

**ROCKLAND COUNTY
WORKFORCE DEVELOPMENT BOARD
Board Meeting Minutes**

Date: Thursday, April 12, 2018
Time: 8:30 to 10:00 AM
Location: Rockland County Career Center
Fire Training Center
35 Memorial Drive
Pomona, NY

WDB Board Attendees:

Ramon Soto	Lynne Allan (AC)	Tom Ossa
Julien Renold	Howard Hellman	Gregory Parseghian
Sheri Muth	Gerald Zukowski	Debra Thomas (Sec)
Anne Byne	Bob Dutra	Brian Levy
Pat Rajala	Eileen Guzzo	Don Lucarello
Michele Green	Craig Jacobs	Sheri Muth
Jeremy Schulman	Elena Hansen	Ramon Soto
Sr. Kathleen Sullivan		Gerald Zubowsky

Excused:

Absent	Marlon March	Joe Allen	Mary Shinick
	Daniel Rivera	Luz Rogers	Kathy Canter

Guests	Daniel Tauken	Stephanie Compasso	Penny Jennings
	Tom Della Torre	Sin Ting So	

WDB Staff Members: Lucy Redzeposki

8:35 AM Welcome & Opening Discussion – Lynn Allen, Acting Chair

- Lynn Allen opened the meeting and made introductions welcomed everyone to the board meeting.

Motion to accept the minutes from the April 12th 2018, which were previously emailed

- Michele Green - motion
- Bob Dutra - second
- Motion passed

Lynn Allen announced that Lucy Redzeposki is stepping down as Executive Director of WDB at the end of the month. Thanks and appreciation was offered by the board for all her work on behalf on the RCCC. The Executive Board is recommending that Debra J. Thomas, Ph.D takes over this position as of 5/1/18. Debra Thomas will resign from her position as Secretary of the Board on 4/30/18. Congratulations and support from the board was offered to Debra J. Thomas.

Motion to approve

- Gregory Parseghian – motion
- Jeremy Schulman – second
- Unanimously approved

Lynn Allen welcomed Brian Levy to the board. He is from Goosetown Communications. We now have more business reps than required by WIOA regulations based on the ratio required by WIOA and are in compliance with all regulations.

- Craig Jacobs – motion
- Michele Green – second
- Unanimously approved

Welcome to Don Lucarello as our DOL rep on our board.

WDB Report – Lucy Redzeposki

- Approval of Infrastructure Partner MOU requires board approval. We have an Operational MOU.
- WDB needs to delineate infrastructure sharing in the Partner MOU. Board determined that it is difficult for partners to make financial contributions. Square footage, rent and technology in infrastructure MOU will have one partner – NYS DOL. There are no costs to other partners but they need to sign to indicate they agree with this arrangement.
- We are currently out of compliance with the MOU agreement due to discussions between RCC and DOL. The board must vote on this.

Motion to approve Infrastructure MOU

- Craig Jacobs – motion
 - Sherri Muth – second
 - Unanimously approved
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- RCCC Certification was submitted to the DOL. They have not responded so we have no feedback. We remain in compliance. We received approval for the local plan.
 - The regional plan is made up of parts of everyone’s local plan. The Regional Plan was submitted and approval is awaited.
 - We received two Title II RFP’s from Literacy Zone and BOCES. Both received the same recommendation and rating from the EBoard. They are now with the state for award of the additional points.
 - TAA Financial Notice – This is a Trade Act notice which refers to any business that is leaving the region. The Trade Act is an excellent program which gives individual attention to each customer. There is a healthy budget in TAA funding which means a many people can be trained. RCC

- indicated there was heavy flow for Pfizer. This is a great addition to local funds and does not draw from local funds.
- Lucy congratulated RCC as a partner. We have passed all financial audits. The county is in an excellent position when it comes to operating this grant.
 - Don Lucarello from the DOL brought new signage with the State logo on it. There is a logo which says Partner with America's Job Center at Work. Every career center in the region will place these logos in their windows for branding. New signage may be developed eventually.
 - Lucy announced that every career center in the state is receiving adaptive equipment and training on how to use it.
 - There is an increase in the preliminary numbers for funding for PY 2018-19. Rockland County has higher poverty and more distressed population than in the past particularly in the area of youth. The numbers are subject to change at this time and are considered tentative.
 - **New Workforce Development Board Chair in Westchester** – Thom Kleiner is the new Workforce Development Board Chair in Westchester

RCC Program Status Update – Dr. Penny Jennings

- Dr. Jennings indicated that there is an increase in walk-ins. This may be a result of the recently held open house.
- TAA program was successful. This is a generous program.
- **ITA Outcomes Budget Year 3** – Training dollars are being used for workshop facilitators who can train groups. There has been a rise in workshop attendance. In addition, there were eight ITA's through the Career Center this quarter and all were low cost.
- **Jobs Waiting** was a training program held in healthcare related training. There was collaboration with Westchester/Putnam. 32 clients were in the program. 17 participants attended the training. 12 completed it and four are due to complete in June 2018.
- **Skills Development Workshops:** Workshops were delivered in January, February and March. We continue to offer many of the workshops that were available last year, including: soft skills, technical, and career readiness, Computer Skills (Word, Excel, PowerPoint),
- **Tech Hire Grant:** Program outcomes will be registered in OSOS.
- **Outreach & Relationship Building:** An open house was held on 2/9/18. Ninety-seven guests attended. Dr. Michael Baston was the guest speaker. Increase in traffic flow has been a result. In addition, representatives from other human service agencies have utilized space at the center. RCCC have also been attending community events to raise visibility and provide information about the center.
- **DOL Performance Measures:** RCCC is working to track their success regarding placements. They are connecting with the employer and WIOA requires tracking of employment for six to 12 months out to determine placement success and to collect wage data.
- **Placements:** Placements are increasing at the RCCC. In the first quarter of the year, they achieved 349 placements.

Rockland Youth WIOA Program update – Stephanie Compasso, Youth Connections Coordinator for the past three years presented for Chris D'Ambrese.

Fall Enrollment

- 15 new enrollments from January to March 2018

Open House

- Over 20 potential youth candidates attended the Open House on 3/27/18

Recruitment

- Is ongoing in various venues throughout the County. Presented to all the guidance counselors. Students themselves were able to present on their success.

Financial Report – Financials through February 2018 YTD – Joe Marra/Dan Tauken

- The fiscal audit was completed and there were no findings.
- The organization's finances continue in line to meet the 80% obligation expenditure by June 30th. The Youth monies appear underspent. This is due to a delay in the receipt of invoices. BOCES has been advised and invoices are expected next week.

- **New Business/Announcements**
 - Need Secretary to replace Debi and to serve in her position on the Executive Committee
 - Lucy was thankful to everyone for their support. She will focus on tourism and economic development for the County.
 - Debi shared that Lucy is a recognized leader in the region and state and brought Rockland into a respectful position.
 - Sheri Muth from Jawonio is working with the RCCC. There will be another round of Green Cleaning in the late Spring. She thanked Penny for her support.
 - Sheri Muth announced that the Direct Service Professional Training program was delayed in starting. Sheri is working to secure additional funding as the population who could take advantage of the program was too narrow and the program could not start.
 - REDC spoke to ideas for hidden labor – They brought up the day labor market. Suggestions were sought for a bike program. Debi suggested Helping Hands.

- **Adjournment - Motion to Adjourn**
 - Howard Hellman - motion
 - Bob Dutra - second
 - Unanimously approved

The next meeting is scheduled for June 14, 2018 at 8:30 am at the Fire Training Center.