DIVISION OF EMPLOYMENT AND WORKFORCE SOLUTIONS

SUFFOLK COUNTY

LOCAL PLAN

JULY 1, 2017 - JUNE 30, 2021

NYS DEPARTMENT OF LABOR

PROTECT | ASSIST | CONNECT

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Strategic Planning Elements

LWDB and Regional Demand Lists are now maintained online at: https://labor.ny.gov/workforcenypartners/lwda/lwda-occs.shtm . Changes to Demand Lists can be made by following the directions on the webpage.

I attest that the priority ranked list of the local area's demand occupations was last updated on [specify date in the below text box].

08/29/2017

How is this information shared with the Board? What was the last date on which it was shared?

Information is shared via e-mail. It was most recently shared on 08/16/2017.

a. Provide an analysis of regional economic conditions, including:

i. Existing and emerging in-demand sectors and occupations**;** and

Suffolk County continues to support sectors and occupations identified by the Long Island Regional Economic Development Council (LIREDC), addressed in the Priority Occupation Listing. Projects support training of healthcare workers, advanced manufacturing, and construction, responding to major labor needs and skill gaps in Long Island's well-established and growing healthcare, manufacturing sectors and revitalization of its local Downtown and Village areas.

ii. The employment needs of businesses in those sectors and occupations**.**

The Business Services Unit (BSU) of the Suffolk County Department of Labor, Licensing & Consumer Affairs (SCDOLLCA) conducts outreach activity to develop jobs in the private sector based on labor market information (LMI), guidance from the United States Department of Labor (USDOL) and New York State Department of Labor (NYSDOL), and employer and customer needs. Foremost among these are the analyses of existing business demand based on current job openings posted on the New York State Job Bank, LMI on emerging business demand, and business needs identified through New York State and the LIREDC's Strategic Plan are used to target business outreach efforts.

Suffolk County and Long Island are continuing to transform from a region of traditional defense and aerospace work to more advanced manufacturing, technology and healthcare, creating a need for a more skilled, higher paid workforce. The growth of an older population has increased the demand for healthcare occupations. Based on the NYSDOL Long-term Employment Projections, employment in Healthcare Support Occupations for Long Island is projected to grow to 58,730 positions by 2022 from 46,500 in 2012. Production Occupation employment is also expected to grow during the same time period from 57,560 to 59,950. In particular, Suffolk County Executive Steve Bellone, Suffolk

County IDA, the LIREDC, the Manufacturing Consortium of Long Island and the NYSDOL are collaborating to address the needs of Suffolk County's booming pharmaceutical industry. The need for Construction Workers between 2012 and 2022 is expected to create 1,570 openings annually.

b. Describe the knowledge, skills, and abilities needed to meet the employment needs of businesses, including those in in-demand sectors and employing individuals in demand occupations.

According to the LIREDC 2017 Progress Report - "The LIREDC's Workforce and Education Work Group convened advisory committees in the health care, manufacturing, IT, agriculture, and retail/hospitality/tourism sectors to provide insights on the changing needs of employers". "The work group, in collaboration with the Workforce Development Institute, developed questionnaires for each sector to identify specific and general skill gaps". The survey identified that many employers needed specific skill sets that require extensive and specialized training – IT firms and manufacturers, for example, both listed "software development engineer" among their top five in demand job titles. But many of the other skills they cited were generalized: IT firms may demand employees who can work in Javascript, but they also need employees trained in "critical thinking and problem solving." Health care firms search for employees with specialized nursing training, but also see active listening and reading and writing comprehension as critical. Employers also expressed needs for broadly-trained workers in their respective fields – manufacturers sought chemists and engineers for a range of applications, for example, but also see active listening and reading and writing comprehension as critical. Employers also expressed needs for broadly-trained workers in their respective fields – manufacturers sought chemists and engineers for a range of applications, for example, while training in basic patient care is highly-demanded in the health care sector."

c. Provide an analysis of the regional workforce, including:

i. Current labor force employment and unemployment numbers;

Suffolk County

November	Unemployment Rate	Unemployed
2019	3.3%	26,000
2018	3.2%	24,500
2017	4.3%	33,100

November	Labor Force	Employed
2019	776,600	750,600
2018	775,400	751,000
2017	766,800	733,700

UNEMPLOYMENT RATE		UNEMPLOYED	
PY Year	Annual Average	PY Year	Annual Average
2016	4.33%	2016	33,567
2015	4.39%	2015	34,108
2014	5.06%	2014	39,000

LABOR FORCE		EMPLOYED	
PY Year	Annual Average	PY Year	Annual Average
2016	776,092	2016	742,525
2015	778,767	2015	744,642
2014	774,317	2014	735,292

Unemployment in Suffolk County has decreased to a low of 4.33% in Program Year 2016, slightly higher than the Long Island Region's rate of 4.14, but lower than that of New York State which was 4.66%. in November 2019 was 3.3% compared to November 2018's 3.2% and November 2017's 4.3%. The Long Island Region's rate in November 2019 was 3.3%. New York State's unemployment rate in November 2019 was 4.0%.

ii. Information on any trends in the labor market; and

NONFARM EMPLOYMENT BY INDUSTRY - LONG ISLAND REGION

Data are not seasonally adjusted. Data are preliminary and subject to revision.

Source: Current Employment Statistics

Data in thousands, rounded to the nearest hundred.

Industry	JUN 2017Nov 2019	JUN 2016Nov 2018	Net Year Net Change	Pct Year % Change
Total Nonfarm	1,374.9	1,353.4	21.51	1.6%0

	1,367.6	1,356.3	1.3	.8
Total Private	~~1,172.2~~ 1,166.8	~~1,153.1~~ 1,155.7	~~19.1~~ 11.1	~~1.7%~~ 1.0
Natural Resources, Mining and Construction	~~79.2~~ 89.9	~~79.1~~ 83.5	~~0.1~~ 6.4	~~0.1%~~ 7.7
Manufacturing	~~70.6~~ 72.2	~~71.9~~ 71.7	~~-1.3~~ 0.5	~~-1.8%~~ 0.7
Trade, Transportation, and Utilities	~~281.4~~ 276.7	~~277.7~~ 278.3	~~3.7~~ -1.6	~~1.3%~~ -0.6
Information	~~18.7~~ 16.6	~~19.7~~ 17.1	~~-1.0~~ -0.5	~~-5.1%~~ -2.9
Financial Activities	~~71.9~~ 68.3	~~73.3~~ 69.1	~~-1.4~~ -0.8	~~-1.9%~~ -1.2
Professional and Business Services	~~182.0~~ 169.1	~~179.0~~ 172.0	~~3.0~~ -2.9	~~1.7%~~ -1.7
Education and Health Services	~~268.0~~ 287.2	~~258.6~~ 279.2	~~9.4~~ 8.0	~~3.6%~~ 2.9
Leisure and Hospitality	~~138.4~~ 126.6	~~133.3~~ 122.7	~~5.1~~ 3.9	~~3.8%~~ 3.2
Other Services	~~62.0~~ 60.2	~~60.5~~ 62.1	~~1.5~~ -1.9	~~2.5%~~ -3.1
Government	~~202.7~~ 200.8	~~200.3~~ 200.6	~~2.4~~ 0.2	~~1.2%~~ 0.1

~~According to the LIREDC 2017 Progress Report "Long Island continues to add jobs and attract businesses at a brisk pace". "The region added nearly 83,000 private-sector positions between 2011 and 2016, to a record 1.1 million jobs at 104,600 establishments. The fastest job growth was in construction, with a 28 percent increase over the last five years, as a result of new residential and mixed-use development projects as well as critical infrastructure." Most new construction will be required to meet new high standards for energy efficiency and use of green materials, and this will require some retraining for workers in the industry. Downtown revitalization plans surrounding Long Island Railroad stations should help the construction sector grow. Looking ahead over the next decade, the impending retirement of many baby boomers will contribute to job opportunities in this industry, especially among the skilled trades."~~

~~Although Suffolk County has experienced an overall reduction in manufacturing jobs, great opportunities still exist in many unfilled high paying jobs in the field. According to the LIREDC, many manufactures indicate that they are having difficulties filling positions. Manufacturing in Suffolk County as well as the Long Island Region has transformed from the Defense Industry to advanced technology products. Lower wage, unskilled positions have given way to higher wage, higher skilled employment needs creating a need by employers in Suffolk County and Long Island.~~

~~As the population of Long Island continues to age, staffing shortages will continue to grow.~~

~~Demand for Certified Nurse Assistants and the other healthcare related titles are expected to rise over the next decade. This is reflected in the Employment Statistic chart above.~~According to the LIREDC 2019 Progress Report, Long Island's labor market has been the best performing sector of the economy for quite some time. Historically low unemployment rates below 4% have been the rule rather than the exception.

Labor force participation and the number of persons employed have been at or near all-time highs. Leisure and hospitality and educations and health services have been particularly strong areas of growth.

Leisure and hospitality growth is significant because it signals that consumers are increasing their discretionary spending. Consumers spend on discretionary items when they view economic conditions as favorable.

The largest year-over-year jobs gains in June were in Education and Health Services (+11,400), Natural Resources, Mining and Construction (+4,300), and Manufacturing (+1,500).

iii. Educational and skill levels of the workforce in the region, including individuals with barriers to employment.

The LIREDC Workforce and Education workgroup in collaboration with the Workforce Development Institute conducted a Survey of Skills Gaps and Inventory of Training Programs. According to the LIREDC 2017 Progress Report "The results were striking. They showed that Long Island's credit, certificate, and four-year degree programs are already producing many of the skills the region needs." But it was also clear that many students, particularly those graduating from four-year colleges are not fully aware of the industries that would hire them.

Some of the most common barriers to employment in the Suffolk County include:

- Language barriers which prohibit job seekers from obtaining training;
- Job applicants lacking basic writing, mathematical, computer and soft skills;
- Workers lack sufficient transportation to and from off-site training locations. On-site training provides the best opportunities for maximum worker turn-out;
- Entry-level workers often earn close to the minimum wage and cannot afford to pay for education and training;
- Workers often have two or three part-time jobs with no guaranteed hours/schedules and may be unable to commit to multiple training sessions;

d. Provide an analysis of workforce development activities, including education and training, in the region.

i. Identify strengths and weaknesses of these workforce development activities.

Following the Regional Economic Development Council's strategy of reinvigorating Long Island's manufacturing sector through continued transformation from traditional defense and aerospace work to advanced technology products, creating skilled, high value jobs and a network of nimble companies that can develop synergistic partnerships with companies in other regions of the state, the Suffolk County Workforce Development Board (SCWDB) has set out to improve the skill sets of the advanced workforce across the healthcare professions, advanced manufacturing occupations and the construction trades.

Project SCHOOL, a healthcare related career ladder program originally funded by the USDOL, is now supported by local formula and New York State Consolidated Funding Application (CFA) grants. In cooperation with Eastern Suffolk BOCES, Western Suffolk BOCES and Long Island School of Nursing Assistants, programs are in place to provide training and credentialing for home health and nurse's aides to meet the needs of the region's rapidly aging population.

Manufacturers expect that quality awareness, safety, purchasing, methodizing, cost estimation, pharma aptitude, and engineering will become increasingly necessary in the next five years. The SCWDB is seeking ways to address the education and skills of individuals seeking employment and the companies in search of those abilities. One example is a partnership with Suffolk County Community College (SCCC); the SCDOLLCA recruits eligible participants from its One-Stop Career Center in Hauppauge as well as its Community Resource Centers in Wyandanch, Bellport, Huntington Station, and Brentwood/Central Islip for the college's advanced manufacturing program.

Training programs for various trades have been added to the SCDOLLCA's inventory through an agreement with Electrical Training Center, Inc. and other partners. Suffolk County's Community Resource Centers also help recruit and fund low-income individuals for Opportunities Long Island's (OLI) pre-apprenticeship training program where participants gain Direct Access, approved by NYSDOL, into the building trades in multiple disciplines.

ii. Does the local area have the capacity to address the education and skill needs of the local workforce, including individuals with barriers to employment, and businesses? Please explain.

The Suffolk County One-Stop Career Center is a cutting-edge endeavor which brings together both employers and job seekers to provide a comprehensive, one-stop approach to job search. Staffed with employment professionals from several private and public entities, the Career Center functions as a full service human resources facility. The Center supplies the job seeking customer with all the tools necessary for a self-directed or staff-assisted job search, and provides employers with facilities and workforce support. The

Center is equipped with state of the art computers, fax machines, phones, and copiers, and also maintains job banks. Individuals can participate in job clubs, job fairs, employability and computer workshops, and focus groups. Those utilizing the Center are able to accomplish many tasks, such as creating and editing their resume and navigating the Internet for their job search. Businesses seeking to hire are able to conduct interviews of prospective employees on-site.

The Center is handicap accessible and for those unable to travel to the main Hauppauge location, there are community resource centers located throughout the County staffed by job counselors and employees from the Suffolk County Department of Social Services (SCDSS) to assist in providing supportive services. These community resource centers located in Wyandanch, Huntington, Bellport, and Brentwood/Central Islip were created through agreements with Bellport, Hagerman, East Patchogue Alliance, Huntington Community Development Agency, Adelante of Suffolk, and the Town of Babylon.

