

## **Town of Hempstead Local Workforce Development Board Meeting Minutes**

### **HempsteadWorks Career Center**

**October 4, 2017**

#### **I. Welcome and Introductions**

The meeting was called to order at 9:35 A.M. by Alan Nachman, Vice Chairman of the Local Workforce Development Board, who asked the attendees to introduce themselves.

#### **II. Review of Minutes**

Vice Chairman Nachman indicated that all members had received a copy of the minutes from the Local Workforce Development Board Meeting dated June 28, 2017. He 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 Dr. Richard E. Dibble, seconded by Mark Goldstein and approved by the members.

#### **III. Local Plan for Program Years July 2017 – June 2021**

Mr. Nachman explained that the New York State Department of Labor requires the workforce boards from each local area to submit a Local Plan, comprised of the Title II portion, the Demand Occupations List and the Local Plan Template. A hard copy of the Draft Local Plan Template and Draft Summary was mailed to each member, as well as the links to access them digitally, along with the link for the Demand Occupations. Elizabeth Ajasin explained that the Local Plan highlights the workforce development strategies that have been conducted and those which we will continue to enhance and expand within the next four years. At the request of Dr. Dibble, Ms. Ajasin provided further detail about the contents of the Plan. She explained that it is in accordance with the Workforce Innovation and Opportunity Act of 2014 and contains the following elements: Strategic Planning Elements; Local Workforce Development System; Workforce Development and Career Pathways; Access to Employment and Services; Business Engagement; Program Coordination; Youth Activities; Administration; Training Services; Public Comment. A motion to approve the Draft was offered by Mr. Goldstein and seconded by Ana-Maria Hurtado, WDB Director. The members approved the motion.

#### **IV. Draft Follow-Up Services Policy**

Mr. Nachman explained that the WIOA Final Regulations require each One-Stop to provide follow-up services to Adults, Dislocated Workers and Youth. He reminded the attendees that a Draft Policy for Follow-Up Services was mailed to each member in advance of the meeting. Edward Kenny explained that the draft policy contains references to the sections of the WIOA Final Regulations that pertain to the definition of “exit,” along with follow-up services for adults, youth and dislocated workers. He stated that the order of priority for developing local WIOA policies observes the WIOA statute as the highest authority, followed in order of importance by the WIOA regulations, federal policies and state policies. Mr. Kenny stated in accordance with WIOA regulations follow-up services must be provided to adults and dislocated workers who are placed in unsubsidized employment for up to 12 months after the first day of employment. He explained further that follow-up services for youth must begin after each participant’s last date of service, must be provided after 12 months of this time, and may be provided after 12 months if necessary. He also described the difference between “post-program data collection,” which relates to collecting performance information and follow-up services which are part of the career services continuum. A motion to approve the recommended policy was offered by Veronica Rose-Craig, seconded by Deirdre Duke and approved by the members. The policy will be added to the HempsteadWorks Manual.

#### **V. Grants Projects Update**

Mr. Nachman explained that the Workforce Development Board has been awarded 2 grants through the Long Island Regional Economic Development Council: Consolidated Funding Application (CFA) process, the CFA 6.0 Unemployed Worker Training and Special Populations Grants. Yvonne Morrissey informed the Board that these grants were implemented in June 2017, and so far fourteen (14) people have enrolled in training under the first grant and two (2) under the second. Ms. Morrissey directed the attendees to review two brochures in the meeting packet that described the projects funded under the grants, including Training for Significant Industries and Training for Career Pathways. She also explained that the HempsteadWorks Career Center refers participants to other CFA 6.0 award recipients, such as Cambridge Business Institute and Stony Brook University.

