

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

Date: Thursday, June 14, 2018
Time: 8:30 to 10:00 AM
Location: Rockland BOCES
65 Parrot Road
West Nyack, NY

WDB Board Attendees: Lynne Allan (AC) Tom Ossa Mary Shinick
Julien Renold Gregory Parseghian Don Lucarello
Anne Byne Brian Levy Gerald Zukowsky
Pat Rajala Eileen Guzzo
Michele Green (Sec) Craig Jacobs
Jeremy Schulman Sheri Muth

Excused: Howard Hellman Sr. Kathleen Sullivan

Absent Marlon March Joe Allen Kathy Canter
Daniel Rivera Ramon Soto
Bob Dutra Elena Hansen

Guests Daniel Tauken Chris D'Ambrese Penny Jennings
Lucy Redzeposki Sin Ting So Bert Shillingford
Joe Marra

WDB Staff Members: Debra Thomas – Executive Director

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

- Lynn Allen opened the meeting and made introductions welcomed everyone to the board meeting. Debra Thomas is the new WDB Executive Director. Lucy Redzeposki will be the new Liaison to the County Executive. Debra Thomas welcomed the group. We will be going to meetings at different partner locations at the suggestion of Greg Parseghian who has a facility to host 30-40 people. If others have a facility to host a board meeting, Ms. Thomas would like to include those sites for future meetings.

Dr. Mary Jean Marsico -COO – Rockland BOCES Presentation

Dr. Marsico COO –

- BOCES is expanding facilities for students with severe physical disabilities which was approved by 98% vote by the public.
- Rockland BOCES is celebrating its 60th anniversary shortly. BOCES is a network of 37 institutions. NYS pays 22% of staff salary for state-related activities. BOCES works with eight component school districts in a cost-effective way. They share oil, gas, and copying, which is spread amongst the districts. BOCES is one of Rockland's top ten employers. They employ a workforce of 1200 employees and have a 121 million-dollar budget. BOCES charges districts and community partners pay for facilities. BOCES is not permitted to hold a balance at the end of the year. Unused funds are returned to the districts.
- Rockland BOCES is unique because they are known to have a strong collaboration with business and county gov't. BOCES has collaborated with Nyack Hospital and Good Samaritan Hospital as well all the colleges in Rockland have established partnerships. College credits are available for several institutions. CTE graduates have 12 – 22 credits from RCC, St. Thomas Aquinas, Pace, Ohio Tech, & Lincoln Tech. BOCES serves 1000 students with disabilities.
- BOCES is known for their expertise in working with children with autism and severe cognitive disabilities, as well as with students who have behavioral and psychiatric issues. BOCES serves 594 students in their career/tech program which is a 200% enrollment increase.

- BOCES also offers electrical, plumbing, welding programs and are adding double sections. The Cyber Security program is linked with several colleges including RCC. Their Criminal Justice offering is linked with John Jay College. BOCES offers an extensive automotive and culinary hospitality program. Seven young people graduated and all going to CIA or Johnson & Wales. BOCES will be partnering with the new RCC culinary program. Career/tech is the economic stimulus for the County. Students who graduate stay in Rockland. The cosmetology program has many grads. Some students have studied with Vidal Sassoon. BOCES works closely with the unions. BOCES is opening a new Animal Science Program. It will expand to Vet Tech.
- BOCES is training a workforce. Their business and industry council is very active. They work with 89 employers and have four community vocational breakfasts. BOCES also develops 55A positions for individuals with disabilities to work at BOCES. Dr. Marsico is hoping every department will have a 55A- position going forward.
- The P-Tech program, which is a STEM HS program, is governed by business. This is a six-year HS/College program which graduated 87 students. There may be 100 next year. Students graduate with HS diploma and some go on to associates degree program. Every child has a mentor with business and industry in areas such as IT, green building, and engineering. All the soft skills are being worked on and BOCES has a tight partnership with RCC. BOCES is an ELL partner with RCC and business. If DSS needs a program on financial literacy in how to work with dislocated workers in financial literacy, they will be working on that with Chris's program.
- BOCES is pleased to have students moving into college. BOCES has had a 40-year long program training LPNs. It is a full time rigorous program. They may start with 60 students and end with 45. Ninety eight percent go on to become RN's in programs at PACE and Dominican programs. Health careers, hospitality, cyber security and first responders who want to be EMT certification are all part of the BOCES catalog. A student can leave BOCES and can enter the Fire Training Center to train to be a fire fighter or EMT.
- BOCES also has developed a foundation which works with most needy young people in the county. This foundation has an after-school program for students with severe behavioral disorders that is fully funded up to 6th grade. This allows young people to get additional behavioral mental health services. The foundation also runs a backpack program and BOCES is now serving 125 families who are on free and reduced lunch filled with needed food staples. HS students prepare the packs which are funded by foundation. Students learn to sort, to pack, to inventory. The foundation sponsored a mentorship program for the District Attorney's office. BOCES is very pleased to work with all of their partners in the community.

