

**Oyster Bay-North Hempstead-Glen Cove Local Workforce Development Board
Meeting Minutes
(For Board Meeting on Thursday, April 4, 2024)**

Meeting Location: Glen Cove Library

MEMBERS ATTENDED:

Nicole Groder
Michael Spinelli
May-Whei Lin
Theresa Regnante
Nicholas Appice
Veronica Rose Criag
Sunita Manjrekar

William Kurz
Mario Martinez
Michael Todisco
Douglas Kowalczyk
Jay Fund
Elvira Lovaglio-Duncan
Edward Eisenstein

Walter Markowitz
Jeffrey Johnson
Matthew J. Berger
Michael Fitzgerald
Edmund Koeppel
Glen Wolther
Jon Siskind

NON-MEMBERS ATTENDED:

Elizabeth Thomas
Shital Patel
Amy Reilly Hamley
Josephine Cittadino
Phil Fortuna

Tyronza Murray
Jennifer Oliva
Dawn Nolan
Joseph Scalero
Caitlyn Elliot

Faith Fishkin
Gail Paraninfo
Ann Fangmann
Camille Byrne
Pamela Panzenback

ABSENT MEMBERS

Anthony Porcelli
Ryan Scholotter
Keith Sperling
Maria Themistocleous-Frey
Martin Murphy

Tom Bruno
Gemma DeLeon-LoPresti
Barry Greenspan
Parsa Karimi
Don Kurz

I. Welcome and Introduction

The meeting was called to order by the Oyster Bay-North Hempstead- Glen Cove Local Workforce Development Board (LWDB) Chairperson, William Kurz, on April 4, at 10:00 A.M. Chairperson Kurz welcomed everyone in attendance. He announced Edward Eisenstein as the new LWDB Vice Chair.

II. Introduction & Announcement of New Board Members

Chairperron Kurz announced that several new board members were in attendance, and requested that all present introduce themselves.

III. Acceptance of the August 24, 2023 Minutes

Chairperson Kurz requested a motion to accept the minutes from the LWDB Meeting of August 24, 2023. The motion was made by Jeffrey Johnson (Urban League of Westchester County) and seconded by Elvira Lovaglio-Duncan (LIEOC).

IV. LWDB Director’s Opening Remarks/WIOA Update

Director Oliva reported to board members that the New York State Department of Labor (NYSDOL) recently conducted their annual Program Year 2022 monitoring review of the Oyster Bay-North Hempstead-Glen Cove Local Workforce Area’s programs under Title I of the Workforce Innovation and Opportunity Act (WIOA).

This review included an evaluation of services provided to eligible participants pursuant to WIOA requirements and related federal and state legislation, regulations, policies and guidance.

NYSDOL utilized random electronic sampling to examine Title I Adult, Dislocated Worker, and Youth participant files for proper maintenance and content, inclusion of pertinent forms and data, appropriate and adequate case notes to ensure continuity from time of application through completion of services, and verification that all relevant data had been entered in the NYSDOL case management system (One-Stop-Operating System).

Monitoring was accomplished using a combination of desk reviews and an on-site visit to the Massapequa Career Center to conduct interviews with Career Center management and program staff, and to observe operations and gain insight into the Career Center environment, processes, procedures, and overall customer service efforts and effects. Monitoring also entailed an examination of required LWDB policies ensuring compliance with applicable administrative program requirements.

The Director informed members that a summary of the monitoring results was issued by NYSDOL through a program year close-out report, and was pleased to announce there were no findings with satisfactory results in key areas as follows:

- Oversight and delivery of local youth workforce investment activities, local employment and training activities for adults and dislocated workers, and the One-Stop Delivery System in the local area;
- Appropriate use and management of WIOA funds provided for these activities; and
- Proper use, management, and investment of WIOA funds to maximize performance outcomes.

Director Oliva stated that throughout the entire monitoring process, the staff of the Massapequa Career Center and the NYSDOL Employment Services Manager, May-Whei Lin, worked cooperatively to ensure the review of services and submission of required documentation was conducted seamlessly and without delay.

V. Action Item # 1 Review and Approval of Professional Services Proposals, Led by Members of the Review Committee

Board member, Jon Siskind, discussed the results of a review of professional services proposals received in response to a Request for Proposals. Jon informed members that a review committee was charged with reviewing proposals in accordance with review criteria outlined in the RFP.

