

LOCAL WORKFORCE DEVELOPMENT AREA PROFILE
LWDA: ALBANY, SCHENECTADY, RENSSELAER (CAPITAL DISTRICT)

Chief Elected Official	Local Board Contact	Designated Equal Opportunity Officer
Judith D’Agostino, Chairwoman Schenectady County Legislature Schenectady County Office Bldg. 620 State Street Schenectady, New York 12305 (518) 388-4280 (518) 388-4591 (Fax) Judith.d’agostino@countyofsch ectady.com	Robert Wildermuth, Director Capital Region Workforce Investment Board Career Central 175 Central Avenue, 3 rd Fl. Front Albany, NY 12206 (518) 462-7600, Ext. 160 (518) 462-2772 (Fax) rwildermuth@capreg.org	Douglas Lansing, Director of Enrollee Services 175 Central Avenue Albany, NY 12206 (518) 242-8240 (518) 434-9742 (Fax) dougl@capreg.org

Description of Equal Opportunity Duties and Responsibilities:

Serving as the LWDA grant recipient’s liaison with the State-level EO Officer and the Civil Rights Center (CRC). Monitoring and investigating the LWDA grant recipient’s and its subrecipients’ activities to make sure that the LWDA grant recipient and its subrecipients are not violating their nondiscrimination and equal opportunity obligations under WIOA Title I and 29 CFR Part 37. Reviewing the LWDA grant recipient’s and its subrecipients’ written policies to make sure that those policies are nondiscriminatory. Developing and publishing the LWDA grant recipient’s procedures for processing discrimination complaints under Sections 37.76 through 37.79 of 29 CFR Part 37, and making sure those procedures are followed. Reporting directly to the LWDA grant recipient about equal opportunity matters. Undergoing training at the LWDA grant recipient’s expense to maintain competency.

Description of Non-Equal Opportunity Duties and Responsibilities:

(12/2017)

LOCAL WORKFORCE DEVELOPMENT AREA PROFILE
LWDA: BROOME, TIOGA

Chief Elected Official	Local Board Contact	Designated Equal Opportunity Officer
<p>DEBRA A. PRESTON Broome County Executive Broome County Office Building 44 Hawley Street, 6th Floor P.O. Box 1766 Binghamton, New York 13902-1766 (607) 778-2131 (607) 778-8869 (Fax) DPRESTON@CO.BROME.NY.US</p>	<p>Jim Tripp Executive Director Broome/Tioga Workforce Development System 171 Front Street Binghamton, NY 13905 (607) 778-6499 (607) 778-6442 (Fax) jtripp@co.broome.ny.us</p>	<p>Randall Cook, Associate Coordinator/DRC 171 Front Street Binghamton, NY 13905 (607) 778-6478 (607) 778-2231 (Fax) rcook@co.broome.ny.us</p>

Description of Equal Opportunity Duties and Responsibilities:

Serving as the LWDA grant recipient's liaison with the State-level EO Officer and the Civil Rights Center (CRC). Monitoring and investigating the LWDA grant recipient's and its subrecipients' activities to make sure that the LWDA grant recipient and its subrecipients are not violating their nondiscrimination and equal opportunity obligations under WIOA Title I and 29 CFR Part 37. Reviewing the LWDA grant recipient's and its subrecipients' written policies to make sure that those policies are nondiscriminatory. Developing and publishing the LWDA grant recipient's procedures for processing discrimination complaints under Sections 37.76 through 37.79 of 29 CFR Part 37, and making sure those procedures are followed. Reporting directly to the LWDA grant recipient about equal opportunity matters. Undergoing training at the LWDA grant recipient's expense to maintain competency.

Description of Non-Equal Opportunity Duties and Responsibilities:

**LOCAL WORKFORCE DEVELOPMENT AREA PROFILE
LWDA: CATTARAUGUS, ALLEGANY**

Chief Elected Official	Local Board Contact	Designated Equal Opportunity Officer
<p>HONORABLE CRYSTAL J. ABERS, ACTING ChairWOMAN Cattaraugus County Legislature 303 Court Street, 3rd floor Little Valley, New York 14755 (716) 938-9111 ext 2385 assistant-ksburr@cattco.org</p>	<p>Ms. Michele Lichy Executive Director Cattaraugus-Allegany WIB, Inc. One Blue Bird Square Lower Level Olean, NY 14760 (716) 806-0060 (716) 806-0062 (Fax) mlichy@cawfny.com</p>	<p>Jason E. Miller, Fiscal & Program Monitor One Blue Bird Square, Lower Level Olean, NY 14760 (716) 806-0060, ext. 303 (716) 806-0062 (Fax) jmiller@cawfny.com</p>

Description of Equal Opportunity Duties and Responsibilities:

Serving as the LWDA grant recipient's liaison with the State-level EO Officer and the Civil Rights Center (CRC). Monitoring and investigating the LWDA grant recipient's and its subrecipients' activities to make sure that the LWDA grant recipient and its subrecipients are not violating their nondiscrimination and equal opportunity obligations under WIOA Title I and 29 CFR Part 37. Reviewing the LWDA grant recipient's and its subrecipients' written policies to make sure that those policies are nondiscriminatory. Developing and publishing the LWDA grant recipient's procedures for processing discrimination complaints under Sections 37.76 through 37.79 of 29 CFR Part 37, and making sure those procedures are followed. Reporting directly to the LWDA grant recipient about equal opportunity matters. Undergoing training at the LWDA grant recipient's expense to maintain competency.

Description of Non-Equal Opportunity Duties and Responsibilities:

Assist the Executive Director and Accountant as staff to the Board of Directors; participate in team projects on local skills shortages; some fiscal responsibility including handling and depositing funds received, and performing bank reconciliation; responsible for recording of WIB meetings and committee meetings and preparation of minutes; answer telephone and assist customers; perform clerical assistance (filing; typing); maintain current information for website; handle smaller projects such as equipment inventory; graphic design of brochures and other marketing materials.

**LOCAL WORKFORCE DEVELOPMENT AREA PROFILE
LWDA: CAYUGA, CORTLAND**

Chief Elected Official	Local Board Contact	Designated Equal Opportunity Officer
Michael park, Chairman Cortland County Legislature Cortland County Office Building 60 Central Avenue Cortland, New York 13045 (607) 753-5049 (607) 756-3492 (Fax) mpark@cortland-co.org	Rob Ferri, Director Employment & Training Cortland Works Career Center 60 Central Avenue, Room 104 Cortland, NY 13045 (607) 753-5201 (607) 753-5199 (Fax) rferri@cortland-co.org	Rob Ferri, Director Employment & Training Cortland Works Career Center 60 Central Avenue, Rm. 104 Cortland, NY 13045 (607) 753-5201 (607) 753-5199 (Fax) rferri@cortland-co.org

Description of Equal Opportunity Duties and Responsibilities:

Serving as the LWDA grant recipient's liaison with the State-level EO Officer and the Civil Rights Center (CRC). Monitoring and investigating the LWDA grant recipient's and its subrecipients' activities to make sure that the LWDA grant recipient and its subrecipients are not violating their nondiscrimination and equal opportunity obligations under WIOA Title I and 29 CFR Part 37. Reviewing the LWDA grant recipient's and its subrecipients' written policies to make sure that those policies are nondiscriminatory. Developing and publishing the LWDA grant recipient's procedures for processing discrimination complaints under Sections 37.76 through 37.79 of 29 CFR Part 37, and making sure those procedures are followed. Reporting directly to the LWDA grant recipient about equal opportunity matters. Undergoing training at the LWDA grant recipient's expense to maintain competency.

Description of Non-Equal Opportunity Duties and Responsibilities:

**LOCAL WORKFORCE DEVELOPMENT AREA PROFILE
LWDA: CHAUTAUQUA**

Chief Elected Official	Local Board Contact	Designated Equal Opportunity Officer
<p>The Honorable Gregory J. Edwards Chautauqua County Executive Gerace Office Building 3 North Erie Street Mayville, New York 14757 (716) 753-4211 (716) 753-4756 (Fax) edwardsg@co.chautauqua.ny.us</p>	<p>Katie Geise Executive Director Jamestown One-Stop Chautauqua Works 23 E. 3rd Street Jamestown, NY 14701 (716) 661-9324 (716) 483-2012 (Fax) kgeise@chautauquaworks.com</p>	<p>Jody Cheney, IT Facilities Director/Admin. Asst. Chautauqua WIB 23 E. 3rd Street Jamestown, NY 14701 (716) 487-5171 (716) 483-2012 (Fax) jcheney@chautauquaworks.com</p>

Description of Equal Opportunity Duties and Responsibilities:

Serving as the LWDA grant recipient's liaison with the State-level EO Officer and the Civil Rights Center (CRC). Monitoring and investigating the LWDA grant recipient's and its subrecipients' activities to make sure that the LWDA grant recipient and its subrecipients are not violating their nondiscrimination and equal opportunity obligations under WIOA Title I and 29 CFR Part 37. Reviewing the LWDA grant recipient's and its subrecipients' written policies to make sure that those policies are nondiscriminatory. Developing and publishing the LWDA grant recipient's procedures for processing discrimination complaints under Sections 37.76 through 37.79 of 29 CFR Part 37, and making sure those procedures are followed. Reporting directly to the LWDA grant recipient about equal opportunity matters. Undergoing training at the LWDA grant recipient's expense to maintain competency

Description of Non-Equal Opportunity Duties and Responsibilities:

Monitor implementation of the Local Areas' grievance procedure. Program oversight, interviewing, case management, interaction with service providers, negotiating and drafting contracts.

**LOCAL WORKFORCE DEVELOPMENT AREA PROFILE
LWDA: CHEMUNG, SCHUYLER, STEUBEN**

Chief Elected Official	Local Board Contact	Designated Equal Opportunity Officer
The Honorable Thomas Santulli Chemung County Executive John H. Hazlett Building 203 Lake Street Elmira, New York 14902 (607) 737-2912 tsantulli@co.chemung.ny.us	Charles Peacock, Executive Director CSS Workforce NY 20 Denison Parkway West Corning, NY 14830 (607) 937-8337 Ext. 1103/1131 (607) 937-5420 (Fax) peacock@csswfny.com	Susan Carpenter, Quality Assurance Manager 65 East Market Street, Suite 201 Corning, NY 14830 (607) 238-5730 (607) 654-0437 (Fax) carpenters@csswfny.com

Description of Equal Opportunity Duties and Responsibilities:

Serving as the LWDA grant recipient's liaison with the State-level EO Officer and the Civil Rights Center (CRC). Monitoring and investigating the LWDA grant recipient's and its subrecipients' activities to make sure that the LWDA grant recipient and its subrecipients are not violating their nondiscrimination and equal opportunity obligations under WIOA Title I and 29 CFR Part 37. Reviewing the LWDA grant recipient's and its subrecipients' written policies to make sure that those policies are nondiscriminatory. Developing and publishing the LWDA grant recipient's procedures for processing discrimination complaints under Sections 37.76 through 37.79 of 29 CFR Part 37, and making sure those procedures are followed. Reporting directly to the LWDA grant recipient about equal opportunity matters. Undergoing training at the LWDA grant recipient's expense to maintain competency

Description of Non-Equal Opportunity Duties and Responsibilities:

Oversight of the 5 career centers and welfare to work programs.

**LOCAL WORKFORCE DEVELOPMENT AREA PROFILE
LWDA: CHENANGO, DELAWARE, OTSEGO**

Chief Elected Official	Local Board Contact	Designated Equal Opportunity Officer
The Honorable LAWRENCE N. WILCOX, Chairman delaware County Board of Supervisors 111 Main Street., P.O. Box 431 Delhi, New York 13753 (office) 337-1401 (home) 336-7013	Alice Savino, Executive Director Chenango/Delaware/Otsego WIB 12 Dietz Street Oneonta, NY 13820 (607) 432-4800 (607) 432-4171 (Fax) Asavino@working-solutions.org	Theresa Palmer, E&T Coordinator 1 O'Hara Drive Norwich, NY 13851 (607) 334-2201 Ext. 106 (607) 746-7106 (Fax) tpalmer_oet@roadrunner.com

Description of Equal Opportunity Duties and Responsibilities:

Serving as the LWDA grant recipient's liaison with the State-level EO Officer and the Civil Rights Center (CRC). Monitoring and investigating the LWDA grant recipient's and its subrecipients' activities to make sure that the LWDA grant recipient and its subrecipients are not violating their nondiscrimination and equal opportunity obligations under WIOA Title I and 29 CFR Part 37. Reviewing the LWDA grant recipient's and its subrecipients' written policies to make sure that those policies are nondiscriminatory. Developing and publishing the LWDA grant recipient's procedures for processing discrimination complaints under Sections 37.76 through 37.79 of 29 CFR Part 37, and making sure those procedures are followed. Reporting directly to the LWDA grant recipient about equal opportunity matters. Undergoing training at the LWDA grant recipient's expense to maintain competency

Description of Non-Equal Opportunity Duties and Responsibilities:

Civil Service Examinations, civil service requirements and standards, purchasing and procurement.

**LOCAL WORKFORCE DEVELOPMENT AREA PROFILE
LWDA: CLINTON, ESSEX, FRANKLIN, HAMILTON**

Chief Elected Official	Local Board Contact	Designated Equal Opportunity Officer
<p>The Honorable David W. Jones, Chairman Franklin County Legislature Franklin County Courthouse 355 West Main Street Malone, New York 12953 (518) 481-1640 (518) 481-1639 (Fax)</p>	<p>VACANT North Country WIB 194 US Oval Plattsburgh, NY 12901 (518) 561-4295, ext. 3075 (518) 561-0559 (Fax)</p>	<p>Kelly Smart Business Services Representative NYS Department of Labor 194 US Oval Plattsburgh, NY 12901 (518) 561-0430, ext. 3017 (518) 561-0229 (Fax) smartk@co.clinton.ny.us</p>

Description of Equal Opportunity Duties and Responsibilities:

Serving as the LWDA grant recipient’s liaison with the State-level EO Officer and the Civil Rights Center (CRC). Monitoring and investigating the LWDA grant recipient’s and its subrecipients’ activities to make sure that the LWDA grant recipient and its subrecipients are not violating their nondiscrimination and equal opportunity obligations under WIOA Title I and 29 CFR Part 37. Reviewing the LWDA grant recipient’s and its subrecipients’ written policies to make sure that those policies are nondiscriminatory. Developing and publishing the LWDA grant recipient’s procedures for processing discrimination complaints under Sections 37.76 through 37.79 of 29 CFR Part 37, and making sure those procedures are followed. Reporting directly to the LWDA grant recipient about equal opportunity matters. Undergoing training at the LWDA grant recipient’s expense to maintain competency

Description of Non-Equal Opportunity Duties and Responsibilities:

General support of WIB office.
Grants Writing.

**LOCAL WORKFORCE DEVELOPMENT AREA PROFILE
LWDA: COLUMBIA, GREENE**

Chief Elected Official	Local Board Contact	Designated Equal Opportunity Officer
The Honorable Wayne Speenburgh, Chairman Greene County Legislature 411 Main Street P.O. Box 467 Catskill, New York 12414 (518) 719-3270 (518) 719-3793 (Fax) legislature@discovergreene.com	Katy Drake, Director Columbia Greene Workforce Investment Board 31 Second Street Athens, NY 12015 (518) 945-1421 Drake @mhcable.com	Maureen Boutin, Associate Director 4400 Route 23 Hudson, NY 12534 (518) 828-4181 ext. 3104 (518) 822-2007 (Fax) boutin@sunycgcc.edu

Description of Equal Opportunity Duties and Responsibilities:

Serving as the LWDA grant recipient's liaison with the State-level EO Officer and the Civil Rights Center (CRC). Monitoring and investigating the LWDA grant recipient's and its subrecipients' activities to make sure that the LWDA grant recipient and its subrecipients are not violating their nondiscrimination and equal opportunity obligations under WIOA Title I and 29 CFR Part 37. Reviewing the LWDA grant recipient's and its subrecipients' written policies to make sure that those policies are nondiscriminatory. Developing and publishing the LWDA grant recipient's procedures for processing discrimination complaints under Sections 37.76 through 37.79 of 29 CFR Part 37, and making sure those procedures are followed. Reporting directly to the LWDA grant recipient about equal opportunity matters. Undergoing training at the LWDA grant recipient's expense to maintain competency.

