

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

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

WDB Board Attendees: Rachel A Adler Brian Levy Robert Pitkofsky
Lynne Allan Don Lucarello Matthew Shelley
Michele Green Kelly Maher Sr. Kathleen Sullivan
Howard Hellman Tom Ossa Robert Woodill

Absent: Joe Allen William Edwards Mary Shinick
Ann Byne Renold Julien Ramon Soto
Bob Dutra

Excused: Eileen Guzzo Gregory Parseghian Pat Rajala
Brooke Malloy

Invitees: Amy Albers Chris D'Ambrese Phyllis Morena
Larry Codispoti Michael Hoblin Kevin Stump
Stephanie Compasso Eileen McClarnon Dan Tauken

WDB Staff members: Betty McAleer Deborah Studnitzer Debra Thomas

The meeting was opened at 8:07 AM.

Lynne opened the meeting and welcomed everyone. She began by congratulating Rob Pitkofsky on his new position as Section Chief, NYS Office of the Attorney General's Civil Recoveries Bureau. She also welcomed new member Rachel A. Adler, newest representative of the Mid-Hudson Valley, NYSDOL. She also welcomed Michael Hoblin, Deputy County Executive, County of Rockland and Kevin Stump, Vice President of Economic Mobility and Workforce Innovation, SUNY Rockland.

Michele Green then made introductions and congratulations mentioned for Sister Kathleen Sullivan on the newly elevated status of Dominican University NY.

- A motion was made to approve the agenda:

Motion: Brian Levy
Second: Howard Hellman
Approved

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

Motion: Brian Levy
Second: Sr Kathleen Sullivan
Approved

Legal Update - Lawrence Codispoti

Larry reported that they are working on finalizing a one-year extension agreement of the one stop operator agreement with Rockland BOCES and the fiscal agency agreement with Rockland Community College. Also, they have been working with BOCES on finalizing the Memorandum of Understanding with regards to the Gun Violence Prevention program, to ensure that those incorporate all the necessary provisions related to the relationship of the WDB, the one-stop operator and the third-party providers.

Larry also reported that they have been working with Matt Shelley regarding various conflicts of interest. Larry noted that later in the meeting there would be a series of resolutions proposed to deal with those conflicts of interest that have been reported by stakeholders. In addition, there is an acknowledgement form that they will request any board member with an actual financial conflict of interest to sign, acknowledging the conflict if the board determines to grant a waiver. These relate to the requirement of any service a board member preforms for the board for compensation, be done at or below fair market rate. The service must also be unique.

Matt commented that he had reviewed the Conflict-of-Interest form and found it fair. He further explained that the aim was to mitigate risk, by naming the conflict, and to place parameters around it, such as a financial cap.

- A motion was made to accept the Conflict-of-Interest form as presented by legal counsel:
Motion: Howard Hellman
Second: Michele Green
Approved

Rockland Works Report - Stephanie Compasso

Stephanie acknowledged that the program year ends on June 30th. and her report focused on what had been done during the program year beginning July 1, 2021 and ending June 30, 2022. Some numbers may change slightly before the end of the month. Stephanie will send out a final report after the close of the year.

Stephanie reviewed the report submitted to the board. She noted that it was the second year of BOCES being the one-stop operator for the career center. This year a lot of the work was able to be accomplished after a lot of virtual work during 2020. This year they have been able to expand on the work.

Stephanie discussed the funding sources, including several that came through the WDB.

Under the WIOA Grant there are four areas of concentration and multiple services customers can access. This year they were able to open the resource room and hold workshops in person. Under basic services anyone can access them as there is no income consideration for those services. It is under individualized services, such as the ITA and on the job training that income becomes a factor. As of the end of May, 84 ITAs had been approved, \$115,000 worth of training. Stephanie reviewed the breakdown of customers as reported.

She noted that the over 100 job placements did not include those individuals who had used basic services or attended a job fair and found a job. These numbers include those who counselors have worked with.

Stephanie outlined some of the events and partnerships that have been employed, including two events at the Palisades Center and a new partnership with Finkelstein Library, holding weekly meet and greet between Spring Valley residents and employers. Stephanie noted that they are hoping to expand that to

Haverstraw next year. The biggest goal for the year was to develop the Business Services, doing more events in person at the center.

Youth Services were outlined with Stephanie informing the board that there had been three cohorts of training for youth and a fourth to be started in July. She discussed the mentoring services, which partners youth with employers in their field.