The SCDOLLCA works closely with the Suffolk County IDA, the Manufacturing Consortium of Long Island and the LIREDC to establish relationships within the business community. Additionally, relationships with the Hauppauge Industrial Association of Long Island (HIA-LI) and the Long Island Association (LIA) allow us to network with local business leaders to identify and address their hiring needs. Examples of collaboration include an annual industry focused Healthcare Job Fair with 20 employers and 200 job seekers in attendance and an annual Veterans Job Fair with over 100 companies participating.

e. Describe the local board's strategic vision and goals for preparing an educated and skilled workforce, including youth and individuals with barriers to employment.

The SCWDB's vision is to maintain a state of the art One-Stop delivery system that provides universal access, meets the needs of job seekers and employers, and supports economic growth in Suffolk County.

The SCWDB's vision emphasizes strong connections with employers, education and economic development partners.

The SCWDB also understands that the future workforce, the youth in Suffolk County, needs to be educated on the future occupations and industries in order for them and the education system to prepare to meet these future workforce needs. To do that, the SCWDB continues to facilitate partnerships between the local education institutions and the employment community to create appropriate curriculum within the education system and career awareness events that communicate future employment opportunities to the youth.

In addition, through the Disability Employment Initiative (DEI) grant, the SCWDB has the mission of providing targeted services to individuals with disabilities, increasing the

number of individuals with disabilities participating in the One-Stop Career Center and ensuring services are accessible to this population.

The Suffolk County Fresh Start Program, a partnership with the Suffolk County Sheriff's Office, helped to establish a resource center within the Suffolk County Jail. One-Stop Career Center counselors are staffed there working to improve workforce outcomes for transitioning offenders. The target population includes youth who are between the ages of 18 and 25, are within 90 days of release, have been assessed to be moderate to high risk of re-offending and lack any reportable work history or marketable work skills.

i. How do the local area's workforce development programs, including programs provided by partner agencies, support this strategic vision?

To improve educational, training, and employment opportunities and outcomes for adults with disabilities who are unemployed, underemployed, and/or receiving Social Security disability benefits, the SCDOLLCA administers the DEI Project. Funded and administered by the USDOL's Employment and Training Administration and the Office of Disability Employment Policy, Disability Resource Coordinators (DRC) help job seekers with disabilities access programs and services necessary to meet employment and asset development goals. In addition, they ensure and help maintain accessibility to the One-Stop Career Center.

Fresh Start is a SCDOLLCA program ~~also~~ originally funded by the USDOL. It is designed to help pre-release candidates prepare for and enter today's workforce. Prior to release, candidates sit with an employment counselor to discuss their future. Together, strengths are identified, applied to a "Job Getting Strategy", and a resume is created. After release, ex-offenders begin their job search while receiving job counseling and placement assistance. There are also opportunities for training and education. These efforts continue to be funded by local WIOA allocations.

The Suffolk County Workforce Development Area provides youth with a variety of services that include Career Counseling, Resume Preparation, Computer Labs, Job Listings, and Vocational Training. In close cooperation with several Suffolk County school districts, the In-School Youth Work Experience Program, a school-based program for economically disadvantaged and/or at risk youth aged 14-21, promotes good work habits and workplace skills aimed toward a future of success in the workforce. For youth aged 16-24 who are high school dropouts wanting to complete their high school education or graduates who are seeking to develop good work habits and employment skills in preparation for successful competition in the labor market and full-time employment, the One-Stop Career Center provides eligible participants with the Out-of-School Youth Work Experience Program. The Center is also home to the Summer Youth Employment Program. The program is designed to provide first-time work experience opportunities to economically disadvantaged youth.

ii. How will the local area, working with the entities that carry out the core programs, align available resources to achieve the strategic vision and goals?

The local area through its procured One-Stop Operator identifies and assesses the availability of services provided by each of the partners, the process for accessing these services, coordinating the delivery of these services and working with our partners to create strategies that improve the provision of services to our shared customer and targeted populations (Veterans, Disabled, Temporary Assistance for Needy Families (TANF), Offender). The service strategies increase service integration among partner agencies within the One-Stop delivery system; simplify the process for customers in order for services to be accessible when, where and how they are needed and ensure the culture of the One-Stop delivery system promotes knowledge transfer across partner programs. This assessment stresses the importance of creativity and innovation in thinking beyond bricks and mortar locations, while analyzing and making recommendations regarding the value of co-location with other core, mandatory or optional partners. The One-Stop Operator works closely with the SCDOLLCA's Administrative staff to identify and produce LMI that is beneficial to Suffolk County's One-Stop Career Center customers, Career Center staff and partner agencies. To increase the variety of services provided to Suffolk County's disadvantaged and disenfranchised youth as well as the number of entities capable of providing the services our customers require, the local area and its Operator identify and assess the availability of youth services provided by the SCDOLLCA, each of the partners, the process for accessing these services, coordinating the delivery of these services and working with our partners to create strategies that improve the provision of services to our shared youth customer. The local area is developing partnerships with State entities, including the higher education system and secondary schools, to align activities, training, and resources that lead to improved employment outcomes for all parts of the workforce. Priority is given to individuals with disabilities, veterans, formerly incarcerated persons, disconnected youth, individuals in economically distressed communities, adults with limited literacy or English language proficiency who lack a High School Equivalency (HSE), New Americans including immigrants and refugees, and other special populations.

~~Suffolk County is working with the Towns of Hempstead and Oyster Bay to create and coordinate an Advanced Manufacturing internship program for Long Island's young adult customer population with an emphasis on Pharmaceuticals. The SCDOLLCA has participated in the Suffolk County's Executive Pharma committee.~~

f. Describe the local board's goals relating to performance accountability measures. How do these measures support regional economic growth and self-sufficiency?

The SCWDB's performance goals negotiated with NYSDOL will be met or exceeded. Obtaining employment, retaining employment and meeting a specific average earnings rate all contribute to growing a tax base and increased spending in our communities. This encourages economic growth while leading individuals to a path of self-sufficiency.

Encouraging youth participants to meet employment and education goals helps lead them to future successes. The youth will be able to fill in job openings and help solve the major skill gap issues facing Long Island. They usually spend their discretionary money locally putting money back into our economy.

Local Workforce Development System

a. Identify the programs, whether provided by the Career Center or any partners, that are a part of the local area's workforce development system, including:

   i. Core programs;

At the Suffolk County One-Stop Career Center, programs are linked together for the ease and ultimate success of the job seeker and employer. The Workforce Innovation and Opportunity Act (WIOA) reinforces the partnerships and strategies necessary for Career Centers to provide job seekers and works with high quality career services, education and training, and supportive services they require to be successful. WIOA requires four core program partners to provide expanded services at One-Stop Career Centers. The core programs work together to ensure a customer-centered approach to service delivery.

<u>WIOA Title I : Adult, Dislocated Workers and Youth</u>

The Adult Program provides career and training services to help job seekers who are at least 18 years old succeed in the labor market. The Dislocated Worker Program provides career training services to help job seekers who meet the definition of a dislocated worker. The goal is to return the individual to the workforce with the skills they need to obtain quality employment in in-demand industries. The Youth Formula Program provides an opportunity to ensure youth receive the services they need to succeed in education and the workforce. Individuals aged 18-24 may be eligible for both the WIOA Youth and Adult programs and can be co-enrolled in the two programs. Participants will receive the following services at the Suffolk County One-Stop Career Center:

- Initial Assessment
- Referrals to programs
- Referrals to supportive services
- Unemployment information and assistance
- Financial aid information
- Individual Employment Plan
- Career planning and counseling
- Out of area job search and relocation assistance
- Financial literacy services
- Workforce preparation

- Follow-up services

WIOA Title II: Adult Education and Family Literacy Act (AEFLA)

AEFLA is designed to create a partnership among the Federal Government, States and localities to provide adult education and literacy activities. The Long Island Regional Adult Education Network (LI-RAEN) provides technical assistance and professional development to adult education and family literacy programs funded by the New York State Education Department (NYSED). LI-RAEN serves adult literacy programs throughout Nassau and Suffolk Counties and works closely with the SCWDB and the One-Stop Career Center as well as other public agencies within the local workforce development systems to address the emerging, transitional and incumbent workers literacy needs. Our partner agency, NYSDOL, provides on-site Test Assessing Secondary Completion (TASC) prep courses conducted by SCCC located near their Patchogue Career Center. At partner sites, participants will receive the following services:

- Initial Assessment
- Referrals to programs
- Referrals to supportive services
- Financial aid information
- Career planning and counseling
- Financial literacy services
- English language acquisition and integrated education
- Workforce preparation
- Follow-up services

WIOA Title III: Wagner-Peyser Act Employment Service

Wagner-Peyser provides universal access to job seekers seeking employment and career services, referrals to partner programs, and reemployment services to individuals receiving unemployment insurance. The Division of Employment Services works with the public and private sectors to create job opportunities, offer job fairs, help individuals find employment and help businesses find skilled workers. Staff from the New York State Department of Labor is located at the One-Stop Career Center and are cross-trained so they can adequately address the needs of employers and job seekers. Individuals will receive the following services:

- Initial assessment
- Referrals to programs
- Referrals to supportive services
- Unemployment information and assistance
- Career planning and counseling

- Out of area job search and relocation assistance

WIOA Title IV: Vocational Rehabilitation Program

The program is designed to improve and align core programs towards the goal of assisting individuals with disabilities to maximize employment, economic self-sufficiency, independence, and inclusion and integration into society. Adult Career and Continuing Education Services – Vocational Rehabilitation (ACCES-VR) provides vocational rehabilitation services for eligible individuals with disabilities including youth and has coordinated and collaborated with many partner agencies. They offer a full range of continuing education programs that are aimed at providing adults with successful transitions to meaningful, high quality employment opportunities. ACCES-VR is committed to plan for continued program coordination and cross-training so that all partner agencies have a better understanding of how to serve people with disabilities. Individuals will receive the following services:

- Initial assessment
- Referrals to programs
- Referrals to supportive services
- Financial aid information
- Individual Employment Plan
- Career planning and counseling
- Short-term pre-vocational services
- Internships and work experiences

ii. Programs that support alignment under the Carl D. Perkins Career and Technical Education Act of 2006; and

Suffolk County Community College administers the Carl D. Perkins Career and Technical Education Act program in our local area. A representative from SCCC regularly conducts informational sessions at the One-Stop Career Center regarding the training opportunities and employment related services available at SCCC, including those funded by Carl D. Perkins. The college and SCDOLLCA have for years cross-trained staff on the inventory of services that can be made available by each partner and have a long established referral process in place. This relationship will ensure participants have access to high-quality training that leads to skills and credentials that align with the needs of target employers.

iii. Other workforce development programs, if applicable.

In addition to the core program partners, there are several mandatory partner programs for which career services must be delivered under WIOA. This provides a central point of service for those seeking employment, training and related services. A One-Stop Operator was procured to coordinate the service delivery of the core One-Stop partners, their

service providers and local business community within the Suffolk County's One-Stop delivery system. The One-Stop Operator will identify and assess the availability of services provided by the partners, the process for accessing services, coordinate the delivery of services and work with the partners to create strategies that improve the provision of services to customers and targeted populations. This should increase service integration among partner agencies within the One-Stop delivery system, simplify the process for customers in order for services to be accessible and ensure the culture of the One-Stop delivery system promotes knowledge transfer across partner programs. The mandatory partner programs and the Suffolk County One-Stop partners include:

- Job Corps
- YouthBuild
- Migrant and Seasonal Farmworker
- Senior Community Service Employment
- Carl D. Perkins Career and Technical Education (CTE)
- Community Services Block Grant Employment and Training
- Second Chance Act of 2007
- Temporary Assistance for Needy Families

b. Describe how the local area will ensure continuous improvement of services and service providers.

The SCDOLLCA will provide regular training to staff to ensure that current procedures are being followed and staff has the most up to date information. This includes labor market information, employment trends and current practices regarding employment counseling. Sharing of the most up to date information will allow services to continually improve to meet the demands of consumers. Interdepartmental meetings will ensure that information is being shared by the One-Stop and received by the One-Stop as well. Input from partner agencies will also help the SCDOLLCA continue to improve its service delivery to consumers.

The SCDOLLCA will continue to monitor all service providers on a regular basis to ensure they are improving their service delivery. Vocational training providers are visited. The SCDOLLCA staff meets with school management, instructors and students in order to receive a comprehensive assessment of the training provider. Recommendations are made to each school based on all meetings. The SCDOLLCA staff participates in Advisory Councils at several training providers. The Advisory Councils consist of school management, business leaders and government agencies. Participation in these Councils allows us to keep up with educational trends and have input into service programs that meet the needs of consumers and businesses. On-site One-Stop Career Center service providers are also monitored on a regular basis to ensure that customer needs are being met and that the classes are relevant to the current job market. Customer feedback is utilized to ensure

customer demands are met.

c. Describe how eligible providers will meet the employment needs of local businesses, workers, and jobseekers.

The SCDOLLCA Business Services Unit conducts job fairs, Career Quests and recruitment events. CTE providers have dedicated placement teams to match job seekers/students with local business opportunities. Ongoing contact with the local WDB ensures local job market needs are communicated to service providers. The One-Stop Career Center offers monthly career workshops and services which include:

- Career Quest: One of the best ways of finding your personal career direction is to have an opportunity to explore career paths. Affords a unique opportunity to speak to industry leaders.
- Effective Cover Letter Writing: Examples of four types of cover letters and instruction on how to build the perfect cover letter along with marketing and thank you letters.
- How to Write a Winning Resume: Learn the latest format and theories of resume writing. Samples are given to model and we may be able to assist you with typing, if needed.
- Applying for Jobs Using Social Media: Learn the ins and outs and potential dangers of the online job application process. Learn about the use of job boards and social media like Facebook and LinkedIn and how it might help you.
- Interviewing: Review the needed preparation, conduct, and follow-up to ensure interview success including how to handle challenging questions.
- How to Work With Recruiters Effectively: Learn to find the right recruiter, what information you should share, and how to navigate the process effectively and cautiously.
- Networking: The skills you need for building and expanding your own network of people to aid your job search. Most successful technique to finding a job in today's market.
- Salary Negotiation: The basic ability to answer an employer's questions about salary and plan a strategy to get the income you need.
- Transferable Skills: Demonstrates how to take previous industry-specific experiences and turn it into a group of general skills applicable to any new occupation. Great for career-changers!
- Proven Ways to Land a Job Today: This workshop contains 40 strategies and points to

land a job in the most efficient manner.

- Facebook for Job Seekers: In this two hour workshop, learn to use Facebook in your job search. Learn how to research companies and expand your networking capabilities. Learn how HR professionals and recruiters use this tool. Learn to protect yourself by removing or hiding unflattering and inappropriate content.
- LinkedIn for Beginners: A two hour hands-on social media workshop where you will learn how to create a LinkedIn account and profile that will help you in your job search.
- Mastering LinkedIn (Advanced): A two part advanced three hour hands-on workshop for current LinkedIn users who have accounts. Covers best practices on building your profile, connections, recommendations and endorsements.
- How to Target Companies & Employers: Learn how to identify potential employers, research company information, develop contacts within an organization, and learn about the many resources to use in your job search.
- ACCES-VR Orientation: (Adult Career and Continuing Education Services- Vocational Rehabilitation -formerly VESID) Assists individuals with disabilities to obtain and maintain employment.
- NYS Veterans Representative: A New York State Veteran's representative will speak to veterans about employment opportunities as well as Federal & State programs specifically for veterans.
- Choices: A Career Assessment tool used to evaluate and examine your interests, work values, and the beliefs about your skills.
- How to use the Internet as a Job Search Tool: Learn how to navigate the Internet for your Job Search.

d. Describe the roles and resource contributions of the Career Center partners.

In order to effectively promote and develop career pathways and sector strategies, it is vital that the WIOA core and One-Stop partner programs work together to ensure a customer-centered approach to service delivery. The required partners collaborate and align their services to enhance access for job seekers and business and create a seamless, customer-focused One-Stop delivery system. Partner agencies with a presence at one or more of the One-Stop Career Centers located within Suffolk County include, at a minimum, the following:

- Job Corps – There is a Job Corps representative at the Career Center weekly to provide information on academic, career and technical education, service-learning

and social opportunities for low-income young adults. The objective is provide people ages 16-24 with the skills that lead to successful careers that will result in economic self-sufficiency and opportunities for advancement in in-demand occupations. Participants receive referrals to programs and supportive services and career planning and counseling.

- Migrant and Seasonal Farmworker – There are representatives from PathStone onsite when needed to provide career and training services, youth services, housing assistance services and related assistance services, to eligible migrant farmworkers and eligible seasonal farmworkers and their dependents. Individuals will receive an initial assessment, referrals to programs and supportive services, financial aid information, career planning and counseling, internships and work experience, out of area job search and relocation assistance, financial literacy services and follow-up services.

- YouthBuild – There are representatives from United Way onsite when needed to provide services to individuals ages 16-24 who are high school dropouts and are members of a low-income family, in foster care, are offenders, a migrant youth or the child of a current or formerly incarcerated parent. YouthBuild combines academics to support secondary diploma or equivalency for participants with hands-on occupational skills training in construction and/or other in-demand industries, resulting in industry recognized credentials. The program also focuses on leadership development, community service, and soft-skills competencies.

- Community Services Block Grant – There is a representative from the Economic Opportunity Council of Suffolk, Inc. (EOC) onsite when needed to provide information and referrals for emergency assistance to residents in need. The SCDOLLCA along with EOC work together to promote a goal of self-sufficiency by broadening the minds of children, revitalizing communities, and assisting families and children in need through the provision of services and to coordinate available federal, state, local and private resources. Individuals will receive referrals to programs and supportive services, financial aid information, career planning and counseling, internships and work experience, financial literacy services and workforce preparation. EOC partners with the County and two Community Based Resource Centers to provide these services to the residents of Wyandanch and Central Islip.

- Temporary Assistance for Needy Families – It provides assistance to needy families so children might be cared for and it ends the dependence of needy families on government benefits by promoting job preparation. TANF serves individuals who also may be served by WIOA programs and through appropriate linkages and referrals, these customers will have access to a broader range of services through the cooperation of the TANF program in the One-Stop delivery system. TANF participants receive services at an eligible partner site in Hauppauge. Participants

receive referrals to programs and supportive services, career planning and counseling, short-term pre-vocational services, internships and work experiences, financial literacy services and follow-up services.

- Carl D. Perkins and Technical Education – Through various partnerships with SCCC, Eastern Suffolk BOCES, Western Suffolk BOCES, and Stony Brook University, representatives are onsite when needed to improve the secondary and postsecondary CTE programs. There are training classes offered based on demand as needed which help to develop the academic, career and technical skills of secondary and postsecondary students who enroll in the CTE programs. Individuals will receive referrals to programs, referrals to supportive services, financial aid information, career planning and counseling, internships and work experiences and workforce preparation.

- Senior Community Service Employment – Provided by representatives from Urban League of Westchester County who are onsite twice per week. Authorized by the Older Americans Act, the Urban Seniors Job Program (USJP) is a National Urban League workforce development program administered by the Urban League of Westchester County for residents of Nassau and Suffolk Counties**.** The USJP provides subsidized, service-based training for low-income, unemployed persons 55 or older. Participants receive an initial assessment, referrals to programs, referrals to supportive services, an Individual Employment Plan (IEP), career planning and counseling and internships and work experiences.

- Second Chance Act of 2007 –The Second Chance Act of 2007 (SCA) was enacted to break the cycle of criminal recidivism, improve public safety, and help state, local, and tribal government agencies and community organizations respond to the rising populations of formerly incarcerated people who return to their communities. Fresh Start is a SCDOLLCA program designed to help pre-release candidates prepare for and enter today's workforce. Participants are between the ages of 18-29, need training or schooling, transportation, public assistance, housing or health services. Prior to their release they will sit with an employment counselor to discuss their future, identify their strengths and apply them to a strategy to get a job and they will train to get a job and have a resume created. After a participant is released they will begin a job search, continue job counseling, receive job placement assistance, and sign up for training and education opportunities.

- New York State Department of Labor – With representatives onsite daily at the Suffolk County One-Stop Career Center as well as at an affiliate site located at the Patchogue Career Center, this provides convenient one-stop shopping for employment-related needs. The Division of Employment and Workforce Solutions offices offer many Labor programs in a single location-including career related assistance and services for employers. The Division of Employment Services works

with the public and private sectors to create job opportunities, offer job fairs, help workers find a job, and help businesses find skilled workers. Participants can also receive assistance with Trade Adjustment Assistance (TAA), Veterans Programs, Unemployment Benefits and Labor Exchange Services.

- Adult Career and Continuing Education Services – Vocational Rehabilitation – ACCES-VR assists individuals with disabilities to achieve and maintain employment and to support independent living through training, education, rehabilitation, and career development. There is a representative onsite from ACCES-VR twice per month to provide services. Participants receive referrals to programs and supportive services, internships and work experiences, career planning and counseling, and short-term pre-vocational services. ACCES-VR works closely with our Disability Resource Coordinators and was a key partner in the DEI grant.

Workforce Development and Career Pathways

a. Describe how the board will facilitate the development of career pathways, including co-enrollment in core programs when appropriate.

Suffolk County's Workforce Development Board including partner agencies, the Nassau County WDBs, the One-Stop Operator and One-Stop Career Centers have worked together and will continue to collaborate on career pathway and co-enrollment in academic and training programs. The SCWDB will align with Long Island Regional Economic Development Council's Strategic Plan and target the industry clusters they have designated as a priority to the region. The SCWDB will seek out new funding sources in support of the Council's plan. Title I funds will be made available to procure training in high demand fields that provide opportunities for further growth. We will continue to work with our partners and providers that have demonstrated a willingness to adjust their program curriculum to match the demands of the changing job market and the needs of our customers.

Strong relationships with our SCWDB members including our youth and disability standing committees are critical in facilitating career pathways and co-enrollment. The SCWDB includes members of secondary and post-secondary institutions, vocational training schools, unions, governmental agencies, community based organizations and businesses. Career pathway opportunities in partnership with SCWDB members representing the adult education and post-secondary communities will be created. Job seekers enrolled in CTE programs are also co-enrolled in core basic skills workshops, which can be accessed whenever there is a need. SCWDB meetings encourage regular communication among the members by sharing information and many times it serves as a platform to start initiatives together such as the development of career pathways.

Previous efforts developing career pathways for the healthcare industry were supported by a grant from the United States Department of Health and Human Services Administration

for Children and Families. Although the grant has ended, the partnerships created, the lessons learned and the sequence of training and upskilling opportunities are still in place for those in need of additional training. Career pathways presently in place are in the fields of healthcare and trade union industries. The healthcare field includes pathways in Physical Therapy Aide to Physical Therapy Assistant, Certified Nursing Assistant to Practical Nursing and the path from Practical Nursing to Registered Nurse. SCDOLLCA can potentially fund individuals for courses in Electrical, Carpentry, Welding and Plumbing. They are administered through the Electrical Training Center, SCCC, Western Suffolk BOCES and Eastern Suffolk BOCES. Upon successful completion of the courses, graduates may apply to the Trade Unions for membership, employment and further career training. Western Suffolk BOCES has an Articulation Agreement presently in place between Nassau Community College and Farmingdale State College. The colleges will waive some admissions requirements as well as grant credits towards an Associate's Degree upon meeting the conditions set forth by the agreement.

The SCWDB has continued to support these efforts and will emphasize expansion into other LIREDC targeted industries. We work with our Title II partners and LI-RAEN (our core partner agency for Title II) to facilitate new partnerships, leverage multiple funding sources, and cross-train staff on the various Title II service options. For example, in 2016, LI-RAEN hosted a Long Island Regional Career Pathways training session. Representatives from the Suffolk County, Town of Oyster Bay and Town of Hempstead WDBs, ACCES-VR, BOCES and local school districts were in attendance. Attendees were invited to explore local and regional partnerships and to discuss the various ways to begin the collaboration process. This year SCWDB staff and many of our partner agencies attended the Town of Hempstead WDB facilitated career pathways training seminars. This was a regional effort to address the needs in the healthcare industry directly with employers and training providers.

The SCWDB will facilitate and coordinate staff participation in local and regional training activities. Suffolk County's One-Stop Operator, Eastern Suffolk BOCES, will build cross-agency partnerships, establish a shared mission and common goals, and help define the roles and responsibilities of each partner; align these efforts with the LIREDC's Workforce, Education and Veterans sub-committee; engage businesses and educational entities in the development of career ladders and lattices that lead to industry recognized credentials. In the past year, our partner agency, NYSDOL, has provided One-Stop Operating System (OSOS) and Job Zone training to another partner, SCCC Career Center staff. As a result of the training, SCCC has been able to provide Job Zone workshops and register work-ready students into OSOS. ACCES-VR is committed to plan for continued program coordination and cross-training partners in topics such as the Americans with Disabilities Act (ADA), Title IV services and assistive technology so that all the partner agencies have a better understanding of how to serve people with disabilities across all WIOA titles. Staff in our Career Center are able to offer guidance and use computer based tools such as Choices

and the O*NET. These tools can assist in exploring career path options and educational requirements. The staff can use LMI to help our customers make informed decisions in what career path to choose or how to obtain the next job in their career pathway.

The SCWDB will continue to engage local and regional employers to determine their hiring needs. The SCDOLLCA's Business Services Unit (BSU) gathers information regarding businesses' job ladders specific to their industries and provides the SCWDB and Career Center staff with this valuable data. On-the-job training opportunities are available to help the job seeker and employer and will be leveraged in support of career pathways.

b. Describe how the board will improve access to activities leading to recognized postsecondary credentials.