Description of Non-Equal Opportunity Duties and Responsibilities:

Second in charge of the WIO office and staff.
 Coordinate Title I Youth Services Contracts.
 Manage Grants received by WIO offices other than Title I of WIOA.

**LOCAL WORKFORCE DEVELOPMENT AREA PROFILE
LWDA: DUTCHESS**

Chief Elected Official	Local Board Contact	Designated Equal Opportunity Officer
Honorable Marcus J. Molinaro Dutchess County Executive Dutchess County Office Building 22 Market Street, 6th Floor Poughkeepsie, New York 12601 (845) 486-2000 (845) 486-2021 (Fax) countyexec@dutchess.ny.gov	Laraine Kautz, Executive Director Dutchess County WIB 3 Neptune Road, A20B Poughkeepsie, NY 12601 (845) 463-0517 ext. 204 (845) 463-0247 (Fax) lkautz@dcwib.org	Cristina Casey, Employment Counselor Dutchess County's Workforce Connection 191 Main Street Poughkeepsie, NY 12601 (845) 249-4618 Cristina.casey@labor.ny.gov

Description of Equal Opportunity Duties and Responsibilities:

Serving as the LWDA grant recipient's liaison with the State-level EO Officer and the Civil Rights Center (CRC). Monitoring and investigating the LWDA grant recipient's and its subrecipients' activities to make sure that the LWDA grant recipient and its subrecipients are not violating their nondiscrimination and equal opportunity obligations under WIOA Title I and 29 CFR Part 37. Reviewing the LWDA grant recipient's and its subrecipients' written policies to make sure that those policies are nondiscriminatory. Developing and publishing the LWDA grant recipient's procedures for processing discrimination complaints under Sections 37.76 through 37.79 of 29 CFR Part 37, and making sure those procedures are followed. Reporting directly to the LWDA grant recipient about equal opportunity matters. Undergoing training at the LWDA grant recipient's expense to maintain competency

Description of Non-Equal Opportunity Duties and Responsibilities:

LOCAL WORKFORCE DEVELOPMENT AREA PROFILE
LWDA: ERIE

Chief Elected Official	Local Board Contact	Designated Equal Opportunity Officer
Mr. Mark Poloncarz Erie County Executive Edward A. Rath County Office Building 95 Franklin Street Buffalo, New York 14202 (716) 858-8500 cereception@erie.gov	Heather Okoro, Executive Director Buffalo & Erie County WIB, Inc. 726 Exchange Street, Suite 632 Buffalo, NY 14210 (716) 504-1480 (716) 504-1483 (Fax) okoro@becwib.org	Danielle Sullivan, HR Coordinator/Benefits Administrator 726 Exchange Street, Suite 630 Buffalo, NY 14210-1484 (716) 819-9845 (716) 819-9849 (Fax) Dsullivan@wdcinc.org

Description of Equal Opportunity Duties and Responsibilities:

Serving as the LWDA grant recipient's liaison with the State-level EO Officer and the Civil Rights Center (CRC). Monitoring and investigating the LWDA grant recipient's and its subrecipients' activities to make sure that the LWDA grant recipient and its subrecipients are not violating their nondiscrimination and equal opportunity obligations under WIOA Title I and 29 CFR Part 37. Reviewing the LWDA grant recipient's and its subrecipients' written policies to make sure that those policies are nondiscriminatory. Developing and publishing the LWDA grant recipient's procedures for processing discrimination complaints under Sections 37.76 through 37.79 of 29 CFR Part 37, and making sure those procedures are followed. Reporting directly to the LWDA grant recipient about equal opportunity matters. Undergoing training at the LWDA grant recipient's expense to maintain competency

Description of Non-Equal Opportunity Duties and Responsibilities:

Responsible for planning, directing and coordinating an integrated system that delivers services to businesses under the provisions established under WIOA. Supervise and train Unit staff. Responsible for the implementation, management and supervision of all activities and staff in the Business Services Department.

**LOCAL WORKFORCE DEVELOPMENT AREA PROFILE
LWDA: FULTON, MONTGOMERY, SCHOHARIE**

Chief Elected Official	Local Board Contact	Designated Equal Opportunity Officer
Mr. William Waldron, Chairman Fulton County Board of Supervisors County Office Building 223 West Main Street, Room 205 Johnstown, New York 12095 (518) 736-5540 (518) 762-0224 (Fax) fultbos@superior.net	Gail Breene, Executive Director FMS Workforce Development Board 2620 Riverfront Center Amsterdam, NY 12010 (518) 842-3676 (518) 627-0189 (Fax) gbreen@fmsworkforcesolutions.org	Regina Papa, Program Management Specialist FMS Workforce Investment Board 2620 Riverfront Center Amsterdam, NY 12010 (518) 842-3676, ext. 3028 (518) 773-4209 (Fax) Rpapa@fmsworkforcesolutions.org

Description of Equal Opportunity Duties and Responsibilities:

Serving as the LWDA grant recipient's liaison with the State-level EO Officer and the Civil Rights Center (CRC). Monitoring and investigating the LWDA grant recipient's and its subrecipients' activities to make sure that the LWDA grant recipient and its subrecipients are not violating their nondiscrimination and equal opportunity obligations under WIOA Title I and 29 CFR Part 37. Reviewing the LWDA grant recipient's and its subrecipients' written policies to make sure that those policies are nondiscriminatory. Developing and publishing the LWDA grant recipient's procedures for processing discrimination complaints under Sections 37.76 through 37.79 of 29 CFR Part 37, and making sure those procedures are followed. Reporting directly to the LWDA grant recipient about equal opportunity matters. Undergoing training at the LWDA grant recipient's expense to maintain competency

Description of Non-Equal Opportunity Duties and Responsibilities:

**LOCAL WORKFORCE DEVELOPMENT AREA PROFILE
LWDA: GENESEE, LIVINGSTON, ORLEANS, WYOMING (GLOW)**

Chief Elected Official	Local Board Contact	Designated Equal Opportunity Officer
Mary Pat Hancock, Chairwoman Livingston County Legislature Genesee County Court House 7 Main Street Batavia, New York 14020 (585) 344-2550 x2202 (585) 344-8582 (Fax) LEGIS@CO.GENESEE.NY.US	Mary Lou Hamm, WIB Manager Genesee County Career Center GLOW WIB 587 East Main Street Suite 100 Batavia, NY 14020 (585) 344-2042 Ext. 4237 (585) 344-3266 (Fax) mlhamm@co.genesee.ny.us	Mary Lou Hamm, GLOW WDB Manager 587 East Main Street, Suite 100 Batavia, NY 14020 (585) 344-2042 ext. 4237 (585) 344-4495 (Fax) mlhamm@co.genesee.ny.us

Description of Equal Opportunity Duties and Responsibilities:

Serving as the LWDA grant recipient's liaison with the State-level EO Officer and the Civil Rights Center (CRC). Monitoring and investigating the LWDA grant recipient's and its subrecipients' activities to make sure that the LWDA grant recipient and its subrecipients are not violating their nondiscrimination and equal opportunity obligations under WIOA Title I and 29 CFR Part 37. Reviewing the LWDA grant recipient's and its subrecipients' written policies to make sure that those policies are nondiscriminatory. Developing and publishing the LWDA grant recipient's procedures for processing discrimination complaints under Sections 37.76 through 37.79 of 29 CFR Part 37, and making sure those procedures are followed. Reporting directly to the LWDA grant recipient about equal opportunity matters. Undergoing training at the LWDA grant recipient's expense to maintain competency

Description of Non-Equal Opportunity Duties and Responsibilities:

**LOCAL WORKFORCE DEVELOPMENT AREA PROFILE
LWDA: HERKIMER, MADISON, ONEIDA**

Chief Elected Official	Local Board Contact	Designated Equal Opportunity Officer
<p>The Honorable Vincent J. Bono, Chairman Herkimer County Legislature 109 Mary Street, Suite 1310 Herkimer, New York 13350 (315) 867-1112 (315) 867-1109 (Fax)</p>	<p>Alice Savino, Executive Director Workforce Investment Board The Paul Building 209 Elizabeth Street, 2nd Floor Utica, NY 13501 (315) 793-6037 (315) 798-5909 (Fax) asavino@working-solutions.org</p>	<p>Sabrina Fryman, Finance Manager 209 Elizabeth Street Utica, NY 13501 (315) 731-3431 (315) 798-5909 (Fax) sfryman@working-solutions.org</p>

Description of Equal Opportunity Duties and Responsibilities:

Serving as the LWDA grant recipient's liaison with the State-level EO Officer and the Civil Rights Center (CRC). Monitoring and investigating the LWDA grant recipient's and its subrecipients' activities to make sure that the LWDA grant recipient and its subrecipients are not violating their nondiscrimination and equal opportunity obligations under WIOA Title I and 29 CFR Part 37. Reviewing the LWDA grant recipient's and its subrecipients' written policies to make sure that those policies are nondiscriminatory. Developing and publishing the LWDA grant recipient's procedures for processing discrimination complaints under Sections 37.76 through 37.79 of 29 CFR Part 37, and making sure those procedures are followed. Reporting directly to the LWDA grant recipient about equal opportunity matters. Undergoing training at the LWDA grant recipient's expense to maintain competency

Description of Non-Equal Opportunity Duties and Responsibilities:

LOCAL WORKFORCE DEVELOPMENT AREA PROFILE
LWDA: JEFFERSON, LEWIS

Chief Elected Official	Local Board Contact	Designated Equal Opportunity Officer
<p>The Honorable Carolyn Fitzpatrick, Chairwoman Jefferson County Board of Legislators Jefferson County Office Building 175 Arsenal Street, 2nd Floor Watertown, New York 13601 (315) 785-3075 (315) 785-5070 (Fax) carolynf@co.jefferson.ny.us</p>	<p>Cheryl Mayforth, Director Jefferson-Lewis WIB The Workplace 1000 Coffeen Street Watertown, NY 13601 (315) 782-9252 (315) 782-2073 (Fax) c.mayforth@co.jefferson.ny.us</p>	<p>Aaron Peck, Labor Service Representative 1000 Coffeen Street Watertown, NY 13601 Watertown Office Phone: (315) 786-3647 (315) 786-7665 (Fax) Aaron.peck@labor.ny.gov</p>

Description of Equal Opportunity Duties and Responsibilities:

Serving as the LWDA grant recipient's liaison with the State-level EO Officer and the Civil Rights Center (CRC). Monitoring and investigating the LWDA grant recipient's and its subrecipients' activities to make sure that the LWDA grant recipient and its subrecipients are not violating their nondiscrimination and equal opportunity obligations under WIOA Title I and 29 CFR Part 37. Reviewing the LWDA grant recipient's and its subrecipients' written policies to make sure that those policies are nondiscriminatory. Developing and publishing the LWDA grant recipient's procedures for processing discrimination complaints under Sections 37.76 through 37.79 of 29 CFR Part 37, and making sure those procedures are followed. Reporting directly to the LWDA grant recipient about equal opportunity matters. Undergoing training at the LWDA grant recipient's expense to maintain competency

Description of Non-Equal Opportunity Duties and Responsibilities:

General oversight of WIOA Title I activities and services, including services at all levels (core, intensive, training), general supervision of the local One-Stop Center, supervision of program reporting and service demographics.

**LOCAL WORKFORCE DEVELOPMENT AREA PROFILE
LWDA: MONROE**

Chief Elected Official	Local Board Contact	Designated Equal Opportunity Officer
The Honorable Sergio Esteban Monroe County Executive Monroe County Office Building 39 West Main Street, Suite 110 Rochester, New York 14614 (585) 428-5301 countyexecutive@monroecounty.gov	Peter Pecor, Executive Director Rochester Works, Inc. 255 North Goodman Street Rochester, NY 14607 (585) 258-3534 (585) 232-6033 (Fax) ppecor@rochesterworks.org	Lee Koslow, Technical Assistance & Training Mgr. Rochester Works, Inc. 255 N. Goodman Street Rochester, NY 14607 (585) 258-3516 (585) 473-6755 (Fax) lkoslow@rochesterworks.org

Description of Equal Opportunity Duties and Responsibilities:

Serving as the LWDA grant recipient's liaison with the State-level EO Officer and the Civil Rights Center (CRC). Monitoring and investigating the LWDA grant recipient's and its subrecipients' activities to make sure that the LWDA grant recipient and its subrecipients are not violating their nondiscrimination and equal opportunity obligations under WIOA Title I and 29 CFR Part 37. Reviewing the LWDA grant recipient's and its subrecipients' written policies to make sure that those policies are nondiscriminatory. Developing and publishing the LWDA grant recipient's procedures for processing discrimination complaints under Sections 37.76 through 37.79 of 29 CFR Part 37, and making sure those procedures are followed. Reporting directly to the LWDA grant recipient about equal opportunity matters. Undergoing training at the LWDA grant recipient's expense to maintain competency

Description of Non-Equal Opportunity Duties and Responsibilities:

Monitors one-stop operations and programs for compliance with applicable rules, regulations and policies. Evaluates effectiveness of programs outcome. Identifies and develops improvement opportunities to enhance service/performance capabilities.

**LOCAL WORKFORCE DEVELOPMENT AREA PROFILE
LWDA: NASSAU (HEMPSTEAD, CITY OF LONG BEACH)**

Chief Elected Official	Local Board Contact	Designated Equal Opportunity Officer
<p>The Honorable Kate Murray Supervisor Town of Hempstead 1 Washington Street Hempstead, New York 11550-4923 (516) 485-5000, ext. 1105 (516) 485-5009 (Fax) amh@Hempsteadworks.com</p>	<p>Ana-Maria Hurtado, WIB Director Department of Occupational Resources 50 Clinton Avenue, Suite 400 Hempstead, NY 11550 (516) 485-5000, ext. 1105 (516) 485-5009 (Fax) amh@hempsteadworks.com</p>	<p>Sal Scibetta, EO Officer Hempstead Works 50 Clinton Street, Suite 400 Hempstead, NY 11550 (516) 485-5000 ext. 1205 (516) 485-5009 (Fax) Sscibetta@hempsteadworks.com</p>

Description of Equal Opportunity Duties and Responsibilities:

Serving as the LWDA grant recipient’s liaison with the State-level EO Officer and the Civil Rights Center (CRC). Monitoring and investigating the LWDA grant recipient’s and its subrecipients’ activities to make sure that the LWDA grant recipient and its subrecipients are not violating their nondiscrimination and equal opportunity obligations under WIOA Title I and 29 CFR Part 37. Reviewing the LWDA grant recipient’s and its subrecipients’ written policies to make sure that those policies are nondiscriminatory. Developing and publishing the LWDA grant recipient’s procedures for processing discrimination complaints under Sections 37.76 through 37.79 of 29 CFR Part 37, and making sure those procedures are followed. Reporting directly to the LWDA grant recipient about equal opportunity matters. Undergoing training at the LWDA grant recipient’s expense to maintain competency

Description of Non-Equal Opportunity Duties and Responsibilities:

Examine claims and purchase orders for accuracy and propriety. Examine payrolls for correctness. Prepare correspondence on claims.

