

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

**Date:** March 10, 2022  
**Time:** 8:00 to 9:00 AM  
**Location:** Virtual Meeting by zoom due to COVID-19 pandemic restrictions

**WDB Board Attendees:**

Lynne Allan	Brian Levy	Matthew Shelley
Joe Allen	Brooke Malloy	Mary Shinick
Michele Green	Tom Ossa	Sr. Kathleen Sullivan
Howard Hellman	Robert Pitkofsky	Robert Woodill
Renold Julien	Pat Rajala	

**Absent:**

Ann Byne	Eileen Guzzo	Ramon Solo
Bob Dutra	Kelly Maher	
William Edwards	Gregory Parseghian	

**Excused:**

Don Lucarello

**Invitees:**

Amy Albers	Chris D'Ambrese	Matthew Townsend
Larry Codispoti	Lucy Redzeposki	
Stephanie Compasso	Dan Tauken	

**WDB Staff members:**

Betty McAleer	Deborah Studnitzer	Debra Thomas
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The meeting was opened at 8:07 AM.

Lynn opened the meeting and welcomed everyone.

- A motion was made to approve the agenda:

Motion: Howard Hellman  
Second: Michele Green  
Approved

Lynn noted that the Board had been sent Brooke Malloy's resume, and that she was the founder of Rockland County Pride Center.

- A motion was made to approve Brooke Malloy as a member of the WDB of Rockland County for the 2022-2024 term.

Motion: Rob Pitkofsky  
Second: Brian Levy  
Approved

Debra explained the process of nominating and seeking county approval of a nominee to the Board, pending the final approval. Lynn requested Brook be invited to join the meeting.

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

Motion: Matt Shelley  
Second: Brian Levy  
Approved

## **Legal Update – Lawrence Codispoti**

Larry noted that work had been done on updating policies which would be discussed later in the meeting. He informed the Board that the one-year agreements for the One Stop Provider and the Fiscal Agent were coming to an end on 5/31/2022. The agreements were structured this way to ensure that the program was meeting its goals. The agreements permitted for two one-year extensions of the contracts, with a requirement of a review of the One Stop Provider every four years. Larry noted that all agreed that the program was working well. The Fiscal Agent had requested a two-year extension but this would require an amendment to the original agreements and it was his recommendation that the original agreement provisions be maintained.

Larry informed the Board that the State of New York was allowing RCC to do the fiscal audit. With these additional responsibilities the one-year extension made sense. In the past, RCC was the One Stop Provider, the Fiscal Agent, and a vendor. With that in place the State of New York preformed the audit. Due to Covid the one-year allocated funds were not expended and must be allocated by the end of June. There are no benchmark reports from the DOL. This is another reason for the one-year extension.

Debra reported that there had been two monitoring sessions since the One Stop Provider and the Fiscal Agent were put in place, with no findings. She noted that this was significant as this was during Covid and the build out of the new space. Debbie S expressed that the team was very responsive and easy to work with.

- A motion was made to approve a one-year extension of Rockland BOCES as the One Stop Career Center for Rockland County.

Motion: Howard Hellman

Second: Brian Levy

Approved

## **Lucy Redzeposki – Director of Economic Development and Tourism**

Lucy informed the Board that Guillermo Rosa has retired and been replaced by Mile Hoblin. Guillermo had always intended to serve for two terms.

Lucy discussed the Rockland County Small Business Assistance Grant Program. These grants are to assist with expenses incurred since March 2020. She noted that the program was opened and promoted and within one week there were 110 applications. At that point the online application process was closed, but additional applications continued to arrive by mail. There are limited funds for these grants, \$250,000. Grants between \$5,000 to \$15,000 will be awarded. Applications will be processed on a first in basis. Lucy noted that she had encountered real distress in those applying for these grants. The reason for offering these grants is to have a measure of flexibility in using the funds. Federal grants have very strict rules. It is hoped that the grants will be awarded by May. She asked that the Board for understanding that it will take some time to process these applications and some additional documentation may be needed.

