

DIVISION OF EMPLOYMENT AND WORKFORCE SOLUTIONS



# LOCAL PLAN

FOR WESTCHESTER-PUTNAM WORKFORCE INVESTMENT AREA

JULY 1, 2012 - JUNE 30, 2013

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**The following attachments are provided separately:**

- ATTACHMENT B - EXTENDED VERSION: SIGNATURE OF CHIEF ELECTED OFFICIAL
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## Labor Market Overview

WIA §118 (b) The local plan shall include - (1) an identification of—

- (A) the workforce investment needs of businesses, jobseekers, and workers in the local area;
- (B) the current and projected employment opportunities in the local area; and
- (C) the job skills necessary to obtain such employment opportunities;

1. Based on consultation with your Labor Market Analyst and a review of your Regional Economic Development Council's (REDC) Five-Year Strategic Plan, describe the current and projected employment opportunities in your local area and region. Provide a priority ranked list of the local area's demand occupations for PY 2012 that includes O\*NET codes and job titles.

Some of the occupations and corresponding codes (noted by \*) may apply to one or more sectors. Ours are not listed in any particular order of priority as we are focusing on all six sectors named, which may change as the local economy dictates. The Westchester-Putnam Workforce Investment Board has clearly identified in its plan its sector strategy that focuses on six primary industry clusters. Each of those clusters has groups of occupations. None of these occupations has priority over another. The WIB intends to provide resources and support to develop any and all of these occupational areas if necessary. If there is a question of shortage in resources, the WIB will engage the respective sector partnership for its recommendations on how the resources may be deployed.

### Construction/ "green"

- 47-2031 Carpenters
- 47-2061 Construction Laborers
- 47-2111 Electricians
- 47-2152 Plumbers, Pipefitters, Steamfitters
- 49-9021 HVAC and Refrigeration Mechanics and Installers

### Hospitality

- 33-9032 \*Security Guards
- 35-2021 Food Prep. Workers
- 37-2012 Maids and Housekeeping Cleaners
- 41-3099 \*Sales Representatives
- 49-9071 \*Maintenance and Repair General

### Healthcare

- 31-1-11 Home Health Aides
- 31-1-12 Nursing Aides, Orderlies, Attendants
- 31-9012 Personal Care Aides
- 31-9091 Dental Assistants
- 31-9092 Medical Assistants

### Advanced Manufacturing

- 51-4041 Machinists
- 51-4121 Welders, Cutters, Solderers, Brazers
- 51-9023 Mix and Blend Machine Setters, Operators and Tenders

### Business and Professional Services

43-4171 Receptionists & Information Clerks  
 43-6011 Executive Secretaries and Administrative Assistants  
 43-6014 Secretaries and Administrative Assistants  
 43-9011 Computer Operators  
 43-9021 Data Entry  
 Bio-technology/Life Sciences  
 Based on data and trends from 2009-2011, there are currently no codes on our demand occupation list and correspond to the needs of the bio-tech companies with which we have been working. The WIB has decided not to identify occupation in any priority order. as indicated here in each sector has identified specific occupations that will be support with the WIA resources. If these resources become limited, the WIB will reenagage the respective sector partnerships for recommendation on how to reallocate or reapportion funding within and across the sectors and occupations.

2. Explain how your demand list was shaped. Describe the data source(s) used to develop/support your demand list.

The demand list was shaped by many factors and data sources, including but not limited to the following: our regional Labor Market Analyst who serves the 7 counties in our region; EMSI, a national source of economic data and trends; the Westchester County Planning Department; the Westchester Business Council whose President sits on the WIB, the County Office of Economic Development, whose Director also sits on the WIB; our Regional Economic Development Council which includes three WIB members from Westchester-Putnam WIB. As a result of input from the above list, the Westchester Putnam WIB has for the past 2-3 years focused on a sector-based strategy for employment and training and continues to do so into PY-12.

3. Identify the job skills/credentials that are needed to obtain such employment opportunities, and the education and training resources that exist in your area/region to assist individuals to obtain these skills. Training options such as on-the-job training, ITAs, customized training and contracted training should be discussed where relevant. If there are not sufficient training providers on the ETPL to meet articulated training needs, please describe the steps your area/region is taking in conjunction with business leaders and education and training providers to address this deficit.

One problem we have experienced in Westchester is that we have a skilled labor force and we have available jobs, but in many cases, we are unable to match the job seekers to those jobs. On the lower educational spectrum we have job seekers who need basic education, GED and ESL or a credential like the National Work Readiness Credential while at the upper end of the spectrum we have highly educated and highly skilled workers who need retraining and / or skills enhancement to become competitive in the current job market and into the future. As a result we have used OJT, ITA's and customized training to fill these needs. Westchester also offers staff assisted services including Microsoft Word, Excel and PowerPoint workshops as well as contracted services for the use of social media for personal "branding" and as a job search tool, as well as Metrix on-line learning in a wide variety of areas. Customized training has proven to be helpful in the retention of employees whil OJT has proven to be more successful in getting customers into jobs that pay at or above the living wage for the county, which is currently \$11.00 per hour.

4. Describe any regional or sector-based training initiatives in which your local area is involved or is planning to be involved during PY 2012. Explain how these initiatives have influenced or shaped the demand occupation list provided under question 1.

Tartgeting 6 major sectors for PY-12 and behond: "Green" / Construction; Hospitality, Healthcare;

Advanced Manufacturing Bio-tech / Life Sciences, and Professional Services. The WIB has experienced great success in the "green" area with the three year Hudson Valley Green Talent Pipeline which was conducted in conjunction with the seven Hudson Valley WIB's and our training partners. We are optimistic that when construction picks up, success in this area will increase as well, especially as the Tappan Zee Bridge project moves forward. The WIB also recently received notification that it is one of seven grant recipients across the country for the National Youth Build grant for which we received an award of \$829,000. Those youth will be trained at actual sites where buildings are being rehabilitated for low to moderate income families and individuals. Those who need it will also access classroom training in building skills, ESL and GED.

Hospitality has proven to be a difficult area due to the current state of the economy. We have used this opportunity to provide customized training including management skills and vocational ESL to approximately 17 local hotels and hospitality related companies. The goal was to promote better communication between employees and management which would help to reduce turnover and facilitate better customer service overall. In addition to retention, an added benefit of this program is that some individuals will be more promotable within or outside the organization.

Healthcare has also been difficult despite being one of the growth industries in the region. We have recently experienced budgetary cuts and layoffs of trained individuals. We have in one case in particular saved approximately 25 jobs that would have disappeared if not for the customized training provided to staff of the Northern Westchester Hospital. All of their staff were trained on a new intake system as well as other job related training necessary for them to perform their jobs. We have also embarked on training for a consortium of local hospitals whereby they will adopt a vocational ESL program similar to the one delivered in the hotel / hospitality sector.

Bio-technology / Life Sciences - Westchester County has been named the "Intellectual capital" of the Hudson Valley region with the highest percentage of workers holding a bachelors degree or higher. In addition, Bio-Hud Valley in an attempt to make Westchester County a bio-tech hub similar to what Silicon Valley in California was to the computer industry. We have experienced success in this area as well with training to three bio-tech companies in the following two areas: a Mini-MBA program that received statewide recognition and Management Skills for Scientists which focused on the skills necessary to manage effectively and efficiently outside of the laboratory setting.

Advanced Manufacturing - The WIB is currently working with the local community college and several local businesses to develop training for Curtis Instruments, BASF and FEnbar Precision Machinists. This is our first endeavor in this area, however, the need to bring manufacturing back to the state, region and county is high on our list of priorities. The training focuses on the use of computer assisted design, drafting and manufacturing. Coupled with the intellectual capital discussed earlier, this area should remain on the rise.

Business and Professional Services (formerly Finance and Banking) - Westchester County is rich in "service" related companies. To take advantage of this richness, the WIB has redefined this sector in hopes that we will achieve greater success. We found that banks have access to and provide training in their areas of need and they have restrictions to receiving funding from outside sources. As a result, we will continue working with banks but will expand this sector to include insurance companies, accounting firms, legal services, printing and copying as well as others.

## Performance

*WIA §118 (b) The local plan shall include - (3) a description of the local levels of performance negotiated with the Governor and chief elected official pursuant to section 136(c), to be used to measure the performance of the local area and to be used by the local board for measuring the performance of the local fiscal agent (where appropriate), eligible providers, and the one-stop delivery system, in the local area;*

Please complete Table 1 entitled “Performance Indicators” on page 7. In order to use the hyperlinks in the document, hold CTRL and click the link to go to the corresponding chart. To return to the question, hold CTRL and click on the chart title.

5. Has the local area achieved greater than 100% of any goals during PY11?

Yes  No

a. If so, please describe the goals that were exceeded.

The WIB did not achieve greater than 100% of any goals for PY-11 we did exceed the following goals: Serving Business Customers, both "Top 100 highest employ" and "Top 50 w/job orders"; National Work Readiness Credential; Adult EER, ERR and Average Earnings; Dislocated Worker EER, ERR, and Average Earnings; Youth Placement, Degree/Cert. Attainment, and Literacy / Numeracy Gains.

b. Please describe the policies or actions that led to the local area’s success in these areas.

**Serving Business Customers (2 categories)**  
 The WIB has worked very hard to increase its "business penetration" numbers. We have also increased efforts to document and take credit for all milestones that may or may not have been credited previously. In addition, Westchester has enjoyed significant job growth with the opening of the Ridge Hill shopping complex in Yonkers, NY. We have outreached to more employers throughout the county and convinced a greater number of employers to post jobs not only on OSOS but also on the One-Stop website. Many of those employers have joined our Business Sector Partnership and now actively participate in job fairs (both virtual and on site) as well as other WIB initiatives and events. One part of our strategy includes public appreciation for many of our employers with whom we have been working. The local business journal wrote a series of articles on the WIB and One-Stop and we used that opportunity to publicly recognize many of our partners by posting some of their testimonials.

Unique to this area is that we instituted a Joint Business Services team which meets at least every other month. This team is made up of staff from Westchester Putnam, Yonkers, NYS DOL and local partners. Job leads are shared among the partners but each agency remains the "lead" in dealing with their business contacts so as not to confuse the employers with multiple agencies reaching out to them.

