

WESTCHESTER-PUTNAM WORKFORCE DEVELOPMENT BOARD MEETING

120 Bloomingdale Road, Conference Room C

White Plains, NY 10605

Friday, January 27, 2017

8:30 – 10:30 a.m.

Agenda

- I. Roll Call**
- II. Special Presentation:** Westchester- Putnam Marketing and Promotion by Sherry Bruck, Harquin Creative Group.
- III. Minutes from September 22, 2016 meeting**
- IV. Voting Items**
 - A. Westchester County Association:** Authorization to amend the agreement with Westchester County Association for the provision of project management services for the Jobs Waiting for the period from July 1, 2015 through October 31, 2018 for a total aggregate amount not- to- exceed \$2,025,670 by increasing the amount not-to-exceed by an additional \$1,364,956 to an amount not-to-exceed \$3,390,626
 - B. Career Center Operator Request for Proposal:** Retroactive authorization issue a Request for Proposal to procure a vendor to be the System Operator as required.
 - C. One-Stop Operator Memorandum of Agreement Career Center Operator Request for Proposal :** Authorization to convene the One-Stop partnership for the purpose of developing a One-Stop Memorandum of Understanding(MOU) infrastructure and cost allocation as required by WIOA.
 - D. 2017 Volunteer Income / Earned Income Tax Program:**
 - i. Authorization to acceptance of a grant of \$31,000 from the IRS to support the Westchester County 2017 VITA/EITC program.

ii. Authorization to accept the 2017 VITA/EITC Program Plan.

E. Westchester Community Opportunity Program 2017 Volunteer Income/ Earned Income Tax Credit Program: Authorization to enter into a contractual agreement with Westcop, Inc. to manage the 2017 VITA Program from January 1, 2017 to July 31, 2020 for an amount not-to-exceed t not-to-exceed \$60,000

F. Westhab Inc. 2016 TechHire Boot Camp Services : Authorization to enter into a contractual agreement with Westhab, Inc. to administer the TechHire Boot Camp Services for the period from January 1, 2017 to June 30, 2020 for an amount not-to-exceed \$600,000. Westhab will have a sub-agreement with The Workplace Inc. in delivering the services.

G. 2016 Leap-2 Employment Initiative: Authorization to enter into a contractual agreement with Westhab, Inc. to administer the 2016 LEAP-2 Employment Initiative for the period from October 1, 2016 to June 30, 2018 for an amount not-to-exceed t not-to-exceed \$415,000.

H. Hire Westchester-Putnam:

i. Authorization to enter into a contractual agreement with Business of Your Business, LLC to hire and train two Administrative Assistant/Receptionist December 1, 2016 to June 30, 2017 for an amount not-to-exceed \$15,000.

ii. Authorization to enter into an On-the-Job Training agreement with Empire Fields Services for an amount not-to-exceed \$20,000 for the period of August 29, 2016 to September 28, 2017.

I. Career Center Site Remodeling : Authorization to purchase office furniture for the White Palms and Mt. Vernon Career Centers in an amount not-to-exceed \$331,052.00.

J. Adult and Dislocated Worker Funds Transfer Requests for Program Year PY2016: Authorization to submit a request to the NYS Department of Labor to transfer \$150,000 of PY16 Dislocated Worker funds to PY16 Adult funds to pay for the increased number of ITA's.

K. Request for ITA over the limit : Authorization to approve ITAs above the \$3k cap for Gabriel Juarez, Curtis Brown, Eugene Lynch and Yahira Rodriguez under

“Priority of Service” in the amount not to exceed \$18,690.

L. Economic Development Advisory Group : Authorization to plan to develop an Economic Advisory group and accept the action plan.

M. State Elective Officials Career Center Visit : Authorization to accept the action plan to host elected officials visit of the Westchester Career Center.

N. 2016 TECHHIRE Partnership Marketing And Promotion Proposal: Authorize Westchester County to amend the existing marketing and promotional services contract with Harrison Edwards to provide marketing and promotional services for the TechHire-Jobs Waiting program for an amount of \$150,000 (\$100,000 in Professional Services and \$50,000 in Marketing and Promotional Services) and to add \$150,000 in Marketing and Promotional Services to the Ready to Work-Jobs Waiting program. The total contract amendment is not to exceed \$300,000 and is scheduled to end by October 31, 2018.

V. Non-Voting Items

A. PY16 Expenditures Report for period ending December 31, 2016.

B. December 2016 monthly report

VI. Adjournment

WESTCHESTER-PUTNAM WORKFORCE DEVELOPMENT BOARD MEETING

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Minutes from September 22, 2016 meeting

- I. **Roll Call:** Board members: Allison Madison, David Singer, Chair, Dr. Iris Pagan, Dr. Marsha Gordon, James D. Schutzer, Joseph DiCarlo, Leonard J. Vallender, Natalie Griffith, Richard Greenwald, Richard St. Paul, Robert O. Sanders, Thomas Capurso and Wiley Harrison, William Mooney III, and Michael Della Rocco for Kevin McGuire. Telephone: Karl Rhode and Marie Daley for Mike Piazza. Staff: Kevin McGuire, Donovan Beckford; Ali Tarchoun; Sonda Norris-Lowe; OJ Yizar and Mary Kehoe Guest: Allison Lake
- II. **Minutes of September 22, 2016 meeting** Motioned by Allison Madison; 2ND by Richard Greenwald; No abstentions; all in favor. Motion carried.
- III. **Reports:**
 - i. Programs Committee
 - ii. Performance and Accountability Committee
 - iii. Business Engagement Committee
- I. **Voting Items:**
 - A. **Program Year 2016 Annual Budget:** Authorization to approved the final budget for the Workforce Development Board for the period beginning July 1, 2016 and ending June 30, 2017 a total aggregate amount of \$9,904.724.

Comments and Recommendations:

- We were able to refund some programs that were scheduled to be discontinued; Sector Manager; Just Add One; and Re-Entry program).
- We are now able to fund these programs because of the two new discretionary federal grants, Tech Hire and LEAP2.

Motioned to accept by Allison Madison; 2ND by Wiley Harrison; No abstentions; all in favor. Motion carried.

B. H-1B Tech Hire Partnership Grant (Tech Hire):

- i. Authorization to accept Tech Hire grant award \$4 million and implementation plan of to provide Career Pathways and related training individuals 17 to 21 years old in the counties of Westchester, Yonkers Putnam, and Rockland.

Motioned to accept by Wiley Harrison 2ND by Iris Pagan; No abstentions; all in favor. Motion carried.

- ii. Authorization for amending the Tech Hire agreement to USDOL to add Dutchess, Orange, Ulster and Sullivan counties and to make the necessary adjustment to provide staff in each Career Center.

Motioned to accept by Allison Madison; 2ND by Joe DiCarlo; No abstentions; all in favor. Motion carried.

- iii. Authorization to issue a Request for Proposal (RFP) to solicit proposals from vendor(s) to run a five-week boot camp Boot Camps for participants of the Tech Hire grant.

Motioned to accept by Wiley Harrison; 2ND by Iris Pagan; No abstentions; all in favor. Motion carried.

C. Linking to Employment Activities Pre-release Specialized American Job Centers 2 Grant (LEAP2):

- i. Authorization to accept \$500,000 from USDOL grant award and implementation plan to help seventy (70) soon-to-be-released

incarcerated adults successfully transition employment.

Motioned to accept by Allison Madison; 2ND by Wiley Harrison; No abstentions; all in favor. Motion carried.

