



Westchester-Putnam Workforce Development Board  
120 Bloomingdale Road, White Plains, NY 10605  
Tel: 914-995-3707 | Fax: 914-995-3985  
Email: [tkleiner@westchestergov.com](mailto:tkleiner@westchestergov.com)  
[www.westchesterputnamonestop.com](http://www.westchesterputnamonestop.com)

**LEONARD G. TOWNES**  
Commissioner, Westchester County Department of Social Services  
**THOM KLEINER**  
Executive Director, Westchester-Putnam Workforce Development Board

## Westchester-Putnam Workforce Development Board (WPWDB)

### Board Meeting Minutes

Date: November 20, 2025

Location: Hybrid Meeting – Virtual and Conference room “E” at 120 Bloomingdale Road, White Plains, NY

#### I. Call to Order

Chair David Singer called the meeting to order at 8:37 am.

#### II. Roll Call

Board members, staff and guests introduced themselves. Attendees included: David Singer, Thom Kleiner, Sherry Bruck, Wiley Harrison, James Brown, Tracy Rascott, Lori Boyd, Larry Gottlieb, Ralph Dickinson, Jason Chapin, Joy Todisco, Atul Sheffey, Marie Daly, and others participating both in-person and virtually.

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

Guests:

#### III. Voting Items

##### A. Approval of Minutes – September 17, 2025

Motion: David Singer

Second: Wiley

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 to approve reissuance passed unanimously.

### **C. Youth Employment Program Contracts**

**Summary:** Approval of \$2.1M in funding for year-round youth employment programming, with a motion and second provided. Vote passed with one abstention (Wiley).

### **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 passed unanimously.

### **E. Subrecipient Monitoring Procedures**

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

### **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 passed to award 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 Grenci (voluntold). Nomination period set for Nov 21–Dec 12.

## **IV. Reports & Discussion**

### **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 passed unanimously. Meeting adjourned at 9:37am.