

Town of Hempstead/City of Long Beach Local Workforce Development Board Meeting Minutes

HempsteadWorks Career Center

June 12, 2019

I. Welcome and Introduction

The meeting was called to order at 9:39 A.M. by Henry Graber, Chairman of the Town of Hempstead/City of Long Beach Local Workforce Development Board (LWDB), who asked the attendees to introduce themselves.

II. Review of Minutes

Mr. Graber indicated that all members had receive a copy of the minutes from the LWDB meeting dated January 16, 2019. He allowed a moment for review of the minutes and asked if there were any changes or corrections necessary. A motion to approve the minutes was offered by Elvira Lovaglio-Duncan, seconded by Mark Goldstein, and approved by the Board.

III. Commemoration for Henry Graber, CPA and Dr. Richard Dibble

Commissioner Becker stepped forward to commemorate both Dr. Richard Dibble and Henry Graber. Mr. Becker honored the late Dr. Dibble for his influence and participation over the years as a member of the Board and service as the Chair of the Youth Standing Committee. He invited Ana-Maria Hurtado to present Dr. Dibble's wife, Josephine Estrada, with a Leadership Award. Ms. Estrada also commended Dr. Dibble for his dedication to the HempsteadWorks programs.

Next, Mr. Becker honored Mr. Graber serving as the Chairman of the Board for forty years. He thanked Mr. Graber for volunteering his time, leadership and advocacy for HempsteadWorks. He invited Ms. Hurtado to present Mr. Graber with a Leadership Award. He said that he enjoyed his time working for HempsteadWorks, which has had a tremendous influence over the community.

IV. Election of New Officers

Mr. Graber indicated that each Board member received a nomination form for a slate of new officers for the Board. The election proceeded as follows:

- Mr. Graber announced that Mark Goldstein was nominated for the position he currently holds as Recording Secretary. Mr. Becker offered a vote, which was seconded by Elvira Lovaglio-Duncan, and approved by the Board.
- Mr. Graber announced that Ms. Lovaglio-Duncan was nominated for the position of Vice Chair of the Board. May-Whei Lin offered a vote, which was seconded by Sara Griffith, and approved by the Board.
- Mr. Graber announced that Alan Nachman and Ms. Griffith were both nominated to serve as Chair of the Board. Mr. Nachman had elected not to serve as chair, so

Mr. Becker offered a vote for Ms. Griffith to become chair. The vote was seconded by Ms. Lin and approved by the Board.

V. In-School Youth and Out-of-School Youth Requests for Proposals

Ms. Griffith said that in the May 16, 2019 Youth Standing Committee meeting, the Requests for Proposals for Youth programs were reviewed. The proposals involved the Workforce Innovation and Opportunity Act (WIOA) Year-Round Youth program, the TANF Summer Youth Program, and the Out-of-School Youth program. She invited Sal Scibetta to present the recommendations regarding the proposals.

Mr. Scibetta explained that youth are given jobs for the summer component of the In-School Youth program, which will last from July 5, 2019 to August 16, 2019. They will earn \$12.00 an hour. The fact sheets that were mailed to each Board member break down the budget for the summer program, which includes student and program coordinator wages for each location. He said that the Youth Standing Committee recommended that the WIOA Year-Round Program and the Temporary Assistance for Needy Families (TANF) program proposals be approved. Ms. Lin asked why there is a year-round program and a program which only has the summer component. Edward Kenny responded that the year-round program is most intensive during the summer, but throughout the year, coordinators submit a quarterly report on the youth. TANF funding for the summer is stand alone.

Ms. Griffith recused herself from approving the recommendation. Ms. Lovaglio-Duncan offered a motion to approve the recommendations, which were seconded by Mr. Goldstein, and approved by the Board.

Mr. Scibetta continued that in the Youth Standing Committee meeting, Elizabeth Ajasin discussed the Request for Proposals process for Out-of-School youth programs. Services to these youth include the WIOA youth elements, and the two organizations to submit proposals were Nassau BOCES and EAC Network, Inc. He said that the Youth Standing Committee recommended that the Board approve the Nassau BOCES and EAC proposals. Ms. Lin offered a motion to approve the recommendations, which were seconded by Ms. Lovaglio-Duncan, and approved by the Board.