- ii. Authorization to issue a Request for Proposal (RFP) to solicit proposals from vendor(s) provide pre-release employment services to incarcerated adults

Motioned to accept by Thomas Capurso; 2ND by Allison Madison; No abstentions; all in favor. Motion carried.

- D. **Hire Westchester- Putnam Funding Request:** Authorization requested to enter into an On-the-Job Training agreements with Corporate Computer Solutions Inc. for an amount not-to-exceed \$10,000 for the period of July 1, 2016 to June 31, 2017 and Belgrave Appliance Inc. amount not-to-exceed \$20,000 for the period of July 1, 2016 to June 31, 2017.

Motioned to accept by Allison Madison; 2ND by Len Vallender; No abstentions; all in favor. Motion carried.

- E. **Ready-to-Work:** Authorization requested to amend an agreement with Harrison Edwards, Inc. for the provision of marketing and promotional services for the Jobs Waiting for the period from January 15, 2016 through October 31, 2018 for a total aggregate amount not- to- exceed \$353,351 by increasing the amount not-to-exceed by an additional \$173,351, to an amount not-to-exceed \$431,702.

Motioned to accept by Allison Madison; 2ND by Joe DiCarlo; No abstentions; all in favor. Motion carried.

- F. **Just Add One Program:** Authorization requested to amend an agreement with Westchester Community College for provision of as siting small business operators with the goal of increasing employment opportunities in Westchester and Putnam Counties for the "Just Add-One-Program for a total aggregate amount not- to- exceed \$228,000 by 1) adding an additional \$94,000, and 2) extend the contract for additional 12 months or for the period of July 1, 2016 to June 30, 2017.

Motioned to accept by Allison Madison; 2ND by Wiley Harrison; No abstentions; all in favor. Motion carried.

- G. WIOA Youth Experience Manager:** Authorization requested to amend an agreement to with Business Council of Westchester to provide WIOA Youth Experience Manager Services for a total aggregate amount not- to- exceed **\$230,000** by 1) adding an additional \$100,000, and 2) extend the contract for additional 12 months or for the period of September 1, 2016 to August 31, 2017.

Motioned to accept by Joe DiCarlo; 2ND by Allison Madison; No abstentions; all in favor. Motion carried.

- H. Recruit Westchester Proposal:** Authorization requested to sponsor the Westchester County Association “Recruit Westchester” program for an amount not –to-exceed \$5,000.

Motioned to accept by James Schutzer; 2ND by Robert Sanders; No abstentions; all in favor. Motion carried.

- I. Policy and Procedural Manual:** Authorization requested to amend the agreement with Accreditation Guru to write a policy and procedural manual by extending the contract for additional 9 months or for the period of October 1, 2016 to June 30, 2017 at no additional cost.

Motioned to accept by Iris Pagan; 2ND by Allison Madison; No abstentions; all in favor. Motion carried.

- J. Sector Manager:** Authorization requested the agreement with authorized to enter into an agreement with Hospitality Resource Group, Inc. pursuant to which HRG will serve as the Business Sector Partnership Manager for a total aggregate amount not- to- exceed \$93,000 for by 1) adding an additional \$46,500, and 2) extend the contract for additional 12 months or for the period of October 1, 2016 to September 30, 2017.

Motioned to accept by Thomas Capurso; 2ND by Joe DiCarlo; No abstentions; all in favor. Motion carried.

- K. Marketing and Promotion Campaign:** Authorization requested to accept the strategic plan and timeline provided by Harquin Creative Group to accomplish designing and creating a marketing and promotional plan to effectively market and promote the Westchester-Putnam One Stop Career Centers.

Motioned to accept by Allison Madison; 2ND by Wiley Harrison; No abstentions; all in favor. Motion carried.

L. Individual Training Account (ITA) Requests: Authorization requested to approve ITA's over the limit of \$3,000 threshold for three customers:

- I. Jermaine Aru for an additional \$850.00 over the limit for this individual for a total aggregate not-to-exceed amount of \$3,850.
- II. Rodney Santiago an additional \$850.00 over the limit for this individual for a total aggregate not-to-exceed amount of \$3,850.
- III. Jeffrey Jones for an additional \$850.00 over the \$3000.00 ITA limit for this individual for a total aggregate not-to-exceed amount of \$3,850.

Motioned to accept by Allison Madison; 2ND by Thomas Capurso; No abstentions; all in favor. Motion carried.

II. Non-Voting Item(s)

- A. Regional Business Services Report
- B. Customer Service Indicators Final Report for PY2015
- C. Career Center Activities Report

III. Discussion Item(s):

- A. 2016 NYATEP NYS Workforce Program Award for the Just Add One Program
- B. Breakout Group Discussion:
 - i. Group 1: NYS Legislators visit to the Westchester Career Center
 - ii. Group 2: READI
 - iii. Group 3: Economic Business Advisory

IV. Adjournment: Meeting adjourned 11:00 am. Motioned by Allison Madison; 2ND by Thomas Capurso; No abstentions; all in favor. Motion carried.

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Westchester County Association

Staffing (\$ 1,254,956.00) It has been determined that additional career coaches and job developers are required in the local career centers across the region to be readily available and to provide the high quality services needed to successfully implement and accomplish the goals of the project. The additional staff will be located in the local career centers in the Hudson Valley Region. This would ensure that local staff, rather than centralized staff, will be readily accessible to the participants and businesses in the respective communities.

These budgetary will allow WCA to enter into contractual agreements with the five local Workforce Development Board of Rockland, Sullivan, Orange, and Yonkers to dedicate staff to be Career Coaches and Job Developers for the Ready-to-Work Program.

Yonkers Workforce Development Board	\$ 267,188.00
Workforce Development Board of Rockland County	\$ 267,785.00
Orange County Workforce Development Board	\$ 483,841.00
Dutchess County Workforce Development Board	
Ulster Workforce Development Board Office of Employment and Training	\$ 113,788.00
Sullivan County Center For Workforce Development	\$ 122,354.00
Sub-total	\$ 1,254,956.00

Note: Orange WDB will staff a Career Coach and Job Developer at the Dutchess County Workforce Development Board

Individual Training Accounts (\$100,000): Many of the participants enrolled in the program have requested to attend training offered by training providers not currently contracted with Westchester County. To expedite the enrollment in these training programs, additional funds will be authorized only for the purposed of issuing ITA vouchers to these participants

Other- than Personnel (\$10,000): General operating expenses.

Action Recommended: Authorization to amend an agreement with Westchester County Association for the provision of project management services for the Jobs Waiting for the period from July 1, 2015 through October 31, 2018 for a total aggregate amount not- to- exceed \$2,025,670 by increasing the amount not-to-exceed by an additional \$1,364,956. to an amount not-to-exceed \$3,390,626.

WESTCHESTER-PUTNAM WORKFORCE DEVELOPMENT BOARD MEETING

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System Operator Request for Proposal

One-Stop Career Service Delivery System: is defined as the day-to day operations of the Career Centers in which services for eligible adults, dislocated workers and youth are provided in an integrated service delivery environment which means co-enrollment of the job seeker into relevant and eligible programs. These services will continue to be provided will local staff provided by Westchester and Putnam Department of Social Services and contracted outside vendors.

Further, the WPWDB have construal agreements with six (6) local entities to provide WIOA Youth services under its Workforce Development Academy for Youth (WDAY). Additional the Board also provides business services via local staff provided by Department of Social Services as well as via a Sector Manager contract.

