

# James Finamore



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## KEY QUALIFICATIONS

- Accomplished and credentialed workforce development administrator with outstanding achievements in the areas of workforce and economic development, collaborative partnerships, and customized training programs for employers.
- More than 30 years of hands-on experience in Federally funded workforce development services, including organization development, strategic planning, and the design of job training programs for disadvantaged people.
- Demonstrable ability to lead diverse groups of partner agencies to success in a variety of projects involving workforce and economic development.
- Strong technical and management qualifications; proven ability to analyze the workforce requirements of employers and the special needs of job seekers, mobilize public and private sector resources, and implement innovative and cost-effective solutions for enhancing competitiveness and creating jobs.

## EDUCATION

### **Professional Certificate in Employment and Training Administration**

Harvard University, 1974  
Cambridge, Massachusetts

### **Master of Public Administration**

University of Hartford, 1973  
Hartford, Connecticut

### **Bachelor of Arts in Economics**

University of Pittsburgh, 1970  
Pittsburgh, Pennsylvania

## PROFESSIONAL EXPERIENCE

### **EXECUTIVE DIRECTOR**

#### **Buffalo and Erie County Workforce Investment Board, Inc. (2000 – Present)**

Under the direction of the Chairman of the Workforce Investment Board, responsible for all aspects of the Federal Workforce Investment Act (WIA) program in Erie County with total funding in excess of \$12 million per year and 85 employees. Detail of responsibilities:

- Oversee the strategic direction of a One Stop System that involves 12 partner Federal programs with total funding of almost \$100 million.

- Interface with State and Federal officials, employers, educational institutions, and economic development agencies to develop and maintain organizational strategies for workforce development.
- Coordinate all board related functions of the Workforce Investment Board, including scheduling and preparing agendas for committee meetings, preparation of information for board consideration, drafting of board resolutions, and making presentations at all board and committee meetings.
- Provide leadership to the One Stop system to foster an understanding of emerging and incumbent workforce needs.

**Key Accomplishments:**

- Represented Erie County in successful negotiations with the City of Buffalo to establish the Buffalo and Erie County Workforce Development Consortium, Inc.
- Designed the organizational structure of the Consortium and the Workforce Investment Board in conformance with Workforce Investment Act requirements.
- In all 7 years of its existence, the program has exceeded negotiated performance benchmarks, receiving excellent ratings under Federal standards.
- Collaborated with Erie Community College to establish a state-of-the-art One Stop facility in Orchard Park, which was used by over 100 businesses in 2006.
- Organized 13 major employers for the purpose of sharing the cost of workforce training under a \$2.8 million Federal grant under the H-1B program.
- Mobilized millions of dollars in Federal and County training funds for major economic development projects including Quebecor, Rich Products, GEICO, Niagara Ceramics, and the Ford Stamping Plant.
- Lead in the development of a strategic plan for the workforce in the county, which was approved by the Workforce Investment Board in 2005.
- Under a state grant to provide assistance to businesses, coordinated the work of 4 business service agencies to develop business plans for 42 manufacturing companies in a three county area.
- Currently leading a team of educational agencies to provide workforce training for biotechnology and manufacturing companies as part of a new regional technology-based economic development strategy.

**DIRECTOR OF JOB TRAINING****Town of Tonawanda Job Training Department (1973 - 2000)**

Under the direction of the Town Supervisor and Town Board, responsible for supervising a satellite office offering employment and training services for job seekers and employers. Detail of responsibilities:

- As one of 4 jurisdictional directors in a countywide consortium, participated in the administration of Federally funded job training programs including the

Comprehensive Employment and Training Act and the Job Training Partnership Act.

- Managed the Town's Summer Youth Employment Program.
- Coordinated office policies to synergize with consortium policies, collaborating on customer flow processes, training guidelines, and professional development activities.
- Provided support and guidance to staff engaged in customer advisement. Mediated unique situations to resolution.

**Key Accomplishments:**

- Instrumental in developing administrative structures and agreements for 3 different multijurisdictional consortia.
- Worked with Erie County Industrial Development Agency to develop an International Trade assistance program for manufacturing companies.
- Developed a successful Welfare-to-Work project at Kenmore Mercy Hospital.
- In partnership with the University at Buffalo, founded the Buffalo Free-Net in 1992, the first public access of the Internet in Western New York.

**INDEPENDENT CONSULTANT (1980 – 1990)**

Clients included the National Alliance of Business, the National Council for Urban Economic Development, and the National Association of Private Industry Councils.

Detail of responsibilities:

- Instructed job training directors throughout the country in performance-based contracting and strategies for integrating job training activities with local economic development programs.
- Testified as an employment and training expert in Congressional hearings leading to the passage of the Job Training Partnership Act.

**ASSOCIATIONS AND MEMBERSHIPS**

- New York Association of Training and Employment Professionals
- Town of Tonawanda Empire Zone Board
- Governing Board of the Western New York Regional Partnership for Technology and Commercialization
- Member of the Buffalo Reads Coalition
- InfoTech Niagara
- Town of Tonawanda Development Corporation
- Erie Community College Presidential Search Committee

## Resumes for Personnel Assigned

### Mark Galley – Network Systems Engineer

#### Technical Skills

- Novell, Windows Server 2000,2003 Standard, Web, Premium, Windows Mobile 5.0/6.1, Windows 3.1, 95, 98, NT4, 2000/XP, Vista, MacOS, BeOS, Unix/Linux, Citrix Thin Clients
- SharePoint, Client Relationship Management Software
- Excel, Outlook, PowerPoint, Visio, QuickBooks, Quicken, Director, Access, MySQL, Oracle, SQL, MS Access
- MS Active Directory, MS Exchange 2000/03, MS IIS, HomeSite, Dreamweaver, TCP/IP, FTP, HTTP, CGI, DNS, ODBC, JDBC, Networking, DHCP, Frame Relay, Intrusion Detection Systems, IP Telephony, Remote Access, Routing, Switching, Virtual Private Networks, WINS
- Backup Hardware: Dell PowerVault, HP Surestore, USB Backups to folder, Disaster recovery, Backup software: NT Backup, Backup Exec
- Printer Drivers, Hardware, Software, Faxing Hardware, Software
- Firewalls: SonicWall, Cisco, McAfee, Appliances, printers, and other hardware unique to the industry.

#### Experience

- Provided first and second line support of client and corporate level systems. Requiring extensive knowledge of Windows and Linux systems, MYSQL,
- Responsible for configuring and troubleshooting a wide variety of routers and network configurations. Overseeing staff development, and client relations, requiring excellent written and verbal skills.
- Responsible for creating and maintaining standardized operating procedures, schedules, incentives, and metrics for Customer Support and Quality Assurance.
- Responsible for assistance in Quality Assurance and documentation.
- Responsible for handling and monitoring distribution of software to all clients.
- Maintain and regulate call tracking utility and knowledgebase.
- Responsible for coordinating tasks and keeping an open line of communication
- Maintained intranet-based knowledge base for system to all departments. Provided first and second line support of store and corporate level systems.
- Hardware and software support of NCR Unix based in store processors, running AIX platform.
- Included support of PC's, POS devices, EFT devices, and LAN. IBM and NCR, POS systems and hardware.
- Configuring, monitoring, and maintenance for Cisco routers and switches, and Frame Relay.

#### Education

Erie Community College - Computer Information Systems

#### Certifications

Linksys

Microsoft MCP

#### Industry Experience

Financial, Government, Industrial, Logistics, Medical, Health Care, Software Development, Telecommunications

#### Major Clients / Projects

Alden State Bank  
Aurora Optometric  
Belmont Management  
Buffalo Creek  
Fetch Logistics  
Gintzler Graphics  
IVF Medical Clinic  
Jewish Federation  
South Towns Surgical  
Town of Elma  
Village of East Aurora

AURORA Consulting Group  
Avery Dennison  
Birch Grove Landscaping  
Buffalo News/Buffalo.com  
Fisher-Price  
H C Zang Agency  
Dr. Kozinn  
NFTA  
Thermal Kinetics  
United Wall & Ceiling  
Workforce Development Consortium

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- SharePoint, Client Relationship Management Software
- Excel, Outlook, PowerPoint, Visio, QuickBooks, Quicken, Director, Access, MySQL, Oracle, SQL, MS Access
- MS Active Directory, MS Exchange 2000/03, MS IIS, HomeSite, Dreamweaver, TCP/IP, FTP, HTTP, CGI, DNS, ODBC, JDBC, Networking, DHCP, Frame Relay, Intrusion Detection Systems, IP Telephony, Remote Access, Routing, Switching, Virtual Private Networks, WINS
- Backup Hardware: Dell PowerVault, HP Surestore, USB Backups to folder, Disaster recovery, Backup software: NT Backup, Backup Exec
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Aurora Optometric  
Belmont Management  
Buffalo Creek  
Fetch Logistics  
Gintzler Graphics  
IVF Medical Clinic  
Jewish Federation  
South Towns Surgical  
Town of Elma  
Village of East Aurora

AURORA Consulting Group  
Avery Dennison  
Birch Grove Landscaping  
Buffalo News/Buffalo.com  
Fisher-Price  
H C Zahng Agency  
Dr. Kozinn  
NFTA  
Thermal Kinetics  
United Wall & Ceiling  
Workforce Development Consortium

**PHYLLIS A. DEPRONIO**



**EXPERIENCE**

**BUFFALO & ERIE WORKFORCE DEVELOPMENT CONSORTIUM, INC.**

Buffalo, New York, 1998 - Present

**SENIOR SUPPORT AIDE:** Provided administrative support to Directors of Q&A and Operations Department. Developed and facilitated Communication Skills Workshops for High School students via videoconference and in person. Installed Operating Systems Software and Applications on staff and classroom computers. Upgraded and maintained software in all Computer Classrooms. Installed and updated anti-virus programs for computers in all classrooms. Created and maintained a database with a log of Internet Protocol addresses for equipment used in a Wide Area Network. Created and maintained database for Computer classes. Developed training and taught One Stop Operating System for staff.

2008 – Present - Promoted to One Stop Center and Partner Manager. Still in charge of IT Operations. Liaison for Partner Agencies.

**RICHARD S. CASTALDO M.D.** Buffalo, New York, 1996-1997 *RECEPTIONIST*

**AMERICAN RED CROSS** Buffalo, New York 1995-1996

*OFFICE MANAGER:* Managed Emergency Services Department; coordinated volunteer activities, responsible for the delivery of client services.

**BLUE CROSS & BLUE SHIELD, WNY** Buffalo, New York 1974-1995

*COMPUTER OPERATOR:* Work order and batch processing on IBM, Hewlett-Packard and AS400 systems.

*PROFESSIONAL RELATIONS REPRESENTATIVE (GMC):* Recruitment of health care providers to support the General Motors Central Site Processing Program.

**USAF AIR NATIONAL GUARD** Niagara Falls, New York 1979-2000

*NCOIC OF MEDICAL ADMINISTRATION:* Supervised staff of 4.

*TRAINING SUPERVISOR:* Developed and provided On the Job training.

**VOLUNTEER  
ACTIVITIES**

**COMPEER** Buffalo, New York 2006 – Present

Mentor an individual who has mental health issues. The woman I mentor is 60 years old. Spend time with her engaging in social activities.

**FRIENDS OF YOUTH** Tonawanda/Kenmore, New York 2006 – Present

A member of the Board of Directors. Coordinate and participate in events to raise funds necessary to provide educational grants to underprivileged High School graduates.

**EDUCATION**

**BUFFALO STATE COLLEGE** Buffalo, New York 2005 - Present

Adult Education Masters Degree

**MEDAILLE COLLEGE** Buffalo, New York 1988

Media Communications B.S. (Cum Laude)

**BRYANT & STRATTON** Buffalo, New York 1985

Business Administration/Management A.A.S.

**REFERENCES FURNISHED UPON REQUEST**

**Terrance L. Chatfield**  
**Buffalo Employment and Training Center**



**Education:**

Master's Degree in Business Administration – 1983  
State University of New York at Buffalo

Bachelor's Degree in Arts and Science – 1972  
State University of New York College at Fredonia  
Major: Psychology

Professional Certification in Human Resource Management  
State University of New York at Buffalo  
Human Resources Institute – 1978

**Work Experience:**

August, 1999 to Present  
Buffalo and Erie County Private Industry Council, Inc.  
Assistant Director – Buffalo Employment and Training Office

Responsible for the day to day operations and management of the Buffalo Employment and Training Office including the Case Management Unit, Intake and Assessment Unit and Summer Youth Employment Program.

July, 1995 to August, 1999  
Buffalo and Erie County Private Industry Council, Inc.  
Director of Quality Assurance  
Responsible for the development, implementation and management of the PIC's continuous improvement program to ensure quality employment and training programs and services. Instituted a customer feedback system that included over 14,000 surveys of job seeking and employer customers.

**City of Buffalo – Division for Employment and Training**  
**Position: Associate Manpower Program Coordinator**

November 1981 to 1994  
Managed two successful programs with budgets totaling nearly one million dollars and serving approximately four hundred clients a year. Assumed responsibility for the Division's first in-house education and training program after it had experienced four months of serious implementation problems. Within three months, all operational problems were corrected and within six months planned performance was achieved on all areas and in some instances exceeded planned performance by more than 44%. Responsible for staff supervision, budget analysis and preparation, client recruitment and selection, contracting, subcontractor evaluation

and monitoring, overall planning and reporting of program operations, personnel policies and procedures.

February, 1980 to November, 1981:

Assisted the Director for Employment and Training in the operation of a \$23 million program. Responsible for program evaluation, management information systems and administrative services. Contributed to the program receiving a superior rating from the U.S. Department of Labor after having received an unsatisfactory rating for four consecutive years. This was achieved within twelve months.

**City of Buffalo – Division for Employment and Training**  
**Position: Manpower Program Coordinator**

March, 1978 to March, 1980:

Responsible for the Division's Office of Management Information Services. Revised the management information system. Providing information needed for program management and evaluation. Maintained constant review to eliminate unnecessary and outdated reports in order to reduce paper flow. Established resource library to provide information resources to staff and subcontractors. Responsible for supervising fourteen staff, the development and implementation of information systems and procedures, completion and submission of Federal reports, the provision of technical assistance and training to subcontractors and for program evaluation efforts.

September, 1976 to March, 1978:

Supervisor of the Division's Evaluation Office. Developed and implemented the Division's program evaluation system and procedures, including cost control and performance review methods. Duties included the supervision of six staff, coordinating and assigning staff functions, report writing, and the development and implementation of the Division's overall evaluation effort.

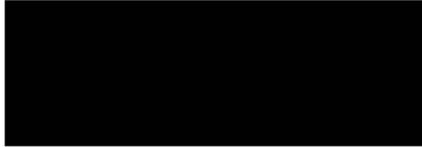
August 1973 to December, 1976

Erie County Department of Social Services  
Training Office of the Department's Employment Complex

**References:**

Furnished Upon Request

**DANIEL A. GENTILE**



**EDUCATION**

**Masters Degree and Ed.S. (Education Specialist) Counseling & Personnel Services**  
University at Albany, Albany, New York  
**Permanent NYS Certification: School Counselor**  
**Bachelor of Arts Philosophy**  
Niagara University, Niagara Falls, New York

**HIGHLIGHTS OF QUALIFICATIONS:**

Thirty years experience in researching, developing, and delivering training programs at the national, state, and local level, including successful implementation of three national pilot programs related to employment and training.

- **Program Implementation** - all activities necessary for successful program startup.
- **Program Administration** - all activities required for successful program operation
- **Grants Writing** - successful grant writing, program synthesis
- **Grant Administration** - adherence to requirements and spirit of funding sources
- **Negotiation** - staff, service providers, State agencies
- **Budgeting** - develop, implement and maintain
- **Counseling** - individual, group, personal, career
- **Problem Solving** - troubleshooting, redesign
- **Conflict Resolution** - staff, youth, adults
- **Supervision** – staff supervision, program oversight
- **Public Speaking/Public Relations** - workshops, panels, media, groups, one-on-one
- **Computer** - systems design & maintenance, word processing, desktop publishing, spreadsheets

**WORK EXPERIENCE**

**2000 – Present Executive Director – Capital Region Workforce Investment Board**

Development and oversight for delivery of comprehensive services throughout the three counties of the Capital Region. Duties include providing services to the business community related to training of incumbent workers and facilitation of grants for training; developing policies and procedures, securing resources, providing fiscal oversight, negotiating contracts and agreements; marketing services; serving as spokesperson and advocate for the Board; working collaboratively with state and federal agencies; partnering with other organizations in the local, regional, state, and national workforce development community; and, public speaking.

**1983 - 2000 Coordinator - Capital Region Private Industry Council**

Coordinator of three county PIC responsible for the oversight of the Job Training Partnership Act, annual budget of \$4M. Responsibilities as sole administrative staff for 36 member board, appointed by four local chief elected officials, include: intergovernmental coordination, public information, preparation of federal reports and public documents, development of systems such as “youth competency acquisition”, development of RFP process, in-service training, technical assistance, program development and oversight, participation in statewide taskforces and conferences, workshop

speaker, development of employer specific training, panel moderator. Responsible for the oversight of the Economic Dislocated Worker Adjustment Act for laid off workers which includes the Capital Region ReEmployment Center. Oversees a subcontractor staff of 10 for delivery of services to companies and other agencies experiencing large layoffs in Albany, Rensselaer, and Schenectady counties.

Responsibilities include: interpretation of new legislation, participation in development of workforce development system, grant writing, program development and program implementation. During the past five years, have placed the Capital Region PIC in the forefront of innovative programs which integrate work and learning, serving high at risk populations as well as non-traditional occupations for women and provide school to work transition activities. Listed below are four such efforts for which I assumed primary responsibility for grant writing, implementation, coordination, budgeting, recruitment, program design, staffing.

**1995 - Present      Implementation & Operation of Capital Region ReEmployment Center**

Provides resources for dislocated workers in the Capital Region. The types of activities provided include: assessment and counseling, classroom training, on-the-job training, job search assistance, resource library, computer literacy, resume assistance, job leads and job matching.

**1988 - 1995      Director - Capital Region Summer Training & Employment Program**

Provides combination of experiential learning and work experience for 14 -15 year olds who are 1 or 2 years behind their peers in reading and math.

**1993 - 1997      Director Albany SchoolWorks Program**

Service corps approach to developing self-esteem, team work, and improve reading and math levels to 9th graders identified at very high risk of dropping out of school.

**1990 - Present      Co-Founder Albany Service Corps/AmeriCorps Program**

Co-wrote of 17 proposals accepted to be part of national Urban-Corps Expansion Project. Co-implement Albany Service Corps, with up to 60 corpsmembers operating in teams of 12. Program design includes corpsmember development, integration of work and learning, service to the community, education and community day, adventure-based orientation camp, in-service training, and national involvement for integration, evaluation, and modeling.

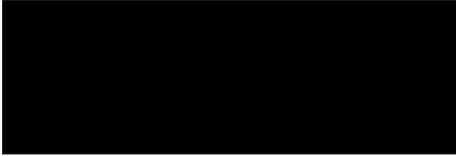
**1975 - 1983      Director of Participant Services, City of Albany Department of Human Resources**

Responsible for the supervision of a 20 member professional counseling-job development & placement staff, deployment and supervision of 3000 CETA public service workers per year within over 200 local community based organizations, schools and governmental agencies. Responsibilities included: personnel responsibilities, grant writing, program development, inter-agency coordination, and budgeting.

## **AFFILIATIONS**

New York Association of Employment & Training Professionals; Regional Vice-President

**ROBERT F. HUMMEL**



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**SKILLS:** Broad executive management workforce and healthcare related skills, with particular expertise in project management, program and fiscal administration. Special skill in identifying critical components and initiating coordinated efforts to resolve complex issues or complete projects.

**EXPERIENCE**

**2003-Present Saratoga/Warren/Washington Workforce Investment Board**

*Executive Director*

Responsible for all Board activities including: administration and Board Development, regulatory compliance, policy analysis, strategic planning and program development. Some recent accomplishments include the development of a regional State of the Workforce Report and a State mandated Strategic Plan. I am currently involved in a number of STEM Education initiatives, including examination of virtual world's education applications and the development of new workforce training and skills programs.

**2000- 2003 DJH Enterprises**

*V.P. Operations*

Small network administration, development of new inventory/accounting program, managed bid and quote process, supervised project management and non-field construction meetings for large projects. Accomplishments: Successful bids in excess of \$1.8 million dollars implemented and maintained new inventory and accounting software program.

**1998/2000 HUM HealthCare Systems, Glens Falls, New York (HMO closed in 2000)**

*Statewide Contract Manager*

Responsibilities include: statewide administration of the HHS NYS Medicaid Managed Care and Child Health Plus programs including negotiation of provider and County contracts, administration of TPA contracts, program research and development of new contracts, county and State liaison for all regulatory and statutory program requirements, collection and development of statistical and data analysis to assess program quality and effectiveness, development of marketing strategy, administration of third party vendor contracts including chiropractic and behavioral health contracts, and coordination of QARR and Article 44 reviews.

**1995 - 1997 Self-employed**

Freelance editing, grant writing, and project consultant.

**1991 - 1995 United Hospitals Medical Center, Newark, New Jersey  
Executive Vice President**

I reported directly to the President of UHMC and was responsible for institutional planning and program development for the Medical Center, a 429-bed inner city teaching hospital. Responsibilities included strategic planning and development, State and Federal legislative liaison activities, coordination of the

\$143 million dollar Children's Hospital construction project, submission of the FHA loan application, oversight of UHMC Foundation activities, and implementation of the United Hospitals Community Health Program.

Accomplishments:

- Reestablished the UHMC Foundation and raised \$1.5 million dollars during the first 18 months.
- Developed new strategic/business plan for Medical Center.
- Obtained \$4.9 million dollar Federal Construction Grant.
- Designed a managed care program for urban communities. Funded for \$3 million dollars by New Jersey Department of Health.
- United Community Health Program: Developed concept, obtained financing, hired staff, negotiated all provider and clinic contracts; developed all public relations and marketing materials, supervised program manager and staff --both medical and community outreach workers. Within one year, had program fully implemented with 3,000 enrollees.

**1988 - 1991      New Jersey Department of Health, Trenton, New Jersey  
Assistant Commissioner of Health**

Responsible for policy and program leadership in New Jersey's response to the HIV epidemic including: the establishment and administration of a new division, management of a \$30 million dollar budget, policy and legislative development; design and implementation of a statewide multi-hospital treatment assessment program, development of institutional and public policy research and public health initiatives and review of Federal and State grant applications

Accomplishments:

- Designed and implemented HIV early intervention program (TAP).
- Member of the Health Care Policy and Community Research Initiative Review Panel
- Developed teen street outreach programs in Newark, Trenton, and Atlantic City in conjunction with Covenant House- worked jointly on program outreach materials, marketing campaign, and public relations.
- Administered all physician, hospital and group contracts related to service delivery network.

**1985 - 1988      New York State Department of Health, Albany, New York**

*Deputy Director, AIDS Institute*

Operational management of the NYS AIDS Institute including: supervision of staff, planning and policy development, budget development, implementation of statewide designated care system (25 hospitals), chief administrative officer during a period of growth from 5 to over 100 employees and a fiscal growth of \$5 million to \$50 million dollars in appropriations and grants

Accomplishments:

- Designed and implemented RWJ/HHS NYC AIDS Consortium.
- Conducted the first New York State sponsored AIDS Conference with international speakers
- Developed AIDS Designated Care Hospital Model (25 Hospitals)
- Negotiated and administered all community and institutional based clinical contracts
- Developed quality assurance and statistical information program (AIMS)
- Designed AIDS Drug Assistance Program (ADAP).
- Secured \$20 million in new grants.

**1983 - 1985      New York State Department of Health, Albany, New York  
Assistant Bureau Director- Planning Division**

EDUCATION

**Georgetown University-- Washington, D.C.**

ABD.

Completed comprehensives and language requirements

Major: Medical Ethics and Public Policy

All academic requirements for Ph.D. completed, excluding dissertation. Elected MA in Bioethics in 1982

**George Washington University, Washington, D.C.**

MA

Major: Health Care Management

Minor: Ethics

*Saint Mary's University, Baltimore, Maryland*

M.Div.

