



Rockland County

Ed Day, Rockland County Executive

OFFICE OF THE COUNTY ATTORNEY

11 New Hempstead Road
New City, New York 10956
Phone: (845) 638-5180 Fax: (845) 638-5676

Thomas E. Humbach
County Attorney

DATE: June 21, 2021

TO: LAURENCE O. TOOLE
Clerk of the Legislature

FROM: CHARLOTTE RAMSEY *CR*
Principal Assistant County Attorney

RE: ONE STOP OPERATOR AGREEMENT BETWEEN THE WORKFORCE
DEVELOPMENT BOARD OF ROCKLAND COUNTY AND ROCKLAND
BOCES

-----X
Attached for filing please find the executed Agreement. Thank you.

cc: Michael Drummond - Budget Specialist (via email/scanner folder)
Lynne C. Allan, Chair, (via email) Workforce Development
Board of Rockland County, Inc.
Lucy Redzeposki, Director, Economic Development & Tourism (via email)
Dr. Sarah Chauncey, District Superintendent, (via email)
Jennifer Profenna, County Executive's Office
File

CR/lp
Attachment
2021-00617



OFFICE OF ECONOMIC DEVELOPMENT & TOURISM

50 Sanatorium Road
Pomona, New York 10970
Phone: (845) 364-2172

To: Ed Day
County Executive

From: Lucy Redzeposki
Director of Economic Development and Tourism

Date: June 17, 2021

Re: One Stop Operator Agreement – July 1, 2020, Addendum

A Conflict of Interest Addendum is being requested to supplement the One Stop Operator Agreement dated July 1, 2020 between the Workforce Development Board of Rockland County and Rockland BOCES. The Addendum has already been signed by Lynne Allan, Board Chair and Dr. Sarah Chauncey, BOCES District Superintendent.

Your signature of the Conflict of Interest Addendum is needed to fully execute the document. Please review and sign the Agreement at your earliest convenience.

Thank you.

CONFLICT OF INTEREST ADDENDUM

This **Conflict of Interest Addendum**, effective July 1, 2020 and as stated herein, hereby supplements that certain Agreement for One-Stop Operator Services, effective July 1, 2020 by and between the Rockland County Workforce Development Board (RCWDB) and Rockland BOCES.

1. **One-Stop System-** The one-stop career service delivery system in the Rockland County Workforce Development Area (RCWDA) is known as Rockland Works American Job Center ("Rockland Works"). Rockland Works operates in a fully-certified comprehensive physical one-stop career center located in the city of Nyack. The Center provides a variety of services; employment, career, and training services under one (1) roof to assist job seekers and business alike.

2. **One-Stop Operator-**
 - a. In accordance with the Agreement, Rockland Works is operated by Rockland BOCES and the New York State Department of Labor (NYSDOL).

 - b. As the operator of Rockland Works, Rockland BOCES and NYSDOL will coordinate the service delivery of federally-funded employment and training programs and service providers in accordance with the Workforce Innovation and Opportunity Act (WIOA) and as set forth in the Agreement.

 - c. Collaborative operating leadership will be demonstrated through regularly planned monthly meetings between Rockland BOCES and NYSDOL.

 - d. Operating decisions will be decided by consensus. Stalemate issues will be reviewed by the RCWDB Executive Committee. The RCWDB will provide guidance to the One-Stop Operator on policy making.

3. **Roles of Member Agencies within Rockland Works-**
 - a. Rockland BOCES
 - See pgs. 6-9 of the One-Stop Operator Agreement

 - b. NYSDOL
 - Refer clients for career services

 - Provide most updated Rockland County labor market information

 - Provide career counseling to the unemployed

 - Provide OSOS training

4. **WIOA Firewall Structure and Requirements-** WIOA was designed to minimize organizational conflicts of interest through segregation of duties, disclosure, and recusal in order to foster public and partner confidence. In that regard, WIOA requires the following:

- a. Separation of duties among staff functions
- b. Responsibilities on multiple roles need to be communicated
- c. Recusals from voting on any related matters applicable to these other duties
- d. Physical and electronic access to information is restricted
- e. Independence of supervision over staff; and
- f. Confidentiality over information regarding documentation involved in these duties

