



Westchester/Putnam  
**LOCAL PLAN**

JULY 1, 2014 - JUNE 30, 2015



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**The following attachments are provided separately:**

- Attachment C: Signature of Local Board Chair
- Attachment D: Signature of Chief Elected Official
- Attachment E: Signature of WIB Director
- Attachment F: Federal and State Certifications
- Attachment G: Career Center Operator Information
- Attachment H: List of Career Center Centers
- Attachment I: Budget
- Attachment J: Service Providers

## 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;

LWIB and Regional Demand Lists are now maintained online at:

<http://www.labor.ny.gov/workforcenypartners/lwia/lmi-for-workforce-planning.shtm>. Any changes to these lists should be sent to [DEWS.WebpagePostings@labor.ny.gov](mailto:DEWS.WebpagePostings@labor.ny.gov).

1. I attest that the priority ranked list of local area’s demand occupations was last updated on 09/24/2014.
  - a. How was this information shared with the Board? This information was shared with the Board during the 09/24/14 Board meeting. On what date? 09/24/2014

2. What factors were used in determining your demand list?

The factors that were used to determine our demand occupations list were, but not limited to the following resources: 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 sits on the WIB; and our Regional Economic Development Council which includes three WPWIB members. As a result of the expertise and input from the individuals listed above, the Westchester-Putnam WIB has for the past 2-3 years focused on a sector-based strategy for employer engagement, business training initiatives, employment and employment retention.

3. For PY 13, which industry recognized credentials and degrees, available from providers on the Eligible Training Provider List, have been achieved by utilizing WIA Funds?

NYS Home Health Aide; NYS Certified Nurse Assistant; National Health Careers Association PCT Certification; NYS Teaching Assistant Certification; OSHA 10 Hour Construction Training Certification; NYS Security Guard License; Microsoft Office Certification; Project Management PMP Certification; Home Health Aide; Personal Care Aide; CDL A; CDL B;

4. Identify any skills gaps in your local/regional area?

Westchester-Putnam counties both have a highly educated/highly skilled labor force and there are available jobs; however, in some instances those individuals with extensive work experience and education may need training and/or skills enhancement to become competitive in the current job market and into the future. Yet, there are job seekers who need basic education /HSE and/or ESL and training leading to a credential towards a career.

- a. Does the ETPL have sufficient providers to meet those needs? If no, explain:

Yes, the ETPL has sufficient providers to address the skills gaps through training. When new and/or additional skills gaps are identified, the WPWIB will solicit appropriate ETPs to address the skills gaps.

## 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;*

Note: Information and documentation produced through the yearly Performance Indicator Negotiation Process will become part of this plan. No additional information is required.

## 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 2013 Training” and “PY 2014 Training Projections” 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).

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

Adult and Dislocated Worker customers have access to 4 One-Stop Employment Centers- 3 in Westchester County and 1 - Putnam County. Services in our LWIA consists of One-Stop Resource Rooms equipped with computers with internet access, copy/fax machine, telephones, online training, job postings (hard copy and electronically), workshop schedule and job search/job retention printed materials. Staff Assisted services includes job search, job match/referral activities, on-line training through Metrix Learning, Westchester Library System, labor market information, partner and community resources, and adaptive technology for customers with disabilities, workshops focused on Microsoft Excel, Word, Power Point, job search, resume and cover letter preparation/review, networking, interviewing techniques, and changing careers. Access to One-Stop and partner staff who are available to meet with customers one-on-one and/or group workshops/meetings. Intensive Services which includes an Employment Counselor working with the customer one-on-one to develop a individual employment plan to strategically guide the customer through the job search process while providing case management, supportive and retention services. Business Services Team will post jobs, make job referrals, recruit businesses, promote OJT, CT and other business training initiatives that leads to job placement or job keeping.

