

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

June 10, 2020

I. Welcome and Introductions

The meeting was called to order by the Town of Hempstead/City of Long Beach Local Workforce Development Board (LWDB) Chairperson Sara Griffith at 9:35 A.M. She asked each of the attendees to introduce themselves.

II. Review of Minutes

Ms. Griffith asked the members to review the minutes from the meeting of January 22, 2020. A motion to approve the minutes was offered by Veronica Rose-Craig, seconded by May Whei-Lin, and accepted by the Board.

III. In-School Youth Request for Proposals Review

Ms. Griffith said that in a June 3, 2020 meeting, the Youth Standing Committee reviewed the Request for Proposals (RFP) for the In-School Youth Program. She invited Elizabeth Ajasin to present the recommendations to the Board.

Ms. Ajasin explained that the WIOA In-School Youth program is year-round with a 6-week summer component and includes the Temporary Assistance for Needy Families (TANF), which is for the summer only; it is funded through the Office of Temporary and Disability Assistance (OTDA). The RFP was published in January, and we received proposals from the Roosevelt, Hempstead and Uniondale school districts, as well as Five Towns Community Center and Cerebral Palsy Association of Nassau County (cpnassau).

Due to school closures and restriction in response to COVID-19, we published an addendum to the original RFP, asking in-school youth coordinators to design a virtual summer internship. Five Towns, cpnassau, Hempstead and Uniondale each designed a program in which youth will attend workshops for four hours a day, five days a week. The workshops will engage youth in topics such as work readiness training, SAT preparation and financial literacy.

Ms. Ajasin explained that in the Youth Standing Committee meeting last week, a question was raised about whether in-school youth are to engage in work experiences over the summer. Guidance from OTDA in this area is forthcoming, but we asked in-school youth coordinators if they are able to provide work experiences. Hempstead said they are seeking students for custodial and clerical work, provided that social distancing protocols are observed. Five Towns had also been exploring the possibility. Deirdre Duke added that because the summer program is going to be virtual, there are

opportunities on which we can capitalize, such as bringing in outside speakers to talk to youth about their professions.

Ms. Griffith recused herself from approving the recommendation to the Board. Ms. Duke offered a motion to approve the recommendations, which were seconded by Ms. Rose-Craig, and approved by the Board.

IV. Credential Attainment Policy

Ms. Griffith indicated that WIOA requires that the Board develop a policy regarding Credential Attainment. Ms. Ajasin explained that WIOA established the Primary Indicators of Performance, which are the standards used to assess local areas' effectiveness in helping job seekers achieve positive outcomes. One of the indicators is credential attainment, the percentage of participants enrolled in an education or training program who attained a recognized postsecondary credential or a secondary school diploma during participation in or within one year after exit from the program. Essentially, when an individual is enrolled in occupational skills training and obtain a credential, the outcome would count positively toward this indicator.

Ms. Ajasin explained that the draft policy each member received prior to the meeting is in agreement with the WIOA statutes. The policy indicates the types of credentials the Board may or may not recognize. The policy will require each training provider to complete the Credential Verification Form that is attached to the draft policy, and it will be completed for all courses funded under WIOA. Edward Kenny added that the policy was drafted from guidance provided by the New York State Department of Labor (NYSDOL) and its language is taken verbatim from WIOA legislation.

Ms. Duke asked if the apprenticeship referred to in the policy are registered, and Mr. Kenny assented. Ms. Duke recommended that the policy specify that the apprenticeships it references are registered. A motion to approve the draft policy with Ms. Duke's suggestion was offered by Ms. Lin, seconded by Ms. Duke, and approved by the Board.

V. Budget Summary for PY'20

Ms. Griffith explained that DOOR drafted its budget for Program Year 2020, and she invited Kurt Rockensies to discuss it with the Board. He explained that the budget is preliminary and will operate from July 1, 2020 to June 30, 2021. He discussed DOOR's funding streams and expenditures, including revenues from grants and staff salaries. DOOR currently has a shortfall in administrative services, as WIOA grants allow only 10% allocation to administrative fees, if at all. In the past, the Town of Hempstead has absorbed the deficit and made DOOR whole. Ms. Rose-Craig asked what would happen if DOOR does not receive additional grants. Mr. Rockensies responded that the local government has intervened. Mr. Kenny added that because the Town of Hempstead is

the grant recipient of funding under WIOA, and DOOR the subrecipient, any debts DOOR incurs will be absorbed by the Town.