5. **One-Stop Firewall Assurances-**

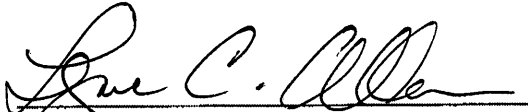
- a. The RCWDB sets policy for WIOA workforce services. The RCWDB director receives the policy and disseminates it down to the One-Stop Operator. The One-Stop Operator implements, coordinates, and monitors this policy. Each entity within the above described structure will function only within the sphere of authorized WIOA activities. Each entity will follow and adhere to the six (6) stated required components listed in Section 4(a)-(f) hereof.
- b. The RCWDB is a separate and distinct entity apart from the One-Stop Operator. It will be the responsibility of the RCWDB to monitor and ensure that the One-Stop Operator (a) does not perform any WIOA functions that should be directly administered by the RCWDB, and (b) performs all tasks and functions required under the Agreement.
- c. Since Rockland BOCES serves as both the One-Stop Operator and as a training provider, the services of Rockland BOCES will be separated out for review. See RCWDB approved Rockland Works Adult, DW, Youth and TAA Policies and Procedures Manual, the terms of which Manual are incorporated herein in full.

6. **Duty to Disclose-** Any individual subject to this Addendum who believes or suspects that his or her personal or financial advantage may be considered a conflict of interest, real or perceived, must disclose all material facts to the appropriate director and/or members of the relevant board or committee or appropriate agency manager. If the facts demonstrate that a real or perceived conflict of interest exists, the director, board chair or agency manager must require that the individual recuse him or herself from involvement in, or discussion or vote on, the matter at hand and will ensure that such

recusal is documented in the official minutes of the meeting or other pertinent agency document file.


IN WITNESS WHEREOF, the parties hereto have executed this agreement the day and year first written.

WORKFORCE DEVELOPMENT BOARD OF ROCKLAND COUNTY, INC.

By: 
Lynne C. Allan
Chair


Date: 6/15/21

ROCKLAND BOARD OF COOPERATIVE EDUCATIONAL SERVICES

By: 
Dr. Sarah Chauncey
District Superintendent

Date: 3/18/21

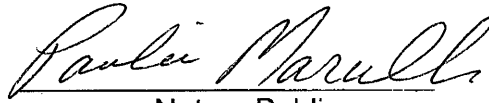
Approved, Accepted and
Agreed to by:


Ed Day
County Executive of
Rockland County, New York

STATE OF NEW YORK)
 ss.:
COUNTY OF ROCKLAND)

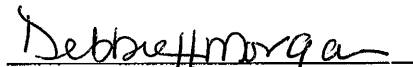
On the 15 day of ~~February~~ ^{June}, 2021 before me came Lynne C. Allan, to me known, being duly sworn by me, to depose and say that she is the Chair of the Workforce Development Board of Rockland County, Inc., a §501(c)(4) corporation; with an office address c/o RTCI, 14 Liberty Square Mall, Stony Point, New York 10980, and she executed the foregoing instrument on behalf of the Board of Directors.

PAULINE MARULLI
NOTARY PUBLIC, STATE OF NEW YORK
Registration No. 01MA6379366
Qualified in Rockland County
Commission Expires August 13, 2022


Notary Public

STATE OF NEW YORK)
 ss.:
COUNTY OF ROCKLAND)

On the 18 day of ~~February~~ ^{March}, 2021 before me came Dr. Sarah Chauncey, to me known, being duly sworn by me, to depose and say that she is the District Superintendent of the Rockland Board of Cooperative Educational Services, a municipal corporation, with an office address at 65 Parrott Road, West Nyack, New York 10994 and she executed the foregoing instrument on behalf of the Board of Cooperative Educational Services.


Notary Public

DEBBIE H. MORGAN
Notary Public, State of New York
No. 01MO6287874
Appointed in Rockland County
Commission Expires Aug. 26, 20 21