**National Work Readiness Credential**  
 The success of the Summer Jobs Express program was one of the main reasons we exceeded our goal in this area. Based on the positive results from SJE, we subsequently asked that our youth partners utilize the NWRC as a component of their programs when appropriate. These vendors have willingly complied as they too realize the benefits to their participants and the value of this type of credential, especially for those individuals who have limited or no work

experience.

**Adult and Dislocated Worker Common Measures**

The factors that contributed most to the success of our programs are the Joint Business Services Team as mentioned earlier, a focus on the business customers (the demand side of job development) rather than only focusing on the job seeker (supply side of job development), and our Business Sector Partnership.

**Youth Common Measures**

The factor with the most positive impact on the WIB exceeding the Youth Common Measures is the WWDAY (Westchester Workforce Development Academy for Youth) program and advisory council. WWDAY has a coordinator who works with staff located in local high schools for the in-school population and with agencies that operate in or are connected with the One-Stop Employment Center for the out-of-school population. WWDAY links local businesses in many high demand occupations and facilitates exposit participating youth to these companies.

c. Describe how the local area plans to continue its success.

Success breeds success. We plan to continue as noted above in section b.

**Planned Services and Expenditures**

**Adult and Dislocated Workers**

*WIA §118 (b) The local plan shall include - (2) a description of the one-stop delivery system to be established or designated in the local area, including—*

*(A) a description of how the local board will ensure the continuous improvement of eligible providers of services through the system and ensure that such providers meet the employment needs of local employers and participants;*

*WIA §118 (b) The local plan shall include - (4) a description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area;*

Please complete the charts entitled “PY 2011 Training” and “PY 2012 Training Projection” located in the Budget spreadsheet (Attachment I). In addition, if you procure service providers to provide Adult and Dislocated Worker or Business services, complete the Adult/Dislocated Worker and Business Services worksheets in the Service Provider spreadsheet (Attachment J).

6. Briefly describe the type and availability of Adult and Dislocated Worker services in your area.

Services for Adults and Dislocated Workers include a staffed resource room and computers that have internet access for research, job search activities, on-line training through Metrix Learning and labor market information, fax machine, telephone bank, training provider information, job postings and adaptive technology for customers with disabilities. Staff assisted services include workshops focused on Microsoft Excel, Word, Power Point, job search, resume and cover letter writing. SMART 2010 resume development, an Access VR Job Coach, use of social media for personal "branding" and as a job search tool, career exploration and vocational counseling, Candid Capture which allows customers to record a generic interview to be played back by employers, skills assessment, initial and comprehensive assessment as well as IEP development, OJT, ITA and customized training. In addition, the One-Stop hosts on site and virtual job fairs, company recruitment, job screening, matching and referral services.

7. Describe the steps the Workforce Investment Board takes to ensure the continuous improvement of eligible providers of services through the system. Describe the information that is reviewed to determine that providers are meeting the employment needs of local businesses and jobseekers.

The WIB has recently begun to develop a system for tracking placements of customers who received training into training related jobs. We have widened our offerings to meet the needs of our business and job seeking customers, however, purchasing training from a course catalogue is not a "performance based" contractual relationship. As such, every student receives the same outplacement services as listed in the training provider's catalogue (if any).

In those instances where the services are being provided in response to an RFP or RFQ, the county has in place a report card system geared toward improving the performance of our vendors. This system is outlined in more detail in section 10, youth. 1.

Each Eligible Training Provider (ETP) submit an annual performance report that shows the following:

- a. Number of trainees;
- b. Number of WIA funded trainees;
- c. Graduation/Completion Rates
- d. Number of job placements
  - i. Training related
  - ii. Non training related
- e. Wages a placement

Based on a review of the data collected through these reports, the WIB allocated resources to the various ETP offerings.

2. The WIB will implement a new customer service survey to ITA recipients that will evaluate the effectiveness of the ETP training and related services. The survey will ask customers questions such as:

- a. Was the approved course of study helpful in gaining new skills?
  - i. Were these new skills relevant to the current job market?
  - ii. Were these skills helpful in finding a job?
- b. Were instructors knowledgeable in the subject?

- i. Was the information useful and current?
  - ii. Was instructor competent?
  - c. Did ETP offer superior services such as career counseling and job placement
  - d. What would you recommend for improvement of this training course/program?
3. The WIB will also implement a new business survey to employers who hire recipients of ITAs. Among the questions to be asked are;
- a. Did you hire an employee that received ITA for training from a One-Stop Employment Center?
  - b. Do you think the training helped to prepare the worker for the current job?
    - i. What the job title
    - ii. What skills are necessary
    - iii. What' skills are lacking
  - c. What recommendations do you have for the ETP?

8. Describe any partnerships that the WIB and One-Stop Operators have developed to improve services to customers in the local area or region.

The Red Carpet Team provides a variety of services to business customers in Putnam County; Joint Business Services team meets at least every other month, shares job leads and postings, coordinates job fairs and recruiting throughout the County and in Yonkers; Business Sector Partnership / Sector Partnership Manager coordinates the WIB's efforts in six employment sectors, gets feedback from the business community vis a vis business needs, outreaches and provides information to local employers and encourages membership and active participation; WWDAY (Westchester Workforce Development Academy for Youth) and WWDAY Coordinator links local businesses with youth in seven selected communities; plans, coordinates and runs an annual youth summit with participation from local businnesses; College Internship Clearinghouse and CIC Coordinator links local and returning college students with internships by providing a clearinghouse or repository of resumes and available internship opportunities (this will later be expanded to to high school students); Big 5 Workplace Attributes is an adaptation of a California model and outlines workplace attributes that are needed by youth in order to be successful in any area whether they have relevant work experience or not Westchester Putnam One-Stop - Library System Partnership offers "satellite" locations in three local libraries where WIA participatants can go to access services and satisfy reporting requirements in their local communities without having to make the trip to a specific one-stop location; the Regional Economic Development Council (Westchester) on which three Westchester Putnam WIB members sit and actively contribute; development of the One-Stop website

www.westchesterputnamonestop.com; approval of a wider variety of eligible training providers; working with businesses and local training providers to develop a customized curriculum that fills the particular need(s) of that business, and tying that training to direct placement into the company for which the training was developed; utilization of customized training and OJT to fill specific needs of a wide variety of businesses in jobs that pay at or above the county's living wage, \$11.00 per hour.

**Youth**

*WIA §118 (b) The local plan shall include - (6) a description and assessment of the type and availability of youth activities in the local area, including an identification of successful providers of such activities;*

Please complete the Youth worksheet in the Service Provider spreadsheet (SPREADSHEET J).

9. Describe the metrics that the WIB uses to determine whether or not a youth provider is successful.

The Westchester Putnam WIB utilizes a Report Card Program Review system that monitors and rates the performance of each youth contractor. This review process is conducted on a quarterly basis and the following items are rated:

- Matching the goals of the program with the actual outcomes
- Reviewing the actual program costs with outcomes
- Actual costs spent per quarter
- Reviewing the number of successful youth outcomes

The report cards are submitted at the end of each program year to the WIB Director and are also reviewed by the WIB Youth Council and the WIB Board. The outcome of each program's performance is a factor that can determine any new funding in future years.

In addition, the youth coordinator monitors each program and submits a quarterly report of each program's performance and submits a report and follows up with corrective actions if necessary.

10. Describe the steps that you have taken to address providers that you have determined to be unsatisfactory. Please address each unsatisfactory Youth Provider specifically.

One a provider is performing in an unsatisfactory manner as determined through a review of their performance, a report is first developed. Following the report that signifies unsatisfactory performance a meeting is conducted with the Youth Coordinator and the designated provider. The issues that need correction are identified and a time table established for the corrections to be completed. The Children's Village Older Youth program performance was unsatisfactory in the area of OSOS maintenance. Services were not being completed on a timely nature and comments were not updated. A meeting was held with the day to day case manager, the WIB's youth coordinator and the supervisory staff of the provider. Each individual youth OSOS program that was deficient was discussed and at the end of the meeting a timetable for corrective action was determined. In this case one month from the day of the meeting was the deadline for all corrective action to be completed. OSOS was reviewed at that time and all issues were completed. As a result of the youth coordinator conducting monthly meetings, on-site monitoring visits and technical assistance, we've been able to turn around low and unsatisfactory performance from any of our providers.

11. Describe the oversight/support/technical assistance pertaining to the WIA Youth Common Measures that is administered in your local area.

The Youth Coordinator is available to provide oversight/support and technical assistance for all the providers on an as needed basis. There is a monthly meeting held at the WIB with all the youth providers and the youth coordinator to discuss issues. Upon the receipt of each quarterly common measures report the results are discussed with all youth providers and if corrective actions must be undertaken whose issues are initiated at that time and then later individually handled as previously described. We also encourage the youth providers to learn from each other, share best practices, pitfalls, trainings and workshops.

12. Describe how youth data is managed in your area. Explain how often data is reviewed and who reviews the data.

The WIB Director and management staff along with the youth coordinator regularly meet to discuss youth data, share data with our providers, one-stop partners and staff. In addition, the County Youth Bureau, local City Youth Bureaus are all involved to review data that can determine present youth outcomes as well as future youth programming.

**Staff Information**

Please complete the charts entitled “PY 2011 FTE Staffing” and “Projected PY 2012 FTE Staffing” located in the attached Budget spreadsheet (Attachment I).

13. Please explain the reasons for any changes between PY2011 and PY2012.

One staff member who handled much of the implementation of on-going as well as special projects passed away unexpectedly in May of 2012, and has yet to be replaced.

**Procurement**

*WIA §118 (b) The local plan shall include - (9) a description of the competitive process to be used to award the grants and contracts in the local area for activities carried out under this subtitle;*

14. Please describe the competitive bidding process that is used to award grants and contracts in your local area (including how vendors are made aware of opportunities to compete for these funding opportunities and how the process is being documented).