Major: Theology

*Saint Mary's University, Baltimore, Maryland*

BA

Major: Philosophy

Deputy Commissioner for  
Workforce Development  
Bruce C. Harman

DEWS  
Karen Coleman  
Director

Human Resource Development  
Daphne Forezzi

Administration  
Cennis Palozzi

Employment & Workforce Opportunities  
Ruth Ober

Quality Assurance  
Katie Kates

Workforce Innovation  
Doree Reimer

Youth Network  
Office  
Vicky Gray

Workforce  
Development  
Vacant

One-Stop Centers  
and Affiliate Sites  
Mary Kelly

Operations  
Vacant

Workforce Investments  
Vacant

Programs & Fiscal  
Management  
Vacant

Apprenticeship  
Training  
Cathy Reardon

IT  
Melissa  
DeAndres

WIA  
Disbursements  
Vacant

Bridge Program  
Contract Development  
Vacant

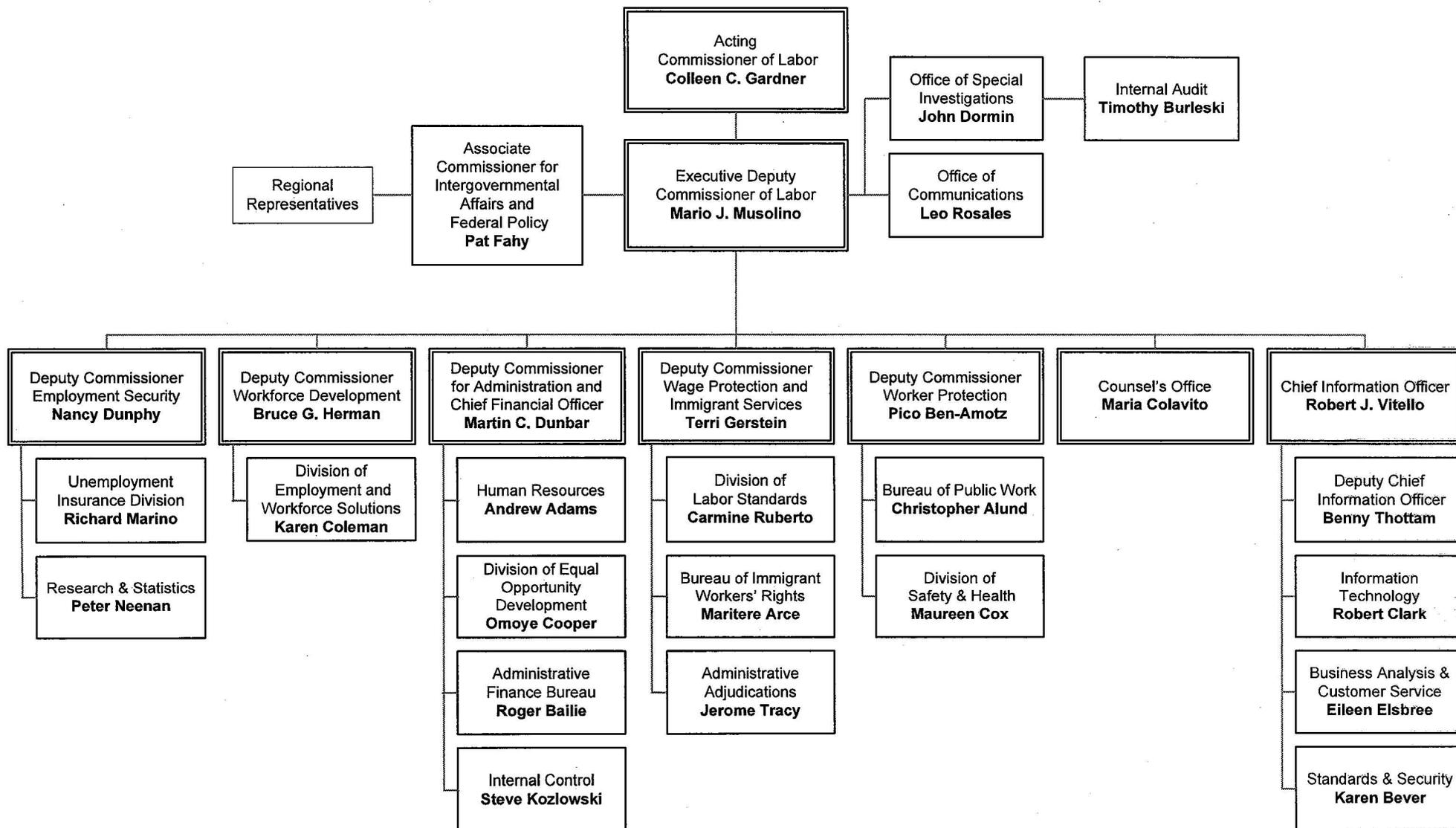
Best Practices  
Solicitations,  
Policies, Rural  
Programs  
Valerie Sowa

Business  
Services  
Steve Ryan

Dislocated Worker,  
Trade Act, Rapid  
Response,  
Veterans, 598, DPN  
Tim Barnett

# NYS DOL Organizational Chart

February 2010



## JANET P. CASSIDY



An experienced **manager** with over 30 years of experience in **Suffolk County Government**. Major strengths include the ability to build a successful team, make decisions and form partnerships with other units, and public and private organizations. Extensive experience interpreting and applying federal, state and local regulations.

### WORK EXPERIENCE

Manager, Suffolk County One-Stop Employment Center since 2000 – supervise daily operation of Center which served over 11, 000 job seekers and mandated unemployment recipients during the first quarter of 2009.

- Director, Suffolk County Displaced Homemakers Program – part of a NYS grant which includes TANF and NYSDOL funding.

Prior to becoming Center Manager was Director of Suffolk Works Employment Program from 1994-2000. Supervised staff of eighty to maintain compliance with state and local Department of Social Services requirements. Met regularly with DSS Administrative Staff to discuss policies.

### WORK HISTORY

Suffolk County Department of Labor

1978-present

Present Title: **Assistant Deputy Commissioner**

### EDUCATION

STATE UNIVERSITY OF NEW YORK AT STONY BROOK

B.A., Social Sciences

### PAST AFFILIATIONS

Suffolk County Department of Social Services Commissioner's Advisory Council

Suffolk County Welfare-to-Work Commission

Child Care Council of Suffolk Board of Directors

Suffolk County Task Force on Homelessness

Suffolk County Task Force on Pregnant and Parenting Teens

## Cheryl Mayforth

Executive Director – Jefferson-Lewis County Workforce Investment Board

### Employment history

- 6/2008 – present:      **Executive Director Jefferson-Lewis County Workforce Investment Board**  
Responsible for implementing policies and procedures for the Workforce Investment Area.
- 9/1994 – 6/2008      **Vocational Rehabilitation Counselor, CorVel Corporation**  
Provide Employment and Training counsel to worker's compensation, long term disability clients
- 10/1992 – 7/1994      **Vocational Rehabilitation Counselor, Crawford & Company**  
Provided Employment and Training counsel to worker compensation, long term disability clients
- 1989 – 1992            **Dislocated Workers Specialist, Southeastern Job Training Administration**  
Administered Job Training Partnership Act programs

### Education:

Bachelor of Arts Degree, Cornerstone University, Grand Rapids Michigan

Masters of Science in Education, Nazareth College, Rochester New York

**Cynthia J. Picunas**



**Summary of Qualifications**

- Over five years experience effectively administering all aspects of the Jobs for Veterans State Grant (JVSG) to New York State resulting in improved services and increased performance outcomes for veterans served by JVSG funded staff.
- Planned, organized, coordinated, evaluated and reported on statewide veterans' programs and activities.
- Directly supervised staff at three locations and four service delivery points.
- Developed strong working relationships with intradepartmental personnel and partner agency staff.

