard St. Paul, all in favor. Motion carried.*

- B. LEAP Request for Modification and Extension:** Authorize Westchester County Department of Social Services, on behalf of the WPWDB, to submit a request to

US Department of Labor for a no-cost extension of Westchester County's LEAP Program, from the initial ending date of July 1, 2016 to December 31, 2018.

*Motion to accept the recommendation was moved by Edward Cooke; 2nd by Thomas Capurso; Abstentions: Claudia Murphy, all in favor. Motion carried.*

**C. Individual Training Account (ITA) Request:** Approve the request for ITA's over the threshold for the five customers listed below for a total aggregate not-to-exceed amount of 18,953.66:

1. Tania Livermore for an additional \$83.00 for an ITA over the limit of \$3,000 for a total not- to-exceed amount of \$3,083.00
2. J. Pagano for an additional \$1,888.00 over the limit for a total aggregate not-to-exceed amount of \$4,888;
3. J. Jennings for an additional \$2,833.00 over the limit for a total aggregate not-to-exceed amount of \$5,833;
4. M. Robles for an additional \$1,592.00 over ITA limit for a total aggregate not-to-exceed amount of \$4,592;
5. Naughton for an additional \$557 over the lime for a total aggregate not-to-exceed amount of \$3,557.

*Motion to accept the recommendation was moved by Joe DiCarlo; 2nd by Edward Cooke; Abstentions: Mike Piazza, Wiley Harrison, Richard St. Paul, all in favor. Motion carried.*

**D. Adult and Dislocated Worker Funds Transfer Requests for Program Year**

**PY2017:** Authorize Westchester County Department of Social Services, on behalf of the WPWDB, to submit a request to the NYS Department of Labor to transfer \$100,000 of PY17 Dislocated Worker funds to PY17 Adult funds to pay for the increased number of OJT, ITA and Customized Training applications.

*Motion to accept the recommendation was moved by Edward Cooke; 2nd by Allison Madison; No Abstentions, all in favor. Motion carried.*

**E. Youth Build Proposals Request for Proposal:** Authorize Westchester County Department of Social Services, on behalf of the WPWDB, to issue an RFP to

solicit proposals from one or more qualified agencies to provide services under the Youth Build Program, in anticipation of being awarded the upcoming YouthBuild grant.

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

- F. 2017 Annual Workforce Development Board):** Approve the plan and related cost of \$6,123 for 2018 Annual WPWDB Meeting.

*Motion to accept the recommendation was moved by Thomas Capurso, 2nd by Wiley Harrison; No Abstentions, all in favor. Motion carried.*

- G. Westchester Community Opportunity Program:** Authorize Westchester County Department of Social Services, on behalf of the WPWDB, to amend the contract with Westcop Inc. to provide services for the 2018 VITA program by extending the agreement from July 31, 2018 to December 31, 2018, at no additional cost.

*Motion to accept the recommendation was moved by Edward Cooke 2nd by Allison Maddison; Abstentions: Richard St. Paul and Mike Piazza, all in favor. Motion carried.*

- H. WDAY Contracts Renewal for Program Year 2018:** Authorize Westchester County Department of Social Services, on behalf of the WPWDB to renew the existing WDAY contracts by adding funding for the 2018-2019 program year for an amount not to exceed \$806,660, pending notice of award from NYS Department of Labor.

*Motion to accept the recommendation was moved by Allison Maddison 2nd by Br. Belinda Mills; Abstentions: Richard St. Paul and Mike Piazza, all in favor. Motion carried.*

- I. Grant Writing Services-Reentry Grant:** Authorize Westchester County Department of Social Services, on behalf of the WPWDB retroactively enter into an agreement with LHC Creative Grant Writing Inc. for the period April 30 to June 30, 2018, for an amount not-to-exceed \$7,425 to write a grant response to the USDOL Prison Reentry Grant.

*Motion to accept the recommendation was moved by Allison Maddison 2nd by Dr. Belinda Mills; No Abstentions, all in favor. Motion carried.*

- J. Grant Writing Services-Youth Build:** Authorize Westchester County Department of Social Services, on behalf of the WPWDB to enter into an agreement with LHC Creative Grant Writing Inc. for the period June 1, 2018 to September 30, 2018, for an amount not-to-exceed \$10,000 to write a grant response to the USDOL Youth Build grant.

*Motion to accept the recommendation was moved by Dr. Belinda Mills 2nd by Allison Maddison; No Abstentions, all in favor. Motion carried.*

- K. Just Add One Program (page 20):** Authorize Westchester County Department of Social Services, on behalf of the WPWDB to renew the contract with Westchester Community College to operate the Just Add One Program for the period September 1, 2018 to August 31, 2019 for an amount not-to-exceed \$50,000, pending notice of award from NYS Department of Labor.

*Motion to accept the recommendation was moved by Allison Maddison 2nd by Kathy Griffith; Abstentions Dr. Mills, all in favor. Motion carried.*

- L. DRAFT PY2018 ANNUAL BUDGET:** Approval of the draft PY 2018 Annual Budget for the Westchester- Putnam Workforce Development Board. The annual budget is based on projected allocations provided by the NYSDOL for the WIOA formula programs, annualized portions of our discretionary grants and projected carryovers from PY 2017 as of June 30, 2018.

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

- M. GROW Conference for Entrepreneurs and Business Owners:** To authorize the sponsorship of Westchester Community College's GROW Conference for Entrepreneurs and Business Owners for an amount not-to-exceed \$1,500.

*Motion to accept the recommendation was moved by Edward Cooke 2nd by Joe DiCarlo, Abstentions Dr. Mills, all in favor. Motion carried.*

## **VI. Informational Items**

- A. Prison Reentry Grant (see page 23)**

**B. 2018 Volunteer Income Tax Assistance Program(see page 24 )**

**VII. Discussion Items:**

**A. Career Center Report (see pages 26)**

**VIII. Adjournment**