Ms. Morrissey also described the Everyone Rides Nice, Inc. fund, which stemmed from the partnership between United Way Long Island and NICE Bus, Inc. The fund supplies low-income individuals with MetroCards. Participants complete an application, and United Way determines whether or not they are eligible to receive the transportation voucher. Ms. Morrissey explained that so far, \$11,750 worth of vouchers has already been distributed. Deirdre Duke, Northwell Health, asked if the application for this fund is available on the website and who are the people eligible to receive MetroCards. Ms. Morrissey explained that the application may be on the website, and the people eligible are low-income individuals who may be receiving public assistance. Research conducted after the meeting revealed that the application is posted on our web site at this link:

[http://www.hempsteadworks.com/dsp\\_listResourceFiles.cfm?id=7911](http://www.hempsteadworks.com/dsp_listResourceFiles.cfm?id=7911)

Also, United Way has a flyer on its web site, along with a list of agencies where people can complete the application, at this link:

<http://www.unitedwayli.org/everyone-rides-nice>

Myesha Arvon described the United Way Summer Youth Employment Program (SYEP) Grant. She stated that United Way of Long Island provided grant funds in the amount of \$15,000, which increased our funds available to provide work experiences, combined with educational services for low-income in-school youth who are facing barriers to employment. Ms. Arvon distributed a handout which contained youth success stories. Sara Griffith spoke about the summer youth who participated at Cerebral Palsy of Nassau County (cpnassau). She said that the youth were exemplary participants and received praise for their hard work. During the summer, the youth have developed an interest in working with individuals with disabilities, and the majority of youth who have participated in the past have gone on to college. Ms. Griffith thanked Ms. Arvon for coordinating the youth program. Greg Becker, Acting Commissioner, thanked Ms. Griffith for taking on these youth and said that the program has enabled them to become role models in their communities. Ms. Duke asked how employees at cpnassau prepare to be mentors to these youth. Ms. Griffith explained that many volunteer to be mentors, and despite having limited training for mentoring, they are natural helpers. Mr. Kenny added that the cpnassau program was initially established to follow an “intergenerational networking model,” through which adult staff at cpnassau mentored HempsteadWorks youth participants, who in turn mentored consumers at cpnassau. He stated that the program was identified as a national promising practice by the National Collaborative on Workforce and Disability for Youth.

Mr. Kenny also thanked Rosa Murciano and John Fennell for the \$5,000 grant to the Summer Program provided by the New York Community Bank Grant.

Ms. Arvon also discussed Ready-to-Work, a grant project funded by United Way and J.P. Morgan Chase to serve people ages 18-30 who have a high school diploma but no college degree. The project, operated at the HempsteadWorks Career Center, ran from June 1 to September 30, 2017. Participants attended a workshop that equipped them with valuable skills related to job readiness, identifying a career path, the job search, and financial literacy. They also had access to career counseling and other services provided at our career center. Ms. Arvon indicated that we proposed to service seventy-five (75) people, and we met that goal. Also, so far twelve (12) participants are enrolled in internships and three (3) have found employment. Ms. Arvon distributed the final report related to the grant, which illustrated the achievement of the project goals, summarized the workshop curriculum developed by Hempstead Works and provided the project flyer.

## **VI. Funding Update**

Ms. Hurtado provided a funding update. She stated that because of significant cuts to our funding, we have been taking measures to reduce costs. Ms. Hurtado indicated that there has been an additional reduction of 8,383 square feet, which translates to yearly savings of \$170,815.57. She stated that although the space is much smaller, high quality services are still being offered. Ms. Hurtado thanked New York Community Bank for its \$5,000 contribution to our 2017 Summer Youth Employment Program and United Way for contributing \$15,000 to the SYEP and \$29,915.05 for the Ready-to-Work Grant. She also thanked Dr. Dibble for arranging for New York Institute of Technology faculty and graduate students to provide workshops to participants, which eliminates the cost of contracting workshop facilitators. Three (3) workshops have been held and more are scheduled before the end of the year.

## **VII. Old Business**

Mr. Kenny indicated that the final report for the Long Island Sector Partnership Project will be expected soon from the project consultant, Steve Bennett at Humanity 2.0. Moreover, he said the Long Island Regional Plan will be submitted by January 31, 2018.

**VIII. New Business**

Ms. Hurtado said that a Regional Meeting will be conducted on December 7 at Suffolk Community College at the Brentwood Campus. She also announced her retirement as Commissioner of the Town of Hempstead Department of Occupational Resources and introduced Greg Becker as the Acting Commissioner.

**IX. Adjournment**

A motion to adjourn was offered by Mr. Goldstein, seconded by Ms. Griffith and approved by the Board. The meeting was adjourned at 10:14 A.M.