Pursuant to Title 20 CFR Section 678.620, the One-Stop Operator will be responsible for providing support services for the Westchester Putnam Local Workforce Development Board (“WDB”) and providing operational oversight of One-Stop Centers in the Westchester Putnam Local Workforce Development Area (“LWDA”). Responsible will include:

1. Coordinate the of services between the core WIOA Partners (WIOA Title 1, Adult Education, Vocational Rehabilitation, and Wagner-Peyser Employment Services) in the One-Stop System and Center(s) will work with all funded Operators to facilitate partnering and implementation of agreed upon roles, resource sharing, and with the required One-Stop core partners via a Memorandum of Understanding, still to be developed.
2. The members of the One-Stop partnership included: Westchester/Putnam Career Center Putnam County, DSS Mount Vernon Employment Center, Peekskill Employment Center, ACCES-VR White Plains District Office, NYSCB White Plains Area, Office Urban League of Westchester County, and Westchester County DSS.
3. Convene partners regularly to build affiliation and commitment.

4. Work with partners to continuously improve the system
5. Expand partnership and increase intergraded service delivery
6. Arrange and offer cross-partner frontline staff training

The contract award period will commence May 1, 2017 through June 30, 2020. The Department
The term of any ensuing agreement will commence on or about May 1, 2016 and will continue
through June 30, 2020. The contact will be funded annually and each annual funded amount will
be based on available funds and satisfactory performance.

Action Recommended: Retroactive authorization issue a Request for Proposal to procure a
vendor to be the System Operator as required.

WESTCHESTER-PUTNAM WORKFORCE DEVELOPMENT BOARD MEETING

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One-Stop Partnership Memorandum of Agreement

In accordance with Section 121 (ii) of WIA and Section 662.400 (c) of the WIA Rules and Regulations, requires a consortium of partners to act as the One- Stop Center Operator.

All parties agree to provide one or more of the following services:

- Labor market information
- Business service,
- Career development opportunities
- Education services for its customers the job seeker and employer community.

As the designated One-Stop Career Center Operator, all parties will ensure that their customers will benefit from an integrated network of partnership services that understand and respond to the needs of its customers to improve and enhance the economic prosperity of Westchester County. On December 14, 2016, NYS Department of Labor identified the following required members for the MOU:

NYS WIOA Required Partner Locations by Region and LWDA				
Mount Vernon Employment Center	100 East First Street		Mount Vernon	NY
Peekskill Employment Center	201 South James Street		Peekskill	NY
Westchester County Career Center	Employment Center	120 Bloomingdale Road	White Plains	NY
ACCES-VR White Plains District Office	75 South Broadway	Suite 200	White Plains	NY

NYSCB White Plains Area Office	445 Hamilton Avenue	Room 503	White Plains	NY
Urban League of Westchester County	61 Mitchell Place		White Plains	NY
Westchester County DSS	County Office Building #2	112 East Post Road	White Plains	NY

Action Recommended: Authorization to convene the One-Stop partnership for the purpose of developing a One-Stop Memorandum of Understanding(MOU) infrastructure and cost allocation as required by WIOA.

WESTCHESTER-PUTNAM WORKFORCE DEVELOPMENT BOARD MEETING

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2017 Volunteer Income Tax and Earned Income Tax Program (VITA/EITC)

2017 VITA Grant: In response to a solicitation issued by the Internal Revenue Service, the Westchester–Putnam Workforce Development Board was awarded \$31,000 for this year VITA/EITC program. The grant will help support and expand the program by adding additional hours at Westchester Community College and opening new tax sites at Mercy College.

Plan: The Earned Income Tax Credit (EITC) is a refundable Federal/State tax credit for eligible individuals and families who work and have earned income. The EITC reduces the amount of tax one owes, and may give a refund.

For the past several years, the WPWIB has been managing a group of volunteers who prepare taxes under the Volunteer Income Tax Assistance program, in order to help Westchester County residents take advantage of the Earned Income Tax Credit (“EITC”). For each dollar earned through EITC tax credit, two dollars are spent at local businesses. The IRS reported the program helped 9,107 residents earn a total of \$10.3 million in Federal refunds and \$2.8 million in tax credits in 2016. Last year, the County managed tax sites operated in White Plains (One-Stop Career Center), Yonkers (EOC), Mt. Vernon (One-Stop Career Center), Ossining (Ossining High School) and Valhalla (Westchester Community College) and the Bronx (Mercy College)

1. Goals: The program goals for the 2017 tax season are:

- To help Westchester residents earn \$8.6 million in Federal and State and \$3.5 million in tax credits.
- Help low-moderate income working families by promoting free tax preparation as an alternative to fee-based services, products and loans.
- Maximize participation in the EITC program by promoting outreach and education throughout the County.

- Expand collaboration of partners to strengthen each organization’s outreach efforts, coordinate and link technical assistance to local affiliates.
- Expand the program into more communities and businesses.

2. Strategies for Implementation

1. **Outreach Strategy**: Outreach to businesses, employees and working temporary assistance customers. Countywide initiative focuses on reaching EITC-eligible taxpayers through direct mailings, outreach sessions with Community Based Organizations (CBO) and One Stop client-based workshops.
2. **Tax Preparation Strategy**: Free tax preparation for those meeting the EITC eligibility criteria. Assistance is provided by trained and certified volunteers via CBO's, local government agencies, area colleges, and retirees. Political advocates and business leaders have been encouraged to participate and are helping expand the tax preparation efforts by promoting the program through their employees and business/constituent contacts
3. **Asset-Building Strategy**: Network with other members of the Coalition to provide literature, workshops, and access to financial literacy information. Financial Literacy and Asset Building information is provided by community advocates, banking representatives, and post-secondary educators. Direct mailings, media publications/broadcasts, website links, and centralized Help Line 2-1-1 are also used to convey the programs messages. The Coalition includes:
 - African American Chamber of Commerce
 - African American Men of Westchester
 - American Association of Retired Persons (AARP)
 - Community Capital Resources
 - Educational Opportunity Center (EOC)
 - Interfaith Council for Action (IFCA) Urban League of Westchester
 - Internal Revenue Service
 - United Way

- United Way 2-1-1 Hudson Valley Region
- Westchester County Director of Consumer Protection
- Westchester's Volunteer Center
- Westchester Library System
- Westchester/Putnam Workforce Investment Board (WIB)
- Westchester Community Opportunity Program (WestCOP)
- Westchester County Department of Social Services
- Westchester Small Business Development Center
- Westchester Business Council
- Westchester County Department of Senior Programs and Services
- Westchester Child Care Council
- Westchester Hispanic Coalition

4. Marketing and Promotion: Professionally develop reader friendly materials to help inform eligible employees, affiliates and customers about the tax credits, motivate them to file their tax return and link individuals with opportunities to obtain free tax filing assistance. Outreach material will include brochures, posters, flyers, bus cards, and the internet/social media. Information will be disseminated through:

- Press releases
- 350 Bus Cards posted on the Westchester Bee-Line service
- Community presentations
- Radio and television interviews
- Countywide letter campaign to housing authorities, libraries, Headstart/Daycare centers, and local businesses, Journal News ,Channel 12 and United Way 211
- EIC Eligibility Mailer to 900 clients (clients were receiving other agency services such as food stamps, subsidized housing)
- Distribution of flyers and brochures to community-based organizations, faith-based organization and libraries.
- Phone blasts to all Westchester County households who have reported earned income that meets EITC threshold.
- Westchester Child Care Council Network

Program Funding

This year program will be funded for \$50,000 set aside by the Westchester County Department of Social Services and The Internal Revenue Services awarded the WPWDB a grant for \$31,000 to fund the program for the period of July 1, 2016 to June 30, 2017. The additional grant money will allow expanding the hours of operation on the Westchester Community Collee Valhalla campus and Mercy College in Dobbs Ferry.

