



Robert P. Astorino
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

26332

Date: April 11, 2012

To: Board of Acquisition and Contract

From: Kevin M. McGuire
Commissioner, Department of Social Services

Subject: Authority for the County of Westchester to enter into separate agreements with White Plains Hospital Medical Center, Inc. and PHD Holding Corp., doing business as Sam's of Gedney Way, for each said prospective contractor to provide their employees with training to upgrade their skill sets and competencies in the respective business sectors of healthcare and hospitality

Authority is requested for the County of Westchester (the "County") acting by and through its Department of Social Services (the "Department") Office of Workforce Investment on behalf of the Westchester-Putnam Workforce Investment Board (the "WPWIB"), to enter into two separate agreements with two prospective contractors as follows:

- Agreement with PHD Holding Corp. doing business as ("d/b/a") Sam's of Gedney Way, to provide hospitality sector based skills training to its new and existing employees in the areas of Supervisory and Management Skills for a term March 16, 2012 through September 30, 2012 and for a not-to-exceed amount of Thirty-Two Thousand (\$32,000.00) Dollars, payable pursuant to an approved budget; and,
- Agreement with White Plains Hospital Medical Center, Inc. to provide healthcare sector based skills training to its existing employees in the areas of 1) Supervisory and Management Skills and 2) Vocational ESL (English as a Second Language), for a term March 16, 2012 through September 30, 2012 and for a not-to-exceed amount of Sixty-Eight Thousand (\$68,000.00) Dollars, payable pursuant to an approved budget.

The above two authority requests are pursuant to a WPWIB Request for Proposal (the "RFP") dated February 24, 2012 that solicited proposals from various business sector employers for them to provide skills training to their employees to upgrade their skill sets and competencies to meet the current and future needs of the employers' respective individual business sectors. The Department has identified this skills training endeavor as the "Sector Based Incumbent Worker Training Initiative" (the "program").

The **goals and objectives** of the aforementioned proposed agreements shall be to provide sector based skills training by employers to their employees to upgrade their skill sets and competencies to meet the current and future needs of the employers' respective business sectors and aid in reducing employee turnover rates and employer recruitment and training costs related to hiring new workers.

As the training pursuant to this program shall be sector based, the particular training services to be provided shall focus on the specific skills deemed necessary to allow the business sectors designated in the two aforementioned proposed agreements to grow and expand. Additionally, the Department prefers but is not requiring that the skills training to be provided pursuant to the program lead to a national, state and/or industry recognized credential, certification, and or license.

The proposed agreements **shall serve a public purpose** by providing skills training to existing employees to upgrade their skill sets and competencies to allow them to effectively compete in a continuously expanding global and technologically evolving economic environment as well as reducing employer recruitment and training costs related to hiring new employees.

The **goals and objectives** of the proposed agreements are **in the County's best interest** regarding **fiscal responsibility** as the upgrading of employee skill sets and competencies benefits both the employer and employee through mutually increased productivity and increased income that has resulting beneficial economic benefits upon the County through increased tax revenues and reduced County resident dependence on public assistance.

The **goals and objectives** of the proposed agreements shall be **tracked and monitored** by the Department by reviewing each prospective contractor's records regarding the designated skills training provided pursuant to the proposed agreements; with such records to include pre and post training test results, employee attendance at skills training sessions, and contractor documented assessments of their employees. The Department is requiring for this program that all training conducted by the prospective contractors conclude with a certificate of completion or competency to the employee.

The two above referenced prospective contractors shall each contribute towards the total funding for their individual proposed agreements as follows:

<u>Contractor</u>	<u>Total Funding</u>	<u>Contractor Contribution</u>	<u>WPWIB Funding</u>
PHD Holding Corp. d/b/a Sam's of Gedney Way	\$70,141.00	\$38,141.00	\$32,000.00
White Plains Hospital Medical Center, Inc.	\$151,300.00	\$83,300.00	\$68,000.00

The Department shall allow the prospective contractors to apply the wages paid by them to their employees participating in the program towards meeting their above referenced respective contribution obligations but shall not allow payment of such wages with WPWIB program funds provided to them.

Accordingly, authority is hereby requested for the County, acting by and through its Department of Social Services, to enter into agreements with 1) PHD Holding Corp. d/b/a Sam's of Gedney Way, and 2) White Plains Hospital Medical Center, Inc. as stated above.

An appropriate resolution is attached herewith for your Honorable Board's approval.

KMM/CJ/cji

RESOLUTION

Upon a communication from the Commissioner of the Department of Social Services, be it hereby

RESOLVED, that the County of Westchester (the "County"), acting by and through its Department of Social Services' (the "Department") Office of Workforce Investment on behalf of the Westchester-Putnam Workforce Investment Board (the "WPWIB"), is hereby authorized to enter into two separate agreements (the "Agreements") with two separate contractors (the "contractors") as follows:

*Agreement with the PHD Holding Corp. doing business as Sam's of Gedney Way, to provide skills based training to its new and existing employees in the areas of Supervisory and Management Skills, for a term March 16, 2012 through September 30, 2012 and for a not-to-exceed amount of Thirty-Two Thousand (\$32,000.00) Dollars payable pursuant to an approved budget; and

* Agreement with White Plains Hospital Medical Center, Inc., to provide skills based training to its existing employees in the areas of 1) Supervisory and Management Skills and 2) Vocational ESL (English as a Second Language); for a term March 16, 1012 through September 30, 2012 and for a not-to-exceed amount of Sixty-Eight Thousand (\$68,000.00) Dollars payable pursuant to an approved budget;

and be it further

RESOLVED, that the County Executive or his authorized designee is empowered to execute any document necessary to implement this Resolution.

Account to be
Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
275	22	402L	7338	T402	\$100,000

Budget Funding Year(s): 2012 Grant Year Start Date: 03/16/12 End Date: 09/30/12
(must match resolution)

Funding Source

Tax Dollars:

State Aid:

Federal Aid: 100%

\$100,000
(must match resolution)

Other _____

APPROVED BOARD OF ACQUISITION & CONTRACT - 05/10/2012 - JOMARY WEIRA, SECRETARY