The first proposal presented was from Franglais Management, LLC, which offered workshop services in such subject areas as employability and one-on-one services, computer literacy, social media, and stress management. The proposal did not comply with the requested format and lacked detail regarding the total hours for each workshop. The proposal also failed to list the qualifications of the staff assigned to facilitate. However, the review committee agreed that the most troublesome aspect was the cost, which far exceeded the price proposed from other providers with similar offerings. This proposer was not recommended for approval, based on a composite score below 70

The second proposal reviewed was from a nonprofit corporation, Moxxie Mentoring Foundation. The organization offered a program to support and foster the career advancement and leadership development of women. Jon stated there was a concern about the practicality in acquiring an organization that focuses only on the employability needs of women, and questioned whether offering such a program would be “legal.” Moxxie’s cost for a 12-week program serving 15 women at a rate of \$117.26 with a total cost of \$35,000 was not cost effective, as a substantial portion of the workshop budget would be spent on 15 job seekers, and would lessen the amount of available funds for the hundreds of remaining job seekers who request workshop services. Based on a composite score below 70, Moxxie was not recommended for approval.

Jon informed members that the review committee accepted Central Nassau Guidance and Counseling as the proposal was well-written, offering a full range of services in all five subject areas (employability workshops and one-on-one services, computer literacy, social media, stress management, and one-on-one services by a licensed social worker). Central Nassau Guidance is a current and successful workshop provider for The Workforce Partnership. Jon informed members that \$65 per hour for workshops and \$80 per hour for an LSW are reasonable prices. Based on a composite score above 70, Central Nassau Guidance and Counseling Services was recommended for approval.

Jon stated that the review committee accepted D..J. Consulting owned by Debra Dittmer who submitted a proposal to offer computer literacy workshops. Jon stated that Debra has extensive experience in teaching the Microsoft product line, and has been a workshop provider for The Workforce Partnership for nearly 10 years. He mentioned that the curriculum for QuickBooks was explained in the proposal, but other computer workshop curriculums lacked detail. Jon also told the members that Debra has moved out of state, and is only offering virtual training at \$65 per hour which is deemed a cost-effective rate. Jon stated that as Debra lives in Florida, she would be scheduled to provide workshop services, only when a virtual computer class is required, based on the needs of the population served. D..J. Consulting was recommended for approval based on a composite score which exceeded 70.

Jon informed the attendees that the review committee accepted Philip N. Fea, who submitted an excellent proposal. Phil provides exemplary job search skills focusing on all components of a successful job search campaign. Strategies taught are well researched and evidence-based. Phil charges the lowest rate among all providers, and submitted approval for workshops in the area of employability skills and one-on-one services. Philip N. Fea was recommended for approval based on a composite score that exceeded 70.

Gail Paraninfo, One-Stop Operator, briefly spoke about the importance of evaluating the quality of professional workshop services which includes assessing the curriculums, the qualifications of the staff who facilitate workshops, and the experience of the organization in offering such services. Gail discussed how current workshop provider's quality is determined through surveys completed by customers who attend. Gail then spoke about Phil Fea and how his workshops are exemplary and extremely professional. Gail stated that Phil is highly rated by career center customers, has never raised his rates, and is appreciative to provide workshop services. Gail suggested that for Debra Dittmer, who only offers virtual computer literacy training, Debra's services will be used when there is a need for on-line computer classes. Gail also referenced Moxie Mentoring Foundation and told board members that she liked the idea of supporting women who felt they've been treated unfairly in the workforce, but thought that it was impractical to use a program that would consume almost half of the annual workshop budget for only 15 women, when we have hundreds of job seekers, who on an annual basis, seek workshop services. Gail noted that this was the primary reason for rejection of the provider. Gail also discussed Franglais Management LLC and noted that the organization caters to disadvantage

individuals; however, based on a cost of \$400 per hour for workshop services, compared to similar workshop offerings, the price is exorbitant and cannot be recommended for approval.

Board member, Theresa Regnante of Untied Way, stated that career center services should include providers who can offer workshops in Spanish. Director Oliva replied that Central Nassau Guidance and Counseling does employ Spanish speaking facilitators. Gail claimed that we received less proposals than was anticipated, and suggested that the RFP process be revamped in order that a more comprehensive and diversified outreach be conducted throughout the Long Island region. As the board members felt this issue was of extreme importance, suggestions were made to support better recruitment initiatives.

Chairperson Kurz requested a motion to approve the proposals submitted by Central Nassau Guidance and Counseling, D..J. Consulting and Phil N. Fea. The motion was made by Walter Markowitz, Hofstra University, and seconded by Michael Todisco, Apprenticeship Connections & Consulting Corp.