The LWIA issues an RFP (Request For Proposals) for services to ensure that there is an open and free competitive bidding process used to award grants and contracts. The RFP's are developed with input and assistance from the County Department of Law to ensure compliance with local, state and federal procurement guidelines. Each RFP contains a clear description of the services to be procured, requirements for submission, and specifications and qualifications a bidder must fulfill and evaluation criteria. RFP's are posted in the local newspaper as well as on both the County and One-Stop websites. In addition, an e-mail blast is sent out to all partners who have expressed an interest in providing services to the WIB. Every effort is made to ensure that minority owned and women owned businesses participate in solicitations. The WIB schedules a bidder's conference to answer questions about the RFP and will make a record of and post online, questions that were submitted by potential bidders. A sign-in sheet and attendance log are maintained in a procurement file for each solicitation along with a copy of the RFP, legal notice and original of each proposal received. Proposals that are received after the posted deadline are rejected. Proposals received by the deadline are logged in and kept in a file until the deadline for submission expires.

Once the deadline has passed, the WIB Assistant Director opens all proposal packages and canvasses local representatives to review and rate the proposals received. In order to be considered for funding, proposals must achieve an average rating of 70% or higher. Those proposals that do not score an average of 70% or higher are rejected. Once reviewed and scored, the information from the rating sheets is summarized for review by the WIB Director and is then shared with the WIB Board for review and recommended action, either to fund or not to fund.

All successful bidders are required to participate in contract negotiations with the WIB Director and staff as needed. The WIB board then reviews the recommendations of the staff and WIB Director and votes as they deem appropriate. Any board member who has either submitted a proposal or has any affiliation with a proposer, that may or may not cause a conflict of interest, abstains from voting.

Once board approval is obtained, the WIB staff submits a resolution to the County Board of Acquisition and Contract requesting authorization to contract with the winning bidder(s). If approved contract negotiations are initiated. The award of any contract is contingent upon satisfactory negotiations and the availability of funding. Procurement records shall be maintained in a manner that satisfies local, state and federal procurement guidelines.

## Waivers

The general statutory and regulatory waiver authority granted to the Secretary of Labor is a continuing authority granted by the Workforce Investment Act at section 189(i)(4), Public Law 105-220, and provides increased flexibility to states and local areas in implementing reforms to the workforce development system in exchange for state and local accountability for results, including improved programmatic outcomes.

New York has been granted waivers to certain provisions of the act, which have been extended through Program Year 2011. These waivers can be found in the Technical Advisory located here: <http://labor.ny.gov/workforcenypartners/ta/TA10-191.pdf>

New York State has been granted a temporary extension of its PY 2011 waivers and State Plan. As such, the PY 2011 waivers remain in effect for now. PY2012 waiver requests will be submitted to USDOL as part of the State Plan in September, 2012. The State plans on requesting the same waivers for Program Year 2012, along with other waiver requests that may be suggested. When USDOL gives final approval on the PY 2012 waiver requests, guidance will be provided.

15. Please suggest future WIA waivers that may be useful to your local area and which you would like NYS to consider requesting (optional).

None at this time.

## Local Workforce Investment Board Membership

Section 117(b)(1) of WIA authorizes the Governor, in partnership with the State Board, to establish criteria for chief elected officials to follow while appointing members of the local

boards. This criterion is explained in Technical Advisory #01-19.1 released by NYSDOL on March 2, 2010. Complete details are found here:

<http://www.labor.ny.gov/workforcenypartners/ta/TA01191LocalGovernance.pdf>

Local Workforce Investment Areas (LWIAs) are advised to review this Technical Advisory as it provides guidance on issues relating to the mandates, obligations and governance role of Local Workforce Investment Boards (LWIBs). In the Technical Advisory, emphasis is placed on language that states LWIBs whose private sector membership drops below 51% can legally transact business only for a period of 90 days. In addition, if a membership category (e.g. organized labor) is not represented due to vacancies, the LWIB can legally transact business for a period of 90 days. Beyond such a 90 day period, any action taken by the LWIB shall be void. Therefore, the importance of maintaining a LWIB that is in full compliance must not be overlooked.

16. Based on the criteria established and described in Technical Advisory #01-19.1, is the LWIB currently in compliance?

Yes  No

a. If the LWIB is not in compliance, what vacancies need to be filled in order to bring the LWIB into compliance?

Two names of business members to fulfill the business sector requirement have been submitted to the County Executive for approval. Those approvals are pending.

b. If the LWIB is not in compliance, what obstacles (if any) may prevent the LWIB from being in full compliance within 90 days? **(Remember, after 90 days any action taken by the LWIB shall be void)**

None that can reasonably be expected.

Please complete ATTACHMENT K: *List of LWIB Members*, which is a separate file. Use as many pages as necessary.

### Contracts, MOUs, and Appendices

*WIA §118 (b) The local plan shall include - (2) a description of the one-stop delivery system to be established or designated in the local area, including—*

*(B) a copy of each memorandum of understanding described in section 121(c) (between the local board and each of the one-stop partners) concerning the operation of the one-stop delivery system in the local area;*

17. Is each Memorandum of Understanding for the local area up to date?

Yes  No

a. If not, when will they be updated?

*WIA §118 (b) The local plan shall include - (8) an identification of the entity responsible for the disbursement of grant funds described in section 117(d)(3)(B)(i)(III), as determined by the chief elected official or the Governor under section 117(d)(3)(B)(i);*

WIA §118 (b) The local plan shall include - (10) such other information as the Governor may require.

Please complete all of the required tables/attachments. Hard copies of signature pages must be delivered to NYSDOL per the instructions at the beginning of these guidelines.

**TABLE 1: Performance Indicators**

	Performance Indicators			
	PY 2011		PY 2012	
	Goal	Actual-to-Date	Goal	Planned*
<b>Customer Service Indicators</b>				
Training w/IEP	95%	86.5%	95%	95%
Init. Assess./Reduce UI Exiters	95%	91.4%	95%	95%
<b>Serving Business Customers</b>				
• Top 100 highest employ	95%	97.8%	95%	95%
• Top 50 w/job orders	95%	97.8%	95%	95%
NWRC	30%	53.1%	30%	30%
<b>Common Measures</b>				
Adult EER	57%	61.5%	57%	57%
Adult ERR	82%	82.5%	82%	82%
Adult Average Earnings	\$12,625	\$21,424	\$12,625	\$12,625
DW EER	51%	69.3%	51%	51%
DW ERR	82%	84.8%	82%	82%
DW Average Earnings	\$15,980	\$29,315	\$15,980	\$15,980
Youth Placement	62%	77.8%	62%	62%
Youth Degree/Cert. Attainment	50%	71.2%	50%	50%
Youth Lit./Num. Gains	45%	47%	45%	45%

\* By entering a value other than the PY2011 Goal in the PY2012 Planned column, the local area is indicating that it would like to negotiate that goal with NYSDOL. If the local area does not wish to negotiate a certain goal, then enter the PY2011 Goal value into the corresponding PY2012 Planned cell. Initial Assessment will not be negotiated.


**ATTACHMENT A: SIGNATURE OF LOCAL BOARD CHAIR**

**Workforce Investment Act Local Plan for  
Program Year 2012-2013, for Workforce Investment Act Title 1-B  
and Wagner Peyser Programs**

In compliance with the provisions of the Workforce Investment Act of 1998, the Final Rule, and Planning guidelines and instructions developed by the Governor, this Plan is being submitted jointly by the Local Board and the respective Chief Elected Official(s).

By virtue of my signature, I:

- agree to comply with all statutory and regulatory requirements of the Act as well as other applicable state and federal laws, regulations and policies
- affirm that the composition of the Local Board is either in compliance with the law, rules and regulations and is approved by the State or, will be in compliance within 90 days of local plan submittal
- affirm that this Plan was developed in collaboration with the Local Board and is jointly submitted with the Chief Elected official(s) on behalf of the Local Board
- affirm that the board, including any staff to the board, will not directly provide any core, intensive or training services.

Date:	2/25/13	Signature of Local Board Chair:	
Mr.	<input checked="" type="checkbox"/>	Typed Name of Local Board Chair:	David Singer, Robison Oil Corp.
Ms.	<input type="checkbox"/>		
Other	<input type="checkbox"/>		
Name of Board:	Westchester Putnam		
Address 1:	120 Bloomingdale Road, 2nd Floor		
Address 2:			
City:	White Plains		
State:	NY	Zip:	10605
Phone:	9143455700	E-mail:	Dsinger@robisonoil.com

**Submittal directions:** Complete this form as part of the Plan development process and submit the entire Plan electronically as described earlier in this guidance. Submit this form with original signatures as directed on page 2 of the Instructions.

**ATTACHMENT B: SIGNATURE OF CHIEF ELECTED OFFICIAL**

**Workforce Investment Act Local Plan for  
Program Year 2012-2013, for Workforce Investment Act Title 1-B  
and Wagner Peyser Programs**

In compliance with the provisions of the Workforce Investment Act of 1998, the Final Rule, and Planning guidelines and instructions developed by the Governor, this Plan is being submitted jointly by the Local Board and the respective Chief Elected Official(s).

By virtue of my signature, I:

- agree to comply with all statutory and regulatory requirements of the Act as well as other applicable state and federal laws, regulations and policies
- affirm that the Grant recipient possesses the capacity to fulfill all responsibilities and assume liability for funds received, as stipulated in §667.705 of the rules and regulations
- affirm that the composition of the Local Board is either in compliance with the law, rules and regulations and is approved by the State or, will be in compliance within 90 days of local plan submittal
- affirm that the Chair of the Local Board was duly elected by that Board
- affirm that the board, including any staff to the board, will not directly provide any core, intensive or training services.

**Note:** A separate signature sheet is required for each local Chief Elected Official.

Date: Signature of Local Chief Elected Official (CEO):

2/27/13



- Mr.
- Ms.
- Other

Typed Name of Local CEO:  
Robert P. Astorino

Title of Local CEO: County Executive  
 Address 1: 48 Martine Avenue  
 Address 2:  
 City: White Plains  
 State: NY Zip: 10601  
 Phone: (914) 995-2911 E-mail: rpa1@westchestergov.com

**Submittal directions:** Complete this form as part of the Plan development process and submit the entire Plan electronically as described earlier in this guidance. Submit this form with original signatures as described on page 2 of the Instructions.

