

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

Date: Tuesday December 4th 2018
Time: 8:30 to 10:00 AM
Location: Rockland County Career Center
37 W. Broad St.
Haverstraw NY

WDB Board Attendees: Lynne Allan (AC) Tom Ossa Don Lucarello
Renold Julien Howard Hellman
Sheri Muth
Anne Byne Brian Levy
Matt Shelley Eileen Guzzo
Michele Green (Sec)
Jeremy Schulman Elena Hansen
Sr. Kathleen Sullivan

Excused: Mary Shinick Gerald Zubowsky

Absent Joe Allen Ramon Soto
Ramon Soto Kathy Canter Bob Dutra
Gregory Parseghian Craig Jacobs
Pat Rajala

Guests Daniel Tauken Chris D'Ambrese Egbert Shillingford
Chisamba Boma David Diaz

WDB Staff Members: Debra Thomas Executive Director

8:35 AM Welcome & Opening Discussion – Debra Thomas Executive Director

- Debi Thomas opened the meeting and made introductions welcomed everyone to the board meeting.

Debi Thomas recognized Sheri Muth for all of her contributions and advocacy to the board as it is her last meeting with us. She is retiring. Motion to bring Jill Warner onto the board from Jawonio. Jawonio received a CFA grant and is looking to build capacity for workforce development.

Motion to approve

- Michele Green – motion
- Renold Julien – second
- Unanimously approved

Motion to approve the minutes from the Sept. meeting

- Sheri Muth – motion
- Renold Julien – second
- Unanimously approved

WDB Report – Debi Thomas

- During the summer, we applied for a trade grant and we were awarded 50K for Dislocated Workers and opportunities for the Career Center.
- Primary performance report for the Career Center and establishing benchmarks – The benchmarks were distributed to the board. They were given to us by the State. A goal would be to increase our tracking regarding services provided to participants.
- We have 501C4 status and our federal ID number. 501C4 status is focused on workforce development and allows for lobbying. We also have our IRS letter, tax ID number and an attorney. We will be submitting taxes shortly. We also have directors/officer's insurance for the board.
- We need to have an organization that stands alone and can take on/discharge staff. We now work with PayServe. The Rockland Teachers' Center is the back office of the board. An MOU was written to delineate the details of the relationship between the Rockland Teacher's Center and the WDB in terms of ren, cleaning, security, etc. All receipts and charges are submitted to the DOL for reimbursement. The Teacher's Center has a five-year lease.
- Michele Green announced that the Hudson Valley Leadership Training had to be cancelled due to snow. It has been rescheduled for 2/28/19 at the Rockland County Career Center.
- We are officially members of the Rockland Business Assn.
- At NYATEP Conference, the watchword was partnerships. Everything is being done regionally. It is important to have the Hudson Valley Leadership Training to identify local resources and local needs to obtain training dollars.
- Sheri Muth added that the CFA grants that Jawonio obtained provided internal training and funded a Green Cleaning Training Program. A next round of grants has been applied for.
- Local goals were distributed to the board. There is a CareerKit for teachers and counselors in the board materials.
- We must develop our own website for the Rockland WDB. This will delineate our meeting schedules, when we are ready to issue an RFP, links that vendors can use to apply and more. Ann Byne and Tom Ossa will work on this project together. The website should be accessible for individuals with disabilities. Michele Green will provide resources for consultation to Tom Ossa.
- Michele Green indicated that the NYATEP presentation on the State of the Workforce provided a lot of information for the board to review on important statistics in our area.
- The WDB, RCCC and the DOL are working together to improve sector development. Staff is being shifted to the Haverstraw Center to serve additional people per Bert Shillingford of the RCCC. BOCES is also working together with the RCCC.

Financial Report – Dan Tauken

- Our year 3 funding is fully spent for dislocated worker and youth. Everything thru Oct 31st is fully spent.
- The grant year ends June 30th. Joys does a monthly desk review. No concerns because we are fully spent. We are reclassing money for salary and benefits from year 4 to year 3. Will review what we have. This does not include the 50K money – that will be all training.
- How much money in ITA budget – 25K Adult 37K Dislocated Workers + 50K dislocated training. We can use some for training. Mostly ITA training and OJT training. Debi Thomas recognized Dan for the work he does. It's a lot of work and accountability.

Rockland County Career Center Report

- Bert Shillingford has been a great team player per Debi Thomas. He has been collaborating with the DOL and BOCES.
- Walk-ins 125 in Suffern 35 in Haverstraw
- 12 Placements last month – issues with returned calls
- Community Outreach was done at Finkelstein Library and the Rockland Collaborative
- Job Fairs – St. Dominics, and CNS. The career center is also focusing on the underemployed and they have looked into OSOS, to see who is active and who is not active. Determining what is happening with each client and increasing activity with the clients. The bottom line is placement and service.
- Career Specialists have been reaching out to businesses sorted by sectors and soft ware in Jobs EQ allows matches to be made.

