

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

Date: March 12, 2020
Time: 8:00 to 10:00 AM
Location: Double Tree by Hilton Hotel Nanuet, 425 E. Route 59, Nanuet, NY 10954

WDB Board Attendees:

Lynne Allan	Eileen Guzzo	Matthew Shelley
Ann Byrne	Howard Hellman	Sr. Kathleen Sullivan
Chris D'Ambrese	Renold Julien	
William Edwards	Brian Levy	
Michele Green	Don Lucarello	

By Phone: Pat Rajala Robert Pikofsky

Absent: Joe Allen Thoams Scaglione
Kathy R. Canter Mary Shinick
Bob Dutra Ramon Solo
Elena Hansen Jill Warner
Tom Ossa Robert Woodill
Gregory Parseghian
Guillermo Rosa

Invitee: Chis D'Ambreese Dan Tauken Egbert Shillingford

WDB Staff members: Debra Thomas Phyllis Tucker

Rockland County Liaison: Jeremy Schulman

8:05 AM Welcome & Opening Discussion – Lynne Allen, Chair

Lynne opened the meeting and made introductions.

Legal Representative of WDB of Rockland - Larry Codispoti

Larry presented the Conflict of Interest Policy, a document that every organization should review, update and sign annually. He explained that every Board member, staff member and volunteers should sign the policy immediately and annually thereafter. He identified that persons who have any budgetary impact qualify to sign the policy.

Action Item:

Lynne Allen requested a motion to approve the Conflict of Interest Policy

- Ann Byrne – motion
- Sr. Kathleen Sullivan – second
- Approved

Larry discussed the Whistleblower Policy another document that should be signed annually. Lynne Allen took the opportunity to introduce new staff member Phyllis Tucker who is the designated Compliance Officer for the Whistleblower Policy.

Action Item:

Lynne Allen requested a motion to approve the Whistleblower Policy

- Howard Hellman – motion
- Michele Green – second
- Approved

Larry updated the Board on the status of the WDB/BOCES contract that is scheduled to begin July 2020. The agreement is in the second draft/revision. Based on guidelines and models provided by government, there will be a separate fiscal agent, an operator and partners, identified in the RFP. Budgets will need to be addressed, and individual agreements put in place. It was agreed that the board would need a documented understanding of the relationships with budgets before voting on the contract.

Action Item:

Lynne Allen requested a motion to support moving forward with the contract

- Matthew Shelley – motion
- Brian Levy – second
- Approved

Chair, Site Committee - Howard Hellman

Howard reported on the new location in the old Nyack High School and noted that Chris and Don had been very accommodating. The space for offices, workshops, client meetings etc. has been worked out and reviewed by Russ Oliver from DOL who was pleased with the plans. Since the actual build-out is being done by internal construction staff, there was no need for an RFP. Debi noted that the DOL team is pleased and has offered to share furniture. The former REDC has offered file cabinets. Matt reported that the project plan is on budget.

RC Director of Economic Development and Tourism - Jeremy Schulman

Jeremy reported that filming in the county has been growing since November and on paper should continue through April, more than double last year. This is due to processes in place, locations for open space, labs and hospital settings. Jeremy noted that many of the workers are local to the county and to the Hudson Valley. He also noted that developing a sound stage in the county would allow for continuous filming and development conforming to union rules. In addition, education for training and certification of local workers would benefit the local workforce.

Jeremy reported that in the Bio-Med sector Pfizer has expanded the job base by 100 in the vaccine unit. Shuttle bus service from New York City to the campus is being tested. The site has an 800 strong workforce and will be meeting with County transit officials. Lynne inquired about internships in this sector, Jeremy will follow up,

Jeremy reported that in the manufacturing sector the CFA grants launched in March. Awards in Rockland went to Guardian Booth, Riviera Produce, Vitane Pharmaceuticals and Instrumentation Laboratory. Rockland received the highest grant amount in the Hudson Valley.