**ATTACHMENT B: SIGNATURE OF CHIEF ELECTED OFFICIAL**

**Workforce Investment Act Local Plan for  
Program Year 2012-2013, for Workforce Investment Act Title 1-B  
and Wagner Peyser Programs**

In compliance with the provisions of the Workforce Investment Act of 1998, the Final Rule, and Planning guidelines and instructions developed by the Governor, this Plan is being submitted jointly by the Local Board and the respective Chief Elected Official(s).

By virtue of my signature, I:

- agree to comply with all statutory and regulatory requirements of the Act as well as other applicable state and federal laws, regulations and policies
- affirm that the Grant recipient possesses the capacity to fulfill all responsibilities and assume liability for funds received, as stipulated in §667.705 of the rules and regulations
- affirm that the composition of the Local Board is either in compliance with the law, rules and regulations and is approved by the State or, will be in compliance within 90 days of local plan submittal
- affirm that the Chair of the Local Board was duly elected by that Board
- affirm that the board, including any staff to the board, will not directly provide any core, intensive or training services.

**Note:** A separate signature sheet is required for each local Chief Elected Official. If additional pages are necessary, please see **Attachment B – Extended Version**.

Date: <i>2-27-13</i>	Signature of Local Chief Elected Official (CEO): <i>MaryEllen Odell</i>	
Mr. <input type="checkbox"/>	Typed Name of Local CEO:	
Ms. <input checked="" type="checkbox"/>	MaryEllen Odell	
Other <input type="checkbox"/>		
Title of Local CEO:	County Executive	
Address 1:	40 Gleneida Avenue.	
Address 2:		
City:	Carmel	
State:	NY	Zip: 10512
Phone:	(845)8081001	E-mail: putnamcountyexecutive@putnamcountyny.gov

**Submittal directions:** Complete this form as part of the Plan development process and submit the entire Plan electronically as described earlier in this guidance. Submit this form with original signatures as described on page 2 of the Instructions.

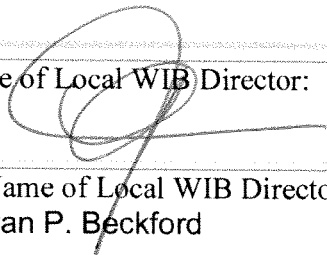
**ATTACHMENT C: SIGNATURE OF WIB DIRECTOR**

**Workforce Investment Act Local Plan for  
Program Year 2012-2013, for Workforce Investment Act Title 1-B  
and Wagner Peyser Programs**

In compliance with the Planning guidelines and instructions developed by the Governor, this Plan was developed through consultation and dialogue between the local area's representative(s) and the New York State Department of Labor's Regional Labor Market Analyst.

By virtue of my signature, I:

- attest that dialogues were conducted between the WIB's representatives and the LMA which provided the WIB with data and the demographic characteristics of the LWIA's resident population
- assure that service delivery and design, resource allocation, and other planning decisions were made by the WIB as a result of a careful consideration of the implications of the data and demographics as provided

Date:	2/27/13	Signature of Local WIB Director:	
Mr.	<input checked="" type="checkbox"/>	Typed Name of Local WIB Director:	Donnovan P. Beckford
Ms.	<input type="checkbox"/>		
Other	<input type="checkbox"/>		
Name of Board:	Westchester Putnam		

**Submittal directions:** Complete this form as part of the Plan development process and submit the entire Plan electronically as described earlier in this guidance. Submit this form with original signatures as directed on page 2 of the Instructions.

Yes  No

If Yes:

- 2. Shall take lawful steps in good faith to conduct any business operations they have in Northern Ireland in accordance with the MacBride Fair Employment Principles relating to nondiscrimination in employment and freedom of workplace opportunity regarding such operations in Northern Ireland, and shall permit independent monitoring of its compliance with such Principles.


Yes  No

**G. NON-COLLUSIVE BIDDING CERTIFICATION**

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his or her knowledge and belief:

- 1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
- 2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
- 3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit to bid for the purpose of restricting competition.

I, the undersigned, attest under penalty of perjury that I am an authorized representative of the Bidder/Contractor and that the foregoing statements are true and accurate.

Signature of Authorized Representative:	
Title:	<i>Director</i>
Date:	<i>2/27/13</i>

**ATTACHMENT D: UNITS OF LOCAL GOVERNMENT**

*Where a local area is comprised of multiple counties or jurisdictional areas, provide the names of the individual governmental units and identify the grant recipient.*

Unit of Local Government	Grant Recipient	
	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

**ATTACHMENT E: FISCAL AGENT/GRANT SUBRECIPIENT**

*Identify the Fiscal Agent or a Grant Recipient to assist in the administration of grant funds. Provide the names of the agent and/or subrecipient.*

Entity	Fiscal Agent	
	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Entity	Grant Subrecipient	
	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

**ATTACHMENT F: FEDERAL AND STATE CERTIFICATIONS**

The funding for the awards granted under this contract is provided by either the United States Department of Labor or the United States Department of Health and Human Services which requires the following certifications:

**A. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION-LOWER TIER COVERED TRANSACTIONS**

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statement in this certification, such prospective participant shall attach an explanation to this proposal.

**B. CERTIFICATION REGARDING LOBBYING - Certification for Contracts, Grants, Loans, and Cooperative Agreements**

By accepting this grant, the signee hereby certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The signer shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of facts upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C. **Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.**

**C. DRUG FREE WORKPLACE.** By signing this application, the grantee certifies that it will provide a Drug Free Workplace by implementing the provisions at 29 CFR 98.630, Appendix C, pertaining to the Drug Free Workplace. In accordance with these provisions, a list of places where performance of work is done in connection with this specific grant will take place must be maintained at your office and available for Federal inspection.

**D. NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE:****For contracts funded by the U.S. Department of Labor**

As a condition to the award of financial assistance from the Department of Labor under Title I of WIA, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- (1) Section 188 of the Workforce Investment Act of 1998 (WIA) which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I - financially assisted program or activity;
- (2) Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the basis of race, color, and national origin;
- (3) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- (4) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
- (5) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The grant applicant also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIA Title I - financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance. For grants serving participants in work activities funded through the Welfare-to-Work block grant programs under Section 407(a) of the Social Security Act, the grant applicant shall comply with 20 CFR 645.255.

**For contracts funded by the U.S. Department of Health and Human Services**

As a condition to the award of financial assistance from the Department of Labor under Title IV-A of the Social Security Act, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws including but not limited to:

- (1) Title VI of the Civil rights Act of 1964(P.L. 88-352) and Executive Order Number 11246 as amended by E.O. 11375 relating to Equal Employment Opportunity which prohibits discrimination on the basis of race, color or national origin;
- (2) Section 504 of the Rehabilitation Act of 1973, as amended, and the regulations issued pursuant thereto contained in 45 CFR Part 84 entitled "Nondiscrimination on the Basis of Handicap in Programs and Activities Reviewing or Benefiting from Federal Financial Assistance" which prohibit discrimination against qualified individuals with disabilities;

(3) The Age Discrimination Act of 1975, as amended, and the regulations at 45 CFR Part 90 entitled "Nondiscrimination on the Basis of Age in Programs and Activities Receiving Federal Financial Assistance", which prohibits discrimination on the basis of age;

(4) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs; and

(5) The Americans with Disabilities Act (ADA) of 1990, 42 U.S.C. Section 12116, and regulations issued by the Equal Employment Opportunity Commission which implement the employment provisions of the ADA, set forth at 29 CFR Part 1630.

The grant applicant also assures that it will comply with 45 CFR Part 80 and all other regulations implementing the laws listed above. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

### **STATE CERTIFICATIONS**

#### **E. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND OUTSTANDING DEBTS**

The undersigned, as a duly sworn representative of the contractor/vendor, hereby attests and certifies that:

- 1) No principle or executive officer of the contractor's/vendor's company, its subcontractor(s) and/or successor(s) is presently suspended or debarred; and
- 2) The contractor/vendor, its subcontractor(s) and/or its successor(s) is not ineligible to submit a bid on, or be awarded, any public work contract or sub-contract with the State, any municipal corporation or public body for reason of debarment for failure to pay the prevailing rate of wages, or to provide supplements, in accordance with Article 8 of the New York State Labor Law.
- 3) The contractor/vendor, its subcontractor(s) and/or its successor do not have any outstanding debts owed to the Department, including but not limited to, contractual obligations, fines related to Safety and Health violations, payments owed to workers for public works projects or the general provisions of the Labor Law, unemployment insurance contributions or other related assessments, penalties or charges.

#### **F. CERTIFICATION REGARDING "NONDISCRIMINATION IN EMPLOYMENT IN NORTHERN IRELAND: MacBRIDE FAIR EMPLOYMENT PRINCIPLES"**

In accordance with Chapter 807 of the Laws of 1992 the bidder, by submission of this bid, certifies that it or any individual or legal entity in which the bidder holds a 10% or greater ownership interest, or any individual or legal entity that holds a 10% or greater ownership interest in the bidder, either:

(answer Yes or No to one or both of the following, as applicable.)

1. Has business operations in Northern Ireland:

Yes

No

If Yes:

- 2. Shall take lawful steps in good faith to conduct any business operations they have in Northern Ireland in accordance with the MacBride Fair Employment Principles relating to nondiscrimination in employment and freedom of workplace opportunity regarding such operations in Northern Ireland, and shall permit independent monitoring of its compliance with such Principles.

Yes

No

**G. NON-COLLUSIVE BIDDING CERTIFICATION**

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his or her knowledge and belief:

- 1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
- 2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
- 3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit to bid for the purpose of restricting competition.

I, the undersigned, attest under penalty of perjury that I am an authorized representative of the Bidder/Contractor and that the foregoing statements are true and accurate.