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

There are several strategies that the WPWIB employs to ensure that there is continuous improvement to adult & dislocated worker services that includes those at the WIB level, as well as, those at the One-Stop center operations level. At the the One-Stop level, managers and supervisors across the system services and corresponding goals to determine if services are being delivered as planned and if the goals are being met. One-Stop leaders make adjustments as needed to ensure that services are being delivered and that the system is getting better at delivering the services and corresponding outcomes. At the WIB level: The WIB receives two monthly and one quarterly report that are reviewed not only to ensure the LWIA is meeting its performance outcomes but also used to determine whether additional and/or other services/resources are needed to increase

job opportunities and/or outcomes for dislocated worker and adult customers .

7. How do you determine that Adult and Dislocated Worker jobseeker customers are satisfied with local Career Center services?

For PY2014, WPWIB will conduct customer (business and job seeker) satisfaction surveys. (See attached survey)

8. How do you determine that your business customers are satisfied with local Career Center services?

For PY 2014, all One-Stop Centers under WPWIB will conduct customer (business and job seeker) satisfaction surveys. (See attached survey)

9. Briefly describe one positive practice in your local area which has improved services to customers.

One positive practice that has improved services to customers is the implementation of the One-Stop website - [www.westchesterputnamonestop.com](http://www.westchesterputnamonestop.com). The Westchester-Putnam One-Stop website allows our job seekers to view real-time jobs, apply to real-time jobs, upload their resume, create a profile, register for a workshop(s), find out what's new at the One-Stop, and participate in virtual jobs fairs from home or an electronic device at their convenience. In addition, the website allows our business customer to view resumes of qualified customers, receive notification when a customer applies to their job posting, participate in virtual job fairs without having to leave their office, apply for business training initiatives, join the Westchester-Putnam Sector Partnership, and find out what's new at the One-Stop.

## 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 (Attachment J).

*§664.405(4)(b) The local plan must describe the design framework for youth program design in the local area, and how the ten program elements required in §664.410 are provided within that framework.*

10. Describe how the Workforce Investment Board and/or Youth Council monitor Youth Program providers.

a. Program Monitoring:

Each month WPWIB staff reviews the Youth Common Measures report, monthly reports submitted by youth contractors, reviews data in OSOS and monthly reports to monitor each youth contractor's performance and the overall performance and success of the WIA youth programs. If any issues arise, the WIB is in contact with the provider to discuss and resolve problems and/or receive program updates. WIB Youth Coordinator meets with the youth contractors monthly to discuss performance measures/outcomes, challenges, issues and identify best practices. Bi-monthly program reports are submitted and included on the agenda to the Youth Council, Executive Committee and the WIB. Each provider submits a monthly report to the WIB's youth program staff.

Weekly the WIB Director meets with the Youth Program Coordinator to discuss programmatic and fiscal issues, reviews the latest common measures updates.

Twice a year a formal program review of each contractor is conducted by the Youth Coordinator where case records are examined and the entire caseload is reviewed in OSOS. These reports are sent to the WIB Director, Contractor's Director and program staff. If it is determined a youth contractor is not and/or has not meant the contracted goals, a formal report is written that includes a timeline for corrective action to be completed. Upon an arranged schedule, a follow up review to ensure the corrective actions have been implemented and achieving the goals that were setforth.

b. Fiscal Monitoring:

The program staff receives and reviews financial reports and claims submitted by the providers. Once these reports are reviewed they then are submitted to the WIB Executive Director and forwarded to the WIB Fiscal Staff for final review, preparation and corrections if needed. Fiscal staff conducts fiscal monitoring of contractors as required. All documentation is then reviewed by Westchester County fiscal staff. Regular financial reports are submitted to the Youth Council, Executive Committee and the WIB Board for review.

11. Provide the name of your LWIA's Youth Council Chair and Co-Chair. Please provide their **professional** contact information (title, address, phone, email).

Wiley Harrison President, Business of Your Business, LLC , 333 Westchester Avenue South Building 201, White Plains, NY 10601 (914) 761-7380 / Wiley@thebyb.com

Rosa Barksdale President/CEO Barksdale Health Care, 327 5th Avenue Pelham, NY 10803, (914) 738-5600 / rkbdelta@hotmail.com

12. Do your Youth Program Providers have direct access to the One Stop Operating System (OSOS)?

Yes  No



**STAFF INFORMATION**

Consulting with your Wagner-Peyser partners, please complete the charts entitled “PY 2013 FTE Staffing” and “Projected PY 2014 FTE Staffing” located in the attached Budget spreadsheet (Attachment I).