Action Recommended: Authorization to approve:

- i. Recommend to the Executive Committee to acceptance of a grant of \$31,000 to support the Westchester County 2017 VITA/EITC program
- ii. Recommend to the Executive Committee the 2017 VITA/EITC Program Plan.

WESTCHESTER-PUTNAM WORKFORCE DEVELOPMENT BOARD MEETING

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Westchester Community Opportunity Program

A Request for Quotations was issued on December 1, 2016 requesting a vendor to provide management and staffing of the 2017 Volunteer Income Tax Program.

The Earn Income Tax Credit (EITC) is a refundable Federal/State tax credit for eligible individuals and families who work and have earned income. The EITC reduces the amount of tax one owes, and may give a refund.

The RFP was posted on the County and One Stop websites, the Journal News and emailed to various One Stop partners. As a result the following organizations submitted a proposal:

- | | |
|--|------------------------------|
| 1. Westchester Community Opportunity Program | Proposed Budget: \$80,000.00 |
| 2. Inter-Faith Council for Action (IFCA) | Proposed Budget: \$20,000.00 |

The proposals were reviewed by:

- (1) Sunnie Casimiro , Internal Revenue Services
- (2) Johny Nelson, New York State Department of Labor
- (3) Reginald Lockhart, Westchester County Department Social Services

Proposers	Rater 1	Rater 2	Rater 3	Average Score
Westchester Community Opportunity Program	83	87	75	92
Inter-Faith Council for Action (IFCA)	79	86	83.5	83

Action Recommended: Recommend to the Executive Committee to enter into a contractual agreement with Westcop, Inc. to manage the 2017 VITA Program from January 1, 2017 to July 31, 2017 for an amount not-to-exceed t not-to-exceed \$90,000.

WESTCHESTER-PUTNAM WORKFORCE DEVELOPMENT BOARD MEETING

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Westhab Inc. TechHire Boot Camp Services

An RFP was issued on September 1, 2016 on behalf of the Westchester/Putnam Office of Workforce Investment to solicit proposals from public and private non-profit agencies to administer the 2016 TechHire Boot Camp services under an H1-B TechHire Partnership Grant from January 1, 2017 to June 30, 2020. The goal of the boot camp services is to provide program participants with 5 week job readiness training in Sullivan, Ulster, Putnam, Rockland, and Orange, Dutchess and Ulster Counties and including the City of Yonkers.

The RFP was posted on the County and One Stop websites, the Journal News and emailed to various One Stop partners. As a result the following organizations submitted a proposal:

- 1. WESTHAB, Inc. Proposed Budget \$1,344,200
- 2. The Workplace, Inc. Proposed Budget \$1,116,210

The proposals were reviewed by:

- (1) Aro Edwers, Westchester County Youth Bureau
- (2) Clyde Jones, Westchester County Department of Social Services
- (3) Richard St. Paul, St. Paul Law Firm (WPWDB member)

Proposers	Rater 1	Rater 2	Rater 3	Average Score
The Workplace, Inc.	75	84	89	83
Westhab, Inc.	91	70	65	75

Action Recommended: Authorization to enter into a contractual agreement with Westchester County Association Westhab, Inc. to administer the TechHire Boot Camp Services for the period from January 1, 2017 to June 30, 2020 for an amount not-to-exceed t not-to-exceed \$600,000.

WESTCHESTER-PUTNAM WORKFORCE DEVELOPMENT BOARD MEETING

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2016 LEAP-2 EMPLOYMENT INITIATIVE

An RFP was issued on September 1, 2016 on behalf of the Westchester/Putnam Office of Workforce Investment to solicit proposals from public and private non-profit agencies to administer the 2016 LEAP-2 Employment Initiative from October 1, 2016 to June 30, 2018.

The RFP was posted on the County and One Stop websites, the Journal News and emailed to various One Stop partners. As a result the following organizations submitted a proposal:

- | | |
|------------------------------------|--------------------------------|
| 1. WESTHAB, Inc. | Proposed Budget: \$664,628.00 |
| 2. America Works of New York, Inc. | Proposed Budget: \$371, 232.50 |

The proposals were reviewed by:

- (1) Barbara Lambros, Westchester County DA's Office
- (2) Nory Padilla, Westchester County Department of Corrections
- (3) John Tierney, ACCES-VR

Proposers	Rater 1	Rater 2	Rater 3	Average Score
WESTHAB, Inc.	93	97	85	92
America Works of New York, Inc.	67	87	95	83

Action Recommended: Authorization to enter into a contractual agreement with Westchester County Association Westhab, Inc. to administer the T016 LEAP-2 Employment Initiative for the period from October 1, 2016 to June 30, 2018 for an amount not-to-exceed t not-to-exceed \$415,000.

WESTCHESTER-PUTNAM WORKFORCE DEVELOPMENT BOARD MEETING

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Hire Westchester- Putnam Requests

Hire Westchester-Putnam consists of on-the-job training, customized training and incumbent worker training, business sector training, including federal, state and local business incentive programs. The jobs must be full time and must pay no less than \$10.00 and no more than \$25.00 per hour. Each business applicant may apply for up to \$20,000 for OJT or Customized Training and/or Business Sector Training to offset the cost of hiring. OJT is geared towards an individual worker to develop the skills and competencies needed for a specific job function.

Company	Position	Proposed Hires	Actual Hires	Pending Hires	Hourly Wage	Training Cost	WPWBD Funding Level
Business of Your Business	Administrative Assistant/Receptionist	2	1	1	\$15.00	\$7.50	\$15,000
Empire Field Services, LLC.	Sales Admins	4	0	0	\$15.00	\$7.50	\$20,000

Action Recommended: Authorization to enter into a contractual agreement with Business of Your Business, LLC to hire and train two Administrative Assistant/Receptionist December 1, 2016 to June 30, 2017 for an amount not-to-exceed \$15,000.

WESTCHESTER-PUTNAM WORKFORCE DEVELOPMENT BOARD MEETING

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Career Center Site Furniture Purchase

Request to the Executive Committee the purchasing of office furniture for the White Palins and Mt. Vernon Career Centers in an amount not-to-exceed \$300,000. This request includes the purchase of tables, chairs for customers and staff, and lecterns.

Item	Description	Price Per Unit	Number	Price
White Plains				
HBMPT4824P	basyx flip top tables 60 W X 24 D Natural Laminate	\$ 630.00	8	\$ 5,040.00
HBMPT7224P	basyx flip top tables 60 W X 24 D Natural Laminate	\$ 668.00	54	\$ 36,072.00
HBLC48D	BL Series Laminate Conference Table Natural Laminate	\$ 349.00	10	\$ 3,490.00
HMN1.F.H.PS.BLCK	motivate Stacking Chairs	\$ 456.00	268	\$ 122,208.00
HMN!.N.H.PS.BLCK	motivate Stacking Chairs (no arm)	\$ 406.00	58	\$ 23,548.00
HMVMB-3672WW	Mkbd-Mob Bd 36Wx72H Whiteboard Natural Laminate	\$ 1,303.00	3	\$ 3,909.00
HMVPC-DTLG	Motivate Presentation Cart Desktop Lectern Natural Laminate	\$ 303.00	3	\$ 909.00
HMVR-1848G-FX	Motivate Presentation Cart Modesty Panel and Fixed Leg 18Dx48W Natural Laminate	\$ 762.00	3	\$ 2,286.00
HMH01	Boda Mesh Back Task Chair	\$ 667.00	13	\$ 8,671.00
HCW1	Ceres	\$ 1,208.00	2	\$ 2,416.00
H10516	10500 Series 4-Drawer Lateral File Cognac	\$ 1,910.00	1	\$ 1,910.00
H5002	Mid-back Chair	\$ 1,375.00	4	\$ 5,500.00
H5001.C.S01	Executive Chair	\$ 1,498.00	1	\$