Ms. Duke asked if the budget will have a component designated to increasing technological capabilities to deliver virtual services. Mr. Kenny said that when DOOR closed, we had to make a quick shift to administering virtual services, relying on IT staff to help with the transition. Customers have access to online intake forms and fillable PDF forms; however, many customers do not have access to computers or internet at home. We are looking for donations from various organizations to support our customers in this way. He also added that DOOR's formula funding is based on a regression economic model, meaning that funding from the current year is based on economic conditions and Unemployment Insurance and U.S. Census data from previous years. This year, DOOR has received a 21% cut in funding, and still, only 10% of this funding can be allocated to administrative costs. With a 16% unemployment rate resulting from the pandemic, the challenge will be in applying the resources available to continue serving the public.

Mr. Kenny explained that NYSDOL received a \$12 million National Emergency Grant to hire contact tracers only. On behalf of the three local areas on Long Island, DOOR submitted a proposal to receive \$1 million of this money for Long Island to serve dislocated workers. Even though Long Island is reopening, many businesses never will again, which creates a mismatch between the availability of jobs and the people who need them. When DOOR reopens, we have to be prepared for a large influx of individuals that will need our services. Ms. Duke asked when DOOR will receive funding that is in direct response to the economic conditions caused by the pandemic. Mr. Kenny answered that this should be reflected in next year's budget, and until then, strong advocacy will be essential. While DOOR cannot lobby, it can inform Congress about workforce needs.

Mr. Rockensies asked for a motion for the Board to approve the budget. A motion to approve the budget was offered by Ms. Duke, seconded by Mark Goldstein, and approved by the Board.

VI. COVID-19 Updates

Ms. Griffith said that since closing on March 20, 2020, DOOR worked to maintain services to job seekers during the COVID-19 pandemic and invited Ms. Ajasin to give an update on DOOR's activities. Ms. Ajasin referred to two letters submitted to the Board and Committee that list all of DOOR's activities in making the transition to delivering online services:

- A request for job search and assistance form has been made available online, and other enrollments forms have been converted into fillable PDFs. Staff is also accessible by phone to job seekers.

- We have assisted United Way of Long Island with its United Together Program, which has helped individuals meet their basic needs. The program ended on Monday, June 1, 2020.
- Job seekers have access to virtual career development and computer skills training workshops online, including resume-building, interviewing strategies and Microsoft Word and Excel.
- Training providers are offering some of their courses online, and DOOR continues to enroll participants in occupational skills training,
- Ms. Arvon, continues to work with the Out-of-School Youth services providers, EAC Network and Nassau BOCES. Maria Lombardi, Disability Resource Coordinator, is also fully engaged in the Disability Employment Initiative project. In addition, Yvonne Morrissey supports our Opioid grant, which serves dislocated workers impacted by the opioid crisis.
- We purchased 200 subscriptions for Metrix Learning, an online learning tool. Metrix has 1000s of videos in a variety of industry tracks and career pathways, and users can earn industry-recognized credentials.
- We purchased and used Zoom to hold meetings and keep our Board, committees and partners aware of DOOR activities

Mr. Kenny added that he has been participating in biweekly calls with the State, which has been focused primarily on unemployment insurance. We have been working with the New York Association of Training and Employment Professionals (NYATEP), which provides some insight into statewide chatter involving workforce development.

Ms. Duke asked if she can access Metrix, and Ms. Ajasin responded that Metrix can only be accessed by those assigned as a site administrator; however, Metrix has videos on YouTube that offer virtual tours of the site. Ms. Duke commented that in a conference, NYATEP can allow DOOR and other local areas around the state the opportunity to share their best practices in transitioning to virtual services during the pandemic. In this way, areas can showcase their innovation and spread their knowledge.

Commissioner Mallette acknowledged the DOOR staff for its hard work in making the transition to serving job seekers online.