**Employment History**

**Veterans Program Coordinator (April 2009-Present)**

**Deputy Veterans Program Administrator (August 2004-March 2009)**

New York State Department of Labor

- Developed the JVSG Fiscal Year 2010-2014 New York State Plan describing the manner in which New York State Department of Labor (NYS DOL) delivers services to veteran and transitioning service member customers. Coordinated with other Division of Employment and Workforce Solutions (DEWS) staff to ensure consistency between the JVSG State Plan and other workforce development policies, procedures and plans. Wrote JVSG grant modification requests to fund Special Initiatives.
- Developed staffing plans and hiring priorities in conjunction with regional and central office staff. Submitted justifications to fill and prepared job descriptions. Deployed staff to outstation locations and to special events as required.
- Interviewed, nominated, supervised and trained staff. Prepared probationary and traineeship reports, provided guidance and resolved issues.
- Delivered presentations on veterans' employment and training related issues at community events, conferences and meetings.
- Analyzed data, addressed JVSG performance related issues and prepared reports on an on-going basis.
- Participated in national US DOL sponsored conferences on Common Measures and Performance and Reporting.
- Resolved customer complaints and responded to requests for assistance.
- Organized and conducted a wide variety of training events including conferences, webinars and training provided through the National Veterans Training Institute.

**Cynthia J. Picunas**

**Employment History-Continued**

**Local Veterans Employment Representative and Regional Vet Coordinator**

(June 1999-August 2004)

New York State Department of Labor

- Provided a full range of employment services to veterans in one of the largest veteran labor markets in the state (Watertown/Fort Drum) including intensive services to veterans with barriers to employment.
- Facilitated Transition Assistance Program workshops to transitioning service members on Fort Drum.
- Developed and conducted a wide variety of job search workshops for veterans.
- Conducted employer and community outreach on behalf of veterans.
- Awarded the US Department of Labor Secretary's Outstanding Achievement Award for participation in a national workgroup that developed roles/responsibilities and performance criteria for JVSG funded staff members.

**Education**

Completed nineteen credits toward Master in Business Administration Degree  
State University of New York at Albany  
Golden Gate University, San Francisco, California

B.S. Business Administration, G.P.A. 3.96 (Summa Cum Laude)  
The College of Saint Rose, Albany, New York

A.A.S. Human Services, G.P.A. 4.0  
Hudson Valley Community College, Troy, New York

**Military**

United States Air Force, Logistics Plans and Programs Officer, Honorable Discharge

## **Alice J. Savino**



**Current Position:** Since 2002 served as Executive Director, Workforce Investment Board of Herkimer, Madison and Oneida Counties.

### **Major achievements:**

- Implementation of a health care training initiative from 2002-present that was cited by NYS Dept. of Labor as a Promising Practice. Region One of the U.S. Department of Labor awarded the WIB's health care initiative its One-Stop/Business Collaboration Award for 2004. Long-term care and health care training grant-funded projects have sustained this regional effort.
- Implementation of multiple federal grants totaling more than \$15 million since 2002.
- Creation of a sustainable construction sector career development partnership that brought employers, labor unions and educators together to increase individuals entering the construction trades.
- Development of a system-wide project to increase the region's ability to employ individuals with disabilities.
- Leadership of a One-Stop System that is a consistent achiever in meeting performance goals.
- Development of sustained partnerships with community-based and faith-based organizations to help in outreach to individuals with multiple and severe barriers to employment, particularly ex-offenders and disconnected youth.

### **Board memberships:**

Mohawk Valley Resource Ctr. for Refugees

School and Business Alliance of Oneida County

Mohawk Valley Economic Development Growth Enterprise (EDGE)

Resource Center for Independent Living Foundation Board

### **Education & Background**

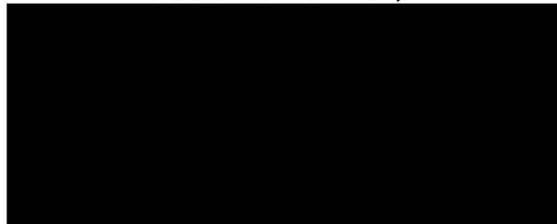
B.S. in Economics from Russell Sage College.

### **Awards:**

Special Achievement Award from the National Association of Workforce Boards for building innovative strategic partnerships

Public Policy Award from the Resource Center for Independent Living.

**Russell J. Oliver, Jr.**



**Summary of Qualifications**

**May 2008 to Present**

**Bureau Director, Division of Employment  
and Workforce Solutions  
New York State Department of Labor**

Responsible for the oversight of the New York State One Stop Career System. This includes the implementation and monitoring of state developed policy and procedures. Administer the USDOL Jobs for Veterans Act Grant which helps to provide employment and training to over 50,000 veterans a year. Responsible for real property and security issues impacting 81 One Stop locations throughout New York State.

**July 2004 to April 2008**

**Assistant Director, Division of Employment  
Services  
New York State Department of Labor**

Responsible for the day-to-day administrative operations and activities of the Division. These responsibilities include program policy and performance, budget, property, personnel, technology and oversight of the Division's 850 employees.

Implemented the Re-employment Operating System (REOS) that allows Division staff to manage and find employment for Unemployment Insurance customers in New York State. Consolidated over 30 offices which helped to streamline operations, retain staff and address continued reduced program funding.

**December 1995 to June 2004**

**Bureau Chief, Welfare-To-Work Division  
New York State Department of Labor**

Responsible for the Division's administrative functions including personnel, program monitoring, technology and oversight of a budget of \$500M. Supervision of 15 central office staff and 110 field staff in 50 locations throughout New York State.

Developed a comprehensive program monitoring process that ensured compliance to contract and program requirements. This process included assessment of performance, on-site reviews and the initiation of required sanctions.

**November 1983 to November 1995      New York State Department of Social Services**

Responsible for managing performance based employment and training programs and expanding participation in these programs. Recruited to participate in the Commissioner's "Job First" initiative. Conducted inspections of New York City's homeless hotels and shelters and monitored emergency intake units in four New York City boroughs. Administered the Emergency Assistance Rehousing Program that provided permanent housing for homeless families. Worked with the New York State Department of Health in providing immunization services for pre-school children.

**Education**

May 1983      B.A. English, State University of New York at Albany

May 1980      AAS, Business Administration, Hudson Valley Community College

## RESUME

**ANTHONY JOSEPH, PH.D.**

### EMPLOYMENT EXPERIENCE

**Director, Office of Workforce Policy, Innovation and Improvement (SG-31)** – Nov. 2008 to present.

**Workforce Programs Manager 2 (SG-29)** – Feb. 2004 to Nov. 2008.

**Workforce Programs Manager 1 (SG-27)** – July 2002 to Feb. 2004.

*New York State Department of Labor*, Division of Employment and Workforce Solutions, Albany, NY.

- Direct the program policy, program development/innovation and program accountability functions for programs administered by the Division.

**Program Research Specialist 4 (SG-27)** – Dec. 1996 to July 2002.

*New York State Department of Labor*, Division of Research and Statistics, Albany, NY.

- Direct evaluations of workforce development program administered by the Department.

**Energy Analyst 4 (SG-27)** – Jan. 1989 to Apr. 1995.

**Energy Analyst 3 (SG-23)** – Sept. 1986 to Jan. 1989.

*New York State Energy Office*, Division of Policy and Planning, Albany, NY.

- Direct the analysis of economic, financial and environmental impacts of federal and State energy policy and regulations, and public utility investment in generation and energy efficiency.

**Senior Rate Strategy Analyst** – Apr. 1986 to Sept. 1986.

*Potomac Electric Power Company*, Rate Strategy Department, Washington, DC.

- Oversee the Company's rate and production costing model.

**Senior Economist** – Feb. 1985 to Apr. 1986.

*US Dept. of Agriculture*, Economic Research Service, National Economics Division, Washington, DC.

- Analyses and policy development regarding the US Farm Bill.

**Adjunct Professor** – Sept. 1988 to Dec. 1999.

*State University of New York at Albany*, Department of Economics, Albany, New York.

- Graduate and undergraduate courses in Environmental Economics and Public Finance.

### EDUCATION

**Ph.D., Applied Economics** – Public Policy and Quantitative Methods, Mar. 1985.

*University of Georgia*, College of Agricultural and Environmental Sciences, Athens, Georgia.

**M.S., Applied Economics** – Natural Resources and Statistics, May 1981.

*University of Georgia*, College of Agricultural and Environmental Sciences, Athens, Georgia.

**B.S., Business Administration** – Economics and Finance, May 1978.

*State University of New York at Brockport*, Brockport, New York.

**A.S., Business Administration** – Accounting and Business Management, Aug. 1976.

*Mohawk Valley Community College*, Utica, New York.

