

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

HempsteadWorks Career Center

October 2, 2019

**I. Welcome and Introductions**

The meeting was called to order at 9:34 A.M. by Elvira Lovaglio-Duncan, Vice Chairperson 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**

Ms. Lovaglio-Duncan indicated that all members had received a copy of the minutes from the LWDB meeting dated June 12, 2019. She 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 Mark Goldstein, seconded by Veronica Rose-Craig, and approved by the Board.

**III. Opening Remarks**

Ms. Lovaglio-Duncan invited Commissioner/WDB Director Eric C. Mallette to give the opening remarks. He commended all the attendees for their work and service at their respective organizations. He says that these efforts are meaningful to members of the community, and that he is honored to be a part of the One-Stop Career Center system.

**IV. Recognition Award for Mark Goldstein**

Commissioner Mallette stepped forward to commemorate Mark Goldstein. He honored Mr. Goldstein for his participation on the Board and service as the Executive Secretary. He thanked Mr. Goldstein for his leadership and for volunteering his time to serving the community. Mr. Goldstein thanked the Board for his award and explained the nature of his business, M.G. Productions.

**V. Empire State Poverty Reduction Initiative Grant Success Story**

Ms. Lovaglio-Duncan explained that in 2018, HempsteadWorks was selected to be a part of the Empire State Poverty Reduction Initiative Grant (ESPRI). Our project, New Village Pathways, addresses the high unemployment and poverty rates in the Village of Hempstead. She invited Keith Martin, an ESPRI participant, to share his success story.

Mr. Martin stated that he is an ex-felon who had learned about HempsteadWorks at a release orientation at the Department of Parole. He visited HempsteadWorks and registered as a participant under the grant. He worked with career counselors Jeanie Robano-Stocker and her trainees Annette Spradley and Deidre Washington. Mr. Martin gave honorable mention to these individuals because they were compelled by his story

and went above and beyond to help him. Ms. Robano-Stocker worked with his parole officer to allow him to earn his driver's license and to gain admission to the Community Health Worker program at Nassau Community College. Mr. Martin has completed the program and has several job interviews this week. Ms. Robano-Stocker added that Mr. Martin is hard-working, determined, and a pleasure to work with.

Cara Longworth commented that the Long Island Regional Economic Development Council (LIREDC), which is coordinated by the Long Island Regional Office of New York State Empire State Development (ESD). In its 2-19 Progress report, entitled: "State of the Region: Breaking Down Barriers," the LIREDC has identified the formerly incarcerated as a priority group to benefit from meaningful, living-wage employment opportunities with opportunities for advancement.

## **VI. Policies**

Ms. Lovaglio-Duncan indicated that the Workforce Innovation and Opportunity Act (WIOA) requires that the Board develop policies regarding Youth Eligibility Criteria, Functional Alignment, Self-Sufficiency, and Integrated Resource Teams. She invited Elizabeth Ajasin to explain each policy.

Ms. Ajasin explained that the process for policies is that WIOA is parsed down to a Technical Advisory (TA), which we then use to formulate a policy. Once the Board reviews and approves the policy, the policy is added to our Policy and Procedures Manual. She added that we will be seeking a motion for the Board to approve each policy:

### 1) Youth Eligibility Criteria

TA 19-2 provides guidance related to three eligibility criteria for the WIOA Title I Youth program and requires that the Board take action on the three:

#### a) Attending vs. Not Attending School

In order to participate in the Out-of-School Youth (OSY) program, be between the ages of 18 and 24, not currently be attending school, and has a barrier. One barrier is that the youth is within the age of compulsory school attendance but has not attended school for at least the most recent complete school year calendar quarter. The draft policy indicates that while the New York State Department of Education (NYSED) mandates school attendance up until a minor turns 16, the New York Department of Labor (NYSDOL) instructed us to determine the age of compulsory school attendance for the school districts in our area. We decided to use Roosevelt Union Free School District's age of 17 for this policy. Dr. Martin Murphy asked why only the age for Roosevelt was used when there are other school districts in the area, and Edward Kenny responded that we reached out to

the Roosevelt, Uniondale and Hempstead school districts; both Roosevelt and Uniondale listed 17 as the age of compulsory attendance. He added that having a higher age for the youth is in their best interests.