VII. Business Services Updates

Ms. Griffith explained that since closing, DOOR has maintained services to businesses on Long Island. Mary Drangel has been serving as the interim Business Services Representative for DOOR. She explained that since closing, she has taken over 60 job orders and has been in contact with numerous businesses, either through LinkedIn or cold calling. She created job orders and had them posted to NYSDOL's website, free of charge to businesses. Ms. Drangel has planned and hosted virtual hiring events. The first event was held for DII Discount Store. The hiring manager gave a presentation, had a Q&A session and plans to follow up with the qualified candidates that attended. Ms.

Drangel has also planned virtual events with Amber Court Assisted Living on June 17 and Attentive Care on July 1. She is also working to secure an internship with a pastry chef in Oceanside.

Ms. Duke commended Ms. Drangel on her use of technology to connect employers with job seekers. Ms. Lin also commended Mary, saying that NYSDOL staff, including business services staff, have been working on unemployment insurance. She thanked Ms. Drangel for her having the hiring events and added that NYSDOL is creating a website for virtual business events.

VIII. Grants Update

Ms. Griffith invited Yvonne Morrissey to provide DOOR's grant updates. Ms. Morrissey discussed the Consolidated Funding Application 8.0 (CFA) grant, which trains unemployed/underemployed workers in healthcare, business services and information technology. She also gave an update on the Opioid grant, which serves dislocated workers impacted by the opioid crisis. Customers enrolled in this grant generally train in occupations that can provide some level of disaster relief. The Trade and Economic Transition grant has also served dislocated workers, but the skills training it funds is not specific to any field. Ms. Morrissey also spoke about the Empire State Poverty Reduction Initiative (ESPRI) grant, a United Way of Long Island grant that serves low-income individuals living in the Village of Hempstead with career, wrap-around, and occupational skills training services. DOOR is waiting for guidance on the upcoming CFA Workforce Development Initiative grant that will train unemployed/underemployed individuals in healthcare, IT and business careers. We are in process of finalizing the contract.

Ms. Duke asked how many people we have served virtually since closing. Ms. Morrissey responded that most of the people we work with now have already been registered in the program. Yet, 14 people have been enrolled in training, and over 50 have participated in career and computer skills workshops. Mr. Kenny added that to be enrolled in workshops and training, the customers have already received other services. Everyone who receives unemployment insurance becomes a part of our cohort and will then have access to these services.

Ms. Duke said that with virtual services, customers may have fewer challenges in getting help, such as with transportation or child care. Ms. Morrissey explained that some customers do not have computers and internet at home, but DOOR seeks referrals from organizations that can supply some of this equipment. Mr. Rockensies said that DOOR has also set up a system for customers to submit their documents. In addition, Mr. Kenny said that DOOR is trying to open up the entire fourth floor so that we can observe social distancing protocols.

Doron Spleen commented that Morrison Mentors is in the midst of building a STEAM center in Hempstead that accommodate space. The organization is mobile and provide

teaching and tutoring services to individuals grades K-12 and helps people reenter the workforce. The building will house virtual classrooms and have tutors on site to help individuals fill out forms.

IX. Disability Employment Initiative Grant – Round 8 – Update

Ms. Griffith invited Maria Lombardi, Disability Resource Coordinator, to give an update on the DEI grant. Ms. Lombardi referenced her April 2020 monthly report:

- Ms. Lombardi has been working with several agencies on addressing problems youth with disabilities currently face, specifically regarding computers and internet access. She is connecting with several agencies to obtain computers that participants can use while learning from home. These agencies include 1 Million Project, Power My Learning, and TRAIID
- The Integrated Resource Team (IRT) toolkit will go live on June 19, and it creates a social network that will help job seekers achieve their employment goals
- The Capitol One Business Breakfast was originally planned for March, but has been rescheduled to hold virtually on Wednesday, June 24. Ms. Drangel is working with the DEI consultant, Career and Employment Option, Inc. (CEO) also to recruit more businesses to attend. The breakfast will serve as a precursor to a reverse career fair that was also suspended due to pandemic.

Mr. Kenny added that DOOR has applied to extend the grant, which is due to end on September 30, 2020.

X. Old Business

No old business was discussed.

XI. New Business

Ms. Duke asked if all meeting materials and correspondence can be presented virtually, and Mr. Kenny assented.

XII. Adjournment

A motion to adjourn was offered by Ms. Duke, seconded by Ms. Rose-Craig, and approved by the Board. The meeting was adjourned at 1:00 A.M

