



Robert P. Astorino
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

27150

Date: May 24, 2012

To: Board of Acquisition and Contract

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

Subject: Request to amend a May 10, 2012 Resolution authorizing the County of Westchester to enter into agreements with 1) PHD Holding Corp. (PHD) and 2) White Plains Hospital Center (WPHC) for PHD and WPHC to provide their employees with training to upgrade their skill sets and competencies in their respective business sectors of healthcare and hospitality to now provide the County with authority to enter the agreements pursuant to revised provisions for both proposed transactions as detailed herein

By Resolution approved by your Honorable Board on May 10, 2012 (the May 10, 2012 Resolution), 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"), was authorized to enter into separate agreements with PHD Holding Corp. doing business as Caperberry Events Catering, Sam's of Gedney Way and the Great American Barbecue Co., (hereafter "PHD") and White Plains Hospital Center, Inc. (hereafter "WPHC") to provide their employees with training to upgrade their skill sets and competencies within PHD's and WPHC's respective business sectors of hospitality and healthcare ("sector based skills training") more specifically described as follows:

1. Agreement with PHD 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

2. Agreement with WPHC 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 memorandum to the May 10, 2012 Resolution provided for PHD and WPHC contributing towards the total funding cost for the sector based skills training for their respective individual proposed agreements as follows:

<u>Contractor</u>	<u>Total Funding</u>	<u>Contractor Contribution</u>	<u>WPWIB Funding</u>
PHD	70,141.00	38,141.00	32,000.00
WPHC	151,300.00	83,300.00	68,000.00

The County now seeks to amend the May 10, 2012 Resolution to provide the County with authority to enter into the two agreements with PHD and WPHC pursuant to revised provisions for both proposed transactions as follows:

1. Both PHD and WPHC shall provide sector based skills training by using Hospitality Resource Group, Inc. (HRG) as their designated subcontractor for the direct provider of sector based skills training for each their agreements as opposed to PHD and WPHC directly providing same;
2. Both PHD and WPHC shall each additionally provide, via their individual HRG subcontractor arrangements, sector based skills training to individuals employed within their individual business sectors by the businesses identified in the attached **Exhibit "A"** that belong to the WPWIB's partnerships of same sector businesses (the "WPWIB sector partnership businesses"); of which PHD is a Hospitality Sector Partnership member and WPHC is a Health Care Sector Partnership member;
3. That such WPWIB sector partnership businesses shall constitute PHD and WPHC's designated business sector training partners within each of their respective agreements in accordance with, and pursuant to, said businesses' appropriate WPWIB sector partnership affiliation with PHD or WPHC (the "designated business sector training partners");
4. That as such WPWIB sector partnership businesses shall constitute PHD and WPHC's respective designated business sector training partners in accordance with their appropriate sector affiliation with PHD or WPHC, said designated business sector training partners shall contribute, in conjunction with PHD and WPHC, towards the costs of PHD and WPHC's sector based skills training within each of their respective agreements as opposed to PHD and WPHC solely contributing to the costs of same;
5. That the termination date for PHD and WPHC's respective proposed sector based skills training agreements with the County shall now be December 31, 2012 and not September

30, 2012 as stated in the May 10, 2012 Resolution, due to PHD and WPHC's mutual opinion that they and their respective designated business sector training partners cannot complete such training by September 30, 2012.

PHD, WPHC and their respective designated same sector training partners shall be allowed to apply the cost of 1) instructors 2) curriculum development, 3) as needed books and training materials, and 4) in-kind contributions such as providing all or portions of their facilities as training locations, to calculate PHD and WPHC's funding contribution obligations for each of their proposed agreements as detailed above.

As stated in the memorandum to the May 10, 2012 Resolution, PHD and WPHC shall be allowed to apply wages paid by them to their employees participating in the sector skills training program towards meeting their respective above stated contribution obligations except that they shall be prohibited from using WPWIB program funds in fulfillment of same.

As the County will only have contractual relationships with PHD and WPHC, both said contractors will be responsible for ensuring that each of their sector training partners comply with all training program requirements. For example, each contractor shall be responsible for providing the County with all sector based skills training cost reimbursement claim documentation issued by them or their training partners and any other documentation required by the County in order to comply with federal or state laws, rules, regulations or funding agreement terms.