Motion to approve Michele Green as WDB Secretary

- Craig Jacobs – motion
- Brian Levy – second
- Unanimously approved

RCCC Restructuring – Dr. Penny Jennings

- Lynne Allen reminded the assembly that our responsibility as a board is that the benchmarks are met.
- Dr. Penny Jennings provided update on the Career Center. RCCC is restructuring organization and will change 5 positions.
- The RCCC had a total of 34 placements for this quarter. 11.3 per month in the first quarter/mo. The college wanted to come up with a format that would assist more individuals and result in a higher number of placements. The new model that was constructed will establish career specialists/case managers and the new employees would be assigned by employment sector. The sectors to be covered are healthcare, hospitality, business and IT, construction labor and other.
- The plan to restructure is now in place. Craig Jacobs said we should not be using our staff to resolve fiscal needs. Dr. Jennings believes this is the best plan which is why the college put forth the plan.
- The preference of the board, as expressed by numerous members, are that these conversations needed to happen before staffing changes are made. The bottom line is that the benchmarks must be hit Lynne Allen WDB Chair reiterated.
- Don Lucarello from DOL indicated: When looking at the program, it is a grant. The grant will shrink. Money is tight in all locations. We need to help prepare people for the labor market. Pat Rajala asked what was done to obtain additional money? A grant has just been applied for and RCCC is awaiting the result of that grant application.
- Board members expressed concern that last June, we voted to retain personnel rather than to fund ITAs. ITAs were funded by the RCCC. Board members had wanted more information prior to the

decision to restructure. Dr. Jennings indicated there was a new RCC president, new COO and new WDB Executive Director. Dr. Jennings indicated there was insufficient communication between herself and the WDB Executive Committee.

- Lynne Allen indicated everything will be executed by August 20th with new personnel. Benchmarks must continue to be met during the transition period. Dr. Jennings indicated she was certain that outcomes will increase.

Budget – Joe Marra/Dan Tauken

- Summary sheet – year two funding fully spent.
- Year three – in youth and administration – is underspent but that is billing to be completed. There is a spending plan in place and youth spending is on target for 80%. The spending is one month behind in drawing down but there is no deficit.
- Debra Thomas indicated that last June, the board decided to put the money into the staff positions and to provide training inhouse.
- Therefore, the Executive Board is recommending to put resources into staff positions with hopes that there will not be a recision. We will not know until October what our numbers are. We will follow the same recommendation as we did last year.
- Debra Thomas applauds the finance team at RCC. They are providing financial guidance with regard to process and followed the board's lead in terms of developing the budget.
- Joe indicated this is a conservative management of the money based on the revenue and expenditures. US DOL will start to reduce the grant to the state and local municipalities. There is no money in the training line.
- We have kept funding static at this year's level. This was a neutral budget - Operating, phone, supplies, training, mileage. The phone bill is the largest expenditure except for fringe benefits
- Lynne indicated any surplus would be used as initial ITA or training dollars. Hopefully, we get a recently applied for grant and DOL rent. We also have carryover money.
- Debra Thomas indicated that we are taking the same action as last year. There are no training dollars and money will be put into line of salary and benefits. If additional funds become available in the Fall, it will be used for ITA's. Training will proceed in house.
- There has been training going on at the Center – workshops such as resume writing and mock interviewing were offered.
- The RCCC paid consultants to provide training.
- ITAs for individuals totaled 50,000. Surplus money that could be used for ITA's. 12K was spent for adults and 38K for dislocated workers.
- Sheri Muth pointed out that there was a correction needed with the office and directors' insurance in the budget.
- Don Lucarello indicated that getting jobs is the number one priority. Sometimes you need training for missing skill sets. The DOL shares the same concerns about the budget. We must figure out how to do the work with less money. Debra Thomas was glad to have the DOL as our partner and we are collectively glad to move forward together.
- Debra Thomas said the projections are out for budgets. Rockland had a higher increase. This means we have more poverty. We must think about how we are going to meet those needs.
- Don Lucarello indicated in May 17-May 18 there were 3500 active participants. The trend is increasing for the number of people we serve.