## RESUME – ANTHONY JOSEPH

### HONORS

**Fellow** – Aspen Institute, April 2008

**M/C Merit Award** – New York State Department of Labor, November 2007 and July 2006.

**Who's Who Among Executives and Professionals** – inducted 2008.

**Who's Who Among Outstanding Americans** – inducted 1995.

**Executive Choice Award** – New York State Energy Office, February 1993.

**Special Merit Award** – US Department of Agriculture, Economic Research Service, May 1986.

**Outstanding Ph.D. Student Award** – *University of Georgia*, College of Agricultural and Environmental Sciences, Department of Agricultural and Applied Economics, 1984.

**Rod F. Ziemer Outstanding Paper Award** – *Mitigating the Effects of Truncation Bias in Estimating Recreational Demand Equations*, University of Georgia, 1984.

**Special Recognition Award** – University of Georgia, Agricultural Economics Association, 1984.

**Gamma Sigma Delta National Honor Society** – University of Georgia, inducted 1983.

### REFERENCES

To be provided upon request.

### PUBLICATIONS / PRESENTATIONS

To be provided upon request.

## LENORE SPADAFORA SEALY



### QUALIFICATION SUMMARY

- Strategic thinker with demonstrated leadership skills
- Strong commitment, vision and creativity
- Business acumen and financial management
- Excellent presentation skills to diverse audiences
- Verbal and written communication, including strategic planning and grant development

### PROFESSIONAL EXPERIENCE

**1976 - Present**

Non-profit corporation [501(c)(3)] that evolved through consolidation of two municipal organizations (Syracuse Job Training Partnership Agency and Onondaga County Employment and Training Agency), formerly known as City County Job Training Agency or the Syracuse Onondaga County Private Industry Council.

#### **Executive Director**

**09/2005 - Present**

Lead the vision and mission of local non-profit organization with annual budget of \$5 million and sixty staff members, collectively employed by NYS Department of Labor, Onondaga County, City of Syracuse, Syracuse City School District and 501(c)(3). Report to 30-member Board of Directors.

- Direct senior level management team responsible for the over-all excellence of CNY Works' including Chief Financial Officer, Information Technology Manager, Quality Officer – Human Resource Manager, Operations Managers.
- Developed and implemented organization's strategic plan providing basis for funding, operations and community workforce development.
- Integrated regional economic development priorities and initiatives into workforce development planning and strategies to further economic growth in Central New York.
- Secured new funding in excess of \$1.5 million through grants for CNY Works and/or local businesses to implement workforce initiatives throughout the Central New York Region.
- Catalyzed first regional workforce summit that resulted in Community Conversations regarding key workforce challenges; the Journey to Jobs Regional Workforce Action Agenda (Action Agenda); identification of regional economic drivers - health care, advanced manufacturing, biotechnology/bioprocessing, environmental systems and information management; and its continuation and sustainability.
- Strengthened workforce partnerships with regional business, economic development, education and community through collaborations with organizations, including Cayuga-Cortland Workforce Investment Board, City and County Offices of Economic Development, Greater Syracuse Chamber of Commerce, MACNY-The Manufacturers Association, Metropolitan Development Association, SUNY College of Environmental and Forestry, OCM BOCES, Onondaga Community College, Syracuse Center of Excellence, Syracuse City School District, and Syracuse University.
- Advanced image and importance of workforce for the region through positive media relations, redesigning website, continuous improvement for all service areas and incorporating success stories into news.

**Acting Executive Director**

**02/2005 - 09/2005**

- Appointed by Executive Committee of Board to assume immediate responsibility for CNY Works in the absence of the Executive Director.
- Acted expeditiously to ensure proper financial management, internal control, service delivery and compliance with funding mandates.
- Promoted to Executive Director based on performance outcomes and achievements.

**Manager, Planning & Development**

**1992 - 2005**

- Managed Board of Directors by organizing meetings, developing agendas, writing reports, corresponding with members and staffing committees.
- Developed CNY Works' first Resource Center, a state-of-the-art venue, for job seekers to learn technology, develop job seeking skills and secure employment.
- Implemented innovative program design to maximize potential in all functional areas.
- Developed periodic workforce development plans and grants as basis for organization's funding and operations.
- Served as member of management team.

**Program Planning Specialist**

**1984 - 1992**

**Youth Services Coordinator**

**1980 - 1984**

**Client Services Supervisor**

**1978 - 1980**

**Auditor**

**1976 - 1978**

**EDUCATION**

MBA – Accounting Concentration, Boston College, Boston Massachusetts

BS – Business Administration, Lemoyne College, Syracuse, New York

**PROFESSIONAL AFFILIATIONS**

Member, New York Association of Training & Employment Professionals

Member National Workforce Association

Member, Journey to Jobs Leadership Team

Member, Greater Syracuse Economic Growth Council

Member, Syracuse Urban Youth Development Coalition

**Kevin Price**



**EDUCATION:**

Nelson A. Rockefeller College of Public Affairs and Policy,  
University at Albany, State University of New York, 1993  
Master in Public Administration, Finance

State University of New York at Oneonta, Oneonta NY, 1990  
Major(s): History, Political Science  
Bachelor of Science: Secondary Education, Social Studies

**WORK EXPERIENCE:**

**Executive Director, Chenango-Delaware-Otsego Workforce Investment Board.** Oneonta, NY  
13820. April 2001 – Present.

- Administration and management of facilities, programs and services
- Program and Fiscal compliance with Federal and State rules and regulations
- Fiscal management, budget development, and funds development
- Procurement and contract management
- Policy and procedure development
- Board administration and management and planning
- Staff and organizational development
- Meeting facilitation, focus groups and planning
- Public relations, marketing, and government affairs
- Community relations and partnerships development

**Network Development Specialist, Four-County MH Directors** (Chenango-Delaware-Otsego-Schoharie Counties). Cooperstown, NY 13326. March 1997 – May 2001.

- Manage and negotiate all Managed Care and commercial insurance Contracts. Review all insurance Agreements and negotiate language and reimbursement rates.
- Records and credential management for all professional clinical healthcare staff.
- Audit and utilization Review, Quality Assurance development, performance evaluation, audit of Medical payments/billing practices.
- Assess the service needs in the four County Area to facilitate the development of new insurance networks.
- Research and recommendations for future programs and initiatives.
- Evaluation, reorganization and planning of the service delivery system, business processes and operations.
- Development and submission of applications to the Department of Health and Human Services to establish Delaware and Schoharie Counties as a Behavioral Health Shortages Areas.
- Database development.
- Initiation of quality assurance survey to determine effectiveness and efficiency of programs.
- Participation in the development and submission of program Request for Proposals.

**COMMUNITY WORK and NONPROFIT EXPERIENCE:**

**CDO HR Networking Group – Member**

**CDO STEM Leadership Council - Member**

**Executive Service Corp. - Otsego and Delaware, Volunteer and (Former) Board Member**

**Tri-County Young Professional, Founding and Board member**

**Mohawk Valley Economic Development Commission, Board Member**

**Otsego County Empire Zone, Otsego NY, Board Chair**

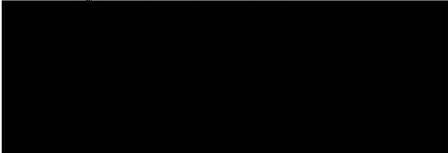
**Southern Tier Regional Planning Commission, Committee Member**

**Southern Tier WIRED – Member**

**SUNY Business & Education Partnership - Member**

## RESUME

Jocelyn K. VanGelder



### Summary of Experience

18 years of progressively responsible positions with the New York State Department of Labor.

### Work History

January 2007 to present – **Department of Labor Manager 1** for integrated staff in the Finger Lakes 4-county area. Represent DOL on the Finger Lakes Workforce Investment Board and the Consortium One Stop Operator. Serve on Performance and Evaluation WIB subcommittee. Oversee daily operations, supervise DOL and partner staff, and conduct staff meetings and training for DOL and partner staff. Work on building, equipment and safety issues in DOL leased premises and partner owned premises. Successfully relocated staff from DOL leased building to county One Stop, organized the packing, asset management requests, and location of staff, prepared staff through staff meetings and encouraging participation in the process of moving.