LOCAL WORKFORCE DEVELOPMENT AREA PROFILE
LWDA: NASSAU (OYSTER BAY, NORTH HEMPSTEAD, GLEN COVE)

Chief Elected Official	Local Board Contact	Designated Equal Opportunity Officer
<p>The Honorable John Venditto Town Supervisor Town of Oyster Bay, Town Hall 54 Audrey Avenue, 3rd Floor Oyster Bay, New York 11771 (516) 624-6350 (516) 624-6362 (Fax)</p>	<p>Frances Mays, WIB Director Employment and Training Town of Oyster Bay 977 Hicksville Road Massapequa, NY 11758 (516) 797-4577 (516) 797-4194 (Fax) fmays@oysterbay-ny.gov</p>	<p>Gail Paraninfo, Director The Workforce Partnership 977 Hicksville Road Massapequa, NY 11758 (516) 797-4566 (516) 797-4194 (Fax) gparaninfo@oysterbay-ny.gov</p>

Description of Equal Opportunity Duties and Responsibilities:

Serving as the LWDA grant recipient's liaison with the State-level EO Officer and the Civil Rights Center (CRC). Monitoring and investigating the LWDA grant recipient's and its subrecipients' activities to make sure that the LWDA grant recipient and its subrecipients are not violating their nondiscrimination and equal opportunity obligations under WIOA Title I and 29 CFR Part 37. Reviewing the LWDA grant recipient's and its subrecipients' written policies to make sure that those policies are nondiscriminatory. Developing and publishing the LWDA grant recipient's procedures for processing discrimination complaints under Sections 37.76 through 37.79 of 29 CFR Part 37, and making sure those procedures are followed. Reporting directly to the LWDA grant recipient about equal opportunity matters. Undergoing training at the LWDA grant recipient's expense to maintain competency.

Description of Non-Equal Opportunity Duties and Responsibilities:

**LOCAL WORKFORCE DEVELOPMENT AREA PROFILE
LWDA: NEW YORK CITY (DYCD)**

Chief Elected Official	Local Board Contact	Designated Equal Opportunity Officer
<p>The Honorable Bill de Blasio Mayor City of New York City Hall New York, New York 10007 (212) 788-2876/3000 (212) 312-0700 (Fax) Email: bdeblasio@cityhall.nyc.gov</p>	<p>Sherazade Langlade, Director Director, Workforce Investment Board Mayor's Office of Workforce Development 253 Broadway, 14th Floor New York, NY 10007 212-676-3009 slanglade@wkdev.nyc.gov</p>	<p>Denise Pilgrim, Director EO WIOA Unit 161 William Street – Rm. 827 New York, NY 10038 (646) 343-6680 (646) 343-6613 (Fax) dmpilgrim@dycd.nyc.gov</p>

Description of Equal Opportunity Duties and Responsibilities:

Serving as the LWDA grant recipient's liaison with the State-level EO Officer and the Civil Rights Center (CRC). Monitoring and investigating the LWDA grant recipient's and its subrecipients' activities to make sure that the LWDA grant recipient and its subrecipients are not violating their nondiscrimination and equal opportunity obligations under WIOA Title I and 29 CFR Part 37. Reviewing the LWDA grant recipient's and its subrecipients' written policies to make sure that those policies are nondiscriminatory. Developing and publishing the LWDA grant recipient's procedures for processing discrimination complaints under Sections 37.76 through 37.79 of 29 CFR Part 37, and making sure those procedures are followed. Reporting directly to the LWDA grant recipient about equal opportunity matters. Undergoing training at the LWDA grant recipient's expense to maintain competency

Description of Non-Equal Opportunity Duties and Responsibilities:

**LOCAL WORKFORCE DEVELOPMENT AREA PROFILE
LWDA: NEW YORK CITY (SBS)**

Chief Elected Official	Local Board Contact	Designated Equal Opportunity Officer
The Honorable Bill De Blasio Mayor City of New York City Hall New York, New York 10007 (212) 788-2876/3000 (212) 312-0700 (Fax) bdeblasio@cityhall.nyc.gov	Sherazade Langlade, Director Workforce Investment Board Mayor's Office of Workforce Development 253 Broadway, 14 th Floor New York, NY 10007 212-676-3009 slanglade@wkdev.nyc.gov	Michael Rodriguez, Director, EEO/LWDA EO Officer 110 William Street, 2 nd Floor New York, NY 10038 (212) 513-6477 (212) 618-8899 (Fax) mrodriguez@sbs.nyc.gov

Description of Equal Opportunity Duties and Responsibilities:

Serving as the LWDA grant recipient's liaison with the State-level EO Officer and the Civil Rights Center (CRC). Monitoring and investigating the LWDA grant recipient's and its subrecipients' activities to make sure that the LWDA grant recipient and its subrecipients are not violating their nondiscrimination and equal opportunity obligations under WIOA Title I and 29 CFR Part 37. Reviewing the LWDA grant recipient's and its subrecipients' written policies to make sure that those policies are nondiscriminatory. Developing and publishing the LWDA grant recipient's procedures for processing discrimination complaints under Sections 37.76 through 37.79 of 29 CFR Part 37, and making sure those procedures are followed. Reporting directly to the LWDA grant recipient about equal opportunity matters. Undergoing training at the LWDA grant recipient's expense to maintain competency

Description of Non-Equal Opportunity Duties and Responsibilities:

LOCAL WORKFORCE DEVELOPMENT AREA PROFILE LWDA: NIAGARA

Chief Elected Official	Local Board Contact	Designated Equal Opportunity Officer
The Honorable Clyde L. Burmaster, Chairman Niagara County Legislature Niagara County Court House 175 Hawley Street Lockport, New York 14094-2740 (716) 791-3111 CLYDE.BURMASTER@niagaracounty.com	David See, Executive Director Niagara County Employment and Training Department Trott ACCESS Center, Suite G, 2 nd Floor 1001 Eleventh Street Niagara Falls, NY 14301 (716) 278-8140 (716) 278-8149 (Fax) david.see@niagaracounty.com	Kathy Krebs, Sr. E & T Coordinator/Business & One Stop Services Manager 1001 Eleventh Street Niagara Falls, NY 14301 (716) 278-8109 (716) 278-8587 (Fax) Kathryn.Krebs@niagaracounty.com

Description of Equal Opportunity Duties and Responsibilities:

Serving as the LWDA grant recipient's liaison with the State-level EO Officer and the Civil Rights Center (CRC). Monitoring and investigating the LWDA grant recipient's and its subrecipients' activities to make sure that the LWDA grant recipient and its subrecipients are not violating their nondiscrimination and equal opportunity obligations under WIOA Title I and 29 CFR Part 37. Reviewing the LWDA grant recipient's and its subrecipients' written policies to make sure that those policies are nondiscriminatory. Developing and publishing the LWDA grant recipient's procedures for processing discrimination complaints under Sections 37.76 through 37.79 of 29 CFR Part 37, and making sure those procedures are followed. Reporting directly to the LWDA grant recipient about equal opportunity matters. Undergoing training at the LWDA grant recipient's expense to maintain competency.

Description of Non-Equal Opportunity Duties and Responsibilities:

**LOCAL WORKFORCE DEVELOPMENT AREA PROFILE
LWDA: ONONDAGA**

Chief Elected Official	Local Board Contact	Designated Equal Opportunity Officer
The Honorable joanne. Mahoney, County Executive Mulroy Civic Center 421 Montgomery Street, 14th Floor Syracuse, New York 13202 (315) 435-3516 (315) 435-8582 (Fax) joannemahoney@ongov.net	Lenore Sealy, Executive Director CNY WORKS 1221 S. Salinas St . Syracuse, NY 13202 (315) 473-8250 (315) 435-6937 (Fax) lsealy@cnyworks.com	Sheryl Bowman, Special Projects Manager CNY WORKS 1221 S. Salinas St. Syracuse, NY 13202 (315) 473-8250 (315) 473-6937 (Fax) sbowman@cnyworks.com

Description of Equal Opportunity Duties and Responsibilities:

Serving as the LWDA grant recipient's liaison with the State-level EO Officer and the Civil Rights Center (CRC). Monitoring and investigating the LWDA grant recipient's and its subrecipients' activities to make sure that the LWDA grant recipient and its subrecipients are not violating their nondiscrimination and equal opportunity obligations under WIOA Title I and 29 CFR Part 37. Reviewing the LWDA grant recipient's and its subrecipients' written policies to make sure that those policies are nondiscriminatory. Developing and publishing the LWDA grant recipient's procedures for processing discrimination complaints under Sections 37.76 through 37.79 of 29 CFR Part 37, and making sure those procedures are followed. Reporting directly to the LWDA grant recipient about equal opportunity matters. Undergoing training at the LWDA grant recipient's expense to maintain competency