A summary of 1) PHD and WPHC's respective business sectors, 2) their respective designated business sector training partners, 3) the sector based skills training to be provided, 4) the quantity of employees to be trained, and 5) the funding breakdown for each agreement is attached hereto and made part of this resolution as **Exhibit "A."**

Accordingly, a request to amend the May 10, 2012 Resolution is made to your Honorable Board pursuant to revised arrangements for the proposed agreements with PHD and WPHC as detailed 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 May 10, 2012 Resolution authorizing 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 PHD Holding Corp. (PHD) and White Plains Hospital Center (WPHC) to provide sector based skills training, is hereby amended to authorize the County to enter into such agreements with revised provisions for both proposed transactions as follows:

1. Both PHD and WPHC shall provide sector based skills training by using Hospitality Resource Group, Inc. (HRG) as their designated subcontractor for the direct provider of sector based skills training for each their agreements as opposed to PHD and WPHC directly providing same;
2. Both PHD and WPHC shall each additionally provide, via their individual HRG subcontractor arrangements, sector based skills training to individuals employed within their individual business sectors by the businesses identified in the attached **Exhibit "A"** that belong to the WPWIB's partnerships of same sector businesses (the WPWIB sector partnership businesses"); of which PHD is a Hospitality Sector Partnership member and WPHC is a Health Care Sector Partnership member;
3. That such WPWIB sector partnership businesses shall constitute PHD and WPHC's designated business sector training partners within each of their respective agreements in accordance with, and pursuant to, said businesses' appropriate WPWIB sector partnership affiliation with PHD or WPHC (the "designated business sector training partners");
4. That as such WPWIB sector partnership businesses shall constitute PHD and WPHC's respective designated business sector training partners in accordance with their appropriate business sector affiliation with PHD or WPHC, said designated business sector training partners shall contribute, in conjunction with PHD and WPHC, towards the costs of PHD and WPHC's sector based skills training within each of their respective agreements as opposed to PHD and WPHC solely contributing to same;
5. That the termination date for PHD and WPHC's respective proposed sector based skills training agreements with the County shall be December 31, 2012 and not September 30, 2012 as stated in the May 10, 2012 Resolution.; and be it further

RESOLVED, that PHD and WPHC shall be responsible for ensuring HRG's compliance with all obligations under their individual agreements with the County for the providing of sector based skills training on their behalf as their designated subcontractor for same; and be it further

RESOLVED, that PHD and WPHC shall be responsible for ensuring each of their designated business sector training partners are in compliance with all training program requirements including, but not limited to, that PHD and WPHC shall be responsible for providing the County with all sector based skills training cost reimbursement claim documentation issued by them or their designated business sector training partners and any other documentation required by the County in order to comply with federal or state laws, rules, regulations or funding agreement terms; and be it further

RESOLVED, that all terms and provisions of the May 10, 2012 Resolution shall remain the same except as amended herein; 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
N/A	N/A	N/A	N/A	N/A	\$N/A

Budget Funding Year(s): N/A _ Start Date: N/A _ End Date: 12/31/2012
(must match resolution)

Funding Source

Tax Dollars: N/A

State Aid: N/A

Federal Aid: N/A

N/A
(must match resolution)

Other:

EXHIBIT "A"

Contractor	Sector	Training Type	Direct Training Provider Sub-Contractor	Designated Sector Training Partners	No. of Employees to be Trained	Total Training Cost	Contractor and/or Training Partner Contributions	County Reimbursement Per Agreement / Not-to-Exceed Amount
PHD	Hospitality	Supervisory and Management Skills Training	Hospitality Resource Group, Inc.	Westchester Marriot Crowne Plaza Westchester County Club Tarrytown House Estate and Conference Center	102 to 105	\$70,141.00	\$38,141.00	\$32,000.00
WPHC	Healthcare	Supervisory and Management Skills Training	Hospitality Resource Group, Inc.	Northern Westchester Hospital St. John's Hospital Sound Shore Health Systems	Approximately 60	\$51,620.00	\$27,620.00	\$24,000.00
		Vocational English as a Second Language	Same	Same	Approximately 44	\$99,680.00	\$55,680.00	\$44,000.00