Lucy noted that they are seeing applications from businesses across a broad range, from nail salons to pharmacies to architectural firms. Her office is looking in to other ways to help, including finding employees. They are also looking to put together a listing of all available federal grants.

## **Rockland Works Report – Stephanie Compasso**

Stephanie reported that Rockland Works was at fully in-person, mostly workshops. They are doing in-person orientation, which helps with agency assistance. Workshops on Resume Writing, Professional Dress, and Computer Skills, Saturday workshops are being offered to assist those who are employed. ITA funding is up, currently 39 clients have ITA funding. Funding from \$1,500 to \$7,000 courses have been approved.

They continue to work with Rockland Paramedics OJT and 7 students have been funded through ITA and, post certification, will be eligible to have half their salary, up to \$4,000 paid. There have been a lot of job placements, good paying, full time and self-sustaining positions.

There is a current Youth Connections Bootcamp that will be ending in April with Internships at the end of April and beginning of May.

Stephanie introduced Matthew Townsend, Coordinator of the GVP program. Matthew thanked the Board and noted that he had grown up in Spring Valley and was excited to be working on the program. He informed the Board that the program was providing 200 youth with training in Bio, IT, health care and hospitality. Bridges is the main partner, with 7 students, providing industry training. Rockland

Works is being utilized for soft skill training. Matthew said the program is anticipating doing a Job Fair, putting clients together with potential employers.

Additional financing was highlighted. The GVP grant has been extended to March of 2023 from New York State and two additional training partners identified. A disaster relief grant from the National Dislocated Workers has been awarded to assist employer who hire for Covid relief activities.

Finally, Stephanie updated the board on her recent interview with WNBC TV. The interview focused on unemployment and was scheduled to air March 9<sup>th</sup> but did not. She will forward the information on airing when available.

### **Financial Report – Dan Tauken**

Dan reminded the Board that the PY20 spending beginning in July 2020, lasting two years, should have been 80% obligated at the end of the first year. Due to the pandemic a waiver was issued last year. With five months left 82% has been obligated. Funding for PY21 is untouched after seven months and should be allocated by the end of June. Dan has no information on a new waiver being issued but discussions for that may begin soon. Dan noted that the ITA spending is very good.

- A motion was made to approve the Financial Report.

Motion: Michele Green  
Second: Matthew Shelley  
Approved

### **WDB Budget and Financial Committee Report – Matt Shelley**

Matt informed the Board that the committee consisted of himself, Brian Levy, and Kelly Maher. He stated that the purpose of the Committee is to monitor the monitor, noting that Dan is doing a great job and that the point was to provide checks and balances. Matt directed the Board to the Administrative Budget and hopes to have a more detailed report in September. He requested that counsel review the Cost Allocation Plan before its approval.

### **DOL Manager Report – Don Lucarello**

Debra Thomas informed the Board that Don had no internet access but wanted the Board to know that the DOL was hiring with the hopes of bring staff levels back to pre-pandemic counts.

### **Diversity, Equity, and Inclusion Committee Report – Michele Green / Robert Pitkofsky**

Michele and Rob reported on the efforts to hire a Disability Resource Coordinator. After one round of interviews, with one candidate accepting another position and another declining the position it has been decided to reevaluated the role, considering work from home and working hours to make it more attractive to potential candidates.

Michele reported on a presentation to be presented to business associations in the community, such as the Rockland Business Association. The committee has been pleased with the responses so far, noting that there is a lot of useful information in the presentation. Michele hopes to be able to let the Board know in June how additional group presentations went.

Debra noted that the presentation illustrates the connection of the DEI Committee to the business community.

Debra also informed the Board that the coordinator position was covered under a three-year grant from DOL. The finds are assigned to the WDB and it is a BOCES position. BOCES does the initial screening. This is intentional with the goal of reflecting the community being served.

- A motion was made to approve the change the name of the NY SCION (New York Systems Change and Inclusive Opportunities Network) Committee to the Diversity, Equity, and Inclusion (DEI) Committee

Motion: Robert Pitkofsky  
Second: Brian Levy  
Approved

- A motion was made to approve adjusting the title of Disability Resource Coordinator to Rockland Workforce Resource Coordinator.