Description of Non-Equal Opportunity Duties and Responsibilities:

**LOCAL WORKFORCE DEVELOPMENT AREA PROFILE
LWDA: ONTARIO, WAYNE, SENECA, YATES (FINGER LAKES)**

Chief Elected Official	Local Board Contact	Designated Equal Opportunity Officer
<p>The Honorable John Marren, Chairman Ontario County Board of Supervisors County Municipal Building 20 Ontario Street Canandaigua, New York 14424 (585) 396-4447 (585) 396-8818 (Fax) john.marrin@co.ontario.ny.us</p>	<p>Karen Springmeier, Director Finger Lakes Workforce Investment Board 41 Lewis Street, Suite 104 Geneva, NY 14456 (315) 789-3131 ext. 102 (315) 789-0163 (Fax) flwibks@rochester.rr.com</p>	<p>Michael Woloson, Program Coordinator 41 Lewis Street Geneva, NY 14456 (315) 789-3131 ext. 103 (315) 789-0163 (Fax) mwoloson@fingerlakesworks.com</p>

Description of Equal Opportunity Duties and Responsibilities:

Serving as the LWDA grant recipient's liaison with the State-level EO Officer and the Civil Rights Center (CRC). Monitoring and investigating the LWDA grant recipient's and its subrecipients' activities to make sure that the LWDA grant recipient and its subrecipients are not violating their nondiscrimination and equal opportunity obligations under WIOA Title I and 29 CFR Part 37. Reviewing the LWDA grant recipient's and its subrecipients' written policies to make sure that those policies are nondiscriminatory. Developing and publishing the LWDA grant recipient's procedures for processing discrimination complaints under Sections 37.76 through 37.79 of 29 CFR Part 37, and making sure those procedures are followed. Reporting directly to the LWDA grant recipient about equal opportunity matters. Undergoing training at the LWDA grant recipient's expense to maintain competency

Description of Non-Equal Opportunity Duties and Responsibilities:

Maintain welfare to work and OSOS databases. OSOS Security Officer. Provide enrollment statistics and performance information for WIOA Title I and Welfare to Work Programs to the Finger Lakes Workforce Investment Board. Monitor WIOA Title I and Welfare to Work Programs.

LOCAL WORKFORCE DEVELOPMENT AREA PROFILE LWDA: ORANGE

Chief Elected Official	Local Board Contact	Designated Equal Opportunity Officer
The Honorable Edward A. Diana Orange County Executive Orange County Government Center 255-275 Main Street Goshen, New York 10924 (845) 291-2700 (845) 291-2724 Ediana@co.orange.ny.us	Stephen Knob, Director Orange County WIB Employment & Training Administration 18 Seward Avenue Middletown, NY 10940 (845) 615-3630 (845) 291-2503 (Fax) sknob@co.orange.ny.us	Evelyn Fields, Youth Coordinator Orange Works 33 Fulton Plaza Middletown, NY 10940 (845) 346-1168 (845) 346-1107 (Fax) efields@orangecountygov.com

Description of Equal Opportunity Duties and Responsibilities:

Serving as the LWDA grant recipient's liaison with the State-level EO Officer and the Civil Rights Center (CRC). Monitoring and investigating the LWDA grant recipient's and its subrecipients' activities to make sure that the LWDA grant recipient and its subrecipients are not violating their nondiscrimination and equal opportunity obligations under WIOA Title I and 29 CFR Part 37. Reviewing the LWDA grant recipient's and its subrecipients' written policies to make sure that those policies are nondiscriminatory. Developing and publishing the LWDA grant recipient's procedures for processing discrimination complaints under Sections 37.76 through 37.79 of 29 CFR Part 37, and making sure those procedures are followed. Reporting directly to the LWDA grant recipient about equal opportunity matters. Undergoing training at the LWDA grant recipient's expense to maintain competency

Description of Non-Equal Opportunity Duties and Responsibilities:

Job Mentor for TANF clients that are employed and need retention services.

**LOCAL WORKFORCE DEVELOPMENT AREA PROFILE
LWDA: OSWEGO**

Chief Elected Official	Local Board Contact	Designated Equal Opportunity Officer
Kevin Gardner, Chairman Oswego County Legislature 46 East Bridge Street, 3rd floor Oswego, New York 13126 (315) 349-8230 (315) 349-8237 kgardner@oswegocounty.com	Jeff Grimshaw, Director Center for Business and Community Development Oswego State University of New York 103 Rich Hall Oswego, NY 13126 (315) 312-3492 (315) 312-3374 (Fax) jgrimsha@oswego.edu	Christine Weaver – One Stop Operator Fulton Career Connection Center 200 North Second Street Fulton, NY 13069 (315) 591-9040 (315) 591-9047 (Fax) Weaver@oswegocounty.com

Description of Equal Opportunity Duties and Responsibilities:

Serving as the LWDA grant recipient's liaison with the State-level EO Officer and the Civil Rights Center (CRC). Monitoring and investigating the LWDA grant recipient's and its subrecipients' activities to make sure that the LWDA grant recipient and its subrecipients are not violating their nondiscrimination and equal opportunity obligations under WIOA Title I and 29 CFR Part 37. Reviewing the LWDA grant recipient's and its subrecipients' written policies to make sure that those policies are nondiscriminatory. Developing and publishing the LWDA grant recipient's procedures for processing discrimination complaints under Sections 37.76 through 37.79 of 29 CFR Part 37, and making sure those procedures are followed. Reporting directly to the LWDA grant recipient about equal opportunity matters. Undergoing training at the LWDA grant recipient's expense to maintain competency

Description of Non-Equal Opportunity Duties and Responsibilities:

Assists in preparation of program proposals, budgets and comprehensive statistical information for efficient direction of program. Plans and evaluates program operations to insure provision of comprehensive services. Assists in developing long-range plans to maintain continuous programs. Liaison with representatives of private industry, local organizations and governmental agencies. Seeks alternative sources of funding. Analyzes impact of legislative changes. Prepares a variety of reports. Analyzes progress toward program goals.

**LOCAL WORKFORCE DEVELOPMENT AREA PROFILE
LWDA: ROCKLAND**

Chief Elected Official	Local Board Contact	Designated Equal Opportunity Officer
<p>The Honorable C. Scott Vanderhoef Rockland County Executive Rockland County Legislature Allison-Parris County Office Building 11 New Hempstead Road New City, New York 10956 (845) 638-5122 (845) 638-5856</p>	<p>Lucy Redzeposki, Executive Director Rockland Workforce Development Board 18 New Hempstead Road New City, NY 10956 (845) 638-5188 (845) 638-5856 (Fax) redzepol@co.rockland.ny.us</p>	<p>Maribel Perez - Alonso 37 West Broad Street Haverstraw, NY 10927 (845) 406-6484 (845) 426-2709 (Fax) malonxo2@sunyrockland.edu</p>

Description of Equal Opportunity Duties and Responsibilities:

Serving as the LWDA grant recipient's liaison with the State-level EO Officer and the Civil Rights Center (CRC). Monitoring and investigating the LWDA grant recipient's and its subrecipients' activities to make sure that the LWDA grant recipient and its subrecipients are not violating their nondiscrimination and equal opportunity obligations under WIOA Title I and 29 CFR Part 37. Reviewing the LWDA grant recipient's and its subrecipients' written policies to make sure that those policies are nondiscriminatory. Developing and publishing the LWDA grant recipient's procedures for processing discrimination complaints under Sections 37.76 through 37.79 of 29 CFR Part 37, and making sure those procedures are followed. Reporting directly to the LWDA grant recipient about equal opportunity matters. Undergoing training at the LWDA grant recipient's expense to maintain competency

Description of Non-Equal Opportunity Duties and Responsibilities:

Provide employment counseling to customers to assist them with their job search.