				1,498.00
Sub-Total				\$ 217,457.00
Mt. Vernon				
HBMPT4824P	basyx flip top tables 60 W X 24 D Cognac Laminate	\$ 630.00	18	\$ 11,340.00
HBMPT4824P	basyx flip top tables 48 W X 24 D Cognac Laminate	\$ 596.00	19	\$ 11,324.00
HMN1.F.H.PS.BLCK	motivate Stacking Chairs	\$ 456.00	155	\$ 70,680.00
HMVMB-3672WW	Mkbd-Mob Bd 36Wx72H Whiteboard Cognac Laminate	\$ 1,303.00	2	\$ 2,606.00
HMVPC-DTLG	Motivate Presentation Cart Desktop Lectern Cognac Laminate	\$ 303.00	2	\$ 606.00
HMVR-1848G-FX	Motivate Presentation Cart Modesty Panel and Fixed Leg 18Dx48W Cognac Laminate	\$ 762.00	2	\$ 1,524.00
HMN!.N.H.PS.BLCK	motivate Stacking Chairs (no arm)	\$ 406.00	30	\$ 12,180.00
HMH01	Boda Mesh Back Task Chair	\$ 667.00	5	\$ 3,335.00
Sub-Total				\$ 113,595.00
Smart Boards				
Total				\$ 331,052.00

Action Recommended: Authorization the purchasing of office furniture for the White Palins and Mt. Vernon Career Centers in an amount not-to-exceed \$300,000.

WESTCHESTER-PUTNAM WORKFORCE DEVELOPMENT BOARD MEETING

Friday, January 27, 2017

Adult and Dislocated Worker Funds Transfer Requests for Program Year PY2016

Request to submit a request to the NYS Department of Labor to transfer \$150,000 of PY16 Dislocated Worker funds to PY16 Adult funds to pay for the increased number of Individual Training Accounts.

Required Action: Authorization to transfer \$150,000 of PY16 Dislocated Worker funds to PY16 Adult funds.

WESTCHESTER-PUTNAM WORKFORCE DEVELOPMENT BOARD MEETING

Friday, January 27, 2017

Request to Approve Individual Training Accounts (ITAs) over the Cap

1. **Gabriel Juarez (NY#):** Priority of Service: Disconnected/Older Youth

Requesting an additional \$2,575 above the \$3,000 ITA cap to cover full tuition (\$5,575.00) to attend H.V.A.C. training at Southern Westchester BOCES. Customer works part-time between 15-20 hrs. per week earning \$10 phr.

2. **Curtis Brown (NY007687417):** Priority of Service: Public Assistance/ Reentry/ Dislocated Worker

Requesting an additional \$1,200.00 above the \$3,000.00 ITA cap to cover full tuition (\$4,200.00) to attend Barber training at Anthony's Barber Training. Customer currently works part-time approximately 20 hrs. per week earning \$10 per hr.

3. **Eugene Lynch (NY#):** Priority of Service: Disconnected-Older Youth / Formerly Incarcerated/ Public Assistance

Requesting an additional \$920.00 above the \$3,000.00 ITA cap to cover full tuition (\$3,920.00) to attend Southern Westchester BOCES Auto Mechanic Technician course. Customer currently works part-time at the Dollar Tree earning \$10.00 per hour averaging 8 -10 hours per work

4. **Yahira Rodriguez (NY# 010937266):** Priority of Service: N/A / Career Pathways: Professional Services-Legal

Requesting an additional \$1,995.00 above the \$3,000.00 ITA cap to cover full tuition (\$4,995.00) to attend Pace University Paralegal Program. Customer is currently employed as a clerk at a firm in Hawthorne and earning \$12 per hr. Customer is on a Career Pathway to become a lawyer.

ACTION REQUIRED: Authorization to approve ITAs above the \$3k cap for Gabriel Juarez, Curtis Brown, Eugene Lynch and Yahira Rodriguez under "Priority of Service" in the amount not to exceed \$18,690.

WESTCHESTER-PUTNAM WORKFORCE DEVELOPMENT BOARD MEETING

Friday, January 27, 2017

Economic Development Advisory Group

To ensure that the WDB is meeting the needs of business partners an ad hoc group will be formed among the board members to include combine business association and economic development.

The goal of the ad hoc group will be to:

- Inform and advise government leadership on economic competitiveness issues;
- Expand and strengthen partnerships between County government and businesses; and
- Facilitate and promote economic priority projects.

On September 20, 2016 the Executive Committee approved the recommendation to development of an Economic Development Advisory Group. The next step was to develop an action plan to be presented the Executive Committee.

On November 14, 2016 the Business Engagement Committee recommended the following action plan:

1. An event will be held in January that will invite potential stake holders to breakfast and hosted by the County Executives of Westchester and Putnam.
2. Attendees will be Business Associations, Industrial Development Agencies, Business Improvement Districts and local businesses.
3. Invitation will come from the County Executive's office
4. Business will register and create account on the Westchester-Putnam website.
5. Harquin will develop brochures
6. A vendor will be procured to a video presentations show casting the various programs we offer to businesses.
7. Business testimonials and success stories form job seekers.

ACTION REQUIRED: Authorization to approve to plan to develop an Economic Advisory group and accept the action plan.

WESTCHESTER-PUTNAM WORKFORCE DEVELOPMENT BOARD MEETING

Friday, January 27, 2017

State Elective Officials Career Center Visit

On September 20, 2016 the Executive Committee approved the recommendation to host local elected official to visit the Career Center. The next step is to develop an action plan to be presented the Executive Committee.

Goal: NYATEP member has selected Westchester to invite elected official to visit the Career Center. NYATEP is trying to take every opportunity available to educate NYS Legislators about the successes and challenges workforce programs and initiatives are currently facing. Before our elected officials are immersed in the election season and the beginning of the 2017 Legislative session, we are asking key players in the NYATEP community to invite representatives and/or staff to visit local sites and programs. These visits will provide an opportunity to educate your elected officials about your programs, including challenges you may be facing like funding cuts, etc. and most importantly to help you develop a relationship with the official or staff prior to the legislative year.

Plan: NYATEP requested elected official visit one of the Career Centers (One-Stop office) and Youth Build USA also requested to have officials visit a YouthBuild site. Therefore, it was decided to combine the two events.

- A letter of invitation will come for the County Executive Office and sent to Andrea Stewart-Cousins, Nita Lowey and Jeff Klein.
- The morning event will be held at outside venue.
- Local business that used our services and past/present customer success stories will be told at the meeting.
- In the afternoon the attendees will be split into two groups. One group will visit the Career Center and the other group will visit a Youth Build site.
- Suggest that a vendor be hired to produce a video of the entire program offered.
- Suggested venue location was Northern BOCES or WCC's Gateway Center.
- This event will be held in February.

ACTION REQUIRED: Authorization to accept the action plan to host elected officials visit of the Westchester Career Center.

WESTCHESTER-PUTNAM WORKFORCE DEVELOPMENT BOARD MEETING

Friday, January 27, 2017

2016 TECHHIRE PARTNERSHIP MARKETING AND PROMOTION PROPOSAL

A Request for Proposal to solicit contractors to operate TechHire Partnership Marketing and Promotion on behalf of the Westchester-Putnam Workforce Development Board in 2016 was issued on Friday, November 4, 2016. The goal of the request for proposals was to invite qualified advertising and/or public relations firms to provide planning, research and implementation of media placements, coordination of public relations and web-based promotional activities in connection with the County's TechHire ("Jobs Waiting") initiative. An information session was held on Monday, November 14, 2016 and the proposal submission deadline was Friday, December 2, 2016.