Stephanie discussed the National Dislocated Workers grants secured through the WDB. The emergency relief grant is being wrapped up. That grant was only to be used for training of dislocated workers who were impacted by Covid 19, and can be used only for ITAs. These funds must be spent by September of 2022 so they are focusing on completing that expenditure. The CDL class seems to be very popular. As an example, a customer who completed the CDL class was offered a job at \$100,000 with a \$10,000 signing bonus.

The Disaster Recovery Grant is to assist agencies who are providing services for Covid 19 relief. These funds must be spent by March of 2023. The center is working with three agencies and the contracts are being developed. This is a reimbursement-based grant, so agencies that hired to complete the work can be reimbursed for the work they have done.

Stephanie next addressed the two population specific grants, The Gun Violence Prevention Grant, being called the Gaining Vision and Potential program. They have contracted with three agencies, Bridges, Good Game Lounge, and Society for the Arts. Currently there are over 25 youth involved in the program. This grant runs through March of 2023.

Finally, Stephanie discussed the NY-SCION Disability Resource Coordinator. A DRC must be hired and Stephanie has met with DEI committee to get a good sense of who the person should be.

Stephanie highlighted a quote from a youth customer, acknowledging the assistance that Rockland Works had provided him.

Stephanie outlined the goals for program year 2022, noting that community's awareness was a goal. To achieve this, they would be participating in more community events and being more visible within the community and serving more businesses. Another goal was to develop a strong on the job training program and enhance the job seeker services, contracting with two agencies that can develop additional workshops at the centers Enhancing youth services and partnerships. Another big focus is on DEI and continuing to evaluate and improve services to ensure diversity, equity, and inclusiveness. This includes hiring more bilingual staff, and assuring translation lines. The DRC will play an important role.

EMT-B Program Graduate Alexandra Robertson

Stephanie introduced Alexandra Robertson as a graduate of the EMT-B program that began in February, in partnership with RCC. Stephanie noted that all seven of the funded students had successfully passed the State exam, all are now certified EMTs. All are employed with Rockland EMTs.

Alex explained that she had seen a news story on News 12 about the EMT program in Rockland County. She contacted the career center and was welcomed and assisted with the paperwork to enter the program. The instructors were wonderful and responsive.

Alex explained that she had joined her local ambulance corps at the age of 14 and had always been interested in helping people. After passing the State exam, Alex was offered full time employment as an EMT with the Rockland EMT service.

Matt asked Stephanie if anything had changed with the GVP due to current events. Stephanie noted the Rockland County program has been extended through March of 2023 and they are working on expanding the program to other areas in Rockland, by partnering with other agencies in the area that are also affected. As a prevention program it should be expanded into areas that may not have high incidence of gun violence.

The Society for the Arts and Good Game Lounge are very connected to the community and plan on using funding to hold community awareness events.

Debi noted that there are moneys within New York State for SNUG outreach, but none in Rockland County. Senator Melnick contacted them; he might be able to come up with additional resources. The WDB worked with Rockland Works, the Haverstraw Center, and the Youth Bureau to develop a plan as a collaborative to share best practices, and do professional development to expand the capacity within Rockland.

Michele noted that a presentation from the Getting the Winning Edge conference that might be very beneficial to Rockland Works customers.

Debi noted that initially the County of Rockland had been a big player, but had been awarded other resources and could not double dip. This allowed Stephanie to seek out other partners.

Lynne thanked Stephanie and Alex for their presentations and introduced some action Items.

- Motion to approve \$15,296 of excess costs for Individual Training Accounts (ITA) Spring 2022 Waiver Requests:
Motion: Matthew Shelley
Second: Michele Green
Approved
- Motion to approve Updated Rockland Works Policy and Procedure Handbook:
Motion: Matthew Shelley
Second: Howard Hellman
Approved

Matt and Chris both noted that the activates these funds support are life changing to the customers they serve.

- Motion to approve Updated Gun Violence Prevention Grant Initiative Incentive Policy:
Motion: Howard Hellman
Second: Michele Green
Approved
- Motion to approve Updated Gun Violence Prevention Grant Initiative Supportive Services Policy:
Motion: Howard Hellman
Second: Brian Levy
Approved
- Motion to approve GVP contracts vetted by legal counsel and Executive Committee:
Motion: Matthew Shelley
Second: Brian Levy
Approved
- Motion to approve Rockland Works Spend Down Plan 3/15/22

Motion: Howard Hellman
Second: Brian Levy
Approved

- Motion to approve extension agreement of Rockland Community College as Fiscal Agent
Motion: Sr. Kathleen Sullivan
Second: Brian Levy
Approved

Lynne noted that the WDB had worked with Joys Matthew from DOL and would continue to assist from an audit standpoint, and the board would continue to do audit functions.