**LOCAL WORKFORCE DEVELOPMENT AREA PROFILE
LWDA: SARATOGA, WARREN, WASHINGTON**

Chief Elected Official	Local Board Contact	Designated Equal Opportunity Officer
<p>Alan Grattidge, Chairman Saratoga County Board of Supervisors Saratoga County Municipal Center 40 McMaster Street Ballston Spa, New York 12020 (518) 885-2240 (518) 884-4771 alangrattidge@saratogacountyny.gov</p>	<p>Bill Resse, WIB Executive Director Warren County One Stop Career Center PO Box 4393 Queensbury, NY 12804 (518) 824-8883 (518) 743-0828 (Fax) wressewib@gmail.com</p>	<p>Louis Buck Saratoga County Employment and Training 152 West High Street Ballston Spa, NY 12020 (518) 824-8880 (518) 884-4262 (Fax) lbuckwib@gmail.com</p>

Description of Equal Opportunity Duties and Responsibilities:

Serving as the LWDA grant recipient's liaison with the State-level EO Officer and the Civil Rights Center (CRC). Monitoring and investigating the LWDA grant recipient's and its subrecipients' activities to make sure that the LWDA grant recipient and its subrecipients are not violating their nondiscrimination and equal opportunity obligations under WIOA Title I and 29 CFR Part 37. Reviewing the LWDA grant recipient's and its subrecipients' written policies to make sure that those policies are nondiscriminatory. Developing and publishing the LWDA grant recipient's procedures for processing discrimination complaints under Sections 37.76 through 37.79 of 29 CFR Part 37, and making sure those procedures are followed. Reporting directly to the LWDA grant recipient about equal opportunity matters. Undergoing training at the LWDA grant recipient's expense to maintain competency

Description of Non-Equal Opportunity Duties and Responsibilities:

Assists the Department with administrative projects and tasks.
Coordinates summer youth activity-worksite development and training.

LOCAL WORKFORCE DEVELOPMENT AREA PROFILE

LWDA: ST. LAWRENCE

Chief Elected Official	Local Board Contact	Designated Equal Opportunity Officer
Jonathan Putney, Chairman St. Lawrence County Board of Legislators County Courthouse 48 Court Street Canton, New York 13617 (315) 379-2276 (315) 379-2463 (Fax) jonathanputney@stlawco.org	Thomas Plastino North Country WIB Executive Director 19 Commerce Lane, Suite 1 Canton, NY 13617 (315) 379-9806 ext. 106 (315) 386-2573 (Fax) tplastino@slcida.com	Andrea Montgomery Director – Office for the Aging St. Lawrence County 80 State Highway 310, Suite 7 Canton, NY 13617 (315) 229-3384 (315) 386-8636 (Fax) amontgomery@stlawco.org

Description of Equal Opportunity Duties and Responsibilities:

Serving as the LWDA grant recipient's liaison with the State-level EO Officer and the Civil Rights Center (CRC). Monitoring and investigating the LWDA grant recipient's and its subrecipients' activities to make sure that the LWDA grant recipient and its subrecipients are not violating their nondiscrimination and equal opportunity obligations under WIOA Title I and 29 CFR Part 37. Reviewing the LWDA grant recipient's and its subrecipients' written policies to make sure that those policies are nondiscriminatory. Developing and publishing the LWDA grant recipient's procedures for processing discrimination complaints under Sections 37.76 through 37.79 of 29 CFR Part 37, and making sure those procedures are followed. Reporting directly to the LWDA grant recipient about equal opportunity matters. Undergoing training at the LWDA grant recipient's expense to maintain competency

Description of Non-Equal Opportunity Duties and Responsibilities:

Supervises the work of subordinate staff engaged in vocational counseling, placement and job development activities, makes assignments, provide direction and instruction and interpret state regulations and policies. Design and establishes forms, procedures, methods and priorities for the implementation of employment and training services under his area of responsibility. Supervises and participates in the collection and interpretation of information on labor market and employment trends for program planning. Works with employers to promote the development of on the job training programs. Oversees the development and implementation of classroom training conducted by department staff and the delivery of vocational training provided by educational institutions. Monitors and evaluates on the job training contracts, employment and vocational services to ensure compliance with Federal and State regulations and the program objectives and goals are being met. Prepares narrative as well as tabular records and reports on program activities. May represent the agency in meetings with state representatives, public agencies, and private industry representatives.

**LOCAL WORKFORCE DEVELOPMENT AREA PROFILE
LWDA: SUFFOLK**

Chief Elected Official	Local Board Contact	Designated Equal Opportunity Officer
<p>The Honorable Steven Bellone Suffolk County Executive H. Lee Dennison Building 100 Veterans Memorial Highway P.O. Box 6100, 12th Floor Hauppauge, New York 11788 (631) 853-4000 (631) 853-4818 (Fax)</p>	<p>Jennifer Stavola Suffolk County Workforce Investment Board Coordinator Planning and Project Management Unit Suffolk County Department of Labor, Licensing & Consumer Affairs 725 Veteran's Memorial Highway Bldg. 17, North Country Complex Hauppauge, NY 11788 (631) 853-6958 (631) 853-6513 (Fax) Jennifer.Stavola@suffolkcountyny.gov admin.scdol@suffolkcountyny.gov</p>	<p>John Sarno, Labor Specialist IV 725 Veterans Memorial Highway Hauppauge, NY 17788 (631) 853-6621 (631) 853-6737 (Fax) John.sarno@suffolkcountyny.gov</p>

Description of Equal Opportunity Duties and Responsibilities:

Serving as the LWDA grant recipient's liaison with the State-level EO Officer and the Civil Rights Center (CRC). Monitoring and investigating the LWDA grant recipient's and its subrecipients' activities to make sure that the LWDA grant recipient and its subrecipients are not violating their nondiscrimination and equal opportunity obligations under WIOA Title I and 29 CFR Part 37. Reviewing the LWDA grant recipient's and its subrecipients' written policies to make sure that those policies are nondiscriminatory. Developing and publishing the LWDA grant recipient's procedures for processing discrimination complaints under Sections 37.76 through 37.79 of 29 CFR Part 37, and making sure those procedures are followed. Reporting directly to the LWDA grant recipient about equal opportunity matters. Undergoing training at the LWDA grant recipient's expense to maintain competency

Description of Non-Equal Opportunity Duties and Responsibilities:

**LOCAL WORKFORCE DEVELOPMENT AREA PROFILE
LWDA: SULLIVAN**

Chief Elected Official	Local Board Contact	Designated Equal Opportunity Officer
<p>Scott B. Samuelson, Chairman Sullivan County Legislature 100 North Street P.O. Box 5012 Monticello, New York 12701 (845) 794-3000, Ext.3300 (845) 794-0650 (Fax) scott.samuelson@co.sullivan.ny.us s</p>	<p>Laura Quigley Director Sullivan County Center for Workforce Development 100 North Street, P.O. Box 5012 Monticello, NY 12701 (845) 794-3000 ext. 0385 Fax: (845) 807-0393 laura.Quigley@co.sullivan.ny.us</p>	<p>Peggy Marchese, E&T Supervisor Center for Workforce Development Sullivan Works One Stop Center 50 North Street Monticello, NY 12701 (845) 794-3340 ext. 0595 (845) 791-6851 (Fax) peggy.marchese@co.sullivan.ny.us</p>

Description of Equal Opportunity Duties and Responsibilities:

Serving as the LWDA grant recipient's liaison with the State-level EO Officer and the Civil Rights Center (CRC). Monitoring and investigating the LWDA grant recipient's and its subrecipients' activities to make sure that the LWDA grant recipient and its subrecipients are not violating their nondiscrimination and equal opportunity obligations under WIOA Title I and 29 CFR Part 37. Reviewing the LWDA grant recipient's and its subrecipients' written policies to make sure that those policies are nondiscriminatory. Developing and publishing the LWDA grant recipient's procedures for processing discrimination complaints under Sections 37.76 through 37.79 of 29 CFR Part 37, and making sure those procedures are followed. Reporting directly to the LWDA grant recipient about equal opportunity matters. Undergoing training at the LWDA grant recipient's expense to maintain competency