The RFP was posted on the County and One Stop websites, the Journal News and made available to all WDB partners, contractors, service providers, and community organizations. The following organizations submitted proposals:

Harrison Edwards – Budget \$1,115,000

King Fisher Communications – Budget \$830,000

RBK Advertising & Design New York, LTD – Budget: \$1,500,000

Thompson & Bender – Budget \$629,000

The proposals were reviewed by the following:

Frank Williams, White Plains Youth Bureau

Clyde Jones, Westchester County Department of Social Services

Claire Healy, Westchester County Department of Social Services

Proposers	Rater 1	Rater 2	Rater 3	Average Score
Harrison Edwards	81	88	87	85
Thompson & Bender	85	80	86	84
RBK Advertising & Design New York LTD	54	87	90	77
King Fisher Communication	75	64	76	72

Harrison Edwards agreed to have their current Marketing Services contract with Westchester County under Ready to Work-Jobs Waiting amended to include the following:

- \$100,000 will be allocated to Professional services under the TechHire-Jobs Waiting.
- \$50,000 will be allocated for Marketing and Promotional services for TechHire-Jobs Waiting.
- \$150,000 will be allocated for Marketing and Promotional services for RTW-Jobs Waiting.

Please see combined budget below:

Harrison Edwards Ready To Work					
	Initial Contract	1st amendment	Total Contract	2nd Amendment	Total Contract
Professional services	100,000.00		100,000.00		100,000.00
Marketing and Promotion		<u>158,351.00</u>	<u>158,351.00</u>	<u>150,000.00</u>	<u>308,351.00</u>
Total	<u>100,000.00</u>	<u>158,351.00</u>	<u>258,351.00</u>	<u>150,000.00</u>	<u>408,351.00</u>

Harrison Edwards Ready To Work			
	Total Contract	Expenses	Balance
Professional services	100,000.00	(57,532.50)	42,467.50
Marketing and Promotion	<u>158,351.00</u>	<u>(150,075.73)</u>	<u>8,275.27</u>
Total	<u>258,351.00</u>	<u>(207,608.23)</u>	<u>50,742.77</u>

Harrison Edwards			
	Tech Hire	Ready to Work	Total
Professional services	100,000.00	100,000.00	200,000.00
Marketing and Promotion	<u>50,000.00</u>	<u>308,351.00</u>	<u>358,351.00</u>
Total	<u>150,000.00</u>	<u>408,351.00</u>	<u>558,351.00</u>

Action Required: Authorize Westchester County to amend the existing marketing and promotional services contract with Harrison Edwards to provide marketing and promotional services for the TechHire-Jobs Waiting program for an amount of \$150,000 (\$100,000 in Professional Services and \$50,000 in Marketing and Promotional Services) and to add \$150,000 in Marketing and Promotional Services to the Ready to Work-Jobs Waiting program. The total contract amendment is not to exceed \$300,000 and is scheduled to end by October 31, 2018.

WESTCHESTER-PUTNAM WORKFORCE DEVELOPMENT BOARD MEETING

Friday, January 27, 2017

Expenditure Report as of December 2016

Westchester Putnam Workforce Development Board						
Expenditures 12/31/16						
			Item IV (j)			
WIOA Funds						
	Total WIOA ADULT	PY16 WIOA DLW	Total WIOA Youth	Total PY16 Admin	Total WIOA Budget	
Revenue						
PY 2015 Projected	\$471,599.67	\$656,689.52	\$550,256.49	\$70,106.10	\$1,748,651.78	
PY 2016 Allocation	\$993,662.91	\$1,073,109.35	\$1,025,176.50	\$343,549.86	\$3,435,498.62	
ITA transfer	\$150,000.00	(\$150,000.00)				
Total Revenue	\$1,615,262.58	\$1,579,798.87	\$1,575,432.99	\$413,655.96	\$5,184,150.40	
Expenditures 7/1/16- 12/31/16	\$536,030.02	\$687,989.02	\$443,887.19	\$77,540.70	\$1,745,446.93	
Obligations	\$582,919.38	\$568,386.99	\$869,555.37		\$2,020,861.74	
Accruals	\$38,394.00	\$19,721.76	\$0.00	\$0.00	\$58,115.76	
Total Expenditures	\$1,157,343.40	\$1,276,097.77	\$1,313,442.56	\$77,540.70	\$3,824,424.43	
Balance	\$457,919.18	\$303,701.10	\$261,990.43	\$336,115.26	\$1,359,725.97	
80% goal	\$1,386,530.00	\$1,395,177.00	\$820,141.20	\$344,945.99	\$3,946,794.19	
Balance to be Obligated	\$229,186.60	\$119,079.23	(\$493,301.36)	\$267,405.29	\$122,369.76	
Discretionary Grants						
	PY16 Jobs Waiting	PY16 Strive Forward	Youth Build	LEAP	TECHHIRE	Total
PY 2015 Projected	\$641,901.77	\$46,447.00	\$68,750.00			\$757,098.77
PY 2016 Allocation	\$2,882,594.25	\$185,788.00	\$275,000.00	\$202,059.00	\$1,021,613.00	\$4,567,054.25
Total Revenue	\$3,524,496.02	\$232,235.00	\$343,750.00	\$202,059.00	\$1,021,613.00	\$5,324,153.02
Expenditures 7/1/16- 12/31/16	\$1,025,759.73	\$102,964.82	\$118,642.32		\$30,822.83	\$1,278,189.70
Obligations	\$1,959,930.00	\$111,564.80	\$210,000.00	\$165,000.00	\$400,000.00	\$2,846,494.80
Accruals						\$0.00
Balance	\$538,806.29	\$17,705.38	\$15,107.68	\$37,059.00	\$590,790.17	\$1,199,468.52

WESTCHESTER-PUTNAM WORKFORCE DEVELOPMENT BOARD MEETING

Friday, January 27, 2017

Westchester-Putnam Workforce Development Board & The One Stop Career Centers

December 2016

Monthly Report

WORKFORCE BOARD ACTIVITIES

- A. **Jobs Waiting (Ready to Work Program)**-This is a \$9.8 million grant received in October 2014 to provide healthcare training placement of 425 long term unemployed individual and 75 incumbent workers.
- a. Performance to date- to date:
 - i. There are 237 (56% of goal) participants who have registered and completed boot camp. Future boot camps are scheduled as follows:
 - a) Westchester Community College, Valhalla: January 3, 2017
 - b) Dutchess Community College, Wappingers Falls: January 9, 2017
 - c) Putnam-Northern Westchester BOCES, Yorktown: February 6, 2017

Participants for these boot camps are currently being enrolled from Westchester, Dutchess, Ulster and Putnam counties including the City of Yonkers. Participants will attend training at Westchester Community College, Southern Westchester BOCES, Westchester School for Dental Assistants, Dutchess Community College and Putnam-Northern Westchester BOCES.

Two boot camps started during the month of November 2016 in Ulster and Rockland Counties.

- ii. There are 101 (30% of goal) currently employed. 17 were hired during this month.
- iii. There are 145 (35% of goal) in occupational skills training. 33 were enrolled in training this month.

- iv. There are currently 16 (8% of goal) participants in On the Job Training (OJT). 3 OJTs were developed this month.