- Motion to approve Rockland Works satellite office at WDB office, 14 Liberty Square Mall, Stony Point:
Motion: Tom Osso
Second: Brian Levy
Approved

Conflict of Interest Forms Approvals:

Matt led the discussion of identifying conflicts of interest and putting mitigants in place, the acknowledgement form signed by both the board and the party involved. In some cases, putting caps around items.

Before the motion on each party involved was taken, they were placed in the virtual waiting room and readmitted to the meeting once the motion voting was completed.

- Motion to approve Debra J. Thomas and Deborah Studnitzer
Motion: Howard Hellman
Second: Tom Osso
Approved
- Motion to approve Michele Green
Motion: Brian Levy
Second: Tom Osso
Approved
- Motion to approve Brooke Malloy
Motion: Lynne Allen
Second: Sr Kathleen Sullivan
Approved
- Motion to approve Tom Ossa
Motion: Brian Levy
Second: Lynne Allen
Approved

Tom was required to complete a Conflict of Interest Acknowledgement form.

Rockland Community College Collaboration Report - Kevin Stump, Vice President of Economic Mobility and Workforce Innovation, SUNY Rockland

Kevin noted that he had been on the job for three months and would discuss background policy. He discussed the changing nature of employment and the need to think on a bigger scale, focusing on economic development across the Hudson Valley and using data to make decisions.

Michele noted that the EMT course was an impressive start. It was stated that more courses in the priority sectors would be developed, using the EMT course as the model. Kevin stressed the need to assign credentials to the courses.

Debi welcomed Kevin and noted that he knew all the leaders in the federal workforce development sphere and would be an asset.

Financial Report - Dan Tauken

Dan reviewed the Financial Report, noting that it was a snapshot of the first ten months of the program year. He again stressed that the rules of expenditures required that 80% of the funds should be obligated by June 30th. The DOL is accepting requests for waivers of that requirement but has not ruled.

Dan noted that Program Year 20 was all spent by April 2021. The focus was on getting the obligated funds up by the end of June.

WDB Budget and Finance Committee Report - Matthew Shelley

Matt informed the board that the Finance Committee consisted of himself, Brian Levy and Kelly Maher. They had reviewed the financial documents and had seen a 4% increase in some line items. This was due to utilization and inflation. Matt noted that the purpose of the Finance Committee was to provide checks and balances on the operations of the WDB. Matt reported that everything checks out.

Lynne thanked the committee for their work.

Debi also thanked Dan for the wonderful work that he does in coordinating and gathering records and documents from many sources.

- A motion was made to accept the financial report:
Motion: Michele Green
Second: Howard Hellman
Approved

DOL Manager Report - Don Lucarello

Don reported that his office was transitioning back to in-person work. While most of the staff had been assisting with unemployment claims, Don hopes that by September all staff will be back on DOL work. The office will still be remote and doing telework a few days a week.

Don informed the board that many of the offices in the Hudson Valley would begin to be opened to the public, while others were waiting for authorization.

Diversity, Equity, and Inclusion Committee Report - Michele Green

Michele provided a follow-up report on the virtual meeting in March focusing on hiring qualified candidates with disabilities. She noted that 84 employers were in attendance and that the work in this field

is ongoing. She informed the board that accessible job fairs are seeking employers interested in inclusive hiring practices.

Michele mentioned that she is collecting nominations for the NDEAM Awards to be given out during NDEAM Awareness month in October.

Michele reviewed the Getting the Winning Edge conference speeches and workshops highlighting those regarding employment and its impact on benefits such as social security and new assistive technologies in the workplace.

WDB Virtual Report and Resources - Debra J. Thomas

Debi reviewed all the virtual reports with resources provided to the members of the board and asked that they read them. She noted that the WDB has been conducting quarterly meetings with Stephanie. In June they also met with the fiscal monitor to review practices. She observed that the increased cap in ITA funding will provide more flexibility to training opportunities.

She directed the boards attention to YouthFest that will be held at the Boulders stadium on Sunday June 12th. This event will offer a showcase of services available to families in the county.

Debi pointed out that the Palisades Center will be holding an in-person Job Fair as will malls around the Hudson Valley.

- A motion was made to adjourn the meeting:
Motion: Lynne Allen
Second: Howard Hellman
Approved.

The meeting was adjourned at 9:37 AM.

The board was asked to note the dates of the remaining WDB meetings for 2022; September 8th and December 8th.