SCWDB has strong relationships with local colleges, training providers and apprenticeship programs including SCCC, Stony Brook University, Island Drafting and Technical Institute, St. Joseph's College, Farmingdale State College, Eastern Suffolk BOCES, Western Suffolk BOCES, Hunter Business School, Commercial Driver Training, Inc., Electrical Training Center, Inc., Joint Apprenticeship and Training Committee (JATC) for the Electrical Industry of Nassau and Suffolk Counties, Labor Education and Community Services Agency, Long Island School of Nursing Assistants, Northeast Carpenters Apprenticeship Fund, Opportunities Industrialization Center of Suffolk, Inc., Opportunities Long Island, Precision Driving School, Victor's CDL Services & United Way. Many of the training providers are on the SCWDB or one of the SCWDB's standing committees and provide valuable information for post-secondary credentials. We will continue to work with the colleges and other training providers to develop training programs with industry-valued credentials in each target sector. Our training offerings are always evolving as we respond to industry demand. We have leveraged additional funding streams, such as NYSDOL CFA and Disability Employment Initiative funding to provide additional individuals with training opportunities. The State's Eligible Training Provider List (ETPL) will be updated regularly to include all approved training providers which will allow for job seekers to choose from a list of eligible training providers that align with their career pathway interests as well as their aptitude and abilities. Our Business Services Unit will work with employers and industry associations to ensure that our training programs align with their needs.

SCDOLLCA continually communicates with customers to inform them of the training programs available through WIOA funding, federal funds such as Pell grants, and other funding streams. Training providers send potentially eligible students to our Career Center for orientation and assessment to determine if they may qualify for funding. Some of our contracted vocational training providers receive State and Federal grants that our customers may be eligible to receive. Eligible individuals who did not pass their entrance school exams may be provided with basic math and reading skills through our providers which could potentially lead to being approved to attend school at a later date. SCDOLLCA

has relationships with numerous community organizations and we inform them of the potentially fundable programs available to their participants.

i. Are these credentials transferable to other occupations or industries ("portable")? If yes, please explain.

Yes, many of the credentials our customers receive are transferrable to other occupations or industries. A joint union related training program with Opportunities Long Island has allowed for individuals to receive job readiness classes, gain knowledge about the crafts and learn the skills needed to be competitive when applying for a union apprenticeship. These credentials can be utilized in many union positions such as carpentry, electrical and brick layers as well as transferring to another position or a job outside of the union. The Project Management (PMP) certification that we offer is portable to many industries and occupations including finance, information technology construction and retail positions. Commercial Driver's License training provides endless job opportunities in transportation, retail, and construction. Computer Technician training participants can work in government, financial, manufacturing and IT positions. Those individuals receiving HVAC certification can work in virtually any industry and have the opportunity to go into business on their own. All credentials received by SCDOLLCA funded participants are portable because they are recognized throughout the United States of America.

ii. Are these credentials part of a sequence of credentials that can be accumulated over time ("stackable")? If yes, please explain.

Yes, many programs are part of a sequence of credentials. Individuals that have received WIOA funding for Certified Nursing Assistant training have also been funded for Phlebotomy and EKG Technician training. Individuals that have been trained in Project Management can potentially be funded for Business Analysis training or Green Technology training. Individuals trained in a Basic Manufacturing course can potentially be funded for additional trade courses such as Welding, HVAC and Plumbing. If there is not sufficient WIOA funding for participants to receive assistance for multiple courses, they can be referred to additional funding sources such as PELL Grants. Our contracted vocational training providers have assisted participants by providing them with additional funding sources for stackable credentials. We will continue to work with the colleges and other training providers to develop training programs with industry-valued credentials in multiple target sectors, which will be stackable for job seekers.

Access to Employment and Services

a. Describe how the local board and its partners will expand access to employment, training, education, and supportive services for eligible individuals, particularly individuals with barriers to employment.

The SCDOLLCA has partnered with the Town of Babylon, Adelante of Suffolk County, Huntington Community Development Agency, Bellport, Hagerman, East Patchogue Alliance (BHEP), and the Suffolk County Sheriff's Office creating Community Resource Centers to assist the residents in the areas of Wyandanch, Huntington Station, Brentwood, Central Islip, North Bellport and the Suffolk County Jail. These Resource Centers allow the SCDOLLCA to expand services out to the communities providing services to participants who may otherwise be unable to obtain transportation to the One-Stop Career Center in Hauppauge. These areas are also targeted because of demonstrated need and/or designation as Long Island's Opportunity Agenda areas. Suffolk County has also recently established an office within the Suffolk County jails located in Riverhead and Yaphank. These offices serve incarcerated individuals that are to be released shortly, providing them with the services, including referrals to Title II providers, to assist them in gaining meaningful employment upon release.

Customers with significant employability skill deficiencies or other barriers to employment meet with Career Center staff to identify the action and services needed to achieve gainful employment. Interventions may require intensive services and the assistance of multiple organizations and leveraging of funds. Services may include job readiness workshops (hygiene, proper attire, and time management), networking, Using LinkedIn, group resume preparation and advanced levels of computer software training (Microsoft products). One-on-one resume preparation is made available to customers that need assistance translating past work experience into resume format. Individuals in need of work clothing are offered the services of our Career Couture center. This Career Center is stocked with thousands of new and gently used business attire – including shoes, belts, coats and more. In addition, the SCDOLLCA ensures that all Career Center locations are structurally accessible and have the equipment, technology, and/or services that guarantee people with disabilities equal access to available services as well as conduct outreach to people with disabilities and employers to facilitate the hiring of people with disabilities. SCDOLLCA provides eligible veterans and their eligible spouse priority over other eligible populations to any program or service.

SCDOLLCA in conjunction with the SCWDB Disability Standing Committee provide information to and assist the SCWDB with planning, operational and other issues relating to the provision of services to individuals with disabilities. In addition, the SCWDB Youth Standing Committee and SCDOLLCA collaborate to identify and improve educational and employment opportunities for In-School Youth ages 14-21 and Out-of-School Youth ages 16-24, so that they may attain the skills needed to complete educational and career goals, and successfully enter the workplace.

SCDOLLCA coordinates with local partners and SCWDB members, such as Eastern and Western Suffolk BOCES, SCCC and LI-RAEN to provide services to individuals with barriers to employment such as those with poor literacy skills, English language deficiencies, and

those lacking a High School diploma. Our partner agency, NYSDOL, provides on-site TASC prep courses conducted by SCCC at their Patchogue Career Center. ACCES-VR provides vocational rehabilitation services for eligible individuals with disabilities including youth and has coordinated and collaborated with many partner agencies in the service delivery, youth services and enhanced business engagement since the WIOA was enacted.

b. Describe how the local area will facilitate access to services through the One-Stop delivery system, including remote areas, through the use of technology.

Using technology to remove barriers and facilitate access to services is a no longer optional, it is expected. Advances in communications and technology have allowed the One-Stop delivery system to provide greater access to supportive services, education, training, and other workforce development services. Examples include:

- Posting the One-Stop Career Center schedule of events such as job fairs, employability workshops and partner agency services to the SCDOLLCA's website calendar- identifying dates, times and locations. Customers no longer have to travel to the Career Center to determine where and when services are being provided. Accessing or registering for most services requires only a phone call or email. Additional promotion of One-Stop services is accomplished via the SCDOLLCA's Facebook page.

- The One-Stop Career Center has installed a website short cut to New York State's MyBenefits (mybenefits.ny.gov) on all Center computers and trained staff on its use. This site was developed to help increase access and awareness of various public benefit programs including program pre-screenings for: TANF, Supplemental Nutrition Assistance Program (SNAP), Nutrition Education, Home Energy Assistance Program (HEAP), Women Infants, and Children (WIC), School Meals, and the Supplemental Security Income (SSI) State Supplement Program and others. This site can also be accessed from a customer's home or hand held devices.

- The provision of employability workshops and vocational training through online training opportunities. The SCDOLLCA has procured hundreds of course offerings from Eastern Suffolk BOCES that can be accessed by computers in the Career Center or at home as well as customer tablets or smart phones - on their terms and at times and locations convenient to them.

- The SCDOLLCA's Business Services Unit (BSU) generates weekly job listing including only the most recent postings and compiles them into one Word document. The listings include the job title, skills and competencies required by the business, the hourly rate, hour of work and fringe benefits provided. These listings are emailed weekly to SCDOLLCA staff, local community based organizations, Legislators and to

customers that have requested inclusion. Entering key words into the "Find" function allows the customer to quickly search through hundreds of job orders for positions that are aligned with their skill set.

- BSU, utilizing the job listings mentioned above, NYSDOL's Skills Matching and Referral Technology (SMART) and the SCDOLLCA resume database is actively, on behalf of our business customer, seeking candidates to fill the openings that have been listed with the SCDOLLCA. BSU staff will search the databases to find appropriate candidates, contact the customer to conduct an initial assessment, determine interest and make a direct referral to the company when appropriate.

c. Describe how Career Centers are implementing and transitioning to an integrated technology-enabled intake case management information system.

The USDOL expects states and local areas to improve customer service and program management by integrating intake, case management and reporting systems. To that end, the NYSDOL, in partnership with the One-Stop Career Center system has for several years been working towards an Integrated Workforce Registration facilitated through the OSOS. Currently, all job seekers, including UI claimants, Adults, Youth, Displaced Homemakers, Dislocated Workers and other populations register through the same online portal. NYSDOL, SCDOLLCA, and partner agency staff are responsible for collecting and entering the information required for registration into this workforce development database. This shared system will eliminate duplication of data entry, eliminate duplication of services, improve quality of data, increase performance and better align the delivery of services to all customers. This system will continue to become more efficient as other partner agencies participate.

d. Provide a description and assessment of the type and availability of programs and services provided to adults and dislocated workers in the local area.

Initial Assessment – Staff will collect information and conduct an assessment on a customer's skill levels, including literacy, numeracy, and English language proficiency; work history; employment barriers; employment goal(s) and occupational knowledge; supportive service needs; and whether referrals to other programs are appropriate or necessary.

Comprehensive Assessment – Staff will conduct specialized assessment of a job seeker's barriers to employment, occupational and employment goal(s), educational and skill levels, and personal circumstance to determine his/her service needs. This may include diagnostic testing and use of other assessment tools, and in-depth interviewing and evaluation. The comprehensive assessment will be used to develop an IEP.

Individual Employment Plan – One-Stop Career Center staff will, in partnership with the customer, use the information collected during the assessment process to develop the IEP.

The plan will outline the necessary services to be provided to achieve the planned goals; the steps and timelines for achieving the goals including vocational training, if appropriate; and the terms, conditions, and responsibilities associated with the plan. The services may include, but are not limited to:

Self-Service Tools: Including telephones for customers to talk privately to prospective employers; fax and copy machines; a Career Resource Library consisting of books, newspapers, videos, special directories and other career-related materials such as LMI related to the most in-demand occupations on Long Island. There are banks of computers available to conduct job search, revise resumes, access LinkedIn accounts, or complete online employment applications.

Career Planning and Counseling – One-on-one or intensive career planning and counseling with a professional counselor using the initial and comprehensive assessments and the IEP to enhance the customer's chances of entering or reentering the labor market. Staff will help the customer analyze and understand career related information and the information generated through the use of self-assessment tools provided at the Career Center. During these sessions, Career Center staff will make referrals to workforce activities and supportive services, which may include drug and alcohol abuse counseling, mental health counseling, and to partner programs appropriate to the needs of the customer.

Short-term Pre-Vocational Services – These services may include academic education and job readiness trainings for development of work readiness skills, including but not limited to, learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, higher-order reasoning, problem-solving skills, work attitudes, and professional conduct.

Short-term Computer Training – Classes in all of the latest Microsoft applications are taught at the One-Stop Career Center by Western Suffolk BOCES. Classes are available four days a week. Hundreds of Self-Paced tutorials covering topics ranging from soft skills to complete vocational training courses are always available. This tutorial option can be accessed at the Career Center or from the privacy of the customer's home.

Internships and Work Experience – Customers with little or no work experience may be provided work experience. Work experiences may be in the form of internships, on-the-job training, apprenticeship, summer employment for youth, and/or other work placement opportunities. The purpose of a work experience is to provide the customer with an understanding of the work environment and job responsibilities, specific work skills, and experience on how the customer performs in the work setting.

Financial Literacy Services – Workshops will be provided to older youth and young

adult customers to gain the knowledge, skills, and confidence to make informed financial decisions that enable them to attain greater financial health and stability by using high quality relevant learning strategies. Topics may include: creating a budget; initiating checking and/or savings accounts at banks; learning how to effectively manage spending, credit, and debt; learning how to protect against identity theft; and benefits advisement.

Employment Related Workshops - Including Successful Job Search, Networking, Skills Transference, Resume and Cover Letter Preparation, LinkedIn, How to use the Internet as a Job Search Tool, Online Social Networking, How to Work with Recruiters Effectively, Salary Negotiations, Interviewing Techniques, and The Job Path Club are regularly scheduled for customer participation.