18. Please explain the reasons for any changes between PY2013 and PY2014.

A new program staff was hired to assist with the Mount Vernon One-Stop operations.  
 A new Supervisor was hired for the Peekskill One-Stop as a back fill for the supervisor that retired December 2013.

**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;*

19. 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). Describe the process used for Adults/DW services, administrative services, and Youth services.

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/have not expressed an interest in providing services to the WIB. Every effort is made to ensure that minority and women owned businesses participate in solicitations. The WIB schedules a bidder's conference to answer questions about the RFP and will record all questions and answers from the bidder's conference and any submitted during or prior to the bidder's conference and post on the County and One-Stop websites. 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 other than WIB and ONE-Stop staff 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 are summarized for review by the WIB Director and is then shared with the 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 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 Contracts requesting authorization to contract with the winning bidder(s). If approved by the Board of A&C, 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.

The WIB has implemented a new on-line process whereby interested businesses can apply for training funds for OJT, Business Sector Training and customized training. Requests are reviewed by an in-house panel and are recommended to the Board for approval. Once approved the training is approved, the business if not using in-house staff to provide the training, it is the responsibility of that business to procure the needed training through competitive bidding.

## 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. A list of the current waivers that are in effect for New York can be found in [Workforce Development System Technical Advisory #10.19.1](#). Changes to available waivers have been noted below. A new Technical Advisory for the available waivers with the will be issued at a later date.

20. Please indicate which waivers you requested for Program Year (PY) 2013 and which waivers you are requesting for PY 2014 by checking the appropriate boxes below.

- Waiver of the requirement for a 50 percent employer match for Customized Training, to permit a graduated scale match to increase employer connection with the One-Stop System.
  - Did you request this waiver for PY 2013?  Yes  No
  - Are you requesting this waiver for PY 2014 – PY 2016?  Yes  No
  
- Waiver to increase the employer reimbursement for On-the-Job Training for small- and medium-sized businesses.
  - Did you request this waiver for PY 2013?  Yes  No
  - Are you requesting this waiver for PY 2014 – PY 2016?  Yes  No
  
- Waiver to permit local areas to request the use of up to 10 percent of the local area’s formula allocation funds for Adult and Dislocated Workers to support incumbent worker training

programs as part of layoff aversion. Adult funds must be restricted to serving low income adults.

- Did you request this waiver for PY 2013?  Yes  No
  - Are you requesting this waiver for PY 2014 – PY 2016?  Yes  No
  
- Waiver to permit the Local Workforce Investment Board (LWIB) the ability to transfer up to 50 percent of a program year allocation for adult employment and training activities, and up to 50 percent of a program year allocation for dislocated worker employment and training activities between the two programs, with the approval of the governor. *This is a new waiver beginning with PY 2014.*
  - Are you requesting this waiver for PY 2014 – PY 2016?  Yes  No
  
- Waiver for the inclusion of Youth follow-up services and work experience as a Youth Program Framework Service. *For PY 2014, this waiver has been expanded to include supportive services in addition to follow-up services and work experience.*
  - Did you request this waiver for PY 2013?  Yes  No
  - Are you requesting the expanded waiver for PY 2014 – PY 2016?  Yes  No
  
- Waiver to allow use of work readiness as the sole performance indicator for Youth aged 14-21 that are co-enrolled under TANF and WIA for Summer Employment Activities.
  - Did you request this waiver for PY 2013?  Yes  No
  - Are you requesting this waiver for May 14, 2014 – Sept. 30, 2017?  Yes  No
  
- Waiver to apply program design flexibility for Youth aged 14-21 that are co-enrolled under TANF and WIA for Summer Employment Activities.
  - Did you request this waiver for PY 2013?  Yes  No
  - Are you requesting this waiver for May 14, 2014 – Sept. 30, 2017?  Yes  No
  
