

**MINUTES**  
**Workforce Development Board Meeting**  
**September 25, 2018**

**Members Attended**

Harold Mayer, Esq.	Forchelli, Curto, Deegan, LLP ( Chair)
Sunita Manjrekar	Nassau County Department of Social Services
Jon Siskind	Independent Consulting
Maria Frey	ECNY Corp. / ECNY Foundation
Walter Markowitz Ed.D	Hofstra University
Barry Greenspan	NYS Empire State Development
Doug Kowalczyk	HiTempco
John Keating	PSEG
Ryan Schlotter	Oyster Bay Brewing Co.
Mario Martinez	Port Washington CAC
William Kurz	Kurz Planning, Inc ( Vice Chair)
Tom Bruno	Hicksville Youth Council
Edmund Koepfel	Nassau Community College
Nick Spinelli for Veronica Rose–Craig	ACCES-VR
Briana O’ Shaughnessy for Cheryl Davidson	Northwell Health

**Absent Members**

Gemma DeLeon Lopresti	Local 1102
Raj Mehta	Infosys International, Inc.
Keith Sperling	National Grid
Jill Gunzel Lemke	Albrecht, Viggiano, Zurech & Co. PC
Elvira Duncan	Urban League Mature Worker Program
John Durso	LI Federation of Labor
Nicole Grodner	Northeast Regional Council of Carpenters
Glen Wolther	All Round Bakery Products
Martin Murphy, Ph.D.	LI-RAEN/NYSED-ACCES
Jay Fund	Hunter Business School

**Others in Attendance**

Steven Delligatti	Oyster Bay-North Hempstead-Glen Cove LWDB
Camille Byrne	City of Glen Cove CDA/IDA
Linda Scalera	Town of Oyster Bay IGA
Denise Marcel	Nassau BOCES
May-Whei Lin	NYS Department of Labor
Shital Patel	NYS Department of Labor
Dennis Palmieri	Town of Oyster Bay IGA
James McCaffrey	Town of Oyster Bay Economic Development

Lionel Chitty  
Frank Sammartano  
Joseph Rondinelli  
Roslyn Zatlin  
Nicholas Amador  
Larry Forni  
Dr. Errin Hatwood

Hicksville Chamber of Commerce  
Town of Oyster Bay IGA  
Town of Oyster Bay IGA/TANF  
Town of Oyster Bay IGA/ Youth  
SUNY Farmingdale  
ACCES-VR  
Great Neck Adult Learning Center

WDB Minutes September 25, 2018

Hal Mayer, Chairman of the Workforce Board, called the meeting to order at 9:15 a.m. Sign in sheets were handed out. Mr. Mayer thanked everyone for coming and asked everyone to go around the room and introduce themselves. All complied.

Mr. Mayer asked for a motion to accept the minutes from the last meeting. The minutes were accepted unanimously on a motion by Mr. Markowitz and seconded by Ryan Schlotter.

Steven Delligatti WDB director explained the Roz Goldmacher has retired and wished her well on her retirement. He then welcomed a new board member Maria Frey from ECNY. He mentioned that Maria will be assisting with the Mega Job Fair that will be hosted on November 2, 2018 and that we are pleased to have her on the board.

Mr. Mayer then introduced James McCaffrey the Deputy Commissioner of Economic Development for the Town of Oyster Bay who was asked to the meeting to discuss the Hicksville Downtown Renovation Project.

Mr. McCaffrey brought Lionel Chitty from the Town Of Oyster Bay's Planning Department to assist with the presentation. They proceeded to mention that the Hicksville Downtown renovation project will be taking place by the LIRR Hicksville Train Station area since that train station is known to be among the busiest on Long Island. The Town of Oyster Bay received a downtown renovation project award of \$10,000,000.00 for the purpose of the project. Mr. McCaffrey showed the Board how the project location looks now and what is expected for project completions. Currently the area is mostly commuter parking and the project provides for parking garages to be built as well as retail stores, restaurants, and green space. Specifically, two new downtowns are to be created through the project and the goal is to develop a place to go to live work play and shop making this area in Hicksville.