Signature of Authorized Representative:
Title:
Date:

**WESTCHESTER-PUTNAM WORKFORCE INVESTMENT BOARD**

**Meeting**

**June 29, 2012**

**ONE-STOP OPERATOR AGREEMENT**

Between

**The County of Westchester, acting on behalf of  
The Westchester/Putnam Local Workforce Investment Board**

And

**Westchester/Putnam Workforce Investment One-Stop Operator Consortium**

Comprised of

**The County of Westchester, acting by and through its Department of Social  
Services**

**The Urban League of Westchester**

**Westchester Community Opportunity Program, Inc.**

**The New York State Department of Labor (DEWS)**

**Putnam County Department of Social Services**

**I. Parties to the Agreement**

In Accordance with Chapter 3, Section 121 (d)(2) of the Workforce Investment Act of 1998 (hereinafter referred to as "WIA"), and pursuant to the Memorandum of Understanding (hereinafter referred to as "MOU") executed between the County of Westchester, acting on behalf of the Westchester/Putnam Workforce Investment Board (hereinafter referred to as the "Board") and the local One-Stop Partners (the "Partners"), the consortium, comprised of the County of Westchester, acting by and through its Department of Social Services ("WCDSS"), The Urban League of Westchester, The New York State DOL, DoES ("NYSDOL"), Putnam County One Stop System, and the Westchester Community Opportunity Program ("WESTCOP") have been designated as the Westchester/Putnam Workforce Investment One-Stop Operator (hereinafter referred to as the "Operator" or the "Consortium"). The WCDSS has been designated as the lead agency with full day to day operating responsibilities for the One-Stop System.

The Board hereby certifies WCDSS, Urban League of Westchester, NYSDOL, Putnam County One Stop System and WESTCOP as the One-Stop Operator for the Westchester/Putnam Workforce Investment Area, in accordance with the "ONE-STOP OPERATOR CERTIFICATION."

**II. Duration of Agreement**

The term of this agreement shall be July 1, 2012 through June 30, 2013.

**III. One-Stop Operator Center and System Guidelines**

- A. The Operator shall comply with the Workforce Investment Act of 1998
- B. The Operator shall ensure that labor exchange services are delivered on site
- C. The Operator shall ensure that the center supports local economic development efforts
- D. The Operator shall embrace and ensure efforts of continuous improvement through use of the Malcolm Baldrige criteria for excellence model
- E. The Operator shall reflect the vision and mission of the Westchester/Putnam Workforce Investment Board
- F. The Operator shall adhere to the basic management and service delivery principles outlined within the Three Year Strategic Plan," attached hereto and made a part hereof.

**IV. One-Stop Operator Consortium System and Center Functions**

The One-Stop System Coordinator (the "Coordinator), which is responsible for the day to day operation of the system and a representative from each of the consortium partners shall comprise the One-Stop Operator Management Team (the "Team"). The Coordinator shall function as the primary contact for the Consortium. The Coordinator shall be a representative of the lead agency ;(WCDSS). The Board and Board staff shall make a reasonable effort to include members of the Team in meetings, discussions, and other functions of the Board. In addition, the Team shall be responsible for the following functions:

- A. Provide an orientation to every new customer to the center and/or system;
- B. Conduct an initial assessment that assures that the customer receives the right service the first time based on the information provided;
- C. Conduct a series of workshops based upon the expressed need of the job seeker and business customers;
- D. Operate a comprehensive, fully equipped and staffed resource room;
- E. Market core services to Partners to encourage use by their customers;
- F. Implement quality referral procedures for access to partner programs;
- G. Conduct or arrange for center and system staff cross-training, capacity building and team building activities;
- H. Ensure that the centers are clean, organized and well-maintained;
- I. Offer extended hours of operation;

- J. Design center for ease of customer use;
- K. Collect and compile customer feedback and performance data;
- L. Display labor market information and performance data to help customers make informed decisions;
- M. Seek suggestions, complaints, feedback and evaluation from all customer groups, and use data to make decisions;
- N. Manage system/center registration in a manner that maximizes accountability without compromising customer service;
- O. Submit required reports to the Partners, Board, Board Staff, NYSDOL, and Westchester and Putnam Counties.

**V. One-Stop Operator Program Functions**

- i. Core Services and One-Stop Youth Services, as described under Sections 662.230, 662.540 and 664.700 of the WIA Final Regulations;
- ii. Core Services, as described under Chapter 5, Sec. 134(d)(2) of the WIA statute;
- iii. Intensive Services, as described under Chapter 5, Sec. 134(d)(3) of WIA;
- iv. Training Services, as described under Chapter 5, Sec. 134(d)(4) of WIA;
- v. Permissible Local Employment and Training Activities, as described under Chapter 5, Sec. 134(e) of WIA;
- vi. Services funded under the Balanced Budget Act of 1197, as amended by the Welfare-to-Work and Child Support Amendments of 1999 hereinafter referred to as "WtW;" and
- vii. Job Start INVEST program under the federal Temporary Assistance for Needy Families Block Grant and pursuant to the eligibility requirements outlined in 00-LCM-20
- viii. Other responsibilities as outlined in the MOU or by separate contract with the Board,
- ix. Veterans workforce program;
- x. Programs authorized under the Wagner-Peyser Act;
- xi. Trade Adjustment Assistance and NAFTA Transitional Adjustment Assistance activities authorized under Chapter 2 title II of the Trade Act of 1974
- xii. Activities authorized under Chapter 41 of title 38 U.S.C.; and
- xiii. Programs authorized under State unemployment compensation laws,
- xiv. Other responsibilities as outlined in MOU or by separate contract with the Board.

**VI. Performance Standards/ Outcomes**

The Operator shall measure performance based upon the proposed performance indicators outlined in the Three Year Strategic Plan. The Board must then review the baseline data and establish goals for the following year.

**VII. Oversight, Review, and Reporting**

The Workforce Investment Board (WIB) Director, on behalf of the Board, shall provide general oversight of the One-Stop Center and System to ensure that the Operator is performing in accordance with WIA requirements and Board policies. The Director will meet regularly with the one stop operator consortium team (at least monthly).

The WIB One-Stop Services Committee, which is sub-committee of the WPWIB shall provide oversight of the One-Stop Center & System pertaining to the menu of services available and delivery methods.

Item 3 IV

The Team shall report to the One Stop Committee of the Workforce Investment Board at least the following on a monthly basis among other outcomes:

- Traffic count at the center
- Number of job orders listed (total & new)
- Job entry rate
- Number of customers receiving training
- Business services update
- General progress update

The Team shall report the following at least quarterly:

- WIA Performance Standards
- WIA program update (total WIA registrants, # in training and breakdown of type of training)
- Customer Satisfaction Survey collection total number or rate of return

The WPWIB shall provide feedback and direction in response to the progress and performance reports. The One-Stop Operator shall take such feedback into consideration and amend or modify operations as appropriate and reasonable.

**VIII. Technical Assistance**

The Operator may request technical assistance from the Board and Board staff at any time. The Board staff will provide assistance either directly or by seeking the technical assistance of regional and state representatives, or via other appropriate methods.

**IX. Process for Re-Certification**

The Board, via the Executive Committee or by other Special Committee as assigned by the WPWIB will conduct an annual review to renew or modify certification. Such review shall include an on site visit, feedback report, and response from the Consortium.

The review will allow the Board to determine whether the Operator has achieved acceptable levels of performance in the workforce development center. If the Board determines that the Consortium, or one partner within the Consortium, has not achieved acceptable levels of quality performance, it will notify the Consortium within 90 days prior to certification expiration. The Consortium and the Workforce Development WPWIB then have the opportunity to jointly develop remedial steps and to propose a time frame in which to return the center to good standing. The Workforce Development Board will either approve these steps and allow sufficient time for implementation or will reject them and revoke certification. The WPWIB reserves the right to revoke certification at any time in the event unforeseen circumstances damage the consortium's ability to conduct business or provide quality services.

**X. Dispute Resolution**

The parties hereto shall first attempt to resolve all disputes informally at the lowest level starting with the site supervisor and staff. If dispute resolution is not accomplished informally, any party may call a meeting of the parties to formally discuss and resolve all disputes. Should the parties fail to resolve the dispute, the dispute shall be referred to the Chair of the Board, who shall place the dispute upon the agenda of a regular or special meeting of the Board's Executive Committee. The Executive Committee shall mediate the dispute and shall have final authority to resolve the issue.

**XI. Severability**

If any part of this agreement is found to be null and void, or is otherwise stricken, the rest of the agreement shall remain in full force and effect.

**XII. Modification/Termination**

This agreement and all attachments made part herein, constitutes the entire agreement between the parties hereto. This agreement may be modified, altered, revised, extended or renewed by mutual written consent of all parties, by the issuance of a written amendment, signed and dated by all the parties. Any party to this agreement may terminate their participation in this agreement by giving not less than thirty (30) calendar days' prior written notice of intent to terminate to each of the partners. In such case, termination by one or more of the parties to this agreement does not alter the terms of obligations of the other parties to this agreement.

Item 3 IV

XIII. Signatures

In witness whereof, the parties hereto have executed this Agreement as of the day and year first written above.