Motion: Robert Pitkofsky  
Second: Howard Hellman  
Approved

### **Rockland County Workforce/Economic Development Collaborative – Joe Allen**

Joe reported on the Nonprofit Initiative Hub, a group of 12 offices and common space located in the Stony Point Conference Center's 34-acre campus. The space provides a small video studio and communication and online meeting facilities

The goal of the hub is to provide a non-competitive space for non-profits to work alongside each other and share best practices. This exciting opportunity is an intellectual collective, providing training and internship. It also provides access to the north Rockland community and allows nonprofits to either locate their headquarters or provide satellite offices.

Joe noted that they are hoping to launch in the spring or early summer.

Debra informed the Board that PC Magazine has showcased Stony Point as a best place to work from home. Sr. Kathleen noted that the Hub seemed like a great place for student internships.

### **Action Items**

- Motion to approve the 2022 NYS Department of Labor Local Workforce Development Board (LWDB) Biennial Recertification:

Motion: Howard Hellman  
Second: Brian Levy  
Approved

Debra informed the Board know that the activities and members of the Board come with responsibilities and needed to comply with mandates and adhere to proscribed rules.

- Motion to approve the Procurement Policy

Motion: Brian Levy  
Second: Michele Green  
Approved

Debra noted that the updated Policy came from the fiscal audit with Joys Matthew. The past policy was specific to RCC and needed to address Rockland Works, again acknowledge the legal and fiduciary responsibility of the Board.

- Motion to approve the WDB of Rockland Property Management Policy

Motion: Thomas Osso  
Second: Michele Green  
Approved

This update also was the result of the fiscal audit, and a list of assets at Rockland Works needed to be provided.

- Motion to approve updated Gaining Vision and Potential (GVP) Youth Incentive Policy

Motion: Brian Levy  
Second: Howard Hellman  
Approved

- Motion to approve Spring 2022 ITAs: 3 @ \$2500 (\$7500 total) for CDL A program at RCC

Motion: Matthew Shelley  
Second: Brian Levy  
Approved

- Motion to approve Rockland News publishing information from Rockland Works and Rockland Work websites

Motion: Renold Julien  
Second: Pat Rajala  
Approved

Tom Osso let the Board know that news and press releases are aggregated on the website.

### **WDB Report – Debi Thomas**

Debra noted that all the information on her report was posted to the website, and referred the Board to them. She noted that they have been advocating with legislators for flexibility in spending and gave the example of expending funds for youth transportation to alleviate one of the barriers to employment. They are also advocating for a six-month window of opportunity. Many clients are reluctant to take employment, fearing loss of benefits such as child and health care.

Debra referenced the ITAs and the need to monitor the ITAs and get feedback from the business community to ensure that the training was appropriate. She cited the current need for CDLs, a change from the past.

Debra also requested that Board members share *The Pulse* widely as the goal of the newsletter is to communicate with the business community.

Debbie S requested that Board members provide ideas for *The Pulse*, with the understanding that the items are intended to be small and provide links to other resources. She also updated the Board on events, noting that the WDB will be making presentations to the RBWN and RBA, to educate them on referrals and promote the services that are available.

She noted that the Board had been asked to sign the Conflict-of-Interest forms using DocuSign and thanked Stephanie for assisting in setting that up,

Debbie let the Board know that Howard Hellman is working with Rockland Works to redefine job descriptions to encourage experienced workers to seek training and return to the job market.

The next WDB meeting was discussed and it was noted that hopefully the June meeting could be an in-person outside meeting. Feedback from the Board was requested.

Renold let the Board know that a fund raiser was being planned for April 2<sup>nd</sup> to raise funds to send two doctors, two nurses and a mobile clinic to Haiti.

- A motion to adjourn was made.  
Motion: Brian Levy  
Second: Matt Shelley  
Approved

The meeting was adjourned at 9:31AM.