B. **Tech Hire**- This is a \$4 million grant effective July 1, 2016 to fund implementation of career pathways focused training and employment of low-income individuals between the ages of 17 and 29 in healthcare, advance manufacturing, biotechnology, and information technology. This grant will cover Orange, Rockland, Dutchess, Ulster, Sullivan, Putnam, and Westchester counties.

- i. The Federal Project Officer (FPO) is in receipt of our modification and it is currently under review.
- ii. Westhab and the Workplace have agreed to a partnership to be led by Westhab to provide boot camps to the program applicants. The budget for this contract is \$600,000 and requires the contractor to provide boot camps based on Platform for employment, Strive Attitudinal Training (SAT) and READI. The contract period will be January 1, 2017 to June 30, 2020.
- iii. The Westchester County law department is waiting for the Feds to approve our plan modification before developing an A & C resolution and corresponding agreements with regional Workforce Development Board to hire career coaches and job developers to staff this project.
- iv. One of the two career coaches hired recently is assigned to the Tech Hire program, although they will both be working under the Jobs Waiting Program umbrella.

C. **LEAP (Linking to Employment Activities Pre-release)**- This is a \$500,000 grant effective July 1, 2016 to fund workforce re-entry and job training services for soon-to-be-released incarcerated adults, using the STRIVE Model.

- a. Westhab agreed to a contract in the amount of \$415,000.
- b. We are currently awaiting approval from the Federal Project Officer for the budget modification request submitted in December.
- c. A&C and Agreements were drafted by the law department. Both documents are currently being reviewed by staff. Documents will be submitted after final approval from FPO is granted.
- d. Held initial planning meeting with contractor to discuss program structure, goals, reporting, and implementation.
- e. Meeting is scheduled in January 2017 with the Westchester County Department of Corrections and Westhab to begin the program implementation.

D. **Contracts & Agreements**

i. **PY 2016 Summer TANF Youth Employment Program Contracts.**

The period of performance on the contract May to September 30, 2016. The A&C Board approved the contracts on 08/30/2016. The following lists are the contracts under this program.

<u>Agency Name</u>	Funding Amount	Status
The Children's Village, Inc.	\$35,991	Sent to Contract Management for execution 12/1/2016
Westhab, Inc.	\$37,500	Sent to the vendor for execution
City of Peekskill Youth Bureau	\$40,500	Sent to the vendor for execution
City of Mount Vernon Youth Bureau	\$52,080	Sent to the vendor for execution
SER of Westchester, Inc.	\$36,000	Executed
City of New Rochelle Youth Bureau	\$30,000	Executed
The Thomas H. Slater Community Center, Inc.	\$37,025	Sent to Contract Management for execution 11/30/2016
Westchester Community Opportunity Program, Inc.	\$42,090	Executed
City of White Plains Youth	\$37,500	Executed
Jewish Board of Family & Children's Services, Inc.	\$37,500	Sent to the vendor for execution
New Rochelle Municipal Housing Authority	\$30,000	Sent to the vendor for execution
The Guidance Center of Westchester, Inc.	\$26,680	Sent to the vendor for execution
Town of Greenburgh	\$20,000	Sent to the vendor for execution

Total	\$462866	
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ii. **WDAY Contracts Renewal for Program Year 2016**

An A&C resolution was drafted by the law department in July. The law department has requested a cost analysis before proceeding. These contracts is for the purpose of operating youth employment programs for economically disadvantaged youth, ages 14-24, under WIOA, for the period from July 1, 2016 through June 30, 2017.

Update: A cost analysis was drafted and will be sent to Theodore Young, SW BOCES, New Rochelle Housing Authority and Urban League of Westchester was due on 11/30/2016.

Agency Name	Number to be Served	Contract Amount
Children's Village	60	\$ 161,179.30
City of Mount Vernon	60	\$ 162,544.69
City of White Plains	60	\$ 140,476.72
Guidance Center of Westchester	60	\$ 164,066.72
Putnam/ Northern Westchester BOCES (Peekskill)	31	\$161,780.29
Putnam/ Northern Westchester BOCES (Putnam)	40	
Westhab, Inc.	60	\$ 164,066.72
Total		\$ 954,114.45

- iii. **Hospitality Resource Group** agreement with Hospitality Resource Group, Inc. pursuant to which HRG will serve as the Business Sector Partnership Manager for a total aggregate amount not- to- exceed **\$93,000** for by 1) adding an additional \$46,500, and 2) extend the contract for additional 12 months or for the period of October 1, 2016 to September 30, 2017.

Update: An A&C resolution has been drafted by the law department. As required by Federal Common Grant rule a cost analysis must be completed before submitting the resolution was due on 12/1/2016.

- iv. **Business Council of Westchester:** contract will be amended to provide WIOA Youth Experience Manager Services for a total aggregate amount not- to- exceed **\$230,000** by 1) adding an additional \$100,000, and 2) extend the contract for additional 12 months or for the period of September 1, 2016 to August 31, 2017.

Update: An A&C resolution has been drafted by the law department. As required by Federal Common Grant rule a cost analysis must be completed before submitting the resolution and was due on 12/1/2016.

- v. **Westchester Community College** agreement will be amended for provision of as siting small business operators with the goal of increasing employment opportunities in Westchester and Putnam Counties for the “Just Add-One-Program for a total aggregate amount not- to- exceed \$228,000 by 1) adding an additional \$94,000, and 2) extend the contract for additional 12 months or for the period of July 1, 2016 to June 30, 2017.

Update: An A&C resolution has been drafted by the law department. As required by Federal Common Grant rule a cost analysis must be completed before submitting the resolution

- vi. **Hire Westchester-Putnam program** entered into an On-the-Job Training agreements with Empire. For an amount not-to-exceed \$20,000 for the period of August 28, 2016 to September 29, 2017. The hire and train 4 field inspectors over a period of six months

Update on request received during September:

Employer	Status
Previous Contracts	
Corporate Computer Solutions Inc.	Sent to Contract Management for execution 11/30/2016

Belgrave Appliance Inc.	Pending return from vendor
New Contracts	
Empire Field Services, LLC.	Pending return from vendor

- vii. **Accreditation Guru** was contracted to write ant policy and procedure manual. The project was not completed due to staffing issues; therefore the contract will be amended by extending the contract for additional 12 months or for the period of October 1, 2016 to September 30, 2017 at no additional cost.

Update: An A&C resolution has been summited and is scheduled for pre-board on 12/8/2016

- viii. **Eligible Training Provider** : An A&C resolution was submitted to amend the current Eligible Training Provider increasing the total aggregate amount not-to-exceed thereunder by an additional \$861,342, from \$847,887 to \$1,709,229; 2) adding one additional training provider to the list of previously approved providers; and 3) correcting the name of Orange Community College. Is scheduled presented to the pre-board on 12/8/2016.

- ix. **2017 VITA Grant:** the County provides free tax preparation services at VITA tax sites located throughout the County from February to October. This year the program will be funded with \$50,000 from DSS and \$31,700 from a grant awarded by the Internal Revenue Services. The contract period will be 1/1/2017 to 7/31/2018.

The goals of the program are:

1. The goal of the program is to prepare a minimum of 2,300 returns each year
2. Recruit and train a minimum of 60 volunteers each year

An RFQ was issue to procure a vendor to manage the program:

Time Table

RFP Issue DateThursday, December 1, 2016
 Informational SessionFriday, December 9, 2016 at 3:00PM
 Proposal due Date.....Thursday, December 22, 2016

E. Workforce Development Board Meetings

I. Workforce Development Board

The following meetings are scheduled for January 2017:

- Program Committee.....January 9, 2017
- Performance and Accountability Committee January 11, 2017

- Business Engagement Committee January 12, 2017

- Executive Committee Meeting January 20, 2017
- Board..... January 27, 2017.