Description of Non-Equal Opportunity Duties and Responsibilities:

LOCAL WORKFORCE DEVELOPMENT AREA PROFILE

LWDA: TOMPKINS

Chief Elected Official	Local Board Contact	Designated Equal Opportunity Officer
The Honorable Martha Robertson, Chair Tompkins County Legislature Tompkins County Courthouse 320 North Tioga Street Ithaca, New York 14850 (607) 274-5434 (607) 274-5430 (Fax) martha@tompkins-co.org	Julia Mattick, Director Tompkins County WDB Administrative Office 401 E. State St. /E. MLK, Sr. St. Ithaca, NY 14850 (607) 274-7526 (607) 273-8964 (Fax) jmattick@tompkins-co.org	Diane Bradac, Director of Employment & Training, Manager of the WFNY Career Center 171 East State Street Ithaca, NY 14850 (607) 272-7570 Ext.129 Fax: (607) 273-0568 dbradac@tompkins-co.org

Description of Equal Opportunity Duties and Responsibilities:

Serving as the LWDA grant recipient's liaison with the State-level EO Officer and the Civil Rights Center (CRC). Monitoring and investigating the LWDA grant recipient's and its subrecipients' activities to make sure that the LWDA grant recipient and its subrecipients are not violating their nondiscrimination and equal opportunity obligations under WIOA Title I and 29 CFR Part 37. Reviewing the LWDA grant recipient's and its subrecipients' written policies to make sure that those policies are nondiscriminatory. Developing and publishing the LWDA grant recipient's procedures for processing discrimination complaints under Sections 37.76 through 37.79 of 29 CFR Part 37, and making sure those procedures are followed. Reporting directly to the LWDA grant recipient about equal opportunity matters. Undergoing training at the LWDA grant recipient's expense to maintain competency

Description of Non-Equal Opportunity Duties and Responsibilities:

Evaluates client skills, aptitude, qualifications, needs and barriers to employment. Determines eligibility for appropriate programs and cost-effective means for achieving customer objectives. Develops employment plan, training plans and assists with goals to achieve self-sufficiency. Plans and maintains programs, including employer and employee files and records of contact. Works collaboratively with individual and businesses to assure positive placement outcomes. Coordinates with other partner agencies to assure customers are afforded all available resources and services. Attends regular meetings and job fairs with local businesses and agencies to assess labor trends, local vacancies and staff development opportunities. Refers customers to appropriate local resources. Develops and maintains comprehensive records as needed on the electronic system utilized by the Workforce Development System. Assures all customer records are compliant with Federal and State regulations governing the funding. Participate actively in applicable business or employment related organizations.

LOCAL WORKFORCE DEVELOPMENT AREA PROFILE

LWDA: ULSTER

Chief Elected Official	Local Board Contact	Designated Equal Opportunity Officer
The Honorable Michael Hein, Chairman Ulster County Legislature 244 Fair Street, 5th floor P.O. Box 1800 Kingston, New York 12402 (845) 340-3699 (845) 340-3651 (Fax) mhein@co.ulster.ny.us	Lisa Berger, Director Ulster WIB Office of Employment and Training 651 Development Court Kingston, NY 12401 (845) 340-3168 (845) 340-3165 (Fax) lbrg@co.ulster.ny.us	Marguerite Gapp, SLSR Ulster Workforce Investment Board 601 Development Court Kingston, NY 12401 (845) 338-4696, Ext. 3005 (845) 339-0607 (Fax) Marguerite.gapp@labor.ny.gov

Description of Equal Opportunity Duties and Responsibilities:

Serving as the LWDA grant recipient's liaison with the State-level EO Officer and the Civil Rights Center (CRC). Monitoring and investigating the LWDA grant recipient's and its subrecipients' activities to make sure that the LWDA grant recipient and its subrecipients are not violating their nondiscrimination and equal opportunity obligations under WIOA Title I and 29 CFR Part 37. Reviewing the LWDA grant recipient's and its subrecipients' written policies to make sure that those policies are nondiscriminatory. Developing and publishing the LWDA grant recipient's procedures for processing discrimination complaints under Sections 37.76 through 37.79 of 29 CFR Part 37, and making sure those procedures are followed. Reporting directly to the LWDA grant recipient about equal opportunity matters. Undergoing training at the LWDA grant recipient's expense to maintain competency

Description of Non-Equal Opportunity Duties and Responsibilities:

Monitor implementation of the Local Areas' grievance procedure. Program oversight, interviewing, case management, interaction with service providers, negotiating and drafting contracts.

**LOCAL WORKFORCE DEVELOPMENT AREA PROFILE
LWDA: WESTCHESTER, PUTNAM**

Chief Elected Official	Local Board Contact	Designated Equal Opportunity Officer
Robert Astorino, Chairman Westchester County 148 Martine Avenue, 9th Floor White Plains, New York 10601	Donovan Beckford, Director Westchester/Putnam WIB 120 Bloomingdale Road White Plains, NY 10605 (914) 995-3707 (914) 995-3958 (fax) Dpb2@westchestergov.com	Onolder Yizer, Assistant Director Westchester County DSS 112 E. Post Road White Plains, NY 10605 (914) 995-3913 (914) 995-7406 (Fax) Ory1@westchestergov.com

Description of Equal Opportunity Duties and Responsibilities:

Serving as the LWDA grant recipient's liaison with the State-level EO Officer and the Civil Rights Center (CRC). Monitoring and investigating the LWDA grant recipient's and its subrecipients' activities to make sure that the LWDA grant recipient and its subrecipients are not violating their nondiscrimination and equal opportunity obligations under WIOA Title I and 29 CFR Part 37. Reviewing the LWDA grant recipient's and its subrecipients' written policies to make sure that those policies are nondiscriminatory. Developing and publishing the LWDA grant recipient's procedures for processing discrimination complaints under Sections 37.76 through 37.79 of 29 CFR Part 37, and making sure those procedures are followed. Reporting directly to the LWDA grant recipient about equal opportunity matters. Undergoing training at the LWDA grant recipient's expense to maintain competency

Description of Non-Equal Opportunity Duties and Responsibilities:

LOCAL WORKFORCE DEVELOPMENT AREA PROFILE LWDA: WESTCHESTER (YONKERS)

Chief Elected Official	Local Board Contact	Designated Equal Opportunity Officer
The Honorable Philip Amicone, Mayor City of Yonkers City Hall, Room 200 40 South Broadway Yonkers, New York 10701 (914) 377-6300 (914) 377-6048 (Fax) cityhall@cityofyonkers.com	Sean McGrail, Executive Director Yonkers WIB 20 South Broadway, Suite 111 Yonkers, NY 10701 (914) 965-9500 ext.223 (914) 963-1989 (Fax) Sean.mcgrail@yonkersny.gov	Carol Holman, Manager Yonkers One Stop Career Center 20 South Broadway, 12 th Floor Yonkers, NY 10701 (914) 965-9500, Ext. 251 (914) 964-5403 (Fax) carol.holman@yonkersny.gov

Description of Equal Opportunity Duties and Responsibilities:

Serving as the LWDA grant recipient's liaison with the State-level EO Officer and the Civil Rights Center (CRC). Monitoring and investigating the LWDA grant recipient's and its subrecipients' activities to make sure that the LWDA grant recipient and its subrecipients are not violating their nondiscrimination and equal opportunity obligations under WIOA Title I and 29 CFR Part 37. Reviewing the LWDA grant recipient's and its subrecipients' written policies to make sure that those policies are nondiscriminatory. Developing and publishing the LWDA grant recipient's procedures for processing discrimination complaints under Sections 37.76 through 37.79 of 29 CFR Part 37, and making sure those procedures are followed. Reporting directly to the LWDA grant recipient about equal opportunity matters. Undergoing training at the LWDA grant recipient's expense to maintain competency

Description of Non-Equal Opportunity Duties and Responsibilities:

UPDATED: 12/2017