VI. Release of Information Policy

Ms. Griffith indicated that WIOA requires that the Board develop a policy regarding the Release of Information between WIOA Partner Programs. The draft policy was mailed to each Board. Elizabeth Ajasin explained that there are a number of required partners under WIOA, such as the New York State Department of Labor, Temporary Assistance for Needy Families (TANF) and Job Corps. There are instances when one partner program determines that a participant can benefit from services provided by another partner. Technical Advisory (TA) #19-1, which was mailed, requests use of a universal release form to obtain consent from a participant to share their information with another

partner. The TA has attached to it an interagency release of information form and instructions on how to complete the form.

Ms. Ajasin indicated that HempsteadWorks has drafted a policy for the release of information between WIOA partner programs, and that it is in accordance with the TA. The draft policy breaks down the procedure for administering the release from to the participant, including information staff should explain to the participant, as well as instructions on how to complete the release form. She added that we are seeking a motion for the Board to approve the policy. Ms. Lin suggested that a staff member from each agency should be listed as the point of contact. A motion to approve the draft policy with Ms. Lin's suggestion was offered by Ms. Lin, seconded by Mr. Goldstein, and approved by the Board.

VII. Budget Summary for PY'19

Ms. Griffith introduced Kurt Rockensies, DOOR Fiscal Manager, who discussed the DOOR budget for Program Year 2019. Mr. Rockensies said the budget is preliminary, but he explained DOOR's available funding for PY'19, which includes funds under the Workforce Innovation and Opportunity Act (WIOA) and from other grants. WIOA formula funding has increased since last, and Mr. Becker asked why there has been an increase. Mr. Kenny responded that because it is a formula, funds depend on different variables, including the unemployment rate. Mr. Rockensies also explained DOOR's expenses, which are comprised of staff salaries and fringe benefits and its contracted services. He asked for a motion for the Board to approve the budget. A motion to approve the minutes was offered by Mr. Goldstein, seconded by Ms. Lovaglio-Duncan, and approved by the Board.

VIII. Request for Proposals – Update

Mr. Rockensies explained that as a federally-funded program, DOOR is required to procure vendor services through a competitive process. DOOR published public notices for requests for proposals (RFP) and have a Procurement Committee to review all submissions. The RFP spreadsheet that Board members had received in the mail is a list of all the RFPs that were published and the purpose of the RFP. The spreadsheet also lists submission scores, vendors selected by the Procurement Committee, and the contract amount for each vendor. For Program Year '18 and '19, DOOR has procured One-Stop Staff Services; Career and Computer Skills Workshops; In and Out-of-School Youth Services, which required Board approval; Workforce Development Staff Services; and DEI Consulting Services. Mr. Rockensies explained that are RFPs that are still pending, meaning that either the due dates for submissions have not passed or the submission is still in review.

IX. Quarterly Desk Review Summary for 1st Quarter of PY'18

Ms. Ajasin explained that the New York State Department of Labor has established a new quarterly reporting process, and it requires that the report be shared with the Board.

This summary page is of the most current report pertaining to the WIOA youth program, covering the last fiscal year, and the first quarter of the current year. As the report summary indicates, no corrective actions were required.

X. Workforce Development Initiative – Consolidated Funding Application (CFA)

Ms. Griffith invited Elizabeth to discuss the CFA. Ms. Ajasin explained that Governor Cuomo recently released the Workforce Development Initiative, which is an initiative that will invest \$175 million around the state for workforce development. Awarded CFA projects would have demonstrated regional efforts that will target business' short-term workforce needs, long-term industry needs, improvement of talent pipelines and workplace learning opportunities expansion.

HempsteadWorks is eligible for the Workforce Solutions Program, a funding option which will enable regions to work together to increase the number of skilled workers in key sectors through partnerships. Mr. Kenny added that because businesses are eligible for funding under the CFA, we should share the funding opportunity with the business community.

XI. Opioid National Dislocated Worker Grant (Opioid NDWG)

Ms. Griffith invited Yvonne Morrissey to discuss the grant. Ms. Morrissey explained that the Board was recently awarded funds to conduct the Opioid National Dislocated Worker Grant, the purpose of which is to serve individuals impacted by the opioid crisis by helping them reintegrate into the workforce. Participants under the grant will be trained for jobs in the Healthcare and Social Assistance industry sector, such as Medical Assistants, Credentialed Alcohol and Substance Abuse Counselors, and Nurse Assistants.