The Marist 2018 Job report showed Rockland with the highest private job growth outside Sullivan County at 2.4 The CBD industry has shown great interest in the county, due to the pharmaceutical infrastructure.

Jeremy also mentioned the Empire State Development grant to Centro de Amigos, a senior day care center in Haverstraw.

NYSDOL - Don Lucarello

As the quarantine order is so new, they are not sure of the implications for services based on SUNY/CUNY campuses. It was recommended that all Board members keep in touch for future developments. The DOL plans to continue assisting clients with contingency plans. One on one intake meetings will continue for the time being. Some services may be turned into group sessions.

Action Item:

Lynne Allen requested a motion to approve the agenda going forward

- Howard Hellman – motion
- Don Lucarello - second
- Approved

Action Item:

Lynne Allen requested a motion to approve the minutes from the last meeting

- Matthew Shelley – motion
- Ann Byne – second
- Approved

Financial Report

The report is attached. Seven months into year 5 and 45% of obligation has been spent. The requirement is for 80% to be spent by June 30th. Preparations are being made for the audit of March 2016 to Feb. 2020. Questions were asked and answered regarding line items including ITAs which reflect all spent and in progress. Management fees that have been spent through end of Year 4. Year5 spending will begin next month, and the carry over funds equaling 10% in case of delay in federal funding are in place.

The County Executive has approval of the fiscal agent and is still looking at RCC.

Rockland County Career Center - Bert Shillingford

Bert presented the report. Due to COVID-19 pandemic, the Palisades Center and Spring Valley Job Fairs have both been postponed. The April 7th RCC Job Fair is also to be postponed. Debi Thomas reported that The Career Center recently came through a monitoring by Kimmy So from DOL. Debi thanked Bert for delivering on all requests. The Workplace has also reviewed The Career Center's activities and will provide additional opportunities for engagement of its participants going forward.

Rockland Youth WIOA Program - Chris D'Ambrese

Chris presented the report. Stephanie will present at NYATEP. There were issues with reporting errors. OSOS will assist in correcting reporting errors in the Q4 report. Matt asked about evaluations for High School equivalency training. Chris stated that on intake, evaluation is the goal, and the new testing covers K to 12 in one exam, aligning to the Common Core. There was a discussion of Bootcamps and paid internships. The WDB will reach out to local business owners who may be interested in participating in an internship program.

WDB Report - Debi Thomas

The WDB is participating in the regional CFA grant. Westchester submitted the regional plan last week. DOL approved the local plan which was updated to 2021. Over 700 students attended the 21st Hudson Valley Career Day. Debi then discussed the Transition Plan for the move to BOCES July 1st. A priority is to make sure that all clients are kept informed of transition and that a summary of progress of all clients is made available.

Action item:

Lynne Allen requested a motion to approve the Transition Plan

- Matthew Shelley – motion
- Don Lucarello - second
- Approved

Action item:

Lynne Allen requested a motion to approve the Veterans Priority of Service Policy

- Howard Hellman – motion
- Michele Green – second
- Approved

Action item:

Lynne Allen requested a motion to approve the ITA Training Policy

- Don Lucarello – motion
- Bert Shillingford -second
- Approved

Lynne Allen reported that due to a new job, Nicole Anderson of Crystal Run resigned from the WDB Board and suggested that board members should reach out to contacts at Crystal Run for a replacement.

Action item:

Lynne Allen requested a motion to approve, with regret, the resignation of Nicole Anderson

- Matthew Shelley – motion
- Eileen Guzzo – second
- Approved

Michele reported on a collaboration with CVS that creates a workforce training facility, creating a mock store with for retail training. Lynne reported that at The Regional Workforce Symposium in Westchester, there were many foundations working with the business communities to find training opportunities.

Lynne urged Board members to reach out to their business partners to encourage employees receiving paper pay checks to look into setting up refillable debit cards due to the COVID-19 situation. Paper paycheck delivery may be disrupted.

The meeting was adjourned at 10:00AM.