YOUTH PROGRAMS ACTIVITIES

1. YouthBuild

Description: To provide a program of education and employment to 60 total eligible youth 18-24 years of age from the Cities of Peekskill and Mount Vernon. Youth will receive GED preparation, construction skills training, case management, leadership training and career development that will lead to completion and renovation of affordable housing for low income and homeless families.

Goals: Enrollments: Eighty (80) youth in total with twenty (20) in the City of Peekskill, twenty-five (25) from the City of Mount Vernon and thirty-five (35) from the City of Yonkers.

Program Status: Both programs continue to operate with the present numbers of enrollments. These numbers will not change until a new cycle of mental toughness begins as scheduled. For the WestCOP program that will be during the month of January. The Peekskill program is scheduled to resume mental toughness in the month of March. Construction skills and actual training has begun at both locations.

Challenges: Presently both programs are looking at working hard to maintain good program participation within both groups. Some youth are beginning to slack off and achieving poor attendance. These are issues to look further into as time goes by. We will need to improve their attendance and performance before their poor performance increases.

The remaining challenge will be recruitment for all new cohorts. One is to achieve the minimum number of 20 participants for the Putnam BOCES program and to enroll a significant number for WestCOP that will overall place the program on track regarding attendance. This will minimize the efforts needed for the final cohort.

Pending Actions: There will be discussions to organize a group event that will involve both cohorts designed as a way to foster program cohesiveness. Tentative plans are looking at sometime in late January or early February for this event.

2. Strive Forward

Description: The STRIVE Forward grant providing workforce employment services for eligible youth under STRIVE program requirements.

Goals: The enrollment goal is to serve one hundred twenty-two (122) youth, with 78 completing the program.

Program Status: Presently 20 youth are officially enrolled in the program with recruitment ongoing to meet the program requirements.

Major Accomplishments: During the month of December program meetings were held with Judge Davidson, Leak and Watts and initial discussions with one of the new Probation supervisors and the Yonkers Coalition for Youth. All attempts to improve the recruitment and referral process for the program. The program seems to be gaining momentum that will extend into January. Judge Davidson will be scheduling a meeting with a group of attorneys and probation to discuss the program. The Probation Supervisor will be working with us to meet with all levels of probation to institute a stronger and productive referral process. Leake and Watts has referred 3 youth to the program and they are in the engagement and enrollment process presently.

The Yonkers Coalition for Youth meets monthly and the program staff attends regularly to distribute information and take referrals.

Challenges: The major challenge of recruitment will remain until the program is able to increase enrollments. One additional improvement is the hiring of a new case manager that can make available one staff person to concentrate on outreach and recruitment.

3. Westchester Development Academy for Youth (WDAY)

Description: The WDAY provides workforce programs for youth ages 16-24 years of age meeting WIOA eligibility guidelines and workforce outcomes of higher education, certificate and degree accomplishments and unsubsidized employment.

Action Item(s): A new WIOA began on July 1, 2016 and contractors in in the enrollment phase of their programs while also providing carry-ins with ongoing program assistance.

Program Goals:

As of November 30 there are 244 new youth registered through the six contractors. They have achieved 70% of the total enrollment goal up to this point. Each contractor must enroll 45 out of school youth and 15 in school youth.

Action Items: Individual program and caseload monitoring has begun for each contractor. We are reviewing the following items:

- That all enrollments are completed successfully.
- All OSOS entries are answered such as Lit/NUM, DOB and Comprehensive Assessment.
- Case records are up to date.
- Exiters are complete and outcomes completed.

Challenges: To meet the enrollment goals and case management. This year we will also be monitoring all work readiness activities with the contractors and the Business Council of Westchester.

4. Workplace Attributes

Description: To establish a curriculum and program to implement the READI campaign throughout county youth programs.

Goals: To develop and implement a work readiness program using workplace attributes identified as READI. To then conduct field testing leading up to a full program implementation throughout Westchester County.

Program Status: Meetings were held during the month of December with the planning committee to finalize the train the trainers schedule to be conducted later during the month of January. Additional efforts will be made to add to the existing number of interested trainers which presently sits at 4 individuals.

Later in the month the two trainers, Daniel Bonnet and Joanne Dunn, Donovan Beckford, Allison Jones and myself met to discuss and plan the method of training procedures to best utilize the most effective method of teaching for the upcoming train the trainers sessions.

During the month of January the first training sessions will be held at the Mount Kisco Boys & Girls club. This training will be conducted over a five day period with assigned time schedules and will be

conducted by Daniel Bonnet of the Guidance Center and Joanne Dunn of Westhab, Inc. This training will be administered to interested trainers from the community as well as members of the Boys & Girls Club.

Following the train the trainer sessions, the plan is to implement the program within a designated community youth program in the City of Peekskill during the month of March.

Additional discussion concentrated on the need for marketing materials to be used for distribution, along with prepared completion certificates for all completers.

FISCAL

**Westchester Putnam Workforce Development Board
Expenditures 11/30/16**

Item IV (j)

WIOA Funds					
	Total WIOA ADULT	PY16 WIOA DLW	Total WIOA Youth	Total PY16 Admin	Total WIOA Budget
Revenue					
PY 2015 Projected	\$471,599.67	\$656,689.52	\$550,256.49	\$70,106.10	\$1,748,651.78
PY 2016 Allocation	\$993,662.91	\$1,073,109.35	\$1,025,176.50	\$343,549.86	\$3,435,498.62
ITA transfer	\$150,000.00	(\$150,000.00)			
Total Revenue	\$1,615,262.58	\$1,579,798.87	\$1,575,432.99	\$413,655.96	\$5,184,150.40
Expenditures 7/1/16-11/30/16	\$478,113.65	\$596,193.21	\$425,804.29	\$73,551.61	\$1,573,662.76
Obligations	\$298,021.42	\$305,256.79	\$763,186.10		\$1,366,464.31
Accruals	\$29,790.40	\$70,078.28	\$125,278.91	\$0.00	\$225,147.59
Total Expenditures	\$805,925.47	\$971,528.28	\$1,314,269.30	\$73,551.61	\$3,165,274.66
Balance	\$809,337.11	\$608,270.59	\$261,163.69	\$340,104.35	\$2,018,875.74
80% goal	\$1,386,530.00	\$1,395,177.00	\$820,141.20	\$344,945.99	\$3,946,794.19
Balance to be Obligated	\$580,604.53	\$423,648.72	(\$494,128.10)	\$271,394.38	\$781,519.53

Discretionary Grants						
	PY16 Jobs Waiting	PY16 Strive Forward	Youth Build	LEAP	TECHHIRE	Total
PY 2015	\$641,901.77	\$46,447.00	\$68,750.00			\$757,098.77

Projected						
PY 2016 Allocation	\$2,882,594.25	\$185,788.00	\$275,000.00	\$202,059.00	\$1,021,613.00	\$4,567,054.25
Total Revenue	\$3,524,496.02	\$232,235.00	\$343,750.00	\$202,059.00	\$1,021,613.00	\$5,324,153.02
Expenditures 7/1/16- 11/30/16	\$486,204.50	\$79,344.53				\$565,549.03
Obligations	\$1,959,930.00	\$111,564.80	\$210,000.00	\$165,000.00	\$300,000.00	\$2,746,494.80
Accruals						\$0.00
Balance	\$1,078,361.52	\$41,325.67	\$133,750.00	\$37,059.00	\$721,613.00	\$2,012,109.19