



**MINUTES OF THE QUARTERLY MEETING  
OF THE  
YONKERS WORKFORCE DEVELOPMENT BOARD  
Held on April 19, 2018**

Held at  
Yonkers Career Center  
Office of Workforce Development  
28 Wells Avenue Bldg. 3, 4<sup>th</sup> Floor  
Yonkers, New York 10701

**Board Members Present:**

William Mascetta  
Nicholas D’ Angelo  
Gina Gaines  
Linda Heyward  
Kris Komorowski  
Louis Navarro (attendees Sheri & Theresa)

**Board Members Excused:**

Lamont Badru  
Mark Corpas  
Taryn Duffy  
Ramona Fuentes  
Richard Halevy  
Andrew Hardy  
Susan Naber  
Ross Pepe  
Amir Rabadi  
Felderi Santiago  
Linda Schramm  
Julius Walls  
Jaime Martinez  
Bonnie Reyna  
John Rubbo

**WDB Staff Present**

Sean McGrail, Executive Director  
Chanele Harris, Executive Assistant  
George Varkey, Fiscal Officer

**Guests:**

Carol Holman, Career Center Manager  
Linda Patterson, Youth Services  
Lillian Morales, Career Coach

**I. Welcome - Board Chair Mr. William Mascetta**

Mr. William Mascetta called the meeting to order at 9:25 a.m. at that time the Board members introduced themselves.

Mr. Mascetta and the Board congratulated the WDB staff for their accomplishments of completing important business during the move. Mr. Mascetta addressed the Board affects and engaging in Board responsibilities. Mr. Mascetta and Mr. McGrail will discuss strategies to communicate with the Board regarding voting ballots and response to emails. Board member response is approved through

**II. Voting Ballot Discussion**

Mr. Mascetta discussed the importance of Board attendance, proxy ballots, response and communication. Mr. Mascetta stated measures are in place (attending meetings to have a quorum, email proxy ballots to Board Chair or Mr. McGrail, phone calls, one-on-one assistance, office visits, follow-up calls, Drop Box), but response is delayed or low. Ms. Harris informed the Board that with the delay of response there is a quorum on meeting minutes which include previous ballots submitted. Mr. Mascetta is suggesting sending ballots email and hard mail. Mr. Mascetta and Mr. McGrail is suggesting full Board attendance to assure we have a quorum for voting items.

**Voting Items** -Voting items were deferred for ballot vote except:

- PY 16-17 Budget Ms. Heyward Ms. Gaines

Mr. Mascetta made motion to accept PY17 Revised Proposed Budget. Ms. Heyward made a motion to accept the PY17 Revised Proposed Budget. Ms. Gaines made second motion to accept the PY17 Revised Proposed Budget.

- PY 16-17 Year Round Youth Contracts Budget

Mr. Mascetta made motion to accept the PY 16-17 Year Round Youth Contracts Budget. Ms. Heyward made a motion to accept the PY 16-17 Year Round Youth Contracts Budget. Mr. Komorowski made second motion to accept the PY 16-17 Year Round Youth Contracts Budget.

- Youth Contract Extension

Mr. Mascetta made motion to accept the Youth Contract Extension. Ms. Gaines made a motion to accept the Youth Contract Extension. Mr. Komorowski made second motion to accept the Youth Contract Extension.

Mr. Mascetta requested Board submit all proxy ballots in folder for past and present voting items.

### **III. Executive Directors Report – Mr. Sean McGrail**

Mr. McGrail discussed the issue of finding the new location. The property manager at 20 South Broadway will not allow signage. Ms. Gaines and Ms. Heyward will assist in distributing fliers to the public. Mr. McGrail discussed how NYSDOL and the WDB staff are working together to inform the public of the new location. NYSDOL sent a correspondence regarding the new NYSDOL Manager, Atul Sheffey, of the Yonkers Career Center. Mr. McGrail discussed the language within the Infrastructure MOU which was emailed to the Board. The Board is clear on the collaboration of partners and the cost to partners based on NYSDOL guidelines.

### **IV. Fiscal Update - Budget – Mr. George Varkey**

Mr. Varkey discussed the Budget to Actual and Proposed Budget. Due to the current status, Mr. Mascetta wants to understand the funding support for the City of Yonkers. Mr. McGrail informed the Board that the City of Yonkers understands that the WDB budget is federal funding that is separate from the City of Yonkers. Mr. Varkey informed the Board that the City of Yonkers appoints someone from the City Office in the WDB's position to oversee the WDB budget (i.e., allocations, payments). Mr. Mascetta wants to understand the funding support for the City of Yonkers with non-federal funding that the WDB may or may not receive. Mr. McGrail informed the Board that he meets with the Deputy Mayor on a monthly basis in which they have discussed how the WDB funds must be used to support WIOA programs. Mr. McGrail also meets with the Deputy Mayor and Commissioner of Finance to discuss the WDB budget.

V. **Operations and Programs Report**

**Year Round Program – Linda Patterson**

Ms. Patterson informed the Board that the 4<sup>th</sup> quarter ends June 30, 2018 in which both subcontractors should have met their goals based on the contract. Greyston 29 participants completed goals and 16 are employed. WestCOP 26 participants completed goals and 12 are employed. Both subcontractors have 14 participants in an internship or work experience. Ms. Patterson attended a fine dining experience with WestCOP. Mr. Hardy completed an assessment as per the Board, of both subcontractors. Mr. Hardy will update the Board. Ms. Gaines is requesting a list of employers where the participants are placed for employment, internship and work experience. Mr. Hardy is assisting with job placement of the subcontractor participants.

**Jobs Waiting / Ready to Work Program – Lillian Morales**

Ms. Morales has a goal to place 60 for long term individuals. Currently, there are 47 placements. Ms. Morales discussed OJT's. Ms. Morales is working on the Tech Hire Program for 17-29.

Mr. Mascetta made motion to adjourn meeting. Ms. Heyward made a motion to adjourn. Ms. Gaines made second motion to adjourn.

Meeting adjourned at 10:50 AM.