Mr. Becker asked what the time frame of the grant is, and Mr. Kenny responded that the grant will be in effect until December 2020. He added that we are looking for referrals of individuals who can benefit from services under the grant.

XII. Disability Employment Initiative Grant (DEI) – Round – 8 – Update

Ms. Griffith indicated that the New York State Department of Labor conducted a site visit to review our DEI grant on April 18, 2019. She said that a copy of the report issued from the Labor Department based on the visit was mailed to each Board member.

Maria Lombardi, the Disability Resource Coordinator, shared an email she received from Kerry Wiley, the Project lead. In the email, Ms. Wiley commended HempsteadWorks for the work we are doing and to inform us that we of the three regions under the grant, we are the leader in One-Stop Operating System (OSOS) reporting. Ms. Wiley also mentioned that a PowerPoint Ed Kenny created to showcase project activities, progress and outcomes, should be used as a format for the other two local areas also awarded funding under this grant.

Ms. Griffith commended Ms. Lombardi for all her hard work and dedication toward meeting the outcomes of the grant. Ms. Lombardi thanked her and commended everyone because it has been a team effort.

XIII. Long Beach Adult Learning Center Project

Ms. Griffith indicated that the Long Beach Adult Learning Center provides services to HempsteadWorks under a One-Stop Staff Services contract. HempsteadWorks has made recent efforts to expand our presence in Long Beach. She invited Gina Reddock and Lisa Wright to discuss the project. Ms. Reddock announced that the center will be soon be celebrating its 50th year. In Long Beach, the Center provides case management and careers services. The Center is partnering with the City of Long Beach to also provide services at the Martin Luther King, Jr. Center and the West End. The Center has also acquired new furniture and resource room and has created a mobile lab with new computers.

Ms. Reddock thanked HempsteadWorks for providing added services, furniture and equipment to the Long Beach area. She said that many customers would be able to benefit from the career services without having to travel all the way up to Hempstead. Ms. Wright said that they will provide HempsteadWorks with their list of workshops so that it can be added to the HempsteadWorks calendar and website. Ms. Lovaglio-Duncan asked what a mobile lab is, and Ms. Wright responded that it is a way of transporting computers and other resources around.

XIV. YouthBuild

Ms. Griffith explained that YouthBuild is a federally-funded program whose purpose is to enable disadvantaged youth to obtain education and employment skills necessary to achieve economic self-efficiency in in-demand occupations and postsecondary education and training opportunities. HempsteadWorks and YouthBuild will be collaborating in the upcoming program year. Ms. Griffith introduced Jenette Adams from United Way to discuss the program.

Ms. Adams explained that YouthBuild had received a grant to service participants in Hempstead. The program runs with the purpose of rebuilding their communities. The program runs on a 9-12 month cycle where the participants receive formalized education and vocational training. The youth learn to build homes and conduct home energy audits. After the program ends, the youth are given a 2-year follow up. In Fall 2019, YouthBuild will be using a room at HempsteadWorks to run the program in Hempstead. The program will conduct interviews and TABE Testing. Mr. Kenny added that the room will be equipped with desks and computers.

Ms. Adams also explained that the focus on the program will be on Hempstead Village residents, but youth from other areas can also be served. YouthBuild will be holding an Open House program that will be held at HempsteadWorks in August.

XV. Old Business

No old business was discussed.

XVI. New Business

Several new business items were discussed:

- 1) Ms. Lin announced that the New York State Department of Labor has added a new feature to the NYSDOL Job Bank where they can search for temporary and seasonal jobs.
- 2) Ms. Morrissey announced that HempsteadWorks will be hosting an orientation Nassau Community College's Utility Readiness for Gaining Employment for Non-Traditionals (URGENT) program. Previous program cohorts had run for women and veterans, but the next cohort will train youth to qualify for an interview with utilities companies. The orientation is schedule for Monday, July 1 from 10 A.M. to 12 P.M.
- 3) Deirdre Duke announced that Northwell Health has launched a new cohort for the Community Health Worker Program, a training program that equips participants with the necessary skills to work as a frontline public health worker. This is the fifth cohort under a three-year grant.

XVII. Adjournment

A motion to adjourn was offered by Ms. Lovaglio-Duncan, seconded by Mr. Goldstein and approved by the Board. The meeting was adjourned at 11:12 A.M.