

Westchester-Putnam Workforce Development Board

Board Meeting

120 Bloomingdale Road

White Plains, New York 10605

Friday, January 29, 2016 from 8:30am to 10:00am

Minutes

- I. **Roll Call:** Board members: Allison Madison, Claudia Murphy, Daniel Magnus, David Singer, Dr. Belinda S. Miles, Dr. Iris Pagan, Edward Cooke, James Bernardo, James Schutzer, Kevin McGuire, Len Vallender, Matthew Pepe, Michele Green, Nick Simard, Richard Greenwald, Richard St. Paul, Robert O. Sanders, Thom Kleiner, Thomas Capurso, Wiley Harrison. Staff: Donovan Beckford, OJ Yizar, Sonda Norris-Lowe, Ali Tarchoun, Marie Daly. Guests: Joanne Dunne, Amanda Nathan.
- II. **Notes from previous meeting**
- III. **Discussion of New York State Workforce Plan:** Thom Kleiner went over the key elements of the NY State Workforce Development plan.
- IV. **Voting Items**
 - a. **Grant Writer RFQ for Tech Hire Partnership:** Retroactively authorize the development and issuance of a Request for Quotations (RFQ) to solicit quotations to write the Tech Hire Partnership grant proposal. Motion by Allison Madison, 2nd by Rich Greenwald, No abstentions, Motion carried.
 - b. **CT Grant Writers, LLC:** Authorize Westchester County to enter into a grant writing contract with CT Grant Writers, LLC to write a proposal for the Tech Hire Partnership grant on behalf of the WPWDB for an amount not to exceed \$8,250. Motion by Allison Madison, 2nd by Len Vallender, No abstentions, Motion carried.
 - c. **Grant Writer RFQ for Linking to Employment Pre-Release Activities (LEAP):** Retroactively authorize the development and issuance of a Request For Quotations (RFQ) to solicit quotations to write the LEAP grant proposal. Motion by Allison Madison, 2nd by Thomas Capurso, No abstentions, Motion carried.
 - d. **LHC Creative Strategies for Development, LLC:** Authorize Westchester County to enter into a grant writing contract with LHC Creative Strategies for Development, LLC to write a proposal for the LEAP grant on behalf of the

- WPWDB for an amount not to exceed \$6,675. Motion by Rich Greenwald, 2nd by Wiley Harrison, No Abstentions, Motion carried.
- e. **New York State Workforce Plan for Program Years 2016 to 2019:** Form an ADHOC committee to go over the plan and present its findings to the Board. Ann Rubenzahl, Allison Madison and Dr. Iris Pagan volunteered to be on the ADHOC Committee. Motion by Allison Madison, 2nd Richard St. Paul, No abstentions, Motion carried.
 - f. **Strategic Plan:** Approve the four–year strategic plan with the condition that this plan may be modified periodically as the Board sees it necessary. Motion by Allison Madison, 2nd Len Vallender, No abstentions, Motion carried.
 - g. **Permit Agreement (5-1-2012 to 4-30-2015):** Approve the permit agreement with the NYSDOL for 120 Bloomingdale Road, White Plains, NY 10605 for the retroactive period of May 1, 2012 to April 30, 2015 with the same terms and conditions included in the agreement that ended April 30, 2012.(120 Bloomingdale Rd are the premises being used to house the WDB and Westchester One Stop Career Center). Motion by Allison Madison, 2nd by Wiley Harrison, No abstentions, Motion carried.
 - h. **YouthBuild Grant and Measures:** Accept the USDOL YouthBuild grant award and measures for the period beginning 10-1-2015 and ending 1/31/2019. Motion by Allison Madison, 2nd by Matthew Pepe, No abstentions, Motion carried.
 - i. **YouthBuild Contract with WestCOP:** Authorize Westchester County to enter into a contract with Westchester Community Opportunity Program for an amount not to exceed \$630,000 to enroll and manage 60 YouthBuild participants for the period beginning 10-1-2015 and ending 1-31-2019. Motion by Matthew Pepe, 2nd by Robert Sanders, No abstentions, Motion carried.
 - j. **YouthBuild Contract with Putnam-Northern Westchester BOCES:** Authorize Westchester County to enter into a contract with Putnam-Northern Westchester BOCES for an amount not to exceed \$210,000 to enroll and manage 20 YouthBuild participants for the period beginning 10-1-2015 and ending 1-31-2019. Motion by Matthew Pepe, 2nd by Robert Sanders, No abstentions, Motion carried.
 - k. **STRIVE Forward Grant and Measures:** Accept the STRIVE Forward grant and measures in the amount of \$550,000 for the period beginning 11-1-2015 and ending 9-30-2018. Motion by Thomas Capurso, 2nd by Ed Cooke, No abstentions, Motion carried.
 - l. **STRIVE Forward Contract with Westhab:** Authorize Westchester County to enter into a contract with Westhab, Inc for an amount not to exceed \$467,500 to manage the STRIVE Forward program for the period beginning 11-1-2015