b) Basic Skills Deficiency

Another barrier for participation in the OSY program is that the youth has a secondary school diploma or recognized equivalent who is low-income, and is either an English language learner or basic skills deficient. WIOA requires that the Board create a basic skills deficiency policy for youth who are unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in their family, or in society. In our draft policy, to determine whether a youth meets this criteria, the Board must:

- i. Use valid and reliable assessment(s) that show that the youth is unable to demonstrate the competencies described
- ii. Use appropriate, fair and cost-effective assessments that are well-matched to the test administrator's qualifications, easy to administer, and have results that are easy to interpret
- iii. Provide reasonable accommodation in the assessment process for special populations

c) Requires Additional Assistance

Another barrier for participation in both the In-School and Out-of-School Youth program is that the youth needs additional assistance to enter into or complete an educational program, or to secure and hold employment. The draft policy indicates that youth requiring assistance to enter or complete an education program include youth who, for instance, who are at risk of dropping out of school, are suffering from substance or medical issues, or have an offender status. Youth requiring assistance to secure and hold employment are youth who, for instance, have poor work history or lack job readiness skills.

2) Functional Alignment

TA 15-12 emphasizes that collaboration between the Career Center manager and state Department of Labor supervisor is a priority, but that this collaboration must not include sharing of information deemed by the New York State Department of Labor (NYSDOL) as confidential. It describes two scenarios:

- i. NYSDOL is supervisor of staff in a career center setting where daily oversight is provided by a non-NYSDOL Career Center manager; and
- ii. Non-DOL career center manager has on-site oversight of state DOL employees in a co-located NYS career center

Our draft policy indicates that neither of these scenarios applies to us. At HempsteadWorks, the NYSDOL Supervisor has daily oversight over NYSDOL staff only, while the non-DOL manager, who is the WIOA Coordinator of Career and Training

Services, has daily oversight over non-DOL staff only. However, both NYSDOL and the WIOA Coordinator of Career and Training Services will ensure that functional alignment is maintained among WIOA, NYSDOL and partner staff, as they work collaboratively in the delivery of services available under multiple programs.

### 3) Self-Sufficiency

The purpose of TA 15-3 is to re-acquaint the One-Stop Career System with the Self-Sufficiency Earnings Estimator, a web-based tool that leads the user through a questionnaire to provide relevant self-sufficiency data. We have a policy for self-sufficiency in our manual, and it is referenced in our policies regarding skills training eligibility. One requirement is that the customer be in need of training that leads to earning a self-sufficient wage, which is a wage equal to or higher than the Living Wage for one adult cited in the **Living Wage Calculation for Nassau County**. Our draft policy also indicates that career center personnel should use the Self-Sufficiency Earnings Estimator with job-seeking customers as appropriate.

### 4) Integrated Resource Teams (IRTs)

Integrated Resource Teams are a practice identified by the Disability Program Navigator (DPN) Initiative and incorporated into the DEI project. The IRT is comprised of various agencies that coordinate and leverage funding to meet the employment needs of an individual jobseeker with disabilities. The purpose of the IRT is to identify how their combined services and resource can be used to support the individual's career goals, including education, training and employment goals.

According to the draft policy, an IRT is an informal agreement at the customer level in which the:

- i. Customer should comply with both the eligibility and outcome requirements for each agency in the IRT
- ii. Coordination of customer's resources should comply with each agency's system requirements

For each participating system, an IRT will offer the opportunity to:

- Share in more substantial employment outcomes for shared customers
- Benefit from the coordinated application of other systems resources and expertise in the context of their own service plans
- Meet or exceed their outcome measures while recuing the amount of staff time needed to effectively implement service plans

May-Whei Lin asked if the IRT can be revised to include all populations, and not just individuals with disabilities. Ed responded that the IRT began as a deliverable under the Disability Employment Initiative (DEI) Grant, but the Board can vote to approve the policy provided it is revised to include all individuals.

Ms. Lovaglio-Duncan asked for a motion to approve the each policy, with the request to amend the policy on IRTs. Ms. Lin offered the motion, which was seconded by Mr. Goldstein, and approved by the Board.

