

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

**Date:** Dec. 10, 2020  
**Time:** 8:00 to 9:00 AM  
**Location:** Virtual Meeting by zoom due to COVID-19 pandemic restrictions

**WDB Board Attendees:**

|                 |                    |                       |
|-----------------|--------------------|-----------------------|
| Ann Byne        | Renold Julien      | Robert Pitkofsky      |
| Bob Dutra       | Brian Levy         | Pat Rajala            |
| William Edwards | Don Lucarello      | Matthew Shelley       |
| Michele Green   | Kelly Maher        | Mary Shinick          |
| Eileen Guzzo    | Tom Ossa           | Sr. Kathleen Sullivan |
| Howard Hellman  | Gregory Parseghian | Jill Warner           |

**Absent:**

|                 |                  |                |
|-----------------|------------------|----------------|
| Lynne Allan     | Elena Hansen     | Robert Woodill |
| Joe Allen       | Thomas Scaglione |                |
| Kathy R. Canter | Ramon Solo       |                |

**Invitees:**

|                    |                  |            |
|--------------------|------------------|------------|
| Stephanie Compasso | Don DoBell Ph.D. | Dan Tauken |
| Chris D'Ambrese    | Jeremy Schulman  |            |

**WDB Staff members:**

|                |              |  |
|----------------|--------------|--|
| Phyllis Tucker | Debra Thomas |  |
|----------------|--------------|--|

**Rockland County Liaison:**

|                 |  |  |
|-----------------|--|--|
| Jeremy Schulman |  |  |
|-----------------|--|--|

The meeting was called to order at 8:34AM.

A motion was made to approve the agenda:

Howard Hellman – motion  
Michele Green – second  
Approved

A motion was made to approve the minutes from the last meeting:

Sr. Kathleen – motion  
Robert Pikofsky – second  
Approved

Michele Green introduced new board member Kelly Maher Regional Site Supervisor of Crystal Run Healthcare. Kelly is well known at BOCES as Crystal Run Healthcare has worked with graduates. Crystal Run is actively hiring within the county. The appointment has been approved by the County Executive.

A motion was made to approve new board member Kelly Maher

Brian Levy – motion  
Renold Julien – second  
Approved

### **Chair, Site Committee - Howard Hellman**

Howard deferred to Chris to give an update on the new location. Chris reported that the Career Center is up and running and that clients are being seen, both virtually and in person. The build out is nearly done and the two parking lots are established. Employees have their own entrance and due to Covid restrictions clients are being directed to the main door. The adult education room is upstairs and the disability entrance is near the parking. Within the building there is a reception area with a large monitor to promote events and partner agency events. There are five or six banks that are handicap accessible. There are workstations for partner agencies.

DOL and staff phones are connected and working.

DOL is located in the Cube Room. Eventually this area will house ten DOL staff members. Those members are still assisting with unemployment claims. The DOL computers are in.

There is also the Youth Center Room, and a Dislocated Adults Room

### **Rockland Works Career Center – Dr. Stephanie Compasso**

Stephanie presented pictures of the new location and explained that the DOL mandated sign was near the reception desk. Stephanie showed a picture and introduced the staff. Three staff members are working in the Adult Room. Renold asked if there are any Haitian American staff members to assist the large Haitian population. Stephanie explained that there are Haitian staff at the center in Spring Valley, funded in the OCFS program. Chris also reported that the Center services many of the Haitian community in concert with Spring Valley High School's literacy program.

Stephanie presented the Rockland Works Report (attached). She noted that not all findings had been entered in the Adult Measurable Skills Gains and that the numbers would be more accurate in the next report.

Tom Osso recommended that for youth interested in business, the Rockland Chambers of Commerce in Suffern and Nanuet would be an excellent resource.

Stephanie noted that the Rockland Works Policy and Procedure Manual was made available to the board members and would not be reviewed at this meeting. Michele Green noted that she had reviewed and made recommendations.

Stephanie noted that the ITA cap of \$3000 in the manual would need executive board approval to override.

Debi discussed the Eligible Training Providers list in the manual and making additions to the Eligible Training Providers list to make it fair for all clients.

Lynn proposed a motion to approve the Operators Multiple Role Agreement:

Don Lucarello – motion

Brain Levy– second

Approved

### **RC Director of Economic Development and Tourism - Jeremy Schulman**

Jeremy reported that the RBA is working on the alignment of the industrial sector and Rockland Works. There are 40 economic development projects, largely in warehousing, manufacturing, transportation and distribution which are improving, while hospitality and small businesses are struggling. While leveraging these additional markets would have a good economic impact on the county, Jeremy noted that there is still a focus on hospitality and tourism. Gregory commented that the hotel/restaurant/venue industry needed support as they have been very hard hit by the pandemic.

### **NYSDOL - Don Lucarello**

Don noted that there was not much to report, but that the staff was looking forward to moving in to the new Center location. They were awaiting finalizing of connectivity. The switch had been approved and will be installed at the beginning of the year. The staff are still doing unemployment processing work.

## **Financial Report –Dan Tauken**

The report is attached. As of Oct. 31<sup>st</sup> for PY19 it is month 16 of the 24-month budget, 8 months left. Ninety percent of the budget has been allocated. For PY20 there has been some delay in spending due to the pandemic. Eighty percent of the funds will need to be obligated by June 30<sup>th</sup>.

An important issue for budgeting is the allocation DOL wants with BOCES. Chris explained that the allocations is based on the amount of time employees are in the program. Adults 34%, Dislocated 23%, Youth 43%.

## **WDB Report – Debi Thomas**

The budget is all new and up to the board to authorize. Debi requests that the board look over it very carefully. The administrative budget is a flat 10% of the allocation. It is not a business-as-usual budget. The executive team is investigation reducing expenses. Howard and Matt are conducting a review. Prior to the pandemic projections were made based on 2018 and 2019. Unemployment was at an all-time low.

Debi reviewed the documents outlining the roles and responsibilities of the WDB in Rockland. These contain important information and could be used to bring others onboard. Robert Pitofsky offered to be the Compliance Officer, and Debi thanked him on behalf of the board. She urged board members to use the documents to engage community leaders to become board members, understand the need for employment opportunities and training.

A motion to approve the One Stop Schedule A was made:

Brian Levy – motion  
Howard Hellman – second  
Approved

Phyllis had sent out the One Stop Operator Schedule A agreement to the Executive Committee for discussion. They are working with DOL to develop an MOU and resolve all mandated partner issues. This is due by the end of February, and will need to secure all signatures, including the County Executive.

A motion to approve the One Stop Schedule A was made:

Brian Levy – motion  
Howard Hellman – second  
Approved

The official opening of the Career Center is scheduled for January of February depending on the severity of the pandemic.

## **National Disability Employment Awareness Month - Michelle Green**

Michelle reported that normally the annual event attracts 100 to 150 people but that was not possible due to the pandemic. This year Rockland and Westchester held individual events. The board an event on 10/23/2020. Fifteen businesses were honored.

## **Discussion Items**

It was noted that the contract with Larry Codispoti is part of the administrative budget.

## **Old Business/New Business – Jill Warner**

Jill agreed to pursue DOL grants to assist individuals with barriers to employment. Jill and Debi will collaborate on getting funds.

A motion was made to adjourn the meeting:

Jill Warner – motion  
Matthew Shelley – second  
Approved

The meeting was adjourned at 9:37AM.