

**Town of Hempstead**  
**Local Workforce Development Board**  
**Meeting Minutes**  
**HempsteadWorks Career Center**

**December 9, 2015**

**I. Welcome and Introductions**

The meeting was convened at 9:33 A.M. by Henry Graber, CPA /Workforce Development Board (WDB) Chair. Mr. Graber asked the attendees to introduce themselves.

**II. Review of Meeting Minutes**

Mr. Graber explained that the attendees were provided with two sets of meeting minutes, which were mailed to each member prior to the meeting. The Chairman asked the attendees to review the minutes from our local meeting of June 10, 2015 and also from our regional meeting of October 30, 2015. A motion to approve the minutes of the meeting of June 10, 2015 was offered by William Wahlig, seconded by Roslyn Goldmacher and approved by the Board. A motion to approve the minutes of the regional meeting of October 30, 2015 was offered by Elvira Lovaglio-Duncan, seconded by Ms. Goldmacher and approved by the members.

**III. Election of Officers**

Mr. Graber explained that the Workforce Innovation and Opportunity Act (WIOA) required that a Workforce Development Board be appointed to replace the Local Workforce Investment Board that existed under the Workforce Investment Act (WIA). He explained that the new board requires an election of officers and then asked for nominations from the members. Ana-Maria Hurtado offered the following nominations: Henry Graber, C.P.A., for Chairperson, Alan Nachman for Vice Chairperson, Mark Goldstein for Recording Secretary and Richard E. Dibble, Ph.D. for Chairperson of the Youth Standing Committee. The nominations were seconded by Ms. Lovaglio-Duncan and accepted by the Board.

#### **IV. Approval of Bylaws**

Chairman Graber explained that on September 18, 2015 a copy of the Draft Bylaws for the board was mailed to each member. He explained that a comment period for Draft Bylaws had closed on October 19, 2015. Mr. Graber indicated that comments were received from one member, who suggested some minor revisions, which were incorporated into the final draft. He stated that a copy of the final draft was mailed to each member prior to today's meeting. A motion to approve the Final Bylaws was offered by Ms. Goldmacher, seconded by Mr. Wahlig and accepted by the Board.

#### **V. Annual Report**

Mr. Graber stated that prior to today's meeting, the following reports were mailed to each member:

- 1. HempsteadWorks One-Stop Operator Report**
- 2. LWDB Feedback in Response to the One-Stop Operator Report**

He explained that the purpose of sharing these reports is to keep the membership informed of the activities conducted and the performance outcomes achieved by the HempsteadWorks One-Stop Operator. Irene McCarty asked how the Return-on-Investment (ROI) figure quoted in the Annual Report was calculated. Edward Kenny explained that the figure was calculated using a formula developed by the Board. In summary, the formula projects the number of customers who will enter employment over a three-year period, using exiter totals and entered employment rates contained in the New York State Department of Labor (NYSDOL) Common Measures Report. That number of employed customers is multiplied by an average weekly wage that is derived from the annual earnings reported for all exiters in the NYSDOL Report. Using the aggregate earnings amount, the total projected taxes paid by these customers is then calculated. Those tax revenues, combined with savings in public assistance benefits payments, are subtracted from the total amount of federal funds expended in the service of these customers. The total revenue generated through savings and taxes above the federal funding expenditures is divided by the number of customers to arrive at the total ROI dollar figure. A copy of the HempsteadWorks ROI Report is posted to our web site at [www.hempsteadworks.com](http://www.hempsteadworks.com).

Mr. Kenny explained that the process through which the One-Stop Operator submits the Annual Report and the LWDB provides a Feedback Report was established for the HempsteadWorks Workforce Development System through the local One-Stop Operator Recertification Process. He explained that the Annual Report is divided in the two sections of Quality Standards and Organizational Outcomes. The Quality Standards section includes customer satisfaction, ROI and service goals versus actual comparisons.

The Organizational Outcomes section provides a goals versus actual comparison for the Common Measures and the System Improvement Indicators. Mr. Kenny described the composition of these metrics. He explained that the Annual Report indicates that the Operator passed all of the Common Measures and that it achieved a satisfactory rating on all of the Customer Service Indicators, except for one, the “Employability Profile.” He described the corrective action prescribed in the Feedback Report. Ms. Lovaglio-Duncan asked how the customer satisfaction data is collected. Mr. Kenny explained that this data is collected through surveys of customers at the point of intake, after participating in workshops and after meeting with career counselors. He stated that the process of surveying customers, analyzing survey results and conducting fact-based strategic planning based upon this data is part of the Board’s Qualify Assurance Program. Mr. Wahlig commended the staff for both the positive outcomes reflected in the Annual Report, as well as for the manner in which the Annual and Feedback Reports were compiled. Mr. Graber commended Ms. Hurtado and her staff and the Board applauded.