VI. Action Item # 2 Review and Approval of In-School Youth Proposal, Led by Members of the Review Committee

Phil Fortuna, Youth Services Coordinator, briefly discussed three proposals that were received in response to a recent Request for Proposal (RFP) for in-school youth services. Phil stated that the office currently has an in-school contract with Career and Employment Options, Inc. (CEO), which has been successful in assisting youth with their employment, academic and training needs.. The objective of the youth program is to support youth in completing high school by offering dropout prevention and tutoring services, provide information and transition services to encourage youth to enroll in postsecondary training upon graduation, and to deliver job search skills to youth who choose to pursue employment after graduation. CEO is experienced in providing in-school youth services, and offers an extremely cost-effective program to provide in-school youth services for 55 youth at a cost of \$175,000 over a three-year contractual period. Phil stated that as a result of a composite score above 70, CEO is recommended for approval.

The “Yes We Can” Community Center located in Westbury was discussed next, and Phil reported that “Yes We Can” submitted a proposal which included all of the required 14 Youth Service Elements, but lacked specificity regarding how these services would be delivered. The proposal also lacked detail regarding the tools and types of deliverables for each youth service provided. However, even though “Yes We Can” lacks experience in administering an in-school youth program under WIOA, it currently offers many effective after-school programs for youth. Therefore, as it is apparent that “Yes We Can” has the basic foundation required to offer meaningful youth programs, the review committee’s composite score was above 70. “Yes We Can” submitted a budget to assist 10 youth over the course of the contractual period at a price of \$133,341.12, which the Board suggested be negotiated down to arrive at a more reasonable cost

The third proposal presented by Phil was from Apprenticeship Connections & Consulting. Although the review committee acknowledged the importance of career pathways and apprenticeship programs for youth in high school, the proposal lacked tangible evidence of the ability of this organization to successfully administer required components of a WIOA Title I Youth program. Currently, the proposer assists youth in several local high schools to transition into apprenticeships, but the proposal lacked clarity regarding the proposer's direct experience/hands on knowledge related to managing a very comprehensive WIOA youth program, particularly in the delivery of required youth service elements. Additionally, for some of the activities outlined in the proposal, details regarding a program curriculum and resources/tools incorporated, as well as the types of deliverables projected upon completion were missing. Consequently, based on an apparent lack of experience in administering a complex youth program which includes an intake and eligibility process, needs assessment of youth, monitoring of progress in activities, referral to supportive services, and an abundance of reporting requirements, a composite score below 70 was assigned to this proposal.

As the budgets submitted by both CEO and "Yes We Can" required negotiations, Walter Markowitz, Hofstra University, recommended that the LWDB not vote on approval of these two providers, until such time negotiations have been completed. All members agreed. Chairperson Kurz then stated that the results of the negotiations will be forwarded to members for review, and members will be permitted to cast their vote for approval or disapproval via email.

Action Item- Final Results for In-School Youth Contractual Services :

All board members present at the meeting unanimously voted via email in favor of awarding contracts to both Career and Employment Options and "Yes We Can".

VII. Action # 3 Review and Approval of Workforce Innovation and Opportunity Act (WIOA) Subrecipient Monitoring Policy

Gail Paraninfo, One-Stop Operator explained that during each program year (July 1st to June 30th), the Oyster Bay-North Hempstead-Glen Cove Local Workforce Development Board (LWDB) conducts program management and oversight defined as reviewing, monitoring and evaluating program activities undertaken with funding provided under the Workforce Innovation and Opportunity Act, and therefore must ensure that the outcomes of those activities are related to federal, state, and local program and system performance goals. This oversight results in the development of recommendations for improvement. LWDB Staff conduct this monitoring.

Gail further stated that local areas must have written policies and procedures that define the goals and values of monitoring, roles and responsibilities of monitors, the steps in the monitoring process, and what quality looks like for each oversight activity. This consistency is

important in building trust and an overall perception of transparency and fairness within the local system.

Gail also informed members that the Oyster Bay-North Hempstead-Glen Cove Local Workforce Development Area's *Subrecipient Monitoring Policy and Guide* submitted to the LWDB for approval, was developed based on terms outlined in New York State Department of Labor, Technical Advisory #21-05.

Chairperson Kurz requested a motion to approve the "Subrecipient Monitoring Policy and Guide." The motion was made by Edward Eisenstein, Vice Chairperson, and seconded by May-Whei Lin (NYS DOL, Employment Services Manager)

VIII. Meeting Adjourned: 11:45 am