Motion to approve minutes from the April 12, 2018 meeting

- Tom Ossa – motion
- Renold Julien – second
- Unanimously approved with corrections on the administration budget

WDB Report – Debra Thomas

- Kimmy represents DOL and reports back. Henry is monitoring the RCCC.
- Debra Thomas will be working with Kimmy on partner MOU s.
- Lucy Redzeposki part one of the center certification.
- Step 2 - 25 components to be addressed in July.
- The State's Career Centers' will be getting an adaptive tech and they will need training.
- Board members were requested to come and meet with the RCCC staff and walk around the center. The signage has improved. Sheri Muth and Anne Byne agreed to tour the center will come with Michele Green and Debra Thomas.

- We received notification that the regional plan was approved. There is a grant opportunity for an opioid grant initiative that is being pursued.
- A regional grant became available to apply for. Dr. Jennings took it to the RCC grant writer and application was submitted in mid-June for 80K for reimbursement money for staff time that went into dislocated workers. We await the results.
- We have been asked to appoint two teams for grievances – local level grievance and local hearing officers. A level one grievance would be addressed by Dr. Penny Jennings or Mr. Chris D’Ambrese and they, in turn, would discuss the grievance with Debra Thomas.
- Level two –Dr. Charlene Jordan and Dr. Beth Coyle would act as hearing officers.

The following needed motions:

- We need a motion to use Pay Serve for the Director and the Asst. Director. Forty percent of Ms. Thomas’s time with earn the salary of 45,000 for Executive Director of the Workforce Development Board and salary for the assistant which is 15,000.
- We are not setting up checking accounts.
- Dan Tauken did the research for payroll options and found that RCC and Joe Marra agreed that we could work out using PayServe. It is a cost saving measure.

Motion to use PayServe

- Pat Rajala – motion
- Tom Ossa – second
- Unanimously approved

Rockland Youth WIOA Program update – Chris D’Ambrese, Director of Rockland BOCES Adult Education

- Their program is serving 117 students
- The focus of their service is Out of School Youth 18 and older
- 16 out of 17 who received their credential were employed or enrolled in higher education post exit
- Healthcare remains a strong component for their program and the majority were young females
- 36 youth were enrolled in vocational training and 16 youth were enrolled in a work experience
- BOCES contracted with 30 employers
- WIOA mandated the different clusters, IT, Health Sci, Culinary, and they are looking to expand clusters.
- BOCES is holding celebratory events to enhance recruiting. Many youth had not been out of the county so they went to The Culinary Institute.
- DSS approached BOCES about starting a program for youth who are justice involved.
- Mentoring – used BOCES staff as mentors such as healthcare instructors and hospitality instructors.
- Goals for next year – expand work experiences. 28 employers signed up for the Work Experience Program
- Finance and IT – are seeking mentors.
- BOCES provided enhanced signage for Youth Connections
- BOCES Youth Connections is working closely with the HS guidance counselors and drop outs as a transitional service.

RCCC Program Status Update – Dr. Penny Jennings

- The RCCC is putting on a job fair in the Village of Spring Valley at the Village Hall on 6/14/18
- .RCCC Registered 21 employers. Many are looking to hire on the spot.
- April 2018 10 placements
- May 2018 10 placements
- 19/20 have retained their positions.
- 5 ITA’s awarded in April and May 2018
- Spring Valley has requested on-site services and the RCCC will see if they can work out some staff time there on a part time basis
- The Tech-Hire Grant proposes to serve youth ages 17-29. The funding is not well suited for RCCC as they are not the provider of youth services through WIOA.

• **New Business/Announcements**

- Seven Chambers of Commerce Aug 2nd boat ride. Tom Ossa will send info.
- Sheri Muth NY met with John Robinson of the NYS Business Leadership Network. Sheri passed out information regarding connecting with Our Ability, Inc.

- Renold Julien at Konbit Neg Lakay agreed to host the next meeting.

Motion to Adjourn

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- Craig Jacobs – motion
- Tom Ossa – second
- Unanimously approved

Per Debra Thomas, the location of the next meeting in September will be sent out electronically.