SIGNATURE PAGE

---

**Westchester/Putnam Workforce Investment One-Stop Operator**

THE COUNTY OF WESTCHESTER

By:


  
Kevin M. McGuire, Commissioner  
Westchester County Department of Social Services  
Lead Consortium Representative

2/27/13  
Date

## SIGNATURE PAGE

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By:

  
**Sorraya Sampson, Executive Vice President**  
**Urban League of Westchester**

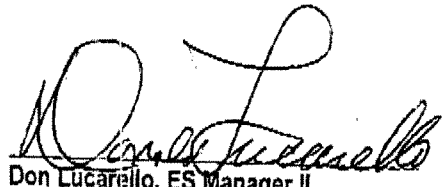
\_\_\_\_\_  
Date



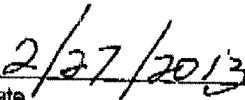
**SIGNATURE PAGE**

---

By:

  
Don Lucarello, ES Manager II  
New York State Department of Labor (DEWS)

Date



**SIGNATURE PAGE**

---


By:  Date 2/21/17  
Michael Piazza, Commissioner  
Putnam County Department of Social Services

**SIGNATURE PAGE**

Item 3 IV

**The County of Westchester, on behalf of the Westchester/Putnam Local  
Workforce Investment Board**

By:

  
\_\_\_\_\_  
David Singer, Chair  
Westchester/Putnam Workforce Investment Board

Date

2/27/13

**AGREEMENT BETWEEN THE WESTCHESTER COUNTY EXECUTIVE AND THE PUTNAM COUNTY EXECUTIVE**

THIS AGREEMENT, made this 20<sup>th</sup> day of Dec. 2012 by and between

THE COUNTY OF WESTCHESTER, a municipal corporation of the State of New York, having an office and place of business in the Michaelian Office Building, 148 Martine Avenue, White Plains, NY 10601

(Hereinafter referred to as "Westchester County")

and

THE COUNTY OF PUTNAM, a municipal corporation of the State of New York, having an office and a place of business at County Office Building, 40 Gleneida Avenue, Carmel, New York 10512

(Hereinafter referred to as "Putnam County")

WHEREAS, in 1982 Congress passed the Job Training Partnership Act ("JTPA") in order to establish programs to prepare youth and adult participation in the labor force by providing job training and other employment related services that would result in increased employment, earnings, educational and occupational skills; and

WHEREAS, the JTPA requires the governor of each state to establish service delivery areas ("SDAs") in order to promote effective delivery of job training services; and

WHEREAS, the JTPA also requires the establishment of Private Industry Councils ("PICs") in each SDA for the purpose of providing policy guidance for, and oversight with respect to, activities under the JTPA for its SDA, in partnership with the unit or units of general local government within its SDA; and

WHEREAS, the Governor of the State of New York (the "Governor") has established two SDAs within the County of Westchester; one located within the City of Yonkers, and the other comprising the balance of Westchester County (the "Balance of Westchester"); and

WHEREAS, the Governor has also established an SDA comprised of both Dutchess and Putnam counties; and

WHEREAS, pursuant to the JTPA, the Chief Elected Official (CEO) of the unit of local government located within each SDA is charged with appointing members to each PIC; and

WHEREAS, the County Executive of the County of Westchester, as the CEO of the County of Westchester, is charged with appointing members to the Balance of Westchester PIC; and

WHEREAS, the County Executive of Putnam County, as the CEO of the County of Putnam, is charged with appointing members of the Dutchess/Putnam PIC; and

**WHEREAS, on August 7, 1998, Congress signed into law the Workforce Investment Act ("WIA") to provide workforce investment activities through state and local workforce systems to increase employment, retention, earnings and occupational skill attainment of participants, thereby improving the quality of the workforce, reducing welfare dependency, and enhancing the productivity and competitiveness of the nation, state and localities; and**

**WHEREAS, under WIA, SDAs will be replaced with entities to be known as Local Workforce Investment Areas ("LWIAs"); and**

**WHEREAS, under WIA, PICs will be replaced with entities to be known as Local Workforce Investment Boards ("LWIBs"); and**

**WHEREAS, under WIA, there will be a One-Stop service delivery system and an expanded youth program; and**

**WHEREAS, the Governor of the State of New York has designated the Balance of Westchester (exclusive of the City of Yonkers) and the County of Putnam as a single Local Workforce Investment Area for the provision of services under WIA; and**

**WHEREAS, in accordance with 29 U.S.C. § 2832 (c) (1) (B), in a case in which a LWIA includes more than one unit of general local government, the CEO's of each of such units may execute an agreement that sets forth their respective roles with respect to the appointment of members to the LWIB from the individuals nominated to be such members, and in carrying out any and all of the other responsibilities assigned to CEO's under WIA; and**

**WHEREAS, pursuant to 29 U.S.C. § 2832 (c) (1) (B), the CEO of Westchester County and the CEO of Putnam County are desirous of establishing an agreement to set forth their respective roles.**

**NOW, THEREFORE, in consideration of the Terms and Conditions, therein contained, the parties agree as follows:**

- 1. The parties agree to create a single LWIA comprised of Westchester and Putnam Counties as well as a single Local Workforce Investment Board (LWIB) under WIA. The LWIA and LWIB will replace the existing SDA's and PIC's currently serving Westchester County and Putnam (which was combined with Dutchess as a single SDA). The consolidation will combine the Administration of WIA programs for both counties while maintaining separate funding and expenditure streams, personnel, offices and functions of each.**
- 2. Westchester County will serve as the Administrative Entity and grant recipient for WIA funds allocated to the new LWIA.**
- 3. The Westchester County Executive shall appoint all members to the Westchester/Putnam LWIB with the exception of two (2) members who shall be appointed by the County Executive of Putnam County and shall represent Putnam County on the Westchester/Putnam LWIB. In addition, Putnam County will maintain a local board, to serve in an advisory subcommittee capacity to the Westchester/Putnam LWIB. The two (2) LWIB Members representing Putnam shall be current and active members of the Putnam Advisory Subcommittee.**

4. **Westchester County will serve as a pass through for the State of New York allocation of WIA Funds for Putnam (included in the total Westchester/Putnam LWIA allocation) and Putnam County shall receive outright its proportionate share of allocation funding under WIA.**
5. **The Five Year Local Plan will be developed by the Westchester/Putnam LWIB in joint partnership with the CEO from each County for the provision of WIA services in the Westchester/Putnam LWIA.**
6. **WIA Funds will only be used for the purpose of supporting authorized activities related to the implementation and operation of WIA in the Westchester/Putnam LWIA.**
7. **The Westchester/Putnam LWIB will approve all plans outlining WIA services or the contracting of said funds for the LWIA. Plans, services and contracts for Putnam shall first be approved by the Putnam Advisory Subcommittee and then forwarded to the LWIB for confirmation.**
8. **Both County Executives will represent the LWIA in public events and functions as partners under WIA.**
9. **The parties agree to solicit and secure the input and participation of the local business community and other partners in the provision of services to eligible participants in the LWIA; develop and maintain a process to secure public input for WIA implementation; coordinate efforts in identifying the business and employment needs of the LWIA; establish appropriate linkages between WIA funds and other local agencies and funding streams to facilitate economic development activities in the LWIA.**
10. **The LWIB shall be responsible for implementing a system for monitoring WIA activities, which will include assessing the performance and evaluating established performance weaknesses, outcomes, productivity and impact of all programs funded within the LWIA. Fiscal and Programmatic monitoring shall be carried out according to the LWIB Monitoring Policy.**
11. **The LWIB will review and approve reports of scheduled fiscal and programmatic audits of service providers and may require and approve corrective action plans and timetables to remedy deficiencies uncovered in the monitoring, auditing or reporting process. LWIB staff will work with program operations to draw up and implement such corrective action plans and monitor their progress.**
12. **Each CEO, in consultation with the LWIB, shall be responsible for ensuring that eligible populations are adequately represented in WIA programs operated in their respective County's area, and consistent with its members in the general population in the LWIA.**
13. **The term of this Agreement shall commence as of July 1, 2012 and continue through June 30, 2013.**
14. **Each CEO shall be responsible for ensuring that WIA performance measures and any other standard established by the WIB will be met.**

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on this day of 2012.

THE COUNTY OF WESTCHESTER

THE COUNTY OF PUTNAM

By: Robert P. Altair Date: 12/20/12

By: May Ellenor Date: \_\_\_\_\_

Westchester County Executive

Putnam County Executive

12-4-12

Approved as to form and manner of execution:

Approved as to form and manner of execution:

[Signature]  
ASV County Attorney  
Westchester County

[Signature]  
County Attorney  
Putnam County

**COUNTY EXECUTIVE ACKNOWLEDGMENT**  
(Municipal Corporation)

STATE OF NEW YORK            )  
  ss.:  
COUNTY OF WESTCHESTER)

On this 20 day of DECEMBER, 2012, before me personally came ROBERT P. ASTORINO  
to me known, and known to me to be the COUNTY EXECUTIVE of  
WESTCHESTER COUNTY, the municipal corporation described in and which  
executed the within instrument, who being by me duly sworn did depose and say that he/she, the said  
COUNTY EXECUTIVE <sup>is EMPLOYED AT</sup> resides at 148 MARTINE AVE  
WHITE PLAINS, NY 10610 and that he/she is COUNTY EXECUTIVE of  
said municipal corporation and that he/she signed his/her name thereto by like order.

Patricia E. Leavy  
Notary Public

PATRICIA E. LEAVY  
Notary Public, State of New York  
No. 01LE48133-1  
Qualified in Westchester County  
Commission Expires August 31, 2014

2014

**COUNTY EXECUTIVE ACKNOWLEDGMENT**

*(Municipal Corporation)*

STATE OF NEW YORK            )  
  ss.:  
COUNTY OF PUTNAM)

On this 4<sup>th</sup> day of December 2012 before me personally came Margyellen Odell  
to me known, and known to me to be the County Executive of  
Putnam County NY, the municipal corporation described in and which  
executed the within instrument, who being by me duly sworn did depose and say that he/she, the said  
County Executive resides at Carmel NY  
and that he/she is County Executive of  
said municipal corporation and that he/she signed his/her name thereto by like order.

Maureen Bernard  
Notary Public

**MAUREEN BERNARD**  
Notary Public, State of New York  
No. 01BE6109598  
Qualified in Putnam County  
Commission Expires May 10, 2016

**ATTACHMENT K: LIST OF LWIB MEMBERS**

Complete the following information for each member in your Local Workforce Investment Board. Use as many pages of ATTACHMENT K as necessary.