November 2005 to January 2007 – **Department of Labor Manager 1** for integrated staff in Cayuga, Cortland, and Onondaga County. Participated in Leadership Teams in two LWIA's during transition into Functional Alignment.. Attend various WIB and community meetings.

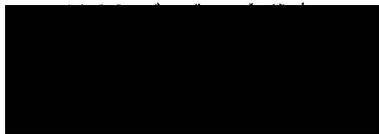
September 1996 to November 2005 – **Supervising Labor Services Representative** in Auburn (Cayuga County). Assigned work, wrote performance programs and evaluations, designed re-employment activities and scripts at the local level and as a group member at the Regional level. Organized move from stand alone DOL office into One Stop at Cayuga Community College. Supervised vet staff providing targeted services to veterans. Designed and implemented a welfare-to-work program.

November 1991 to September 1996 – **Labor Services Representative**. Interviewed customers of Community Service Center for Job Service and Unemployment Insurance.

### Education

Bachelor of Science degree in Personnel Administration.

**KATHLEEN M. MARNELL**



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**PROFESSIONAL EXPERIENCE**

**NEW YORK STATE DEPARTMENT OF LABOR**

**Nine County Finger Lakes Region**

**Team Leader**

**2008 – present  
Rochester, NY**

- Manage nine county region with workforce budget in excess of \$15 million
- Direct labor exchange operations and employment programs in three regional workforce investment areas including Rochester Works, Finger Lakes Works, and GLOW Works
- Manage 100 employment professionals represented by CSEA, Civil Service Employees Association, and PEF, the Public Employees Federation
- Partner with business, community based organizations, and governmental agencies to establish an integrated service delivery system under the Workforce Investment Act

**Community Service Center Manager II**

**1991 -2008**

- Steering committee member for the implementation of the Workforce Investment Act in Genesee, Livingston, Orleans and Wyoming (GLOW) Counties
- Established One-Stop Career Centers in the GLOW, negotiating partnerships with over 10 State, Local Government and Not-for-Profit Agencies
- Works closely with Economic Development Agencies in GLOW

**Unemployment Insurance**

**1971 – 1991**

- Various supervisory and professional positions within the Unemployment Insurance Division ranging from **Senior Hearing Representative** to **Senior Employment Security Manager**.

**Volunteer Work**

Eastern Orleans United Way

**6 years**

Allocations Chair – overseeing Community investments in Not-for Profit Agencies of \$150,000 annually

Genesee Community College

Adult Educational Opportunity Center Advisory Board

**2 year**

Orleans Campus Centers Advisory Board

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**EDUCATION**

**Cornell University, Industrial Labor Relations School**

**Employment and Disability Institute, Work Incentive Utilization Teleconference Series**

**Union- Management Grievance Training**

**Contract Administration Training**

**B.A. Sociology – Nazareth College of Rochester**

**University of Rochester, Graduate work in Industrial Psychology**

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Martha Costello



**Summary of Qualifications**

- Seventeen years progressively responsible achievement in supervision, training, interviewing, marketing and customer service.
- Able to understand, interpret, and implement technical advisories and policies.
- Customer service oriented in a performance driven environment.
- Committed to producing results above and beyond what's expected.
- Rated highly on evaluations as a valuable team member.
- Enthusiastic, high energy, and creative in program development and implementation.
- Skilled in use of dedicated Department of Labor computer hardware and software programs, as well as a variety of commercial products, MS Word, Access, Excel, and PowerPoint.

**Professional Experience**

NYS Department of Labor 1992-present  
Community Service Center Manager I, Occupational Analyst, Supervising Labor Services Representative,  
Labor Services Representative and Agency Services Representative

**Leadership and Supervision**

- Supervised staff in a functionally aligned One Stop.
- Maintained and supported an excellent working relationship with the Directors of the One Stops.
- Interviewed and hired new staff for various positions.
- Dealt with an integrated workforce and brought One Stop staff together to reconcile differences.
- Responsible for staff's time, attendance and work distribution.
- Directly responsible for improving performance levels for Common Measure indicators.
- Versed in Department of Labor procedures pertaining to monthly reports, evaluations, counseling memos and disciplinary actions.
- Maintained complete and accurate records to fulfill reporting requirements of various governmental agencies.

**Marketing**

- Developed a strong relationship with Economic Development and the Chamber of Commerce in Livingston County.
- Planned and promoted targeted job fairs.
- Promoted use of Department of Labor services to employer community and followed up ensuring delivery of high quality services to meet individual needs.
- Represented Department of Labor at community events including employer meetings, manager and WIB meetings, Chamber of Commerce events, and seminars.
- Planned Regional Implementation Team Meetings for a ten county region.

**Training**

- Coordinated and conducted orientations for Department of Labor services to a diverse group of customers including Unemployment Insurance customers, and Public Assistance applicants.
- Trained new Agency Service, Labor Services Reps and Counselors in Department of Labor programs, procedures, and computer usage.
- Recruited to function as liaison for office computer services as key user, troubleshooting, hardware, and software problems for all staff.

# MARY LOU HAMM

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## SUMMARY OF QUALIFICATIONS

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- Over 15 years experience in Project Leadership for Workforce Initiatives
- Self Motivated; able to set effective priorities to achieve immediate and long term goals; ensure smooth work flow and meet deadlines
- Strong Leadership and Team Building Skills
- Exceptional Organizational and Time Management Skills
- Excellent Oral and Written Communication Skills
- Problem Solving and Decision Making
- Successful Grant Writing, Administration of Grants, and Positive Completion of Outcomes

## PROFESSIONAL EXPERIENCE

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Genesee, Livingston, Orleans, Wyoming Workforce Investment Board (GLOW WIB), Batavia, NY

**Area Manager**

*2000 - Present*

- Manage 40 Member Regional Board
- Manage 12 Member GLOW Youth Council and five Subcommittees of the GLOW WIB
- Facilitate monthly meetings with GLOW Employment and Training Directors and Department of Labor Manager to ensure seamless delivery of services
- Manage full time staff
- Integral member of Management Team involved in goal planning, strategic mapping, and problem solving

Genesee, Livingston, Orleans, Wyoming Private Industry Council (GLOW PIC), Batavia, NY

**Area Manager**

*1996 - 2000*

- Managed 26 Member Board for GLOW Region
- Affirmative Action/Equal Opportunity Officer for GLOW Service Delivery Area under Job Training Partnership Act (JTPA)
- Awarded and Administered two Federal Grants (\$77,000 and \$330,000)
- Initiated and coordinated partners for creation of the first One Stop Career Center in Batavia, which opened in January, 2000
- Coordinated and evaluated effectiveness of four county training for 100 employees in team building, problem solving, marketing, continuous improvement, facilitation, and web page design

## EDUCATION

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**B.S. Interdisciplinary Communications, Summa Cum Laude**  
State University College, Brockport, New York

## ACHIEVEMENTS

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- 1998 Award Winner Buffalo Business First 40 Under Forty

# Scott R. Gage



**Objective:** Director of Genesee County Job Development Bureau

**Background:** Thirty one years of experience in employment and training administration.

**Skills and Experience:**

- **Program Planning and Development**  
Develop grant proposals and secure funding for employment and training.  
Execute and manage subcontracts for achievement of program outcomes.  
Establish policies and procedures for program oversight and evaluation.  
Provide technical assistance to program personnel and subcontractors.
- **Financial Management**  
Develop program budgets and monitor fiscal processes.  
Analyze and forecast spending levels to achieve contract objectives.
- **Public Relations**  
Collaborate with system partners and government officials to leverage resources and maximize service levels.  
Advocate for customer base with community human service agencies.  
Direct and coordinate press releases on program initiatives and recruitment efforts to maximize public visibility.
- **Program Performance and Customer Satisfaction**  
Promote and direct outcome based program analysis and customer service evaluations.  
Initiate continuous improvement strategies to meet the changing needs of customer base.  
Resolve customer and subcontractor complaints.
- **Capacity Building**  
Secure training and materials to promote state of the art methodology.  
Research advancements in technology and initiate upgrades of in- house systems.  
Establish program goals and objectives for personnel performance.

