

Robert P. Astorino  
County Executive

Department of Social Services

Kevin M. McGuire  
Commissioner

**56000**

DATE: March 16, 2017

TO: Board of Acquisition and Contract

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

SUBJECT: Authority for the County of Westchester, acting on behalf of the Westchester-Putnam Local Workforce Development Board, to enter into agreements with each of the thirty-six (36) employers listed below, pursuant to which each employer will provide On-the-Job Training and/or Customized Incumbent Worker Training to eligible participants in accordance with the provisions of Title I of the Workforce Innovation and Opportunity Act of 2014, as amended, and/or other applicable local, state or federal laws, rules or regulations, for the period from January 1, 2017 through June 30, 2021 for a total aggregate amount not-to-exceed \$1,200,000.

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Authority is respectfully requested from your Honorable Board for the County of Westchester, acting on behalf of the Westchester-Putnam Local Workforce Development Board (the "County"), to enter into agreements with each of the thirty-six (36) employers listed below pursuant to which each employer will provide On-the-Job Training ("OJT") and/or Customized Incumbent Worker Training ("CIWT") to eligible participants in accordance with the provisions of Title I of the Workforce Innovation and Opportunity Act of 2014, as amended ("WIOA"), and/or other applicable local, state or federal laws or regulations, for the period from January 1, 2017 through June 30, 2021, for a total aggregate amount not-to-exceed \$1,200,000.

In accordance with WIOA Sec. 3(44), or as may be required by other federal and state legislation, regulations or guidelines, On-the-Job Training means training by an employer that is provided to a paid participant while engaged in productive work in a job that:

1. Provides knowledge or skills essential to the full and adequate performance of the job;

2. Is made available through a program that provides reimbursement to the Employer as allowed by the respective legislation, rules, regulations or guidelines to cover the wage rate of the participant (with some exceptions), for the extraordinary costs of providing the training and additional supervision related to the training; and
3. Is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.

In accordance with WIOA Sec. 3(14) and other local, state or federal legislation or guidelines Customized Incumbent Worker Training is training:

1. That is designed to meet the specific requirements of an employer (including a group of employers);
2. That is conducted with a commitment by the employer to retain employees upon successful completion of the training; and
3. For which the employer is reimbursed 50% of the cost associated with training new or incumbent workers.

The thirty-six (36) employers are:

1. Ability beyond Disability
2. Advanced Billing Services, Inc.
3. American Solar Partners Aging Issues Info
4. Business of Your Business, LLC.
5. Caremount Medical, P.C
6. Corporate Computer Solutions, Inc.
7. Decorative Hardware Studio Inc.
8. East Hill Cabinetry, LLC.
9. ENT and Allergy Associates, LLP.
10. Falcon & Singer P.C.
11. Family Home Health Care, Inc.
12. Florenton River, LLC.
13. Glen Island Center for Nursing and Rehab
14. Harquin Graphics, Inc.
15. Hospitality Resource Group, Inc.
16. Inspiria Media Corp
17. Madison Approach Staffing
18. MBN Diagnostics LLC.
19. National Council on Alcoholism and Drug Dependence/Westchester, Inc.
20. Network Brokerage of Westchester, Inc.
21. New Horizons Resources, Inc.
22. New Sans Souci Nursing Home, LLC.
23. Northern Westchester Hospital Association
24. Reinhard-Madison Approach Staffing, Inc.
25. Richmond Community Services

26. Richmond Community Services Foundation, Inc.
27. Shoprite Supermarkets, Inc.
28. Soricelli Enterprises, Inc.
29. St. John's Riverside Hospital
30. United Cerebral Palsy Assn. Of Rockland County, Inc.
31. United Cerebral Palsy Association Of Putnam And Southern Dutchess Counties, Inc.
32. United Cerebral Palsy Of Ulster County, Inc.
33. United Hebrew Of New Rochelle Certified Home Health Agency, Inc.
34. Vision Healthcare Staffing, Inc.
35. Visiting Nurse Services in Westchester, Inc.
36. Westchester Public/Private Membership Fund for Aging Services, Inc.

Each of the employers has submitted to the County an On-Line Business Training Application and the County has conducted a due diligence review of each employer's application. The employers will be reimbursed for training services rendered in accordance with the requirements of the particular funding source involved, which requirements shall be specified in each employer's individual Training Voucher which shall be generated for each training request made. It should be noted that there is no set dollar amount for each individual training provider contract. However, the total aggregate amount for all contracts shall not exceed the sum of \$1,200,000.

DSS has complied with County and federal procurement rules and procedures by posting an open and continuous solicitation in which qualified businesses can submit an online application on the internet at <https://www.westchesterputnamonestop.com/employer/training-programs>.

The proposed Agreement shall serve a public purpose by providing skills training to existing employees to upgrade skill sets and prevent layoffs.

The goals and objectives of the aforementioned proposed Agreement shall be to provide employees with training to upgrade their employee skill sets and competencies to meet the current and future needs.

The goals and objectives of the proposed Agreement is 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 resulting in beneficial economic benefits to the County through increased tax revenues and reduced dependence on public assistance.

The goal and objective of the proposed agreements will be tracked and monitored through the monthly progress reports submitted by the training providers, program staff and through a review of customer data including services and outcomes in the New York State Department of Labor One Stop Operating System.

I respectfully recommend the adoption of the attached Resolution.

KMM/DB/jpg/nn

## RESOLUTION

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

**RESOLVED**, the County of Westchester, acting on behalf of the Westchester-Putnam Local Workforce Development Board (the “County”), is hereby authorized to enter into agreements with each of the thirty-six (36) employers listed below, pursuant to which each employer will provide On-the-Job Training (“OJT”) and/or Customized Incumbent Worker Training (“CIWT”) to eligible participants in accordance with the provisions of Title I of the Workforce Innovation and Opportunity Act of 2014, as amended, and/or other applicable local, state or federal laws, rules or regulations, for the period from January 1, 2017 through June 30, 2021 for a total aggregate amount not-to-exceed \$1,200,000.

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- 34. Vision Healthcare Staffing, Inc.
- 35. Visiting Nurse Services in Westchester, Inc.
- 36. Westchester Public/Private Membership Fund for Aging Services, Inc.

\* There is no set dollar amount for any individual employer.

; and be it further

**RESOLVED**, that in consideration for training services to be rendered, the County shall reimburse the employers in the amount authorized by the particular funding source involved, which amount shall be specified in each employer's individual Training Voucher which shall be generated for each training request made; and be it further

**RESOLVED**, that the County Executive or his duly authorized designee is empowered to execute all documents and take all actions necessary to effect the purpose of this resolution.

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
275	22	559P	7338	T559	\$616,000
275	22	402R	7338	T402	\$100,000
275	22	403R	7338	T402	\$100,000
275	22	797R	7338	T797	\$384,000

Budget Funding Year(s): 2017 Start date: 01/01/2017 End date: 06/30/2021  
(must match resolution)

Funding source:  
\$1,200,000  
(must match resolution)

Tax Dollars:  
State Aid:  
Federal Aid: 100%  
Other: