

**WESTCHESTER-PUTNAM WORKFORCE DEVELOPMENT BOARD
120 BLOOMINGDALE RD, CONFERENCE ROOM C
WHITE PLAINS, NY 10605
THURSDAY, NOVEMBER 29, 2018 @ 8:30AM**

Item IV

Minutes for September 26, 2018

- I. **Meeting called to Order by David Singer at 8:38AM**
- II. **Roll Call:** Atul Shaffey, Allison Madison, Jason Chapin for Amy Allen, Claudia Murphy, David Singer, Dr. Belinda Miles, Dr. Marsha Gordon, Edward Cooke, James Schutzer, Joseph DiCarlo, Keven McGuire, Natalie Griffith (via telephone), Richard St. Paul, Robert Sanders, Michelle Green, and Wiley Harrison. **Staff:** Thom Kleiner, Sonda Norris-Lowe, Mary Kehoe, OJ Yizar, Robert Fois, Marie Daley, and Leonard Townes. Guest: Dian e Atkins, Kevin McCarthy and Henry Daisey.
- III. **Welcome and Introduction:** Thom Kleiner, Executive Director
- IV. **Announcement :** Nicole Grodner, Council Representation for Sisters in the Brotherhood Carpenter's Union
- V. **Minutes of the June 26, 2018 meeting**

Motion to accept the recommendation was moved by Allison Madison; 2nd by Wiley Harrison; No Abstention; all in favor. Motion carried.
- VI. **Voting Item(s):**
 - A. **WIOA Youth Experience Manager:** Authorize Westchester County Department of Social Services, on behalf of the WPWDB, to exercise the third and final option to renew the agreement with the Business Council of Westchester, extend the term of the Agreement for one additional year commencing on September 1, 2018 and continuing through August 31, 2019 for \$100,000.

Motion to accept the recommendation was moved by David Singer; 2nd by Joe DiCarlo; Abstention: Marsh Gordon, Allison Maddison, and Wiley Harrison; all in favor. Motion carried.
 - B. **PY2018 ANNUAL BUDGET:** Approve the PY 2018 (July 1, 2018 to June 30, 2019) annual budget for the Westchester-Putnam Workforce Development Board. The annual budget is based on the 2018 allocations provided by the New York State Dept. of Labor (NYS DOL) for the WIOA formula programs, annualized portions of our discretionary grants and carryovers from PY 2017 as of June 30, 2018.

Motion to accept the recommendation was moved by Wiley Harrison; 2nd by Allison Maddison; Abstention: Richard St. Paul; all in favor. Motion carried.

- C. Individual Training Account (ITA) Request:** Approve the request for ITA's over the threshold for: A. Brook 9NY# 012017814), A. Carberry (NY#:015585475), T. Turner (NY#015461792), O. Reid (NY#015585475), S. Etwaroo (NY#015585027), Mitchell (NY# 08474768), S. Christensen (NY#015638573), and F. Barcenas (NY010698673).

Motion to accept the recommendation was moved by Richard St. Paul; 2nd by Edward Cooke; Abstention: Dr. Belinda Mills, Claudia Murphy, and Robert Sanders; all in favor. Motion carried.

- D. 2018 VITA Grant Request for Proposal:** Authorize Westchester County Department of Social Services, on behalf of the WPWDB, to issuance of the 2019 VITA Program 2019 VITA program. The RFP will be issued requesting price quotations from qualified firms ("proposers") to coordinate, facilitate, and provide volunteer taxpayer assistance services to Westchester County residents who are low-income and limited English Proficient.

Motion to accept the recommendation was moved by Dr. Marsha Gordon; 2nd by Claudia Murphy; No Abstention; all in favor. Motion carried.

- E. Strive Future Leaders Reentry Program:** Authorize Westchester County Department of Social Services, on behalf of the WPWDB, to accept the sub-award grant in the amount of \$730,000 from 9/1/2018 to 8/31/2021. Strive Future Leaders Young Adult Initiative Reentry Project will serve 172 at-risk young adults, ages 18 to 24 currently and previously involved in the juvenile and/or criminal justice system.

Motion to accept the recommendation was moved by Joe DiCarlo; 2nd by Edward Cooke; Abstention: Richard St. Paul; all in favor. Motion carried.

- F. Strive Future Leaders Request for Proposal:** Authorize Westchester County Department of Social Services, on behalf of the WPWDB, to retroactively authorize the issuance of a Request for Proposal soliciting agencies to provide work readiness & entrepreneurial skills training under the STRIVE Future Leaders Young Adult Initiative Reentry Project (the "Reentry Employment Initiative") and request Westchester County enter into a contract with Westhab, Inc. to serve 120 youth from October 1, 2018 to August 31, 2021 for an amount not to exceed \$620,500.

Motion to accept the recommendation was moved by Joe DiCarlo; 2nd by Edward Cooke; Abstention: Richard St. Paul; all in favor. Motion carried.

- G. NYS Consolidated Funding Application:** Authorize Westchester County Department of Social Services, on behalf of the WPWDB, to retroactively authorize the submission of a Consolidated Funding Application to NYSDOL for UWT to serve 30 Youth, 18 years of age or older, including youth with disabilities, who are removed

from secondary school and who have barriers to training and employment, and adults who are unemployed and underemployed who are either long-term unemployed, receiving TANF or Supplemental Nutrition Assistance Program, and formerly incarcerated individuals, for \$100,000.

Motion to accept the recommendation was moved by Robert Sanders; 2nd by James Schutzer; Abstention: Allison Maddison, Wiley Harrison, and Dr. Marsh Gordon; all in favor. Motion carried.

H. Ready-To-Work (Jobs Waiting) Program Request for Budget Modification/RFP:

Request the County of Westchester to enter into a contract extension with WCA, the provider of project management coordination, for the Ready-to-Work (Jobs Waiting) grant for an additional \$108,840 and, if necessary, to submit a for budget modification to USDOL, reflecting this extension.

Motion to accept the recommendation was moved by Robert Sanders; 2nd by James Schutzer; Abstention: Amy Allen, Robert Sanders; all in favor. Motion carried.

VII. Informational Items

A. Career Center Program Update as of August 2018

VIII. Discussion Items:

A. Meeting Calendar: proposed meeting dates

Executive Committee:	Westchester -Putnam WDB*:
Thursday, September 20, 2018	Thursday, September 27, 2018
Tuesday, November 27, 2018	Thursday, November 29, 2018
Thursday, January 24, 2019	Thursday, January 31, 2019
Thursday, March 21, 2019	Thursday, March 28, 2019
Friday, June 07, 2019	

Annual Meeting: Friday, June 14, 2019

Note: All meetings start at 8:30 a.m. (The Business Engagement, Performance and Accountability and Program Committees will meet 8:30 a.m. approximately ½ before the start Board meeting.)

IX. Speaker: Meghan Taylor, Director, Mid-Hudson Regional Economic Development Council

x. **Meeting adjourned** at 10:45am