## **VII. Summer Youth Employment Program Report**

Myesha Arvon reported on the 2019 Summer Youth Employment Program. In-School youth services providers are selected through a competitive procurement process. After selection, designated youth coordinators from the schools recruit youth for the program. Ms. Arvon explained that 98 youth participated this summer. To be eligible for the program, youth have to be in-school, low-income and with a barrier to employment. The youth worked for 6 weeks (July 8, 2019 to August 16, 2019) at \$12 per hour. While the youth gain work experience, they attend a workshop at DOOR where they use CareerZone and gain insight into financial literacy, entrepreneurship, career exploration, leadership and budgeting. Ms. Arvon indicated that she is working with youth services providers to begin recruitment for next year's summer program.

## **VIII. Consolidated Funding Application**

Ms. Lovaglio-Duncan indicated that this year, the Workforce Development Initiative will invest \$175 million through the Consolidated Funding Application and will be targeted at workforce investments. She invited Ms. Longworth to discuss the initiative.

Ms. Longworth explained that Governor Cuomo created an office solely for Workforce Development. In previous grant rounds, \$5 million was reserved for projects under the Department of Labor, but with this initiative, awards will be given until the funding is expended. The application is in two phases. Under Phase 1, applicants provide a general project plan, which is first reviewed by the Regional Economic Development Council (REDC). The REDC reviews the application for alignment of the proposed project with the REDC's strategic plan, community partnerships, and how performance outcomes of the project will be tracked. After review, the REDC executive committee will make the final determination to advance the project proposal to Phase 2, which will require that the applicant provide more detailed insight into the proposed project.

Ed Kenny asked when HempsteadWorks will receive notice of advancement to Phase 2, and Ms. Longworth suggested that we contact a project manager to learn the status of our application.

## **IX. Nassau Library Systems Grant**

Mr. Kenny indicated that Nassau Library Systems has partnered with HempsteadWorks on a grant project that will provide "train the trainer" education and program development support to establish in-house workforce expertise at public libraries. HempsteadWorks will be awarded \$4,500 for the first cohort, with a possibility of two

more cohorts during the period of the grant. Ms. Rose-Craig asked if we will use this grant opportunity as a way to receive referrals, and Mr. Kenny responded that in this way, we can expand our system, especially when many patrons now look to their libraries for information on employment services. He added that funding ebbs and flows, so we look for other sources of funding.

**X. Disability Employment Initiative – Career and Employment Options, Inc.**

Mr. Kenny explained that the purpose of the DEI grant is to create systems change in the provision of career pathways services to out-of-school youth with disabilities. As a way of working towards this goal and augment our own expertise, HempsteadWorks procured a DEI consultant, Career and Employment Options (CEO). CEO will work with us and our Out-of-School youth providers EAC Network and Nassau BOCES, to achieve some of our deliverables, specifically with developing key business relationships, holding a reverse career fair, and improving our social media presence. A complete list of CEO's tasks was included in the meeting handouts.

Mr. Kenny also added that the Pathways to Employment Workgroup, a workgroup formed to facilitate the DEI project, approved a draft sustainability. The purpose of the plan is to highlight best practices under the grant, and provide a method to sustain them once the period of performance for and funding under the grant ends. The plan was included in the meeting handouts.

**XI. Old Business**

No old business was discussed.

**XII. New Business**

Three new business items were discussed:

- 1) Ms. Lovaglio-Duncan announced that enrollments are open at Urban League to individuals who are 55+ years old and meet the financial requirement.
- 2) Yvonne Morrissey announced that HempsteadWorks will be hosting another workshop to be conducted by Elizabeth Justesen, Esq. She provides workshops for individuals with criminal justice involvement pro-bono. Her next workshop will be on "Breaking Barriers." Maria Lombardi added that the workshops will cover information on applying for Certificates of Relief. Ms. Justesen is seeking lawyers in the Hempstead area to provide more of these types of workshops.
- 3) Ms. Lovaglio-Duncan referred to the HempsteadWorks Program Year 2019 meeting schedule handout, which can also be found at [www.hempsteadworks.com](http://www.hempsteadworks.com).

**XIII. Adjournment**

A motion to adjourn was offered by Ms. Rose-Craig, seconded by Mr. Goldstein and approved by the Board. The meeting was adjourned at 11:19 A.M.