Job Fairs / Job Listings / Job Opportunities / On-The Job Training - Job fairs which include human resource representatives from companies throughout Long Island are conducted onsite and at local libraries weekly. Job listings with hundreds of opportunities are available at the Career Center or electronically in a word searchable format. Opportunities for on-the-job training are frequently available and will be offered to appropriate candidates. Career Quest workshops (exploration) provide an overview of a career field and afford participants the opportunity to speak to industry leaders while considering new career paths.

Vocational Training: Hundreds of training opportunities have been procured from local training providers. Training is targeted to jobs and industries identified as a priority by the LIREDC and NYSDOL. The sectors include Healthcare, Construction, Advanced Manufacturing and Direct Entry Apprenticeship opportunities.

e. Describe how workforce activities will be coordinated with the provision of transportation, including public transportation, and appropriate supportive services in the local area.

Supportive services are addressed primarily through referrals thanks to our strong and long established linkages made possible through the SCWDB and through the SCDOLLCA's relationships with the many agencies that exist in Suffolk County. If it is established that an individual is in need of any of the following Support Services, referrals are made as follows:

Housing – Suffolk County's HUD program is administered by the Suffolk County Executive's Economic Development and Workforce Housing Division. The Division is charged with developing projects designed to improve community facilities principally for persons of low and moderate incomes. The agency is also charged with the financing of affordable housing programs. This close relationship enhances the ability of One-Stop Career Center staff to inform individuals of the services available and to refer them when appropriate. Career Center staff also refers individuals in need of housing assistance to the Housing, Adult

Services, and Employment Division of the SCDSS.

Child and Dependent Care – Referrals for individuals in receipt of public assistance can be made to SCDSS for child care subsidies. In addition, the Child Care Council of Suffolk can be quickly accessed to expedite child care arrangements for those in need of this service. The Council promotes the availability of quality child care services in the area and provides parents with referrals and information on evaluating quality child care, plus resources on various parenting issues.

Transportation – If an individual in receipt of public assistance is in need of transportation, SCDOLLCA can refer them to the SCDSS for approval of bus tokens that will enable them free access to the Suffolk County Bus System.

Work Attire – The SCDOLLCA continues to operate the Career Couture unit which can provide an individual with complete attire for job interviews and initial work outfits. The unit has hundreds of men's and women's business suits, ties, pocketbooks, shoes, and a variety of accessories. All of the merchandise is brand new or like new - donated by local retailers, consignment stores and Suffolk County employees.

Support services for youth are processed in the same manner for adults and dislocated workers with the exception that youth may be provided with temporary transportation by counselors if needed to access Title I activities. They also receive clothing allowance from the SCDOLLCA in situations where uniforms are required.

f. Describe the replicated cooperative agreements in place to enhance the quality and availability of services to people with disabilities, such as cross training of staff, technical assistance, or methods of sharing information.

In accordance with WIOA 678.500, the SCWDB, the SCDOLLCA and the Suffolk County Executive have entered into a single umbrella MOU with each of the mandated partners that addresses the provision of services to our shared customers. The MOU is pending approval in Albany but includes the services to be provided, the frequency of co-location at the One-Stop Career Center and how the infrastructure costs will be shared.

Suffolk County has procured the services of a One-Stop Operator – Eastern Suffolk BOCES. Eastern Suffolk BOCES is responsible for coordinating the activities of the partners to ensure the most efficient provision of services to all the populations served by the One-Stop delivery system. They will be facilitating staff cross-training, leveraging partner services, offering One-Stop delivery system services and assisting in the consolidation of service functions such as Business Outreach.

Initially, the core partners will be responsible for developing the One-Stop Operator's mission statement, developing communication policies, reviewing individual program

performance reports and the combined program performance reports. The core partners will determine if our stated mission is being achieved and preparing corrective action plans, if necessary.

g. Describe the direction given to the One-Stop System Operator to ensure priority for adult career and training services is given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient.

The One-Stop Operator and all One-Stop Career Center staff have been provided the "Priority of Service" policy statement found below. The One-Stop Director will monitor enrollments and ensure compliance with the policy.

Suffolk County Department of Labor, Licensing & Consumer Affairs
Priority of Service Policy

Purpose
To provide the priority of service requirements of customers funded under Workforce Innovation and Opportunity Act (WIOA) programs.

Background
WIOA Sec. 134 (c)(3)(E) establishes a priority of service requirement for customers served under the WIOA Title I Adult program. Training and Employment Guidance Letter (TEGL) 3-15 requires SCDOLLCA to develop a "Priority of Service Policy" and provides guidance on applying those priorities as well as the priority of service for veterans and eligible military spouses. This SCDOLLCA policy document complies with the sections of TEGL 3-15 that address priority of service and related definitions and policies.

Priority for Adult Funds
Section 134(c)(3)(E) of WIOA establishes a priority requirement with respect to funds allocated to a Suffolk County for adult employment and training activities. Under this section, Suffolk County One-Stop Center staff must give priority to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient when providing individualized career services and training services. Under the Workforce Investment Act (WIA), priority was required to be given to public assistance recipients and low-income individuals when States and local areas determined that allocated funds were limited. Under WIOA, priority must be provided regardless of the level of funds and expands the priority to include individuals who are basic skills deficient.

Adult Priority Groups
The following are the groups identified for priority of service for the WIOA Adult Program:

Recipients of Public Assistance
These are individuals who receive, or, in the past six months received, or are a member of a

family that is receiving or in the past six months has received, assistance through one or more of the following:

- *Supplemental Nutrition Assistance Program;*
- *Temporary Assistance for Needy Families;*
- *Supplemental Security Income; or*
- *State or local income-based public assistance*

Other Low-Income Individuals

Other low-income individuals include those who are any one of the following:

1) *In a family with total family income that does not exceed the higher of—*
    a) *the poverty line; or*
    b) *70 percent of the lower living standard income level;*
2) *A homeless individual as defined in the Violence Against Women Act of 1994, or a homeless child or youth (as defined under section 725(2) of the McKinney-Vento Homeless Assistance Act);*
3) *An individual who receives or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act;*
4) *A foster child on behalf of whom State or local government payments are made; or*
5) *An individual with a disability whose own income meets the income requirement of clause (1), but who is a member of a family whose income does not meet this requirement.*

Basic Skills Deficient Individuals

A basic-skills deficient individual, for the purposes of the WIOA Youth, Adult and Dislocated Worker programs, is an individual that is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society is an individual who meets any one of the following criteria:

- *Has English reading, writing, or computing skills at or below the 8th grade level (at or below 8.9 grade level) on a generally accepted standardized test or a comparable score on a criterion-referenced test;*
- *Lacks a high school diploma or high school equivalency and is not enrolled in secondary education; or*
- *Is currently enrolled in an adult literacy program.*

It is expected that basic skill deficiency will be determined using an objective, valid and reliable assessment, such as the indicators listed above. However, when a formal evaluation is not available or practical, case manager's observations, customer acknowledgement, and document case notes are acceptable. For example, the case manager may observe that the adult is experiencing difficulty in reading or filling out an application form, or has poor English language skills and may be appropriate for English as a Second Language (ESL). However, an individual should not be determined as basic skills deficient merely because he/she lacks soft skill or the occupational skills needed for a particular job.

Policies and Procedures

The following provides guidance regarding the application of priority of service under the WIOA Adult program:

WIOA Adult Program Priority

In accordance with USDOL TEGL #10-9, veterans and eligible spouses, as defined below, continue to receive priority of service for all job training programs funded by the United States Department of Labor, which include WIOA programs. The WIOA Title I Adult program has a statutory priority for individuals who are receiving public assistance, other low-income individual and basic-skills deficient individuals.

When programs are statutorily required to provide priority for a particular group of individuals, such as the WIOA priority described above, priority must be provided in the following order:

First: Suffolk County veterans and eligible spouses who are also included in the groups given statutory priority for WIOA Adult formula funds. This means that veterans and eligible spouses who are public assistance recipients, other low-income individuals, or individuals who are basic skills deficient would receive first priority for services provided with WIOA Adult formula funds.

Second: Non-covered persons (that is, individuals who are not veterans or eligible spouses) who are included in the groups given statutory priority for WIOA Adult formula funds.

Third: Veterans and eligible spouses who are not included in WIOA's priority groups, but who are included in the locally-identified priority population(s). (Not currently defined.)

Fourth: Non-covered individuals who are not included in WIOA's priority groups, but are included in the locally-identified priority group. (Not currently defined.)

Fifth: To non-covered persons (not veterans or eligible spouses) who do not meet the statutory priority outside the groups given priority under WIOA and the local area priority group.

Note: The Secretary of Labor, through the Assistant Secretary for Veterans' Employment and Training, has identified certain categories of veterans most in need of intensive services to mitigate their barriers to employment. And, in alignment with NYSDOL State Plan (2016-2019) policy - veterans with significant barriers to employment (SBE) and veterans between 18-24 years of age remain the highest priority. Within these categories, veterans that are disabled; homeless; recently-separated service member who at any point in the previous 12

months has been unemployed for 27 or more consecutive weeks; an offender who has been released from incarceration within the last 12 months; lacking a high school diploma or high school equivalent certificate; and low-income will be targeted for services.

SCDOLLCA One-Stop staff will have a self-attestation checklist or Military Service Questionnaire (MSQ) for veteran customers to complete, identifying those with SBE and veterans between 18-24 years of age. Veterans who are recognized as having SBE and/or those veterans who are 18-24 years of age will be referred to NYSDOL Veterans Representative (when available) or another NYSDOL Career Center staff member for intensive case management services, including an initial assessment, comprehensive assessment and individual employment plan.

Individuals may meet multiple categories. In these cases, the highest priority level that a person is eligible for applies to them. For example, Suffolk County identifies ex-offenders as a local priority group. If a person is an ex-offender and low-income, they would receive first or second priority, depending on their veteran status.

When past income is an eligibility determinant for Federal employment or training programs, any amounts received as military pay or allowances by any person who served on active duty, and certain other specified benefits must be disregarded for the veteran and for other individuals for whom those amounts would normally be applied in making an eligibility determination. Military earnings are not to be included when calculating income for veterans or transitioning service members for this priority.

Locally Identified Special Priority Population *(Not currently identified.)*
The Suffolk County Workforce Development Board (SCWDB), if approved by the Governor, may also give priority to other SBE eligible individuals provided that it is consistent with priority of service for veterans (§ 680.650) and the priority provisions of WIOA sec. 134(c)(3)(E). SBE special populations include: displaced homemakers, Native Americans, individuals with disabilities, older individuals, ex-offenders, homeless individuals or homeless youth, youth who are in or have aged out of the foster care system, individuals who are English language learners, individuals who have low levels of literacy, individuals facing substantial cultural barriers, migrant and seasonal farmworkers (MSFWs), individuals within two years of exhausting lifetime eligibility under Part A of Title IV of the Social Security Act (TANF), and single parents (including single pregnant women) and long-term unemployed individuals - WIOA Sec. 3(24).

Determining Eligibility for Priority of Service
SCDOLLCA One-Stop staff will use the following criteria to determine eligibility for priority of service over non-veterans for the receipt of services. The priority of service will only be applied if the person is already eligible under one of the WIOA programs.

Veteran:
The term "veteran" means a person who served at least one day in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable.
Note: This definition applies specifically to eligibility for priority of service. Eligibility for other veteran services may have different definitions.

Eligible Spouse:
Means the spouse of any of the following:

a. *Any veteran who died of a service-connected disability;*
b. *Any member of the Armed Forces serving on active duty who, at the time of application for the priority, is listed in one or more of the following categories and has been so listed for a total of more than 90 days:*
    i. *Missing in action;*
    ii. *Captured in the line of duty by a hostile force; or*
    iii. *Forcibly detained or interned in the line of duty by a foreign government or power;*
c. *Any veteran who has a total disability resulting from a service-connected disability, as evaluated by the Department of Veterans Affairs; or*
d. *Any veteran who died while a disability was in existence.*

A spouse whose eligibility is derived from a living veteran or service member (i.e., categories b. or c. above) would lose his or her eligibility if the veteran or service member were to lose the status that is the basis for the eligibility (e.g. if a veteran with a total service-connected disability were to receive a revised disability rating at a lower level). Similarly, for a spouse whose eligibility is derived from a living veteran or service member, that eligibility would be lost upon divorce from the veteran or service member. (TEGL 10-09)

Applying Priority of Service
Priority of Service - SCDOLLCA staff will grant an eligible individual access to a service earlier in time than an individual not in a priority group, or, if the resource is limited, the person in the priority group receives access to the service instead of a person outside any priority group.

The SCDOLLCA will apply the Priority of Service policy only to the selection procedure for services such as classroom training in the following manner:

- *If there is a waiting list for the formation of a training class, priority of service is intended to require that a person in a priority group be placed at the top of that list. Priority of service applies up to the point at which an individual is both approved for funding and accepted or enrolled in a training class.*
- *If a person outside any priority group has been approved for funding and accepted/enrolled in a training class, the priority of service policy will not allow a person in a priority group who is identified subsequently to "bump" the other*

person from that training class.

