

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

Date: Thursday, Sept. 13th, 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 Mary Shinick
Julien Renold Gregory Parseghian
Anne Byne Sr. Kathleen Sullivan
Bob Dutra Elena Hansen
Pat Rajala Matthew Shelley
Michele Green (Sec) Howard Hellman
Jeremy Schulman Don Lucarello

Excused: Kathy Canter Craig Jacobs Brian Levy
Marlon March Sheri Muth Gerald Zukowsky

Absent Eileen Guzzo
Joe Allen
Ramon Soto

Guests Daniel Tauken Chris D'Ambrese Penny Jennings
Joe Marra

WDB Staff Members: Debra Thomas – Executive Director

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

- Debi Thomas – Welcomed all our DOL and One Stop partners at the meeting. Don Lucarello introduced the DOL staff and they described their rolls which include handling incoming customer base, workshops and staff assist customers with matching job leads. Don Lucarello and Dr. Penny Jennings will be focusing work on sectors to align with the REDC to achieve a streamlined team effort. Renold Julien would like to see the DOL more involved with the immigrant population as there is a large increase in skilled immigrants in our area. Two staff at the Suffern site speak Creole and one staff member in Haverstraw also speaks Creole.
- ACCES-VR will meet with the DOL and invited them to the REN meetings. Will coordinate with Don Lucarello.
- Lynn welcomed Matt Shelley who has rejoined the board.

Motion to approve Matt Shelley rejoining the board:

- Michele Green – motion
- Pat Rajala – second
- Unanimously approved

Motion to approve minutes from the June 14th 2018 meeting:

- Jeremy Shulman – motion
- Mary Shinick – second
- Unanimously approved with corrections on the RCCC placement figures

Budget Discussion

- Debi Thomas and Lynne Allen – Fiscal team at RCC and DOL has set high standards and the entire team does a wonderful job. They want to publicly state kudos to the team especially during the transition. David, Dan and Joe do a great job. When this grant started at RCC, it was very new to Dan. The RCC general ledger system translates to PeopleSoft in DOL.
- Financials – Dan Tauken indicated we always get a desk review. The results were clean. We are behind on billing and paying. The budget is 90% obligated thru June 30th. Revenues were not the same as expenses because there are still open purchase orders. Joys is happy and the finances were good through June.
- There was a question as to why there is a 10,000 underspending on ITA's remaining. There was a carryover and it's paid on completion. There was a question regarding the carryover of 119K? The adult program budget had 12,000. Every year there is a carryover. Dan explained that we must be 80% obligated but we have two years to spend it.
- Elena Hansen had a question about the expenditure of 24,100 for telephones. The Career Center has two locations. DOL pays rent. Cloud expenditure is 20/mo. A suggestion is made to consider cutting those costs. There are enterprise solutions per Tom Ossa but long-term savings could be achieved. This is a bill back to us from RCC per Debi Thomas for the phone expenses for those two sites. Per Penny Jennings, the operations of the college would have to decide on this service. We are a tenant. If that service does not work for us, Dr. Beth Coyle would be the point person. Dr. Jennings will follow up with Dr. Coyle regarding reducing those expenses.
- Dan Tauken indicated we use Verizon with a separate system than the college. It was not clear how long the contract is signed for. Dan could report out on that at the next meeting. Dan will get in touch with Director of Admin Services.

Budget Report – Joe Marra/Dan Tauken

- The budget brought forth is similar. Management fees total 90K. Admin fees include salary, legal fees, and subscriptions. We should be looking at stipends for a part time director and assistant. We have a 43,000 deficit. It's not an optimal situation. The funding stream has gone down since we started. In response, we have cut staff, salary and benefits. We needed a supplemental grant. Jobs Waiting helped. We can't have a zero based budget per Dan. It is always good to have a carryover but there is a max of 20%.
- Debi Thomas added that we have three allocated resources – adult, dislocated worker, and youth money. There is more money in the youth program. BOCES has presented a budget with Dan but we need to see that budget. There is an increase in youth money but there is also an increased level of youth poverty. We won't have the resources for adults unless there is more money. We need to do more in Workforce Development per Debi Thomas.
- Youth Budget – per Dan this budget cannot be embedded in the main budget and it is therefore kept separate.
- Debi, Don and Dan met in Aug. Rent reimbursement is still not organized. The rent reimbursement paperwork from the DOL was given to Dr. Beth Coyle. Rental matters are handled by the Office of General Services at NYS. Don Lucarello connected Dr. Coyle to discuss what the time frame is. A couple months was the estimate. The money has been signed off on and is going to RCC - 500,000.00 in back rent. The phone expense should come thru the grant once the money comes back. The rent at the RCCC is the big expense. Budget approved?

