

Westchester Putnam Workforce Development Board

November 20, 2025 Board Meeting Minutes

I. Roll Call

Members Present: David Singer, Thom Kleiner, Sherry Bruck, Wiley Harrison, James Brown, Tracy Rascott, Lori Boyd, Larry Gottlieb, Ralph Dickinson, Jason Chapin, Joy Todisco, Atul Sheffey, Robert Sanders, Allison Madison, Paul Greci, Nicole McGuire

Staff Present: Liz Oliveto, OJ Yizar, Silpa Vincent, Emily Bender, Kimberly Morella, Robert Fois, Marie Daly

Also Present/Guests: Leslie Meggett (and others participating both in-person and virtually)

Absent/Excused:

II. Call to Order The meeting was called to order by Chair David Singer at 8:37 a.m.

III. Voting Items

A. Approval of Minutes – September 17, 2025

Motion: David Singer

Second: Wiley Harrison

Vote: All in favor. Motion carried.

B. Reissuance of WDAY RFP

Summary: Due to a technical error in the original RFP language suggesting a possible seven-year contract term, legal counsel advised reissuing the RFP.

Motion carried unanimously.

C. Youth Employment Program Contracts

Summary: Approval of \$2.1M in funding for year-round youth employment programming.

Motion carried with one abstention (Wiley Harrison).

D. Eligible Training Provider Allocations

Summary: Allocations for Adult, Dislocated Worker, and Youth ITA programs were discussed, including a planned transfer of \$300,000 between funding streams.

Motion carried unanimously.

E. Sub recipient Monitoring Procedures

Summary: The board reviewed required monitoring procedures per NYSDOL guidelines, including remote monitoring timelines.

Motion carried

F. One Stop Operator Contract Award

Summary: Two proposals were received—Harquin and Easter Seals. Harquin was recommended due to reasonable cost and strong performance, while Easter Seals' cost proposal was prohibitively high.

Motion carried to award to Harquin.

G. Formation of Ad Hoc Nominating Committee

Summary: The board formed the committee for executive leadership nominations. Volunteers included Robert Sanders, Allison Madison, Nicole McGuire, David Singer, Larry Gottlieb, and Paul Greci. Nomination period set for Nov 21–Dec 12.

Motion carried.

IV. Discussion Items

A. SNAP and Medicaid Work Requirement Updates

Staff provided updates on new SNAP work requirements. Show rates for mandatory call-ins were approximately 15–20%. Many attendees were unaware of Career Center services, presenting new outreach opportunities.

B. Clean Energy Workforce Initiatives

Leslie Meggett and Thom Kleiner completed Green Launchpad training and will align workforce efforts with clean energy labor market opportunities.

C. Labor Market Update

National unemployment rose to 4.4% with 114,000 new jobs reported. Local hiring trends showed strong demand in healthcare and hospitality, with significant shortages in skilled trades including HVAC, electrical, and plumbing.

V. Adjournment

Motion to adjourn was made and seconded. The motion passed unanimously.

The meeting adjourned at approximately 9:37 a.m. Westchester Putnam Workforce Development Board