

Westchester-Putnam Workforce Development Board (WPWDB)

Board Meeting Minutes

Date: June 17, 2025

Time: 8:30 AM

Location: WebEx Virtual Meeting

I. Call to Order

Vice Chair, Paul Greci called the meeting to order at 8:35 AM.

II. Roll Call

Members Present:

Jason Chapin, Jan Fisher, Larry Gottlieb, Paul Greci, Wiley Harrison, Nicolle McGuire, Atul Sheffey, David Singer, Joe Esposito, Lorie Boyd, Marsha Gordon, Tom Capurso, Matt Pepe

Staff Present:

Ashley Sansevere, Emily Bender, Marie Daly, Joseph Diaferia, Robert Fois, Thom Kleiner, Linda McKinzie-Daugherty, Leslie Meggett, Kimberly Morella, Sonda Norris-Lowe, Mary Skirchak, Elizabeth Oliveto, OJ Yizar

Also Present:

Kuljeet Johal, Fred Bruck, Sherry Bruck

III. Voting Items

A. Approval of Minutes – May 20, 2025

Motion: Marsha Gordon

Second: Jan Fisher

Vote: All in favor. Motion carried.

B. Transfer of WIOA Dislocated Worker Funds to Adult Program (PY2024)

Motion: Jason Chapin

Second: Tom Capurso

Vote: All in favor. Motion carried.

Summary: Approval of a \$600,000 transfer from the Dislocated Worker to the Adult WIOA funding stream to meet increased Adult program demand for Individual Training Accounts (ITAs).

C. Waiver of 80% Dislocated Worker Obligation Requirement

Motion: Wiley Harrison

Second: Jason Chapin

Vote: All in favor. Motion carried.

Summary: Approval of waiver due to low DW enrollment and high Adult program demand, reflecting current labor market conditions.

D. 2025 Summer Youth Employment Program (SYEP) Contracts

Motion: Jason Chapin

Second: Wiley Harrison

Vote: All in favor. Motion carried.

Summary: Authorization of \$1,043,888 in contracts across 12 youth-serving agencies to employ 424 youth, with an additional \$95,548 allocated for WPWDB staff salaries.

E. Purchase of Computer and Video Conferencing Equipment & Office Capital Improvement

Motion: Tom Capurso

Second: Atul Sheffey

Vote: All in favor. Motion carried.

Summary: Approval of \$47,010.72 for technology upgrades and \$12,700 for the Assistant Director's office build-out at the White Plains Career Center.

F. Amendment to ITA Cap Policy for RETI Participants

Motion: Jason Chapin

Second: Atul Sheffey

Vote: All in favor. Motion carried.

Summary: Approval to raise the ITA cap from \$5,500 to \$8,135 for participants in the Renewable Energy Training Initiative (RETI).

G. Issuance of RFQ for Job Placement Services – Climate Workforce Program

Motion: Atul Sheffey

Second: Robert Singer

Vote: All in favor. Motion carried.

Summary: Approval to release a Request for Qualifications for job placement services supporting Climate Workforce Program graduates.

IV. Announcements & Discussion

- Members were reminded to register for the June 24th, WPWDB Annual Meeting.
- It was suggested that Yonkers WDB Director Karen Ramos be invited to the annual meeting and a future joint board meeting be considered.
- Wiley Harrison requested a meeting with staff to review contract and invoice payment procedures.
- Sonda Norris-Lowe was asked to distribute proxy forms to absent board members.

V. Adjournment

Motion: Marsha Gordon

Second: Jan Fisher

Vote: All in favor. Motion carried.

Meeting adjourned at 8:59 AM.