<b>Name:</b>	David Singer	<b>Organization:</b>	Robison Oil
<b>Title:</b>	President	<b>Membership Category:</b>	Business
<b>Name:</b>	Rosa Barksdale	<b>Organization:</b>	Barksdale Homecare
<b>Title:</b>	President/CEO	<b>Membership Category:</b>	Business
<b>Name:</b>	Wiley Harrison	<b>Organization:</b>	BYB
<b>Title:</b>	President	<b>Membership Category:</b>	Business
<b>Name:</b>	Robert O. Sanders	<b>Organization:</b>	Hospitality Resource Group, Inc.
<b>Title:</b>	President	<b>Membership Category:</b>	Business
<b>Name:</b>	Jon Schandler	<b>Organization:</b>	White Plains Hospital Center
<b>Title:</b>	CEO	<b>Membership Category:</b>	Business
<b>Name:</b>	LenVallender	<b>Organization:</b>	Fen Bar Precision
<b>Title:</b>	President	<b>Membership Category:</b>	Business
<b>Name:</b>	Richard Greenwald	<b>Organization:</b>	Concorde Staffing Group
<b>Title:</b>	President	<b>Membership Category:</b>	Business
<b>Name:</b>	Allison Madison	<b>Organization:</b>	Madison Approach Staffing
<b>Title:</b>	President	<b>Membership Category:</b>	Business
<b>Name:</b>	Joseph DiCarlo	<b>Organization:</b>	WestMed
<b>Title:</b>	Director of Human Resources	<b>Membership Category:</b>	Business
<b>Name:</b>	Alan Berkson	<b>Organization:</b>	Intelligist
<b>Title:</b>	Principal/Founder	<b>Membership Category:</b>	Business
<b>Name:</b>	James Bernardo	<b>Organization:</b>	Candela Systems
<b>Title:</b>	President	<b>Membership Category:</b>	Business
<b>Name:</b>	Richard Freidman	<b>Organization:</b>	Double Tree Hotel
<b>Title:</b>	Manager	<b>Membership Category:</b>	Business

Note:

DIVISION OF EMPLOYMENT AND WORKFORCE SOLUTIONS

- *If a board member is a business appointee, please use the word "Business" in the "Membership Category" section.*
- *Non-business appointees may represent more than one sector of the required membership categories.*

**ATTACHMENT K: LIST OF LWIB MEMBERS**

Complete the following information for each member in your Local Workforce Investment Board. Use as many pages of ATTACHMENT K as necessary.

<b>Name:</b>	Potoula Gjidiija	<b>Organization:</b>	Regeneron Pharmaceutical
<b>Title:</b>	Community relations Manager	<b>Membership Category:</b>	Business
<b>Name:</b>	James D. Schutzer	<b>Organization:</b>	J. D. Moschitto Associates, Inc.
<b>Title:</b>	Vice President	<b>Membership Category:</b>	Business
<b>Name:</b>	Daniel Magnus	<b>Organization:</b>	Elevation Burger
<b>Title:</b>	CEO	<b>Membership Category:</b>	Business
<b>Name:</b>	Fannie Lansch	<b>Organization:</b>	TD Bank
<b>Title:</b>	Community Relations Manager	<b>Membership Category:</b>	Business
<b>Name:</b>	Joseph Hankin	<b>Organization:</b>	Westchester Community College
<b>Title:</b>	President	<b>Membership Category:</b>	Post Secondary Education
<b>Name:</b>	Michael Gillan	<b>Organization:</b>	Fordham University
<b>Title:</b>	Associate V.P.	<b>Membership Category:</b>	Post Secondary Education
<b>Name:</b>	Thomas Capurso	<b>Organization:</b>	IBEW
<b>Title:</b>	Business Representative	<b>Membership Category:</b>	Organized Labor
<b>Name:</b>	Edward Cooke	<b>Organization:</b>	National Regional Council of Carpenters
<b>Title:</b>	Representative	<b>Membership Category:</b>	Organized Labor
<b>Name:</b>	Elain Sozzi	<b>Organization:</b>	Westchester Library System
<b>Title:</b>	Director	<b>Membership Category:</b>	CBO
<b>Name:</b>	Marsha Gordon	<b>Organization:</b>	Business Council of Westchester
<b>Title:</b>	President & CEO	<b>Membership Category:</b>	CBO
<b>Name:</b>	Marissa Brett	<b>Organization:</b>	Westchester County Association

DIVISION OF EMPLOYMENT AND WORKFORCE SOLUTIONS

<b>Title:</b>	Economic Development Director	<b>Membership Category:</b>	CBO
<b>Name:</b>	Sorrya Sampson	<b>Organization:</b>	The Urban League of Westchester
<b>Title:</b>	President & CEO	<b>Membership Category:</b>	Senior Employment Services

*Note:*

- *If a board member is a business appointee, please use the word "Business" in the "Membership Category" section.*
- *Non-business appointees may represent more than one sector of the required membership categories.*

**ATTACHMENT K: LIST OF LWIB MEMBERS**

Complete the following information for each member in your Local Workforce Investment Board. Use as many pages of ATTACHMENT K as necessary.

<b>Name:</b>	Thom Kleiner	<b>Organization:</b>	NYSDOL
<b>Title:</b>	HV Regional Representative	<b>Membership Category:</b>	WP/Employment Services
<b>Name:</b>	Winston Ross	<b>Organization:</b>	Westchester Community Opportunity Program
<b>Title:</b>	Executive Director	<b>Membership Category:</b>	CSBG
<b>Name:</b>	Kevin McGuire	<b>Organization:</b>	Westchester County DSS
<b>Title:</b>	Commissioner	<b>Membership Category:</b>	Other
<b>Name:</b>	Michael Piazza	<b>Organization:</b>	Putnam County DSS
<b>Title:</b>	Commissioner	<b>Membership Category:</b>	Other
<b>Name:</b>	Eileen Mildenberger	<b>Organization:</b>	Westchester County Economic Development
<b>Title:</b>	Acting Director	<b>Membership Category:</b>	Other
<b>Name:</b>	Mark Ridgeway	<b>Organization:</b>	ACES-VR
<b>Title:</b>	District Manager	<b>Membership Category:</b>	Vocational Rehabilitation
<b>Name:</b>	Claudia Murphy	<b>Organization:</b>	Southern Westchester BOCES
<b>Title:</b>	Director	<b>Membership Category:</b>	Adult Education
<b>Name:</b>		<b>Organization:</b>	
<b>Title:</b>		<b>Membership Category:</b>	
<b>Name:</b>		<b>Organization:</b>	
<b>Title:</b>		<b>Membership Category:</b>	
<b>Name:</b>		<b>Organization:</b>	
<b>Title:</b>		<b>Membership Category:</b>	
<b>Name:</b>		<b>Organization:</b>	
<b>Title:</b>		<b>Membership Category:</b>	
<b>Name:</b>		<b>Organization:</b>	

<b>Title:</b>		<b>Membership Category:</b>	
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*Note:*

- *If a board member is a business appointee, please use the word "Business" in the "Membership Category" section.*
- *Non-business appointees may represent more than one sector of the required membership categories.*

**Modified  
11-2005**

**WESTCHESTER – PUTNAM  
WORKFORCE INVESTMENT BOARD  
LWIB**

**BY-LAWS**



**DATE: July 1<sup>st</sup>, 2005**

**WESTCHESTER-PUTNAM  
WORKFORCE INVESTMENT BOARD**

**By Laws**

**PREAMBLE**

The Workforce Investment Act (WIA) was created to integrate, coordinate and improve education, training and employment systems. The new legislation mandates the creation of a State Workforce Investment Board (SLWIB) and local Workforce Investment 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 Investment Area.

**ARTICLE 1 – NAME**

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

**ARTICLE II – RESPONSIBILITIES**

The WIB shall perform such functions and satisfy any and all broad-based planning, advisory and policy-making responsibilities. As such, the LWIB shall:

**Section 2.01.** Design, develop and submit to the Governor of the State of New York (the "Governor") a Five-Year Local Workforce Investment Plan for Westchester-Putnam Local Workforce Investment Area (LWIA) that coordinates workforce policies, programs and services into an integrated single labor market system.

**Section 2.02.** The LWIB will function as a policy-making and advisory body for the LWIA providing workforce development readiness system policy guidance.

**Section 2.03.** The LWIB in cooperation with the area’s Chief Local Elected Official(s) (CLEO) will design, develop and provide directions for the implementation of a One-Stop Career Center and Satellite system within Westchester and Putnam counties designated as a single Workforce Investment Area.

**Section 2.04.** The LWIB will develop and administer quality program performance standards (including customer service) and outcome measures in cooperation with the CLEO and the Governor.

**Section 2.05.** The LWIB will help individuals obtain the skills necessary for employability and help employers become competitive in a global economy by providing job-ready skilled workers who meet their needs.

***\* Note:\* Items Italicized are intended for further Proposed Changes***

**Section 2.06.** The LWIB will, in cooperation with the CLEOs, appoint a local Youth Council as a subgroup of the LWIB and coordinate workforce and youth plans and activities with the Youth Council, in accordance with WIA requirements.

**Section 2.07.** The LWIB will select eligible youth services providers based on the recommendations of the Youth Council and will identify eligible providers of adult and dislocated worker intensive services and training services and maintain a list of eligible providers with performance and cost information.

**Section 2.08.** The LWIB will facilitate and promote positive relationships with education, labor, business/industry, job training and community-based organizations and will promote private-sector involvement in the Statewide workforce investment system through effective connecting, brokering and coaching activities through intermediaries such as the One-Stop operator in the LWIA or through other organizations, to assist employers in meeting hiring needs.

**Section 2.09.** The LWIB will, in cooperation with the CLEO develop and enter into memorandum of understanding with One Stop partners.

**Section 2.10.** The LWIB will expand system services through new partnerships, resource development and fundraising and will coordinate workforce investment activities with economic development strategies and develop employer linkages.

**Section 2.11.** The LWIB will undertake research, data gathering and analysis of the labor market needs utilizing appropriate methods including use of local demographic data, employer input and obtain the perspectives and input from the community at large for the purpose of assisting the Governor in developing the Statewide employment statistics system under the Wagner-Peyser Act.

**Section 2.12.** The LWIB will promote the general welfare and prosperity of all citizens of the two-county area to lessen the burdens of government, and to act in the best public interest.

**Section 2.13.** The LWIB will develop a budget for the purpose of carrying out the duties of the LWIB, subject to the approval of the CLEO.

**Section 2.14.** The LWIB will engage in all lawful activities including those which are not otherwise stated in these By-Laws and that are incidental to and in furtherance of any of the above stated purposes and others proposed by the CLEO in conjunction with the LWIB.