Verifying Status

SCDOLLCA staff will not require any documentation regarding a customer's self-attested veteran status at the point of entry. SCDOLLCA staff will verify a Veteran/eligible spouse status if a customer is seeking Priority of Service status for individual career or training service. If an individual seeking career or training services is already recorded in America's One-Stop Operating System as a veteran but there is no hard documentation of their veteran status recorded in OSOS, (such as a DD-214) it must be obtained and recorded on OSOS.

h. Describe how One-Stop System Operators and One-Stop partners will comply with the nondiscrimination requirements of WIOA (section 188), and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding:

i. The physical and programmatic accessibility of facilities, programs, and services;

Compliance with the nondiscrimination requirements of section 188 of WIOA and applicable provisions of the Americans with Disabilities Act of 1990 (ADA) is achieved through the coordination of efforts between the SCWDB, the Disability Standing Committee, One-Stop partners, and various units of the SCDOLLCA including the Business Services Unit (BSU) and the Disability Employment Initiative Disability Resource Coordinators.

The One-Stop Career Center is physically accessible through structural modifications outside and throughout the building. Customer entrances are equipped with automatic doors and newly reconstructed ramps. Career Center bathrooms are handicap accessible and classrooms are furnished to accommodate customers with disabilities. Through the USDOL ETA funded DEI grant, the Hauppauge One-Stop Career Center, Patchogue Career Center and the Riverhead One-Stop were able to obtain new computers, assistive technology, and tables.

Through the DEI grant, DRCs work to ensure and maintain accessibility to the Career Center and its programs and services, and to increase participation of individuals with disabilities at the Career Center to meet employment goals. DRCs have coordinated site visits with representatives from the NYSDOL Division of Equal Opportunity Development and given them tours of the One-Stop Career Center, the Patchogue Career Center, and SCDOLLCA's Suffolk Works Employment Program (SWEP) location. The representative provided recommendations regarding accessibility modifications.

Efforts to extend access and awareness of programs and services for the disabled population are also made through various methods. For individuals who are not able to travel to the main One-Stop Career Center location, there are numerous community

resource centers located throughout Suffolk County with job counselors available to provide supportive services. Staff also host and attend job fairs to promote services available to job seekers with disabilities and participate in on-site recruitment events with disability organizations. Presentations are made at conferences and events to provide agencies and disabled individuals with information regarding the facilities, programs, and services available in the One-Stop system.

In alignment with WIOA, the Suffolk County Workforce Development Board approved the creation of the Suffolk County Disability Standing Committee in order to provide information to and assist the SCWDB with planning, operational and other issues relating to the provision of services to individuals with disabilities. The committee meetings consist of updates on the activities in the One-Stop Career Center related to serving people with disabilities, presentations from guest speakers, and discussions amongst the partners who volunteer on the committee relating to efforts to improve opportunities for individuals with disabilities. Disability Standing Committee reports are given at SCWDB meetings, providing updates to all members as well as SCDOLLCA employees in attendance.

Requests for accommodations can be submitted to One-Stop Career Center staff members and DRCs. Complaints regarding the implementation of an accommodation or a Center's accessibility should be forwarded to the SCDOLLCA Deputy Commissioner responsible for ensuring compliance with the ADA and Equal Employment Opportunity Issues.

ii. Technology and materials for individuals with disabilities; and

The Career Centers are equipped with assistive technology procured with local and state level funding and selected based on input received by the NYSDOL, ACCESS-VR and local service providers. Ongoing site reviews by the NYSDOL, ACCESS-VR, the Disability Standing Committee and the service community will ensure that each Center possesses the most up to date assistive technology.

Assistive technologies have been procured and updated to better serve customers at the Career Center. These technologies range from widescreen computers and scanners to software that enhances customer utilization of Career Center services. Some of the software available include:

- JAWS (Job Access With Speech) Pro, a screen reader created to assist visibly impaired computer users by speaking screen content and navigation through keyboard prompts rather than using a mouse
- MAGic Software, a magnification tool for low vision computer users
- OpenBook, a program that converts printed documents into electronic text format that can then be read aloud and optically recognizes characters to allow for editing and searching within the document.

These programs are often compatible with other assistive technology computer programs.

Various SCDOLLCA materials such as calendars, flyers and documents, along with the SCDOLLCA website convey that auxiliary aids and services are available upon request to individuals with disabilities. The SCDOLLCA website and Career Center calendars also display the availability of ACCES-VR services for individuals with disabilities. A TTY relay phone number is posted on the Career Center's website.

iii. Providing staff training and support for addressing the needs of individuals with disabilities.

The Disability Standing Committee provides information to the SCWDB and assists with planning, operational and other issues relating to the provision of services to individuals with disabilities. One-Stop Career Center staff gives updates on disability activities within the center and presentations are given by guest speakers from the disability community. Disability Standing Committee reports are given at SCWDB meetings, providing updates to all members, partners, and SCDOLLCA employees in attendance.

Through One-Stop partner ACCES-VR's planned continuous program coordination and cross-training of partners in areas such as the ADA, Title IV services, and assistive technology, all partner agencies will have a better understanding of how to serve people with disabilities.

In compliance with the ADA and section 188 of WIOA, partners will provide individuals with disabilities with physical and programmatic accessibility to facilities, programs, services, technology and materials. This includes providing staff members with appropriate training on providing support or accommodations and finding employment for individuals with disabilities. Staff members participate in conference calls and webinars, attend professional development training, and meet with other agencies and organizations in regards to access of programs and services for individuals with disabilities. DEI DRCs attend conferences and workshops where they view presentations by contributors such as ACCES-VR and the National Disability Institute.

iv. Describe the roles and resource contributions of the One-Stop partners related to the nondiscrimination requirements of WIOA (section 188), and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).

One-Stop partners are parties to the Suffolk County Workforce Development Area One-Stop System Service Delivery Memorandum of Understanding (MOU). The MOU captures each partner's roles and responsibilities in the NYS Career Center system and memorializes the way partners will work together collaboratively to satisfy the federal regulations for the System. In the System Access section of the MOU, it is stated that:

"One-Stop Career Centers are compliant with the Americans with Disabilities Act (ADA) in

terms of access and feature accommodations for individuals with disabilities. Requests for accommodations can be submitted to any One-Stop staff member or to the "Disability Resource Coordinator" (DRC) located within each Center. Each Center Manager will be responsible for ensuring compliance with ADA and Equal Employment Opportunity Issues.

DRC staff members work closely with customers and staff to ensure the provision of services is coordinated with NYSDOL, ACCESS-VR, SCDOLLCA, other One Stop partners and the service provider community.

Each Center is equipped with assistive technology procured with local and state level funding and selected based on input received by the NYSDOL, ACCESS-VR and local service providers. Ongoing site reviews by the NYSDOL, ACCESS-VR, Local Workforce Development Board Disability Standing Committee and the service community will ensure all Centers remain physically accessible and possess the most up to date assistive technology.

In a Comprehensive Career Center, at a minimum, staff will provide direct linkage (i.e., direct connection within a reasonable time by phone or real-time web-based technology to program staff that can provide program information to the customer).

In compliance with the Americans with Disabilities Act and section 188 of WIOA, partners will provide individuals with disabilities with physical and programmatic accessibility to facilities, programs, services, technology and materials, including appropriate staff training and support.

Partners commit to periodically reassess program accessibility and adjust strategies to improve access as needed.

The partners recognize that NYS Human Rights Law prohibits discrimination or harassment against any employee, applicant for employment or customer due to age, race, creed, color, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics, familial status, marital status, or domestic violence victim status of any individual.

The partners understand that the NYS Human Rights Law affords protections from employment discrimination for persons with prior conviction records, or prior arrests, youthful offender adjudications, or sealed records."

The MOU includes the following list of partner agency presence, at minimum, at one or more of the One-Stop Career Centers located within Suffolk County:

- New York State Department of Labor – Daily
- Suffolk County Department of Labor, Licensing & Consumer Affairs – Daily
- Suffolk County Department of Social Services – Weekly

- Job Corps – Weekly
- Veteran's Employment and Training Services – Daily
- Adult Career and Continuing Education Services – Vocational Rehabilitation (ACCES-VR) – Twice per month
- Urban League of Westchester County – Two times per week
- YouthBuild, Community Service Block Grant, Migrant and Seasonal, Adult Education and Literary, Carl Perkins Representatives are onsite when needed

Additionally, partners volunteer their time as members of the Disability Standing Committee. As Disability Standing Committee members, partners offer information and assistance with planning, operational, and other issues to the SCWDB regarding the provision of services to individuals with disabilities. NYSDOL and ACCES-VR provide input on the selection of assistive technologies procured at the One-Stop Career Centers and perform site reviews with the Disability Standing Committee to ensure that the centers remain physically accessible and are equipped with the most current assistive technology.

ACCES-VR provides vocational rehabilitation services to individuals with disabilities and works with other partner agencies to enhance their understanding of how to provide services to individuals with disabilities by cross-training them in disability related topics. An ACCES-VR Orientation is available at the Career Center to assist individuals with disabilities with obtaining and maintaining employment. They provide initial assessments, referrals to programs and supportive services, IEPs, and many other career services.

Business Engagement

a. What strategies and programs, including training programs, will be used to facilitate engagement of businesses, including small businesses and businesses in in-demand sectors and occupations?

The Business Services Unit (BSU) attends Suffolk County Industrial Development Agency meetings to network with companies relocating or resizing in Suffolk to assist with all their hiring needs. Attendance at local chambers of commerce and business organization meetings such as the Hauppauge Industrial Association of Long Island facilitates networking opportunities and provides helpful insight to the hiring demands of local businesses, including small businesses. BSU staff joins Economic Development in roundtable meetings with priority-sector Pharmaceutical/Nutraceutical companies (ie: Pharmapacks, Luitpol and Citation Clinical Labeling Systems). On-the-Job Training contracts are being developed with many of these companies. When meeting with business representatives the BSU team discusses tax incentives that are available to save employers money when they hire ex-felons or individuals with disabilities. SCWDB staff regularly attends LIREDC Workforce, Education and Veterans Work Group meetings where industry experts and local businesses come together to discuss regional employment and

training needs. SCWDB meetings including the disability and youth standing committees are held regularly where businesses, small and large, are brought together for workforce issues. These meetings afford many networking opportunities and facilitate discussions that often lead to problem solving issues our members are facing.

i. If applicable, describe the local area's use of business intermediaries.

BSU maintains working relationships with the following business intermediaries – United Way, who has introduced us to pharmaceutical companies such as Contract Pharmacal Corporation, and PSEG, who invites us regularly to meet with companies relocating or expanding in Suffolk County. SCDOLLCA works with institutions such as St. Joseph's College and Suffolk County Community College to co-host job fairs. BSU staff regularly meets with the Suffolk County IDA as well as local IDAs to pool our resources.

b. What strategies or services are used to support a local workforce development system that meets the needs of businesses in the local area?

BSU offers a variety of services to local businesses, including marketing and recruitment to assist employers in meeting their workforce needs. Services include:

- Job Postings – companies can post their job openings at no cost. Postings will be on the New York State Job Bank as well as distributed to thousands of job seekers.
- Job Fairs – general fairs open to all businesses and customers, fairs targeted to Long Island Regional Economic Development Council's priority industries such as Healthcare and Advanced Manufacturing, and fairs targeted to communities surrounding businesses seeking staff.
- On-site Recruitments – companies can participate at our facility to host hiring events. BSU staff will create all materials and market the event.
- Job Matching – our staff matches our job seekers to the positions posted based upon the individual's skills and strengths.
- Industry Specific Seminars – companies can host a seminar to discuss career opportunities specific to their industry. The seminars often attract job seekers who may not have considered the industry before.
- On-the-Job Training – training to a participant is provided by an employer and the wages are reimbursed as much as 75% by SCDOLLCA with maximum of $5,000 for up to six months as specified by O*Net with each business being eligible to receive a total of $50,000 reimbursement per program year.

c. Describe how the local area's workforce development programs and strategies will be coordinated with economic development activities.

Together with Empire State Development and the New York State Department of Economic Development we pool our resources to offer assistance to small business, minority owned

enterprises, etc. Resources include but are not limited to technical and financial assistance to businesses, tax incentives, training opportunities and job placement assistance. BSU networks with businesses and organizations through professional associations and agencies including the HIA-LI and the Long Island Association as well as the Suffolk County IDA.

i. Describe how these programs will promote entrepreneurial skills training and microenterprise services.

Entrepreneurial skills training that is offered includes Career Quests (informational sessions that assist individuals explore career paths and embark on a new career direction) "Starting Your Own Business" conducted by SCWDB member Stony Brook University, "Franchising" conducted by Kensington Company, the local affiliate of Frannet, the world's largest network of franchise consultants.

The On-the-Job Training Policy approved by the SCWDB reimburses microenterprises at a higher rate. Companies with 50 or less employees are reimbursed at 75% rate up to $5,000 for while those with over 50 employees have a reimbursement rate of 50% for a maximum of $5,000. Reimbursement is capped at a maximum of six months as specified by O*Net with each business being eligible to receive a maximum of $50,000 reimbursement per program year.

d. Describe how the local board will coordinate its workforce investment activities with statewide rapid response activities.