Mr. Delligatti mentioned that the Mega Job Fair that is being held on November 2, 2018 currently has 27 companies registered. All board members are invited to the fair, and employability workshops as well as LinkedIn workshops will be given at the fair. From 10am-2pm the fair is open to the general public. The

fair is a first come first serve event for exhibitors. The maximum capacity for companies is 50. All the WDB members are invited to attend.

Ms. Manjrekar from Nassau County DSS mentioned that DSS is hosting a Job Fair on October 26<sup>th</sup>, 2018 at Nassau Community College from 9:00am-2:00pm. All are invited to attend. She also mentioned that DSS is hosting employability workshops at the cradle of aviation Oct. 16<sup>th</sup> and 18<sup>th</sup> from 2:30-4:00.

Mr. Delligatti discussed the Business Seminar on Cybersecurity that the WDB and partners (listnet and Hunter Business School) will be hosting on Monday, October 22, 2018 from 8am-12pm at the Morelly Homeland Security Center in Bethpage NY. The Town of Oyster Bay, Hunter Business School and LISTnet have teamed up to present Cybersecurity Information and Opportunities. The goal of this event is to educate and inform you about cybersecurity. We will discuss why cybersecurity has become so important, how you can protect yourself and the growing amount work opportunities related to cybersecurity. Mr. Delligatti will be sending a flyer to all board members in the next few days.

Mr. Delligatti discusses the regional meeting to be held in February at the SUNY Farmingdale state college Board Room. The date is yet to be determined once it is further information will be sent to all board members. This meeting allows for collaboration amongst all the partners and others in the industry and field.

Mr. Delligatti mentioned that the Town of Oyster Bay had a very successful internship program. Eighteen interns were placed throughout the town through Work Experience Program WIOA funding. The Town is hoping to do this again next summer. All interns stated positive experiences at their closing interviews.

Mr. Delligatti had asked the board to review the by-laws and policies to be presented. He indicated that the by-laws and policies were already in place however due to new regulations updated were required. The following Policies were reviewed, discussed and voted on:

1. Proposed Policy on the Handling and Protection Of Personally Identifiable Information (PII) and Personal, Private and Sensitive Information (PPSI)
2. Proposed Policy on Veterans Priority
3. Proposed Disruptive Customer Policy
4. Proposed Policy on Incumbent Worker Training
5. Proposed Policy on Customized Training
6. Proposed Policy on Functional Alignment
7. Proposed Policy on youth follow up – A discussion relative to exceptions to this policy was had.

Mr. Mayer called the board to a vote and a motion was brought forth by Walter Markowitz and seconded by Maria Frey. The board voted unanimously to approve the changes to the above policies.

Mr. Delligatti then spoke about the changes to the By-Laws for Oyster Bay-North Hempstead-Glen Cove Workforce Development Board. Mr. Delligatti spoke about some of the changes to include new elected officials, committees, and online voting processes.

Mr. Mayer called the board to a vote relative to the Changes to the by-laws and John Keating motioned to advance the vote and Bill Kurz seconded this motion. The board voted and unanimously approved the vote.

Furthermore, Mr. Delligatti discussed the 2018 Budget with the board. WDB members had discussions relative to allocations and carryout. The Budget was set forth for a vote through a motion brought forth by Walter Markowitz and seconded by Mario Martinez. The budget was unanimously approved.

Denise Marcel from Nassau Boces wanted to thank and acknowledge Board member Doug Kowalczyk from High Tempco who will be receiving a NYS Award to employers who help the disabled population.

Mr. Mayer then introduced Roslyn Zaitlyn who presented the following report:

#### In School Youth Request for Proposals Presentation to WDB

Before we start, any representatives of agencies that responded to the In School Youth RFP are requested to please step out of the room.

On August 1, 2018, the Department of Intergovernmental Affairs' Division of Employment and Training issued a Request for Proposal for the provision of employment and training services for eligible In School youth ages 14 – 21 residing in the Towns of Oyster Bay, North Hempstead and the City of Glen Cove.

The resulting contract period is from October 2, 2018 through to September 30, 2020 (a 2 year period). The RFP indicated that there would be a total of about \$100,000 available for this period of time and that multiple grants could be awarded.