### **ARTICLE III – MEMBERSHIP**

**Section 3.01. Appointment.** Members of the LWIB shall be appointed by the CLEO, in accordance with the WIA requirements. Such appointments shall be made in writing. A majority of the membership of the LWIB shall consist of representatives of businesses located in the LWIA. Such representatives must be individuals who are current owners, chief executive officers, chief operating officers or other individuals with optimum policy-

making or hiring authority. Board members who depart the business or organization position from which they were initially appointed to the LWIB shall cease to be members of the Board, irrespective of their term of office, unless otherwise reappointed by the CLEO. The LWIB must also contain two (2) or more members representing local educational entities, labor organizations, economic development agencies, and community-based organizations. In addition, the LWIB must contain at least one (1) member representing each One-Stop partner. At least 51% of the members shall consist of representatives from the private sector. The chairperson of the Board shall be a representative of the private sector, appointed by the CLEO and the appointment forwarded to the WIB membership for consideration. The private sector representatives shall be executive level officers and/or employees with significant policy-making or hiring authority. Private sector entities shall be businesses that will provide employment opportunities. Representatives from organizations that have statutory role on the LWIB shall serve at the pleasure of the CLEO, or until they depart the organization statutorily represented on the Board.

**Section 3.02. Term of Office.** At the discretion of the CLEO, members shall be appointed for fixed and staggered terms, and each shall serve until his/her successor is chosen by the CLEO 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 3.03. Compensation.** Members of the LWIB shall serve without compensation.

**Section 3.04. Resignation.** Any member may resign at any time by giving written notice to the CLEO through the chairperson of the Board. The resignation will take effect upon receipt and acceptance thereof by the CLEO, or at such time as specified in the notice.

**Section 3.05. Vacancies.** The chairperson of the Board shall notify the CLEO as to vacancies. The CLEO 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 3.06. Termination of Membership.** Any member may be removed from the Board, whenever in its judgment (in cooperation with the CLEO), the best interest of the LWIB would be served. The removal of a member shall be affected by an affirmative vote by two-thirds of the total Board members after discussion at a meeting called for this purpose. Any appointed member may be removed by the CLEO from the LWIB whenever in the CLEO's judgment the best interest of the LWIB would be served.

**Section 3.07. Place of Meetings.** The LWIB may hold its meetings at any location it chooses within Westchester or Putnam counties, New York.

**Section 3.08. Regular Meetings.** The LWIB shall hold regular meetings at a time and place determined by the Board or at the request of the CLEO. Meetings shall be conducted in accordance with Robert's Rules of Order.

**Section 3.09. Annual Meetings and Elections.** The Annual meeting of the Board shall be held during a regular scheduled monthly meeting within sixty (60) business days following

the beginning of a new fiscal year. At the annual meeting, the members shall elect the chairperson (Business Representative) as recommended by the CLEO, other officers and conduct any other necessary business. Notices of the annual meeting will be provided in writing not less than ten (10) days prior to the meeting.

**Section 3.10. Special Meetings.** Special meetings may be called by the LWIB chairperson, the CLEO, 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 3.11. 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 at a meeting duly held by the Board, or at any duly adjourned meeting of such meeting, or at any meeting duly held upon reasonable notice to all members, and the act of not less than a majority of the whole membership of the Board at such meeting shall be the vote of the LWIB. In the absence of a quorum, a majority of those present may adjourn the meeting, and the notice of which need not be given..

**Section 3.12. Voting and Proxies.** Only those members appointed to the Board by the CLEO in writing may vote at Board meetings. Each member shall have one vote. A member may, in writing or telephone call to the chairperson of the Board, designate an alternate to serve in his or her absence, but the alternate cannot vote on his/her behalf. Such designated alternate may attend meetings only to gather information on matters before the Board and shall be counted for the purpose of establishing a quorum. If a quorum is present, absent members 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. Youth Council members, not otherwise appointed to the Board, are voting members of the Youth Council, and non voting members of the LWIB.

**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 LWIB shall be as follows:

1. Roll Call
2. Approval of the Minutes of the Preceding Meeting
3. Addition to Agenda Items for Consideration by the Board
4. Report of Committees/Officers
5. Old and Unfinished Business
6. New Business
7. Good and Welfare

8. Adjournment

**ARTICLE IV. Officers**

**Section 4.01. Designation.** The officers of the LWIB shall be a Chairperson, a Vice Chairperson, a Secretary and a Treasurer, and if the Board chooses any other Officers. Any two offices, other than those of Chairperson, Vice Chairperson or Treasurer may be held by the same person.

**Section 4.02. Election, Term of Office, Qualification.** All officers shall be elected annually by a majority of the membership of the LWIB. Elected officials shall serve terms of one year, but may not serve no more than two consecutive terms in the same position. The Chairperson shall be elected from among those who represent the local business community. The CLEO shall submit name(s) of a candidate(s) for consideration by the LWIB members to serve as chairperson. The Vice Chairperson may be elected from among those who represent either the public or private sector. Nominations will be accepted from the CLEO and from the Floor. A simple majority of Board members voting shall suffice to elect.

**Section 4.03. Resignations.** Any officer may resign by giving a written notice to the CLEO directly or through the LWIB Chairperson. The resignation shall become effective upon receipt thereof by the CLEO or Chairperson, or at such time as specified in the notice.

**Section 4.04. Removal.** Any officer may be removed by the CLEO, with or without cause. The LWIB may recommend to the CLEO 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 4.05. 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 or appointment to such office.

**Section 4.06. Chairperson.** The Chairperson shall conduct meetings of the LWIB 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 4.07. 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 LWIB and such duties as may be delegated by the Board.

**Section 4.08. Treasurer.** The Treasurer shall assist in the development and directing of the operations, policies, and plans governing financial transactions of the LWIB. Duties shall include periodic reports to the Board as to the financial status of the LWIB, program audits, and such duties as may from time to time be assigned by the Chairperson of the Board.

**Section 4.09. Secretary.** The Secretary of the LWIB shall record the proceedings of the meetings of Board, 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 LWIB, Executive Committee or chair and other to duties usually incident to the Office of Secretary.

**Section 4.10. Other Offices.** The Board may appoint other officers and agents as may be deemed necessary. Their appointments, duties and terms shall be determined by resolution of the Board.

**\*Section 4.11. Staff.** Staff employed by the Administrative Entity through the use of WIA funds shall be considered as WIA program staff, with the Director responsible for the day-to-day direction of program operations, planning and development. The Director shall, in the implementation of approved plans and programs, represent the administrative entity and assist the LWIB in carrying out the purposes and objectives of the program.

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

## **ARTICLE V – COMMITTEES**

**Section 5.01. Structure.** By resolution adopted by a majority of the membership of the LWIB, 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
- Youth Council Committee
- Putnam Partnership Committee
- Performance & Accountability Committee
- One-Stop Services Committee
- Labor Market Information/Employer Relations Committee
- ***\*Program & Policy Committee***

The chairperson of the Board may appoint committee members and the chairperson of each committee from among its members, or delegate to a committee authority to select someone among them to serve as Chairperson. Individuals with expertise and support resources from the community may be appointed to the Board Committees, but must be approved by the Chairperson. Meetings may be called by the chairperson of the respective committee. One-third of an entire committee, or three (3) members, whichever is greater, shall constitute a quorum, except one (1) member shall constitute a quorum in any one-person committee.

**Section 5.02. 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 LWIB 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. Three (3) 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.

**Section 5.03. Performance & Accountability Committee.** Reviews and recommends performance measures for the workforce investment area and monitors the accomplishments for these measures to ensure compliance with the plan and to make recommendations to the Workforce Investment Board;

Reviews the comprehensive workforce investment plan for the area and makes recommendations for its improvement. Provides report to the LWIB on the implementation of the plan and how the area is progressing;

Review all program plans, request for quotes/proposals and contracts to be awarded and makes recommendations to the LWIB for its consideration and decision.

**Section 5.04. One Stop Services Committee.** Recommends strategies for the implementation of the one-stop service delivery system in both counties and make recommendations to the LWIB.

Helps identify resource and service needs of the one-stop systems and its customers and recommends strategies to secure these resources/services. This may include identification of new partners, specific programs or partnership strategies with local agencies;

Reviews customer satisfaction and service strategies to determine compliance with the LWIB goals and develop corrective measures and recommendations where needed.

**Section 5.05. Labor Market Information/Employer Relations Committee.** Monitors the local labor market information and identifies local employers' workforce development needs and recommends strategies for meeting them;

Monitors employment trends and identifies demand occupations and recommends strategies for preparing the workforce to meet these demands;

Review applications and make recommendations for training providers and programs to meet the business needs and the demand occupational needs in the area;

Reviews and recommends approval of individual training accounts and business specific training to be used by job seeking customers to secure relevant high quality training that will lead to full time high wage employment;

Reviews performance of training providers to ensure high quality and compliance with the area's performance standards.

**\*Section 5.06. Program and Policy Committee: TBD**

**Section 5.07. Putnam Partnership Committee.** The Putnam Partnership is a subcommittee of the LWIB and consists of One-Stop partners who were approved by the CLEO in accordance with WIA and an appointed LWIB member. The partnership has responsibility for the operation of the One-Stop Center in Carmel, Putnam County. One member of the Partnership is appointed to the LWIB and has responsibility for presenting the Partnerships' recommendations to the LWIB for action and to update the LWIB on the activities and customers of that center. The Putnam member is appointed by the CLEO of Putnam County.

**Section 5.08. Youth Council.** The local Youth Council serves as the Workforce Investment Board's architect for a complete resource map of available youth services in the area; develops a coordinated, comprehensive service delivery system in the local area. Specific duties include: programming policy recommendations/advise; strengthening linkages between existing local youth services; developing the youth portion of the Workforce Plan; recommending youth service providers to the LWIB; and providing oversight of the youth service providers.

**ARTICLE VI – 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 VII – AMENDMENT TO BY LAWS**

These By Laws or any part thereof may be amended or changed, or repealed in conjunction with the CLEO 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 LWIB in advance of the meeting an amendment is to be acted upon.

**ARTICLE VIII – EFFECTIVE DATE**

These By Laws shall take effect on \_\_\_\_\_, and shall remain in effect until amended or repealed in accordance with Article VII.

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

Signed: \_\_\_\_\_  
Present Date

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

Signed: \_\_\_\_\_  
Secretary Date

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