- There is a need for service in Spring Valley. There is interest in having services there again. KonBit Negey will have a job fair with Jawonio to help fill jobs. There are immigrants from 37 ethnic groups represented in our area. KonBit Negey offered space to do workforce development training or for job fairs.
- Don Lucarello added that it is difficult to track placements in OSOS. 60% of people who exit DOL services after two quarters go back to work. Most people are on benefits as they are compelled to receive services. There are a lot of under employed people. DOL served over 3800 people first time coming in in 5000 appts.

Rockland Youth WIOA Program update – Chris D’Ambrese Director of the Youth Connections Program for the past three years presented for Chris D’Ambrese.

Enrollment

- 24 new enrollments from 7/1/18 to 12/1/18 Majority remain young women going into healthcare, but they are adding young men going into trades as well

Recruitment

- Total served – 80; Active in program 52
- Establishing a Youth Connections North in Haverstraw
- There is an agreement with DSS for the Raise the Age Program – instead of facing incarceration, they will go to Youth Connections.
- There is now a Youth Connections Newsletter.

Accomplishments

- Academic gains are being made
- Youth Connections second quarter after exit 89.5% (second highest in the state behind NYC)
- 4 quarter after exit – 82.4% (4th highest in the state).
- Six students finished the Boot Camp – all received the retail credential and internships at GoldKap and Haxo amongst other employers.
- BOCES had a commencement graduation and 13 Youth Connections students were there.

Board Discussion

- Rockland economic development is focused on four sectors. We would like to align with the same sectors as the REDC. They are: Hospitality/Tourism, DataTech, BioMed, Advanced Manufacturing.
- BOCES will be offering training and they will fit in the sectors within the REDC sectors. We will support these four priorities for economic development in Rockland County. Lynne Allen addressed the lack of skills, and how to serve underemployed. ITAs will be focused on these for sectors. BioMED would include pharmaceuticals, healthcare, life sciences, research and development, STEM, nonprofit employers as well. Businesses can fit in more than one sector. Need to build capacity. There is a strong need for healthcare workers in Rockland.
- The IRG site is expanding and using some existing pharmaceutical infrastructure. Jeremy Shulman from REDC said companies are asking about space and then about available workforce.
- ITA’s – We agreed we should limit our spending to up to 3000.00 per ITA and have money available for training in each sector. Increasing that cap would be at the discretion of the board.
- Up to \$3000.00 per person. There could be more people who want ITA’s for healthcare training, we can then borrow from one sector to train. RCC has a number of high-end training programs. There should be money in each sector. Up to 3K each ind.

Motion to accept this spending

- Matt Shelley – motion
- Howard Hellman – second
- Unanimously approved

RFP Discussion

- RCC is the operator.
- BOCES is running the youth program. There was a two-year extension for RCC's contract which brings them to June of 2020. BOCES contract will end in June 2019. RCC may not want to extend to 2019. BOCES wants the extension.
- There was a discussion re: reimbursement of rent money. The County had to sign a lease in Haverstraw. They wanted to be sure that RCC would continue until 2020. There was a question about having the Career Center at the college and what the benefit was. There will be a 500,000 for reimbursement for the space. There is also an opportunity to grow the campus. The whole contract goes to RCC. RCC is contemplating growing their youth program and may want to serve the population currently served by Youth Connections. The board would like college to continue both programs for one more year. We agreed to give them the contract.
- The original contracts that were approved stated that RCC would subcontract to BOCES. However, they did not in turn to give the extension to BOCES.
- The board agreed to send a letter to RCC. We have to craft a letter to Dr. Baston requesting him to give the extension. They can certainly bid on the youth in 2020.
- The Board wants the contract to be fulfilled as it was originally designed. We need to determine if its legally binding to maintain the Youth Connections Program as a subcontractor for one additional year. DOL has to abstain. Letter will be sent to the board for review before it goes to RCC.
- Two policies – Sex Harassment and Personal Confidentiality Policy – follow DOL guidelines and customized for Rockland, in prep for the website, were put forward as official policies.

Motion to accept these policies and mandate the training

- Tom Ossa – motion
 - Jeremy Shulman – second
 - Unanimously approved
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- **Adjournment - Motion to Adjourn**
 - Michele Green - motion
 - Ann Byne - second
 - Unanimously approved

The next meeting is scheduled for March 14, 2019