Motion to approve the budget:

- Howard Hellman – motion
- Reynaud Julien – second
- Unanimously approved

DOL Report – Don Lucarello

- This is the first time in years in Rockland County that the DOL has had stable staffing. When economy is doing better, funds diminish. The basic grant is a small part of the budget and we must look for other funding streams. There is enough staffing here for UI reemployment. DOL staff: 1 supervisor, 4 labor service representatives, 3 employment counselors and a clerical assistant. Only four are paid by Wegner-Peyser funding. The funding operates as reimbursement. Each time someone files, they are asked if they have any barriers in employment and what DOL can do to

help them. Many people who come in are job ready, are dislocated workers, or need career counseling. Some need help with resume, need workshops etc. DOL staff must document services provided in the operating system which include assessment, career guidance, and they typically provide labor market info, put a resume into the system (Job Zone) and provide job referrals. Staff are rated on how successful they are. Now that the unemployment rate is lower, staff are freed up to do other things. All staff are required to provide these services per WIOA. The functional alignment plan is part of that and the DOL needs to eliminate duplication of services. With a full staff, they are ready to take on more projects.

WDB Report – Debra Thomas

- We have requirements that we have to do. We need to establish a baseline. All the targets were changed. There is a technical assistance guideline but the state gave us no baseline data. Rockland categories are at 70%. Debi is recommending that we should indicate 50% as the target. We have new leadership at the Career Center. No data was given from the state recently. This is based on one year ago. Debi requested feedback from the board. It affects funding and CE. 50% of the number given was recommended. We must respond within the month. Performance indicators were from last year. Dr. Jennings Penny prefers to defer to the board. These are the system goals per Don Lucarello. Don Lucarello said that the state negotiated with the federal government for the money and it would have to be distributed to the state. The state negotiated 50% with the state rate and 70% for local territories. Debi will be electronically in touch with us once she receives all of our feedback.
- There is an update on employment contracts with the staff. We did not have a federal ID number. We have one now but it is not working. A letter may have gone to RCC. Penny followed up on the letter from The IRS for the Workforce Development Board. The letter went to 6104. We have not done the vouchers yet.
- We hired a part time assistant. She formerly worked as a WIB director. We have also signed a PayServe contract.
- Anne Byne and Michele Green completed the certification for the Career Center. We had an MOU for one site and we need an MOU for both sites.
- We had a few meetings with the REDC. They do sector-based work. The workforce development boards anchored in economic development are most successful. We would like our sectors to be the same as their sectors. When they are recruiting business, we would like this board to support moving in the sector direction. Jeremy Shulman from REDC added – What we do involves business recruitment expansion and attraction. REDC is involved in placemaking and space making. We think Rockland has space to offer. We add value to realtors, investors, seeing what they need (e.g. Star Kay White) and have brought in five microbreweries, beer fests, and we assess the food and beverage sector and determine what the business needs are in the community. If a business must truck out for storage, for example, it's very expensive. We bring together industrial real estate and farm companies and engineers that have the expertise in building which is helpful. REDC helps them to stay in Rockland. Firms in biomed, data tech, hospitality and tourism, craft beer and more have received assistance. Advanced manufacturing – could be a small-scale producer or it could be a Fortune 500 company who needs assistance. It also depends on how much land is needed. People see the value and the alignment with the Workforce Dev Board as making sense. To have people to fill the jobs for the companies for job creation is excellent. We have people who are interested, and anticipated partners would be Craig from IBEW, BOCES, ACCES-VR, and Career Center staff. We can have that articulation. We will have a training.
- Everyone on the board is in agreement with working with the REDC.

Michele Green – Training Program for Hiring Individuals with Disabilities

- In order to try to meet business needs, ACCES-VR will provide a full day of training for members of the Hudson Valley who are interested in learning more about hiring individuals with disabilities and the financial incentives and support therein. That training is being offered on 11/15/18. All board members are invited.

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

- This is the fourth year of the youth program and enrollment is strong. Training is being provided in Medical Assistant, Teaching Asst, Health Care and more. BOCES has 102 young adults in the program.
- BOCES provides monthly orientations and are providing community outreach at The Palisades Mall which will continue through the holidays.

- Partnerships are established with The Cornell Cooperative Extension for financial literacy with Marian Breland to target young adults for people Youth Connections north. This is scheduled for Sept. 29th.
- All seven students passed the retail sales exam. Childcare Resources, Hampton Inn, and additional employers are part of the eight new employers who Youth Connections is working with to provide paid internships.
- ITA funding enrollment process involves finding out if a youth is interested in healthcare, ETPL and together they explore options for taking a course at Capri, RCC, as well as at BOCES.
- An ITA enrollment process at the Career Center is available as well. Students have a full menu of options. They explore options there as well.

RCCC Report – Dr. Jennings

- ITA's have a similar process. The restructure has been fully implemented. Workforce Development is a sector-based process. Staff assignments within the center were delineated at the meeting.
- Cross training has begun at the center and they now feel they offer better services to clients. RCC is happy with the restructure. The grant ends in 2020. Fall of 2019 is when a new RFP will go out.
- Dr. Beth Coyle will be changing positions. Bert Shillingford will be the new Interim Career Center Director. Penny will be the new Executive Director of the Extension Sites.
- A procurement review with Ms. Matthews was done – passed
- Debi Thomas added there is a monitoring review at the Career Center and with the Board. It was found that we did not have a functional alignment plan. Those findings have been addressed.
- A report was missing at the Center. The adult program was audited, and it was found. The report was sent to the DOL. Meeting

The meeting adjourned at 10:13 am.

Our next meeting on 12/4/18 from 8:30 to 10:00 am and will be held at the Rockland County Career 37 W. Broad St. Room 205 in Haverstraw NY.