All Wagner-Peyser services are delivered through the New York State Department of Labor Representatives and our co-located partners of the One-Stop delivery system in the Hauppauge and Patchogue Career Center locations. NYSDOL staff provides outreach, intake (including identification through the State's Worker Profiling and Reemployment Services System of unemployment insurance (UI) claimants likely to exhaust benefits), and information regarding the eligibility and the filing of UI as well as an orientation to learn about other available services.

BSU works closely with NYSDOL Business Services Representatives who refer individuals to our local Career Centers. Job opportunities are shared among agencies and coordinated job fairs are conducted together at companies with mass lay-offs. These on-site recruitment events are conducted at the employer's business locations to provide the best opportunity for the individuals to find employment before they are laid off.

Program Coordination

a. How do the local area's programs and strategies strengthen the linkages between the One-Stop delivery system and unemployment insurance programs?

The Suffolk County Local Workforce Development Area strengthens the linkage between the One-Stop delivery system and the unemployment insurance programs through its cross-agency agreements and its outreach to local businesses. It has aligned its objectives as well as its policies and procedures to facilitate a smooth career pathway system to all those involved in the One-Stop delivery system and the unemployment insurance programs. Staff development is continuous to enhance the delivery of quality services to its customers.

b. Describe how education and workforce investment activities will be coordinated in the local area. This must include:

i. Coordination of relevant secondary and postsecondary education programs;

The Suffolk County Department of Labor, Licensing & Consumer Affairs has agreements in place with local school districts to ensure youth participants are successfully prepared to enter postsecondary education and/or unsubsidized employment. These agreements provide, when feasible and at no cost to the SCDOLLCA, youth participants with services such as tutoring and study skills training, alternative secondary school services or dropout recovery services, and leadership development. In addition supportive services may be offered such as adult mentoring, comprehensive guidance such as substance abuse counseling, financial literacy and other activities that help youth prepare for and transition to post-secondary education.

ii. Activities with education and workforce investment activities to coordinate strategies and enhance services; and

The SCDWDB will participate in or facilitate activities that bring partners together to enhance the provision of services and better coordinate strategies. This will be accomplished by:

- Participating on the LIREDC Workforce, Education and Veterans sub-committee;
- Identifying opportunities presented at SCWDB meetings;
- Assigning the One Stop Operator responsibility for coordinating partner activities related to the provision of services within the One Stop system;
- Aligning Suffolk County One-Stop system with the Towns of Oyster Bay and Hempstead's One Stop systems; and
- Continuing to participate in the LI-RAEN Sector training activities and other activities developed by our partners.

iii. A description of how the local board will avoid duplication of services.

To prevent duplication of services, a One-Stop Operator was procured. The Operator will coordinate the delivery of partner services and work with partners to create strategies that

improve the provision of services to shared customer and targeted populations. If partner coordination related issues are identified, the One-Stop Operator will recommend corrective action or continuous improvement activities.

c. Describe plans, strategies, and assurances concerning the coordination of services provided by the State employment service under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), to improve service delivery and avoid duplication of services.

NYSDOL and SCDOLLCA staff are co-located in Suffolk's One-Stop Career Center. Suffolk County's One-Stop Operator coordinates with the SCDOLLCA, NYSDOL, New York State Education Department (the core One-Stop partners) programs, their service providers and local education and business community with Suffolk County's One-Stop delivery system to provide universal access to an integrated array of labor exchange services so that workers, job seekers and businesses can find the services they need in one stop without a duplication of services. A Services Memorandum of Understanding between the partners, which includes NYSDOL, sets out how partners who provide the same Applicable Career Services agree to deliver those services in a coordinated manner with appropriate points of contact, meaningful referrals, and roles of the One-Stop Operator. All partners of the local area agree to participate in a customer focused referral system that seamlessly accesses resources from involved partners to increase quality outcomes and agree to communicate regarding the status of interagency referrals.

d. Provide a list executed cooperative agreements that define how all local service providers, including additional providers, will carry out the requirements for integration of and access to the entire set of services available in the local Career Center system. This includes agreements between the LWDB and entities that serve individuals eligible under the Rehabilitation Act. If no such agreements exist, provide an explanation why this is the case and/or progress towards executing such agreements.

Town of Babylon (Wyandanch Community Resource Center), Adelante of Suffolk County (Central Islip/Brentwood Community Resource Center), Bellport, Hagerman, East Patchogue Alliance, Inc. (BHEP) (Bellport Community Resource Center), Huntington Community Development Agency (Huntington Community Resource Center): Provide access to One-Stop services to low-income communities as well as bringing supportive services closer to our community. The Centers are staffed by SCDOLLCA and SCDSS employees to assist in providing employment related and supportive services.

Suffolk County Department of Social Services: The Suffolk Works Employment Program administered by the SCDOLLCA enables individuals on public assistance to participate in work or training programs – with the ultimate goal of employment. Job counselors stress that the job an individual finds may not be the last job or best job they will hold but will allow them to establish recent work history, while promoting good work habits and providing a first step toward a career goal.

Suffolk County Sheriff's Office (Jail Resource Center): Provides a transition services to the One-Stop for those individuals prior to their release from incarceration.

New York Label and Box Corp., Dr. Print, Inc., Custom Computer Specialists, Inc., Empire Electronics, Inc., MTC Industries, Inc., Driven Local, LLC, Berenstein & Son, Inc. (DBA Berenstein Textiles), Widex USA, Inc., SolarCity, East Coast Metallic Tubing & Hardware Supply Corp.: Provide data regarding job vacancies, including qualifications and commensurate salaries; Hire graduates of training programs.

Urban League of Westchester: Urban Seniors Jobs Program.

Island Drafting and Technical Institute, Hunter Business School, Electrical Training Center, Inc., Joint Apprenticeship & Training Committee (JATC), Commercial Driver Training, Inc., Northeast Carpenters Apprenticeship Fund, BOCES - Western Suffolk, BOCES - Eastern Suffolk, Stony Brook University, Victor's CDL Services, Inc., Precision Driving Schools CDL, Inc., Long Island School of Nursing Assistants, Labor Education & Community Services Agency, Inc., Opportunities Industrialization Center of Suffolk, Inc., Suffolk County Community College, United Way of Long Island: Provision of vocational training.

Youth Activities

a. Provide contact details of Youth Point of Contact for your local area:

i. Name of Youth Point of Contact
Stacey Lesko

ii. Email Address
Stacey.Lesko@suffolkcountyny.gov

iii. Name of Organization
Suffolk County Department of Labor, Licensing & Consumer Affairs

iv. Title
Director – Youth Programs

v. Phone
631-853-6932

vi. Address
725 Veterans Memorial Highway
Hauppauge, NY 11788

b. Provide the number of planned enrollments in PY 2017 for:

i. Out-of-School Youth
92

ii. New In-School Youth
76

iii. Carry-Over In-School Youth
0

iv. Work Experience
168

*Please note that PY 2017 enrollments will provide the baseline estimate for the remaining three years of the Plan.

c. Who provides the WIOA Youth Program Design Framework, which includes Intake and Eligibility, Objective Assessment, and the Individual Service Strategy (ISS)?

Based on recommendations from members of the SCWDB, it was determined the best entity responsible for referrals to appropriate services is the SCDOLLCA Youth Counselors.

i. Describe how career pathways is included in the ISS.

The Youth Counselors identify participant's appropriate pathways by administering an assessment. The assessment includes :

- Life/Family: family and financial status; transportation access; and child care arrangements
- Educational History: High School Graduate/GED; College; special activities or special achievements
- Vocational Training
- Interest Areas
- Experience/Skills/Abilities: Military; volunteer; work experience; general and transferrable skills related to Employment Goals.
- Tests of Adult Basic Education (TABE) Test Results
- Employment and Additional Barriers
- Supportive Services Needs
- Program Services Needed: Tutoring; Paid/Unpaid Work Experience; Occupational Skills Training; Adult Mentoring; Follow-up Services; Workforce Prep for specific occupation; Comprehensive Guidance and counseling; Financial Literacy Education; Entrepreneurial Skills; Labor Market and Employment Information via Career Counseling and Transitional Services to Post-Secondary Ed
- Goals and Achievement Objectives
- Services Rationale: How a customer would benefit from services
- Service Suitability: why customer is suitable for planned services
- Measurable Skills Gains: how skill gains will be measured

After the assessment, the counselor will determine which services will be provided depending on their skills and funding available. Staff considers all factors when working with an individual such as prior work history, level of job readiness, education level, attitude, aptitude, and skills results. The counselor can provide labor market and employment information about in-demand industry sectors or occupations available in the local area. Occupational skills training with priority consideration for training programs that lead to recognized post-secondary credentials and are aligned with in-demand industry sectors or occupations is also provided. The counselor will offer guidance and counseling along with study skills leading to secondary school completion and dropout prevention and activities that can help prepare for and transition to post-secondary education and training.

d. In Attachment G, Youth Services, located on the NYSDOL website at https://labor.ny.gov/workforcenypartners/wioa/workforce-planning.shtm under the Local Planning section, identify the organization providing the 14 Youth Program Elements and whether the provision of each element is contractual, with a Memorandum of Agreement (MOA), or provided by the LWDB.

e. Explain how providers and LWDB staff ensure the WIOA elements:

i. Connect back to the WIOA Youth Program Design Framework, particularly Individual Service Strategies; and

SCWDB staff monitors youth staff who determines youth eligibility, reviews the youth assessment that is given that includes a review of the academic and occupational skills levels, as well as the service needs and strengths to identify appropriate services and career pathways. Case management is provided for all youth participants, which includes follow-up services. Case management is essential to the success of WIOA youth participants. Staff provides information on local youth activities and referrals to the providers of those services. Services provided are based on the individual needs of the participant. The staff member monitors files, ensures eligibility and documentation requirements are met, enters and verifies social security number for accuracy and works with youth to identify the youth's strengths and assets. Staff will support individual service profiles to tailor services and outcomes for each participant.

ii. Are made available to youth with disabilities.

The SCWDB approved the creation of a Disability Standing Committee to align with WIOA. The Committee provides information and assists the Board with planning, operational and other issues relating to the provision of services to youth and individuals with disabilities. This includes providing programmatic and physical access to the services, programs and activities of the One-Stop delivery system and finding employment opportunities for individuals with disabilities. In addition, the Youth Standing Committee and the SCDOLLCA collaborate to identify and improve educational and employment opportunities for In-School Youth ages 14-21 and Out-of-School Youth ages 16-24, so that they may attain the skills needed to complete educational and career goals and successfully enter the workplace. The SCDOLLCA coordinates with local partners and SCWDB members such as Eastern and Western Suffolk BOCES, FREE, and SILO, and provides services to youth with barriers. ACCES-VR provides vocational rehabilitation services for eligible youth with disabilities.

f. Identify successful models for youth services.

The SCDOLLCA, in a partnership between Opportunities Long Island, recruits for a pre-apprenticeship program offered to low-income individuals to enter multiple disciplines in the building trades. Many of the participants receive direct entry into the unions. The OLI

program guarantees its graduates a face-to-face interview for an apprenticeship. Eighty percent of the 30 graduates in the program's first two years are working as local apprentices with 15 union locals on Long Island and in New York City. This program is among 31 apprenticeship preparation courses recognized by the NYSDOL.

Due to the great success of the apprenticeship program, the SCDOLLCA is currently preparing to establish an Advanced Manufacturing Intern-to-Employment Program. An internship agreement outlining the parameters of the internship, employer responsibilities, WIOA participant requirements and other elements mandated by WIOA, NYSDOL or Suffolk County will be developed. It is expected to be up and running in calendar year 2018. The program will be marketed to the LIREDC Priority Industries with an emphasis on advanced manufacturing and local business associations such as the Long Island Association and the Hauppauge Industrial Association of Long Island. There will be coordination outreach efforts with Manufacturing Associations, the SCWDB member businesses and companies identified by the Suffolk County Executive's Office, LIREDC members, the Workforce Development Institute, the Regional Business Services Team and other organizations.

g. If you plan to serve In-School Youth (ISY) and/or Out-of-School Youth (OSY), using the "Needs Additional Assistance" criteria, please attach a policy that defines reasonable, quantifiable, and evidence based specific characteristics of youth needing additional assistance.

Administration

a. Identify the entity responsible for the disbursal of grant funds as determined by the Chief Elected Official or Governor.

The Suffolk County Department of Labor, Licensing & Consumer Affairs has been designated the local fiscal agent and administrative entity by the Suffolk County Workforce Development Board and Suffolk County Executive Steve Bellone.

b. Describe the competitive process to be used to award sub grants and contracts for WIOA Title I activities in the local area.