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

Myesha Arvon, Youth Program Coordinator, provided a report concerning the Summer Youth Employment Program. She indicated that the program serves low income; in-school youth who face barriers to employment and who are ages 16 to 21. Ms. Arvon explained that the program is operated through contracts with local school districts and community-based organizations, which each have a program coordinator. This past summer, 140 youth participated. They were paid \$8.75 per hour for 30 hours per week. The participating contractors for this year’s program were the school districts of Baldwin, Hempstead, Roosevelt and Uniondale, the Economic Development Council of Nassau County, the Five Towns Community Center and the United Cerebral Palsy of Nassau County. Ms. Arvon reported that in addition to the Work Experience Component, the Summer Program included an Academic and Occupational Training Component, which was delivered in a workshop format. She stated that the workshops included registration for NYSDOL CareerZone and Financial Literacy training.

The Financial Literacy training included information on opening a bank account, establishing credit and more. Ms. Arvon explained that participants funded under the Temporary Assistance to Needy Families Grant participate in the Summer Program only, which was operated from July 6, 2015 through August 14, 2015 this year. She explained that participants served under the WIOA Grant participate in the program on a year-round basis. Ms. Goldmacher asked if the program could be augmented by external grant funds. Ms. Hurtado responded that depending on the type funds available this could be done.

## **VII. New York State Department of Labor Job-Driven National Emergency Grant**

Joann Lukas Von Stein described the Job-Driven National Emergency Grant. She indicated that NYSDOL is making up to \$4.4 million in funding available under the Job-Driven National Emergency Grant (JD-NEG) Request for Applications (RFA). Ms. Lukas Von Stein explained that the purpose of this RFA is to solicit projects providing work-based training to dislocated workers, with an emphasis on long-term unemployed, unemployment beneficiaries likely to exhaust benefits, and foreign-trained immigrant worker populations. She stated that the RFA will support the following types of work-based training: On-the-Job Training (OJT), Registered Apprenticeships and Customized Training. Businesses, nonprofit organizations, local workforce development boards and training providers in good standing with two or more employees are eligible to apply. Individuals served under this RFA must be enrolled in a Dislocated Worker program and registered with New York State's Career Centers in order to ensure that they receive reemployment and other services as needed. Ms. Lukas Von Stein indicated that eligible applicants may speak with a Career Center Business Services Representative for technical assistance or support during the development of the application. She stated that Sandy Rubin is the Business Services Representative for HempsteadWorks. Ms. Lukas Von Stein informed the membership that preference in scoring will be afforded to applicants who propose to train participants for employment in the following significant industries: construction; manufacturing; financial activities; professional and business services (which sell to other businesses); educational services; and health care. She also stated that award amounts will not exceed \$100,000. The deadline for applications is May 31, 2016. In addition to contacting their local Business Services Representative, Ms. Lukas Von Stein stated that interested businesses may also contact Andrew Gehr, Workforce Programs Specialist, New York State Department of Labor at [wtdt.onestop@labor.ny.gov](mailto:wtdt.onestop@labor.ny.gov), with "JD-Question" in the subject line or click on the following web link: [www.labor.ny.gov/businessservices/funding.shtm](http://www.labor.ny.gov/businessservices/funding.shtm).

Ms. Goldmacher asked if the Town of Hempstead Department of Occupational Resources (DOOR) could submit an application for these funds on behalf of a business. Mr. Kenny indicated that an application could be submitted by DOOR on behalf of a business, providing that the business would make a firm commitment to hire long-term unemployed dislocated workers at the conclusion of the training funded by the grant.

#### **VIII. Old Business/New Business**

Mr. Graber asked if any of the members had any suggestions for future meetings. Ms. McCarty suggested that Board discuss the federal regulations which established a goal for federal contractors to hire individuals with disabilities up to level of at least 7% of the contractor's workforce. Ms. Goldmacher suggested that this discussion include a strategy to identify businesses that have needs that could be fulfilled by hiring the disabled. Ms. McCarty mentioned that banks in particular are dealing with this issue. John Fennel described how his bank addresses this issue in its hiring process. Scott Martella informed the membership that Governor will announce the grant awards that will come to the Regional Economic Development Councils (REDC) under the Consolidated Funding Application (CFA) process on December 10, 2015. He provided a web link through which the awards ceremony for 2015 can be accessed and watched as a live event. Mr. Martella indicated that Long Island was selected as a "Best Plan" in three out of four of the previous REDC CFA competitions. Ms. Lovaglio-Duncan reminded the attendees that the Older Americans Act Title V Program has relocated to 600 Albany Avenue in Amityville. She indicated that her new office is located adjacent to the Liberty Center, which provides living space to homeless veterans. Mr. Graber referred the attendees to review the flyers provided as handouts which describe the following: the HempsteadWorks Career Center, the HempsteadWorks Out-of-School Youth Program, and a recruitment flyer for the HempsteadWorks Health Care Sector Project. The latter is funded by a Consolidated Funding Application (CFA) through the Long Island Regional Economic Development Council.

#### **IX. Adjournment**

Chairman Graber thanked the attendees for their participation in a productive meeting. A motion to adjourn the meeting was offered by Ms. Goldmacher. The motion was seconded by Ms. McCarty and adopted by the Board. The meeting was adjourned at 10:25 A.M.