- and ending 9-30-2018. Motion by Ed Cooke, 2nd by Thomas Capurso, No abstentions, Motion carried.
- m. **Summary of Common Measures Performance Report for Program Year 2014:** Accept the Customer Satisfaction Measures for PY2014. Motion by Robert Sanders, 2nd by Len Vallender, No abstentions, Motion carried.
- n. **Customer Service Indicator Performance Correction Plan for Program Year 2015:** Accept the Customer Service Indicator Performance Correction Plan for Program Year 2015. OJ explained that there was a reduction in staff while the One Stop is still serving the same number of job seekers. Motion by Ed Cooke, 2nd by Allison Madison, No abstentions, Motion carried.
- o. **Marketing and Promotional Services RFP for Ready to Work (Jobs Waiting) Program:** Retroactively authorize the development and issuance of an RFP to request proposals to market and promote the Ready to Work (Jobs Waiting) program for the period starting 1-15-2016 and ending 10-31-2018. Motion by Thomas Capurso, 2nd by Nick Simard, No abstentions, Motion carried.
- p. **Harrison Edwards, Inc:** Authorize Westchester County to enter into a contract not to exceed \$100,000 with Harrison Edwards, Inc to provide marketing and promotional services to the Ready to Work (Jobs Waiting) program for the period starting starting 1-15-2016 and ending 10-31-2018. Motion by Ed Cooke, 2nd by Nick Simard, No abstentions, Motion carried.
- q. **Reinhard-Madison Approach Staffing, Inc Ready to Work-Jobs Waiting On the Job Training Contract:** Authorize Westchester County to enter into an OJT contract with Reinhard-Madison Approach Staffing, Inc to hire three (3) new employees in the healthcare field for an amount not to exceed \$20,000 for the period beginning 1-15-2016 and ending 1-14-2017. Allison Madison explained the OJT program and indicated that she was not making a profit off of the OJT program. Robert Sanders offered to present a progress report at the next Board meeting. Motion by Ed Cooke, 2nd by Wiley Harrison, Allison Madison and Ann Rubenzahl abstained. Motion carried.
- r. **LIXI Poughkeepsie Hotel Contract for the Ready to Work (Jobs Waiting) Program Boot Camp:** Authorize Westchester County to enter into a contract with LIXI Poughkeepsie Hotel an amount not to exceed \$3,600. This contract will cover a conference room and parking for Jobs Waiting Boot Camp for the period starting 2-1-2016 and ending 3-31-2016. Motion by Robert Sanders, 2nd by Matthew Pepe, No abstentions, Motion carried.
- s. **Gannett Central New York Newspaper Group Media Contract for the Ready to Work-Jobs Waiting Program:** Authorize Westchester County to enter into a contract with Gannett Central New York Newspaper Group to promote the Ready to Work-Jobs Waiting program in Dutchess County for an

amount not to exceed \$5,000 for the period starting 1-14-2016 and ending 3-31-2016. Motion by Thomas Capurso, 2nd by Dr. Iris Pagan, No abstentions, Motion carried.

- t. **Gannett Satellite Information Network, Inc Media Contract for the Ready to Work-Jobs Waiting Program:** Authorize Westchester County to enter into a contract with Gannett Satellite Information Network, Inc to provide print and digital advertising for the Ready to Work-Jobs Waiting program for an amount not to exceed \$5,000 for the period starting 1-14-2016 and ending 3-31-2016. Motion by James Schutzer, 2nd by Len Vallender, No abstentions, Motion carried.

V. New Business:

1) Career Pathways Development

2) Financial Report: Wiley Harrison presented.

VI. Westchester Youth Re-entry Initiative presentation by Amanda Nathan and Joanne Dunne, Westhab, Inc.

VII. The Board member were informed that Shoprite provided breakfast.

VIII. Adjournment: Motion to adjourn by Richard St. Paul, 2nd by Thomas Capurso.

Meeting adjourned at 10:15am