

**LEONARD G. TOWNES**

Commissioner, Westchester County Department of Social Services

**THOM KLEINER**

Executive Director, Westchester-Putnam Workforce Development Board

# WPWDB Meeting Minutes

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Date: March 9, 2023

Time: 8:30 a.m.

Location: Virtual (Zoom)

## I. Call to Order

Paul Grenco called the meeting to order at 8:35 a.m.

## II. Roll Call

Roll call was conducted. A quorum was present.

## III. Voting Items

### A. Approval of WPWDB Minutes from January 11, 2023

Motion to approve by Dr. Marsha Gordon, seconded by Allison Madison. Motion carried.

Abstentions from Tracy Racicot and Dr. Belinda Miles (by proxy).

### B. Approval of ITA Over the Cap for Priority of Service Customers

Customers requesting funding over the \$4,000 cap: NY017094833; 026876908; 15853358;  
269078814; 1124821; 11365569

Motion carried.

### C. Approval of Agreement with Brownfield Redevelopment Solutions, Inc.

Motion to approve agreement for grant writing services for the period March 9, 2023  
through March 9, 2024, not to exceed \$100,000 at a rate of \$130/hour. Motion carried.

## **IV. Discussion Items**

### **A. Budget Summary**

A breakdown of grants and expenditures was shared. The board discussed operating costs, audit process by PKF O'Connor Davies, and potential challenges with rising contractor costs due to long-term contracts.

### **B. NYATEP 2023 State of the Workforce**

Reviewed key labor market trends and projections from the NYATEP report. Focus on growing sectors such as clean energy and software development. Board discussed how to address employment disparities for adults with disabilities and the formerly incarcerated.

### **C. WPWDB Committees**

Proposal to maintain existing committees (Performance & Accountability, Program, Executive, Business) and add Youth and Emerging Sectors committees. Committee meetings may shift to virtual to improve participation.

### **D. Other Updates**

Board members shared updates related to job fairs, ConConnect program, and collaboration opportunities. Noted success of OJT programs and increasing efforts to involve Putnam County.

## **V. Adjournment**

Motion to adjourn by Allison Madison, seconded by Robert Sanders. Motion carried. Meeting adjourned at 9:27 a.m.