

WESTCHESTER-PUTNAM WORKFORCE DEVELOPMENT BOARD MEETING
120 Bloomingdale Road, Conference Room E
White Plains, NY 10605
Wednesday, October 25, 2017
10:00 – 11:00 a.m.
Minutes

- I. Call to Order, David Singer, Chair**
- II. Roll Call:** Board members: David Singer; Allison Madison; Jason Chapin (Amy Allen); Claudia Murphy; Dr. Belinda S. Miles; Dr. Marsha Gordon; Edward Cooke; Maureen Jacobson; James D. Schutzer; Joseph DiCarlo; Leonard Vallender; Michael Piazza; Natalie Griffith; Robert O. Sanders; Thomas Capurso; Wiley Harrison. Staff: Donovan Beckford; Mary Kehoe; OJ Yizar; Ali Tarchoun. Guests: Sherry Bruck (Harquin Graphics); Kathy Halas (Child Care Council); Henry Daisy and Atul Sheffey (NYS DOL)
- III. Minutes of the June 29th Annual Meeting:** A motion to approve the minutes was made by Allison Madison, second by Robert Sanders. No abstentions or objections. Motion carried.

David Singer recognized and thanked Joe DiCarlo and Robert Sanders for the work they did during the Board's annual meeting in June 2017.

Donovan Beckford recognized and thanked:

- 1. Westhab for providing Re-entry services. Their contract could not be renewed due to budget cuts.
- 2. HRG for providing sector manager services. Their contract could not be renewed due to budget cuts.
- 3. Westchester Community College and the Business Council for providing Just Add One services. Their contract budget was cut in half due to budget cuts.

- IV. Sub-Committee Chair Reports:**
 - i. Program- Dr. Marsha Gordon
 - ii. Performance and Accountability - Allison Madison
 - iii. Business Engagement- Joe DiCarlo

All three Committee Chairs reported on the voting items in each of their committees and on the items that were up for discussion.

V. Voting Item(s)

- A. WIOA Re-entry Program:** Authorize Westchester County Department of Social services to issue a Request for Proposal RFP) to solicit proposal from qualified entities to provided Re-entry services to adults.

Motion by: Allison Madison. Second by: Claudia Murphy. No abstentions or objections. Motion carried.

- B. Just Add One Program:** Authorize the Westchester County Department of Social services to amendment the MOU with Westchester Committee College deliver the Just Add One Program for small businesses and entrepreneurs the period September 1, 2017 to August 31, 2017 for an amount not-to-exceed \$60,000.

Motion by: Wiley Harrison. Second by: Tom Capurso. Abstentions by: Dr. Belinda Miles and Dr. Marsha Gordon. No objections. Motion carried.

- C. Business Training Agreements:** Authorize the Westchester County Department of Social Services to enter into individual agreement with each of the fifty -five (55) employers pursuant to which each employer may provide On-the-Job Training and/or Customized Incumbent Worker Training for the period from January 1, 2017 through June 30, 2021.

Motion by: Dr. Marsha Gordon. Second by: Allison Madison. No abstentions or objections. Motion carried.

- D. Finalization of the 2017 Budget:** Approval of the revised annual budget for the Program Year 2017 -Board to authorize the 2017.

Motion by: Dr. Marsha Gordon. Second by: Wiley Harrison. No abstentions or objections. Motion carried.

- E. Workforce Development Board Schedule of Meetings:** Approval of the schedule of meetings for the Program Year 2017. Donovan Beckford noted that the Board meeting dates will be kept for now and that the Executive Committee meetings will be scheduled as needed and that today's format of having the committees and the Board meet the same morning will be kept for now.

Motion by: Robert Sanders. Second by: Dr. Belinda Miles. No abstentions or objections. Motion carried.

- F. One-Stop Partnership Cost Infrastructure:** Approval of the Westchester-Putnam Workforce Development Area Infrastructure Cost Sharing Agreement on the condition that there may be changes made to it as state partners provide their inputs. The agreement will be presented to the Board for consideration at a later date to consider those changes and to further approve the same. Donovan Beckford explained that the partners are still in negotiations and that if necessary the Board will vote in the future on any changes made to the cost infrastructure agreement.

Motion by: Allison Madison. Second by: Wiley Harrison. No abstentions or objections. Motion carried.

- G. Amendment of the By-laws:** Assignment to the Business Engagement Committee the responsibility to review and recommend changes to the WDB's by-laws to include the publication of Board meeting minutes to conform with WIOA and NYS Public meeting requirements.

VI. Discussion Item(s)

- A. Westchester Putnam Local Plan:** Assign the development of the local strategic plan as required by the NYSDOL Technical advisory 17-8. Further, m to authorize the request to the NYSDOL to extend the submission date from November 30, 2017 to December 31, 2017. The plan will be presented for approval by the Board at its next meeting.

- B. Branding of the One-Stop Center:** Among the requirements of WIOA is that local career centers be identified by a common identifier that must include the following, '**A member of the Americas job center network**'. Recently the NYSDOL issued an "approved draft" log, attached and has verbally indicated that all career centers must conform to this standard. It also indicated that it is willing to work with local areas in the development and implementation of this logo. The Business Engagement Sub-Committee will be working on this matter.
- C. Possible Relocation** of the Mt. Vernon One-Stop Center and to move significant parts of the White Plains One-Stop.
- D. Amendment of the By-laws:** Assignment to the Business Engagement Committee the responsibility to review and recommend changes to the WDB's by-laws to include the publication of Board meetings' minutes within two weeks of the meetings taking place to conform to WIOA and NYS public meeting requirements.
- E. Virtual Job Fair:** The One Stop Career Centers are holding a month-long Virtual Job Fair that allows employers and jobseekers to interact through the career center website. Employers list jobs and work with career center staff to match and refer the best qualified candidates for each listed position.

VII. Program Reports

- A. Jobs Waiting Program**
- B. Youth Programs**
- C. Career Centers**

VIII. Presentation: Quality Child Care: A 2 Generation Workforce Strategy, Kathy Halas, Executive Director, Child Care Council of Westchester. Inc.

IX. Adjournment

Motion to adjourn by: Wiley Harrison. Second by: Tom Capurso. No abstentions or objections. Meeting adjourned at 11am.