- Waiver of the Prohibition at 20CFR 664.520 on the Use of Individual Training Accounts (ITA) for Older and Out-of-School Youth.
  - Did you request this waiver for PY 2013?  Yes  No
  - Are you requesting this waiver for PY 2014 – PY 2016?  Yes  No
    - a. How many Youth ITAs did the LWIA procure in PY13? 10
    - b. What specific certificates/degrees resulted from these ITAs in PY13? NYS Home Health Aide; NYS Certified Nurse Assistant; National Health Careers Association PCT Certification; NYS Teaching Assistant Certification; OSHA 10 Hour Construction Training Certification; NYS Security Guard License; Microsoft Office Certification; Project Management PMP Certification; Home Health Aide; Personal Care Aide; CDL A; CDL B;

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

We have no suggestions for future waivers at this time.

### 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—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;*

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

Yes  No

If not, when will they be updated?

Agreement is being circulated for signatures. This process should be completed by mid October 2014.

### Policy

23. Does the LWIA have written policies on each of the following topics? If yes, indicate when each was last updated by the Board (or a board subcommittee).

Policy	Yes	No	Date of Last Update
A. On the Job Training (OJT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	04/25/2014
B. Individual Training Account (ITA)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11/13/2013
C. Competitive Procurement Policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	We follow Westchester and Putnam County's procurement policies respectively
D. Customized Training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	04/25/2014
E. Supportive Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	05/27/2014
F. Budget Modifications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09/29/2014
G. Sub Recipient Monitoring Policy and Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	02/18/2011
H. Unsatisfactory Youth Providers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09/29/2014

a. Describe how staff are made aware of these policies?  
through staff meetings/trainings.

Staff are made aware of policies

### Attachments:

*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 attachments and include copies of policies listed in the Youth section. Hard copies of signature pages must be delivered to NYSDOL per the instructions at the beginning of these guidelines.

If any of the following documents have changed in whole or in part since the submittal of your PY 2013 Local Plan, please email any updated documents with your Local Plan:

	<b>Changed?</b>		<b>Attached?</b>	
Chief Elected Official Agreement	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Local Board By-Laws	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Career Center Operator Agreement(s)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Memorandum(s) of Understanding	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Please provide a copy of your WIB-approved budget for PY2014. This budget should include any carry-in funds as well as PY2014 funds. Note that the WIB-approved budget should total to the PY2014 Planned Budget included in Attachment I.

Indicate the date of the meeting when the WIB budget was approved: September 24, 2014

**ATTACHMENT A: UNITS OF LOCAL GOVERNMENT**

Please list the unit or units (multiple counties or jurisdictional areas) of local government included in the local area. If the CEO Grant Recipient has designated a local grant subrecipient to administer WIA pursuant to WIA § 117(d)(3)(B)(i – ii), please indicate the unit of local government that is the grant subrecipient. However, if instead, the CEO Grant Recipient has designated a fiscal agent, please indicate this on Attachment B.

Unit of Local Government	Grant Subrecipient	
	Yes	No
Westchester County	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Putnam County	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

§667.705(c) - When a local workforce area is composed of more than one unit of general local government, the liability of the individual jurisdictions must be specified in a written agreement between the chief-elected officials.

If your local workforce area is composed of more than one unit of general local government, is there a written agreement between local officials that details the liability of the individual jurisdictions?

Yes  No

**ATTACHMENT B: FISCAL AGENT**

*WIA §117(d)(3)(B)(i)(II) indicates that the chief elected official Grant Recipient may designate a local fiscal agent as an alternative to a local grant subrecipient. Such designation to a grant subrecipient or fiscal agent shall not relieve the chief elected official or the Governor of the liability for any misuse of grant funds.* If the CEO has identified a fiscal agent to assist in the administration of grant funds, please provide the name of the agent.

<b>Fiscal Agent</b>
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<a href="#">Kevin M McGuire, Commissioner of Social Services</a>
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