The SCDOLLCA utilizes a "Solicitation of Quotes" or "Request for Proposals" procurement process depending on the services to be procured and the total cost of the procurement. Both processes are compliant with the Federal, State and County guidelines. These processes ensure the purchase of goods and services is conducted in an open manner resulting in competitive pricing and an inventory of services that is large, varied and flexible in regards to scheduling and location.

Solicitation of Quotes Method: The solicitation of quotes method is utilized for contract amounts from $1,000.01 to $25,000.00 where the needed services can be translated into exact specifications and where cost is the principal award criteria. The award for this

procurement is based on "best value" as typically demonstrated by the lowest price among responsive and responsible bidders. This process requires that:

- A uniform solicitation which defines specifications; establishes the required qualifications and "best value" basis of award; states terms and conditions; and provides instructions for responding;
- Advertisements are placed on the Suffolk County Legislature's and SCDOLLCA's websites from the issue date through the due date. Advertisements may be placed in other sources such as newspapers, trade publications, and journals, when such advertising costs are not cost prohibitive.
- Written quotes must be obtained from at least three (3) sources (if available);
- The evaluation of quotes be performed by one or more departmental staff or an established evaluation committee. In all cases, the SCDOLLCA must ensure that all staff participating in the evaluation has no conflicts of interest with any of the bidders.

Request for Proposals (RFP) Method: The RFP method is generally utilized for the procurement of personal/consultant services over $25,000.00 where cost is not the sole determining factor. The basis of award optimizes quality, cost and efficiency among responsive and responsible bidders. This process requires that:

- The Suffolk County Executive's Office reviews and approves the need to conduct an RFP process;
- The SCWDB and SCWDB staff develop the criteria, methodology and instrument for the evaluation of both general qualifications and technical services that will ensure that the proposals are evaluated objectively, fairly, equally and uniformly in accordance with internal guidelines;
- The RFP model format includes a Timeline, Table of Contents, Administrative Information (including RFP Policies and Procedures), Proposer Profile, Background Information, Technical Services Requirements, Fee Schedule, Model Agreement with Exhibits (subject to negotiation prior to award of the contract), and Required Compliance Forms in Accordance with County Laws;
- The SCDOLLCA submits the RFP package to the County Attorney for review and potential revision. Upon approval, the County Attorney assigns a Law number to the RFP and returns the RFP to the SCDOLLCA for publication;
- The SCDOLLCA makes every reasonable effort to identify potential proposers for the RFP distribution. Potential proposers may be identified through proposer lists maintained by the SCDOLLCA, web searches, reference directories, previous

procurements and consultation with other departments;

- The SCDOLLCA advertises the RFP on the County Legislature's and SCDOLLCA's websites from the issue date through the due date and in two County approved Newspapers.
- An in-depth analysis of general qualifications and technical services is performed to evaluate the proposals in accordance with the established methodology is conducted by the Unit seeking services. The analysis is distributed to the Evaluation Committee;
- The Evaluation Committee be responsible for making the specific award and whose membership shall always include the Chief Deputy Commissioner, Senior Deputy Commissioner, Administrative Director, Finance Director, Planning Director and the Director or the Unit seeking services;
- Each member of the Evaluation Committee signs a "No Conflict of Interest Disclosure Statement" which must be filed with the Comptroller's Office;
- Upon completion of the evaluation and the award selection, notification of award is sent by the Unit seeking services to all successful and non-successful proposers;

The terms and conditions of the contract are in accordance with the requirements and specifications of the RFP and the proposer's proposal.

c. Provide the local levels of performance negotiated with the Governor and Chief Elected Official to be used to measure the performance of the local area and to be used by the local board for measuring the performance of the local fiscal agent (when applicable), eligible providers, and the One-Stop delivery system, in the local area.

	Title I			Title II	Title III	Title IV
Performance Indicators	Adult	Dislocated Worker	Youth	AEFLA	Wagner -Peyser	Voc. Rehab
Employment Rate 2nd Quarter After Exit	~~65.2%~~66.0%	66%~~57.4%~~	58.8%~~62.5%~~	Baseline	68.0~~46.2~~%	Baseline
Employment Rate 4th Quarter After Exit	67.0%~~65.1%~~	66%~~57.9%~~	62.0%~~80.8%~~	Baseline	67.0~~58.7~~%	Baseline
Median Earnings 2nd Quarter After Exit	$5,200~~$4,359~~	$6,400~~$4,409~~	Baseline	Baseline	$5,400~~$4,592~~	Baseline
Credential Attainment 4th Quarter After Exit	Baseline ~~48.0%~~	Baseline ~~72.5%~~	Baseline ~~47.2%~~		N/A	Baseline
Measurable Skills Gains	Baseline	Baseline	Baseline	Baseline	N/A	Baseline
Repeat Business Customers	Baseline	Baseline	Baseline	Baseline	Baseline	Baseline
Business Penetration Rate	Baseline	Baseline	Baseline	Baseline	Baseline	Baseline

d. Describe the actions taken toward becoming or remaining a high-performing board, consistent with factors developed by the SWIB. A board will be defined as high performing if it meets the following criteria:

i. The board is certified and in membership compliance;

ii. All necessary governance actions and items have been accomplished, including executing a local MOU, selecting a One-Stop System Operator, and implementing all required local policies, etc.;

iii. All One-Stop Career Centers in the LWDA have achieved at least an 80% score in the Career Center Certification process; and

iv. The LWDA meets or exceeds all performance goals.

i. The Suffolk County Workforce Development Board, in accordance with NYSDOL Technical Advisory (TA) #15-6, was certified by the NYSDOL on November 4, 2015. As required by NYSDOL TA #15-6.1 Suffolk County has complied with the additional SCWDB requirements established by the Governor and remains certified. These requirements include:

- Business members must represent businesses having at least two employees, consistent with the requirement that represented businesses have employment opportunities including high quality, work relevant training and development in in-demand industry sectors or occupations. Sole proprietorships would not be expected to provide significant employment opportunities.

- NYSDOL will designate the required governmental member on each local board representing Wagner-Peyser programs, and take steps to ensure their active board participation.

- Only one representative per business entity should be appointed. This guideline is established to promote diversity of business representation on each local board, but may be reconsidered for local areas that can provide strong justification otherwise.

- The State encourages CEOs to appoint business members that align with the Regional Economic Development Council's (REDC) target industries and/or who are REDC members. Cross membership will foster and support regional planning goals.

ii. In accordance with NYSDOL TA #15-5, the SCDOLLCA, with the approval of Suffolk County Executive Steve Bellone and the Suffolk County Workforce Development Board, requested that NYSDOL designate the SCDOLLCA as Suffolk County's Workforce Development Area's Grant Recipient and Fiscal Agent. The required CEO Agreement

was signed by the County Executive on April 29, 2015 and NYSDOL approved the designation on July 17, 2015.

The SCDOLLCA, in compliance with WIOA Final Regulations Sections 678.600 – 678.635, has procured through the Request for Proposal Process (RFP) a One-Stop Operator. The RFP included selection criteria and program design elements that were approved by the SCWDB and the Suffolk County Executive's Office. The winning proposal was submitted by Eastern Suffolk BOCES which began operations on July 1, 2017.

The SCWDB has reviewed and approved SCDOLLCA's recommendations regarding Suffolk County's Adult, Youth and Dislocated Worker program policies, including:

- Training, Post Training Placement and Follow-Up Policy;
- Eligible Training Provider List Policy;
- Individual Training Account Policy;
- On-the-Job Training Policy;
- Priority of Service Policy;
- Supportive Services Policy;
- Youth 5% Low Income Policy;
- Youth 5% Needs Additional Assistance Policy; and
- Youth and Adult Follow-Up Policy.

iii. The ~~SCDOLLCA will apply for One-Stop Career Center certification when guidance is issued by the NYSDOL.~~Suffolk County Workforce Development Board was deemed in compliance and recertified to operate under WIOA for two years on March 7, 2019.

iv. The SCDOLLCA, according to the last WIOA Common Measures report issued by the NYSDOL (Quarter ending March 2016), is meeting or exceeding all of its Adult, Youth and Dislocated Worker Common Measures .

Training Services

a. Describe how training services will be provided in the local area.

The SCDOLLCA has developed long standing relationships and agreements with many schools recognized by NYSED that will allow us to quickly and efficiently serve the target population. All training leads to a State or employer recognized credential and appears on the demand occupation list for Nassau and Suffolk Counties. SCDOLLCA staff provides guidance on training to customers that maximizes informed customer choice and aligns with the SCWDB's priority industry sectors. Staff helps the customer make informed decisions based on labor market conditions and trends; the customer's interests, aptitude and abilities; local labor market information; training vendor's performance and cost

information. Customers can select from a list of eligible training providers listed on the statewide Eligible Training Provider List.

b. Describe how contracts will be coordinated with the use of ITAs.

The SCDOLLCA conducts ongoing recruitment for training providers utilizing the RFQ process which has been approved by the SCWDB, NYSDOL and Suffolk County Department of Audit and Control. In addition to adherence to the SCWDB, NYSDOL and Suffolk County Department of Audit and Control procurement requirements, SCDOLLCA has documented procedures (Department of Labor Operating Standards – DOLOS) which all unit directors and administrators must follow during the contracting process. All procurement for vocational training, including Adult, Dislocated Worker and Youth participant training, requires public notice of the RFQ, including publication on the County website, in designated newspapers and sent to organizations maintained on the SCDOLLCA's potential service provider lists. Chosen providers must be certified by NYSED and are reviewed utilizing criteria evaluation forms and key sheets that detail how points are awarded. Under WIOA, a vocational education vendor must complete an application online through the ETPL to qualify as a provider on the state vendor provider list. Required information also includes a copy of the proposer's most recent financial/audit statement, if the proposer is a non-governmental agency. Specific evaluation criteria are reviewed for compliance for vocational training before a contract is developed. All documentation is reviewed by a SCDOLLCA review committee. The training provider reviews and signs the contract and it is forwarded to the Suffolk County Law Department and then onto the Suffolk County Executive's Office (CEO) for final signature. When the contracts are executed they are added to our inventory of training providers and ITA's can be issued. Once a training provider is approved, additional courses may be added quickly to address the ever changing needs of our local workforce area.

c. Describe how the local board will ensure informed customer choice in the selection of training programs regardless of how training services are provided.

Career counselors in the One- Stop Career Center have an abundant amount of information regarding the labor market, demand occupations, supportive services, partner agencies and our various training programs. All customers attend an informational meeting where a tour of the Career Center is given and all of the services are introduced. Customers meet with the counselors individually when they are seeking services beyond self-service. Counselors complete an individual assessment documenting the customer's skills, education, work history, and barriers. Eligible and suitable customers are allowed to choose from our inventory of training programs. Our training providers will meet with the customer where they may have to take entrance tests. If the provider approves the customer based on their admissions criteria then the ultimate decision to begin training lies with our customers. SCWDB approves policies including support payments to ensure the customers' best interests are being met.

Public Comment

a. Describe the process used by the local board to provide a 30-day opportunity for public comment and input into development of the plan by representatives of business, labor organizations, and education prior to submission.

The SCWDB, in accordance with the 30 day Public Comment requirement, provides the general public, our NYSDOL representative, representatives of business, labor organizations, and education an opportunity to review and provide input to Suffolk County's 2018 Local WIOA Plan by:

- Forwarding a copy of the Draft Plan to all SCWBD members;
- Forwarding the Draft Plan to any organization or individual identified by the SCWDB;
- Forwarding the Draft Plan to Suffolk County's NYSDOL Representative;
- Posting the Draft Plan to the SCDOLLCA Website at: http://www.suffolkcountyny.gov/Departments/Labor.aspx ; and
- Posting a legal notice in Newsday on October 19, 2017 – announcing the availability of the plan, how to obtain a copy and how to offer input.

b. Did the NYSDOL State Representative review the plan before submission? If no, please submit to your State Representative for review prior to posting for public comment.

Yes.

List of Attachments:

Please complete all attachments.

Attachment A – Units of Local Government

Attachment B – Fiscal Agent

Attachment C – Signature of Local Board Chair

Attachment D – Signature of Chief Elected Official(s)

Attachment E – Federal and State Certifications

Attachment F – Youth Services Chart

Attachment G – Local Plan Budget 2017

Original signature pages (Attachments C, D, E, and F) must be delivered to NYSDOL in one of the following two ways:

- Electronic signature (if the board has the capability for it) – Note that electronic signature must follow the requirements and guidelines of the Electronic Signature and Records Act (ESRA). Further information on ESRA standards and requirements can be found at https://its.ny.gov/nys-technology-law#art3. Boards choosing to submit signature pages via electronic signature may submit these pages via email with the Local Plan.

- Mail original versions – Hard copies of traditional signature pages may be sent to:

Attn: Local Plan
New York State Department of Labor
Division of Employment and Workforce Solutions
Building 12 – Room 440
W. Averell Harriman Office Building Campus
Albany, New York 12240

All other attachments must be submitted along with the LWDB Local Plan Template via email.

In addition to these attachments, LWDBs must provide copies of the agreements listed in the Program Coordination section of this template under (d). If possible, it would be preferable to provide a list of hyperlinks to these agreements made available on your LWDB website.