



George Latimer  
County Executive

Department of Social Services

Kevin M. McGuire  
Commissioner

**60657**

**DATE:** January 2, 2018

**TO:** Board of Acquisition and Contract

**FROM:** Kevin McGuire, Commissioner  
Department of Social Services

**SUBJECT:** Authority for the County of Westchester, acting by and through its Department of Social Services, on behalf of the Westchester Putnam Local Workforce Development Board, to enter into a Memorandum of Understanding (“MOU”) with the entities listed below, in order to set forth the terms governing the implementation and operation of the One-Stop delivery system in the Westchester-Putnam Workforce Development Area (“WPWDA”), for the period retroactive to July 1, 2017 through June 30, 2020.

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Authority is requested for the County of Westchester, acting by and through its Department of Social Services, on behalf of the Westchester Putnam Local Workforce Development Board (“WDB”), to enter into an MOU with the entities listed below, in order to set forth the terms governing the implementation and operation of the One-Stop delivery system in the WPWDA, for the period retroactive to July 1, 2017 and continuing through June 30, 2020, in accordance with §121(c) of the Workforce Innovation & Opportunity Act of 2014 (“WIOA”) and its implementing regulations, 20 CFR 678.500 et seq.:

County of Putnam  
New York State Education Department  
New York State Department of Labor  
New York State Office of Children and Family Services  
National Council on Aging, Inc.  
Senior Service America, Inc.  
Westchester Community Opportunity Program, Inc.

Pursuant to WIOA §121(c), the local workforce development board, with the agreement of the chief elected official, is required to develop and enter into a memorandum of understanding between the local board and the one-stop partners, concerning the operation of the one-stop delivery system in the local area. The MOU must provide: 1) a description of the services to be provided through the one-stop delivery system; 2) how the costs of such services and the operating costs of such system will be funded; 3) methods for referring individuals between the one-stop operators and partners for appropriate services and activities; 4) methods to ensure the needs of workers and youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in the provision of necessary and appropriate access to services, including access to technology and materials, made available through the one-stop delivery system; 5) the duration of the memorandum of understanding and the procedures for amending the memorandum during the duration of the memorandum, and assurances that such memorandum shall be reviewed not less than once every 3-year period to ensure appropriate funding and delivery of services; and 6) such other provisions, consistent with the requirements of WIOA.

The MOU is exempt from the Westchester County Procurement Policy pursuant to section 3(a)xi thereof which exempts any procurement made pursuant to procurement procedures provided for under any other federal or state law applicable to such procurement.

The agreement serves a public purpose by helping Westchester County residents access services to help them reenter the workforce.

The goals and objectives of the agreement are to coordinate employment services between several agencies.

The agreement will be tracked and monitored by WDB staff.

Accordingly, I respectfully recommend adoption of the Resolution attached hereto.

KMM/DB/AT/jpg  
Attachment

**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, on behalf of the Westchester Putnam Local Workforce Development Board, is hereby authorized to enter into a Memorandum of Understanding with the entities listed below, in order to set forth the terms governing the implementation and operation of the One-Stop delivery system in the Westchester-Putnam Workforce Development Area, for the period retroactive to July 1, 2017 and continuing through June 30, 2020, in accordance with §121(c) of the Workforce Innovation & Opportunity Act of 2014 ("WIOA") and its implementing regulations, 20 CFR 678.500 et seq.:

- County of Putnam
- New York State Education Department
- New York State Department of Labor
- New York State Office of Children and Family Services
- National Council on Aging, Inc.
- Senior Service America, Inc.
- Westchester Community Opportunity Program, Inc.

; and be it further

**RESOLVED**, that the County Executive, or his duly authorized designee, is hereby authorized to execute such documents and take such actions as may be necessary and appropriate to effectuate the purposes hereof.

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): 2017 Start Date: 07/01/17  
(Must match resolution)

End Date: 06/30/20

Funding Source

**\$N/A**  
(must match resolution)

Tax Dollars: N/A  
State Aid: N/A  
Federal Aid: N/A  
Other: N/A