The focus of this In School grant is to prepare eligible youth to succeed in the workplace and transition to post-secondary education (if appropriate) following the completion of High School. Youth are expected to attain work readiness skills, financial literacy and labor market information, and participate in a subsidized work experience. Agencies are required to follow these youth for 12 months after they have completed the program, offering services as needed.

A bidder's meeting took place on August 14, 2018. Attendance was recommended for agencies interested in responding. In addition to publishing the notice of this solicitation in Newsday, copies were sent to 30+ vendors. The Town of Oyster Bay received 6 responses:

Amityville UFSD  
Westbury UFSD  
Grenville Baker Boys and Girls Club  
Career and Employment Options, Inc. (CEO)  
Nassau BOCES  
The Rehabilitation Institute, Inc. (TRI)

Responses were due in the Massapequa Office by 4:00 p.m. on September 4, 2018.

Each member was provided with the responses by September 5, 2018 and instructed to review, score and evaluate each of the respondents according to the rubric provided in the RFP. The maximum score attainable was 100 points. On Friday September 14, 2018, a committee of 3 met to review and discuss the individual score sheets and develop a composite for each response. The 6 composite rubrics have been distributed.

## Results:

### Amityville UFSD:

Amityville received a composite score of 23/100. The committee felt that the respondent did not adequately address the purpose of the program. The Elements/services (required or otherwise) were not addressed or provided. The goals of the RFP, including achievement of work readiness skills, completion of High School and transitioning to employment or post-secondary education, are not addressed. It appeared that Amityville UFSD will recruit only and send the youth to the Electrical Training Center in Commack for Electrical and HVAC training. The entire grant request (\$72,000) would be used for the tuition fees for the 10 youth recruited. Since there was no real program submitted other than training by an outside vendor, the RFP goals were not met, no supervision was apparent, no evident proposed plan for recruitment other than advertising to the general High School population, and the cost/student was deemed expensive, the committee felt that this response should not be recommended for approval.

### TRI:

TRI received a composite score of 58/100. A grant of \$95,359.86 for 50 youth was requested over the length of the grant (2 years). In general the committee felt that the proposal was not youth driven and did not meet the goals of the RFP. In particular, the agency has considerable success with disabled individuals, helping them reach goals of independence, however, economic and educational disadvantages were not addressed. TRI's purpose for responding to the RFP was to find summer help for their Project Independence / Help-at-Home programs helping senior citizens in their homes over the course of 2 summers. Supervision was limited to the Work Experience component and was not adequate for the number of youth that would be involved. It was determined that the quality and scope of the program design did not support the rate/youth submitted. The agency wanted to replicate a program that is in place with the Town of North Hempstead for Town of Oyster Bay senior citizens. Although this could be an admirable enterprise, the committee agreed that this grant is not an appropriate vehicle for that purpose and that the response should not be recommended for approval.

### Westbury UFSD

Westbury UFSD received a composite score of 71.5/100. This agency requested a total grant of \$76,388.00 for 40 youth over the length of the grant (2 years). Westbury UFSD has a long history of serving disadvantaged youth, the program design clearly described the services offered, covering all of the required elements, however, the timeline was inadequate indicating that the majority of the services would be taking place in the first few months of the contract and picking up again in the summer months. Provisions for Follow Up services post-graduation and the submission of documents was unclear. In addition, the Westbury plan included additional services such as Microsoft Office 365 training and Accuplacer activities for those youth attending NCC following graduation from High School, two components that were offered in past submissions that youth either did not participate in or complete. The budget, although detailed, was for 1 year only and includes a staff of 9 (unnamed). Although the proposal passed, Westbury UFSD is not recommended for approval at this time.

### Grenville Baker Boys & Girls Club

Grenville Baker Boys & Girls Club received a composite score of 81.5 (82) / 100. The agency has experience serving economically / educationally disadvantaged, minority youth in North Shore communities. Many services are already in place and provided that are compatible with the work required under this grant. The program design provides all of the WIOA program elements with a detailed

approach to each, indicating who will participate, when and the duration of the service. Follow up services were listed for a 4 month period as opposed to the required 12, and needs to be addressed and corrected. Although the program set forth meets the goals of the RFP (preparing in school youth to succeed in the workplace and transition to post-secondary education (if appropriate) following successful graduation from High School),

it was determined that a more comprehensive approach to career pathways and demand industries would be beneficial. The Club has a built in population from which to draw participants as well as an extensive recruitment program including surrounding school districts, mailings, and advertising. The agency requested \$22,400 for 15 youth over the course of the 2 year contract for a cost of \$1,493 / youth making it the least expensive program. Some staff listed in the response was not included in the budget and there were no fringe benefits included. Several of the components of the In School program were already being provided and only the additional components / staff would be budgeted by this vendor. The committee noted that this agency targets a youth population living in North Shore communities that in the past has been under serviced through WIOA grants. This proposal is recommended for approval.

#### Career and Employment Options, Inc. (CEO)

Career and Employment Options, Inc. (CEO) received a composite score of 80.6 (81) / 100. Focus has historically been on a population with disabilities but the proposal clearly shows that CEO is adapting to the needs of a broader population and learning from its experience with TOB over the past 4 years. CEO currently is completing an In School contract and has shown that they are capable of performing the required work. Planned services are clearly described, all required WIOA program elements are offered and the program design is comprehensive and structured. Services offered are youth specific dependent upon the Individual Service Strategy (ISS) developed with the youth at the beginning of the program. The designated staff is well qualified (based upon the submitted resumes) and their responsibilities are clearly outlined. Supervision and delivery of services are 1:1 with youth meeting periodically for small group sessions when appropriate which is a departure from any other respondent. An adequate system of information submission was presented. CEO noted their difficulties in recruiting enough youth in their past / present programs and has plans for expanded and targeted recruitment efforts to include Plainedge, Plainview/Old Bethpage, Carle Place and Great Neck. The committee felt that the agency's original target of 25 youth was ambitious and CEO was requested to reduce the number of youth served to 20 with a corresponding reduction in funds requested (from \$58,600 to \$50,000). The per youth cost is high (\$2,500), however, the program submitted is highly individualized with consultants providing the youth with constant contact / mentoring rather than group workshops. The committee felt that the proposal was well thought-out, comprehensive and met the personal needs of the youth recruited. Recommended for approval.

#### Nassau BOCES

Nassau BOCES received a composite score of 87.9 (88) / 100. This agency has been a youth provider of both In School and Out of School programs for several years, focusing on career readiness, skill development, vocational assessment, training (when needed) and employment placement for disadvantaged and disabled youth. There is a proven record of being able to perform the work required. All WIOA program elements are covered as well as most of the others. The goals of the RFP are met by this youth focused plan. Although a timeline of activities was submitted, it was confusing and difficult to interpret. Designated staff is experienced and qualified (resumes provided). Information submission is adequate but during follow up this can often be problematic and a better method involving the cooperation of the youth, their families and staff needs to be devised. BOCES has a recruitment plan that includes High School seniors enrolled in the various Barry Tech programs as well as outreach to school districts and other agencies. Plans for screening for commitment to the program will be set forth and appropriate eligibility determination is in place. The original budget (\$25,000) failed to indicate that the

request for this amount was 'per year'. A revised budget was requested and submitted with clarification that there will be 2 rounds of recruitment of 13 individuals / year. The resulting budget is \$50,000 / 26 youth with a per youth cost of \$1,923. The committee felt that the budget lacked detail. In general, the program presented was comprehensive and well designed, meeting the goals of the RFP. Recommended for approval.

#### Conclusions

The committee has recommended that the following agencies be approved for In School grants covering a contract period of October 2, 2018 through to September 30, 2020:

Grenville Baker Boys and Girls Club	\$22,400 / 15 youth
Career and Employment Options, Inc. (CEO)	\$50, 000 / 20 youth
Nassau BOCES	\$50,000 / 26 youth

Mr. Mayer asked the board for a motion to vote on the recommendations of the committee. Maria Frey made a motion to precede a second motion was made by Bill Kurz and the recommendations were voted on and unanimously approved.

Mr. Mayer asked if anyone had old Business – No responses followed.

Mr. Mayer asked if anyone had New Business – No responses followed.

On a motion duly made the meeting was adjourned at 11:25 am.