**Employment:**

<b>Director</b> March 1997 to present	Genesee County Job Development Bureau 587 East Main Street, Batavia New York 14020
<b>Deputy Director</b> March 1993 to March 1997	Genesee County Job Development Bureau 587 East Main Street, Batavia New York 14020

**Education:**

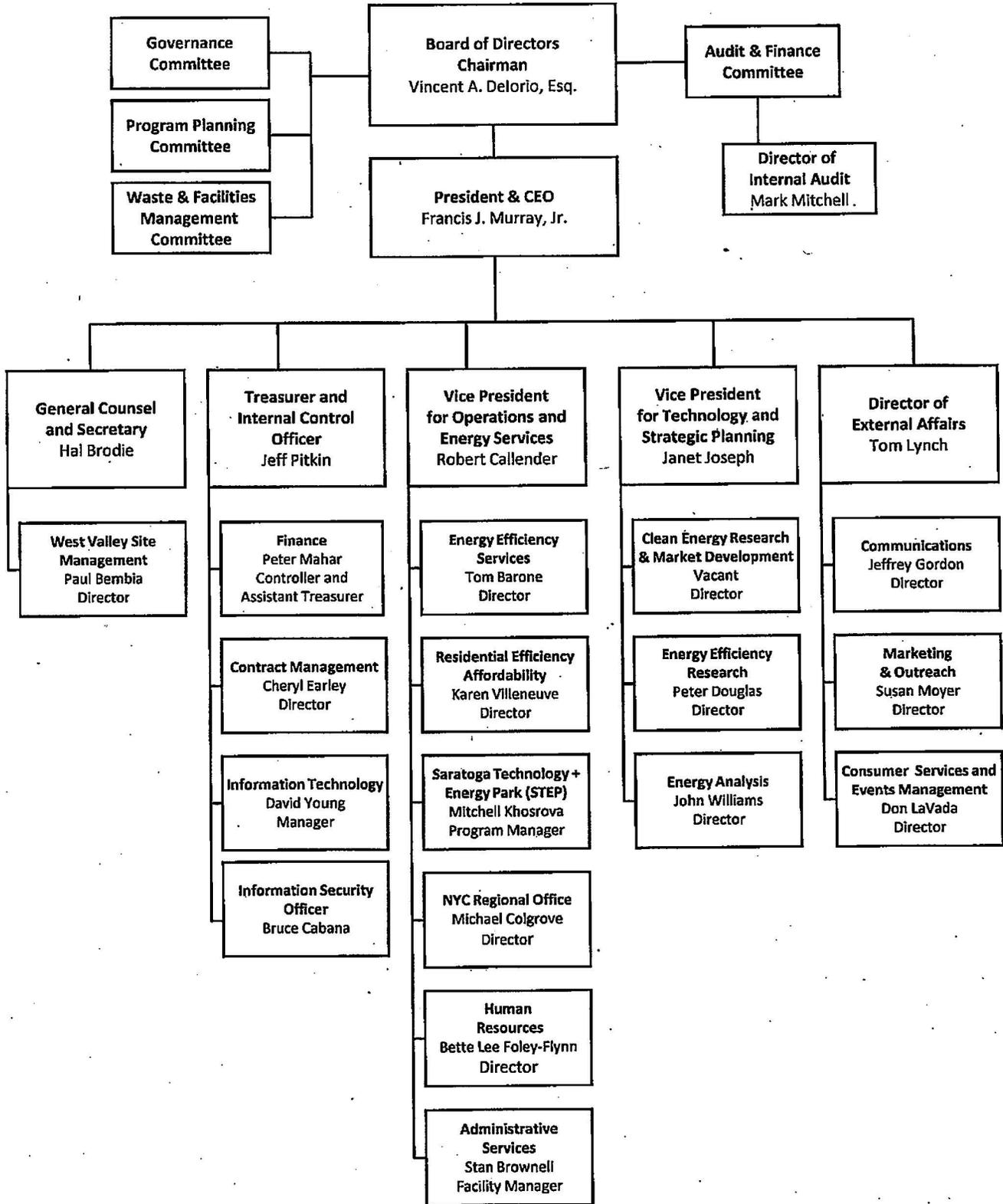
State University of New York at Stony Brook      B.A. Managerial Economics

**Volunteer Experience:**

Boy Scouts of America, Nudawaga District

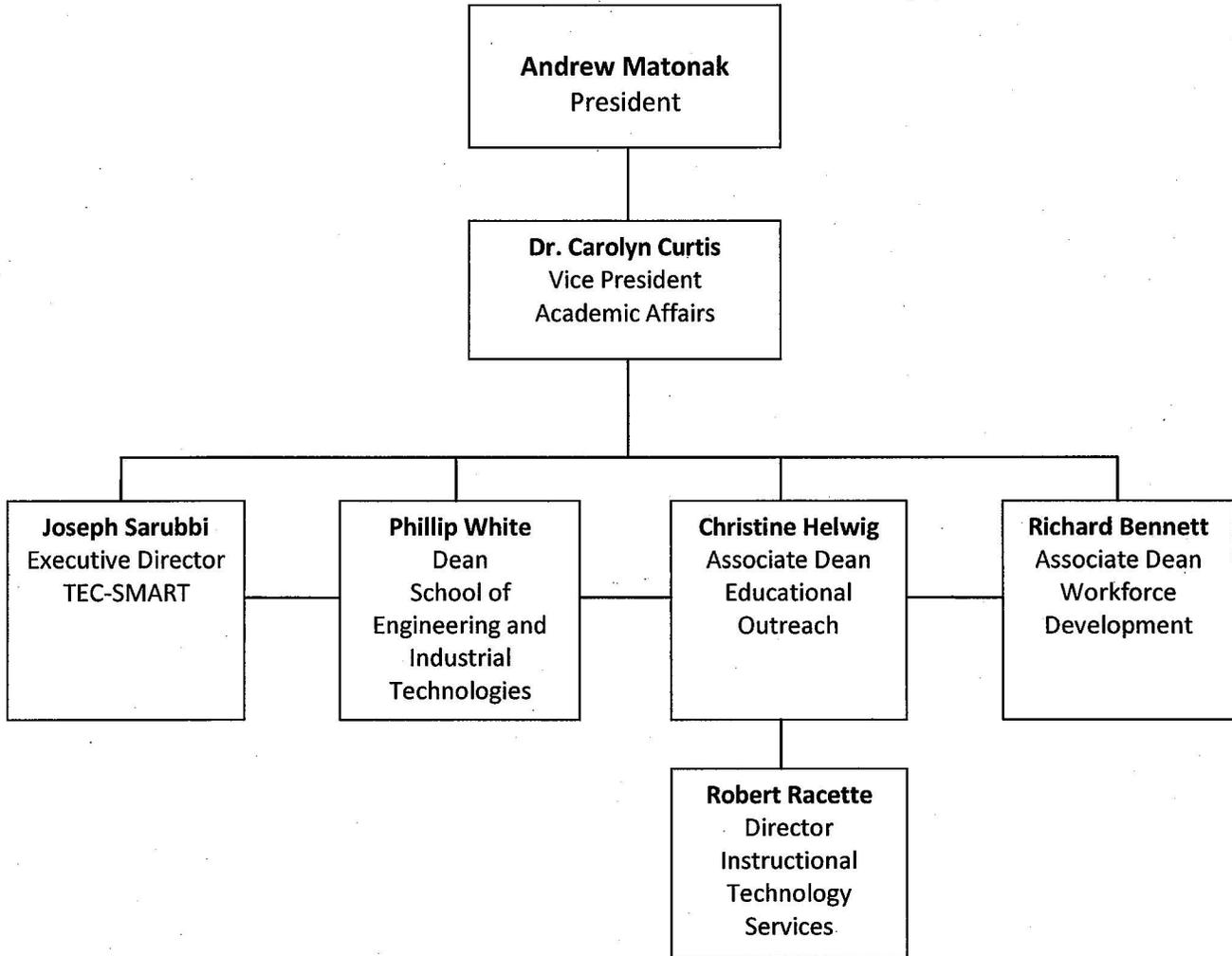
# New York State Energy Research and Development Authority

## Organizational Chart



# Hudson Valley Community College

## Organizational Chart



**JESSICA LEIGH SHAHDA**



**EDUCATION**

Siena College – Loudonville, NY  
B.S. in Marketing/Management May 2007

**PROFESSIONAL EXPERIENCE**

**Hudson Valley Community College, Troy, NY**

*Technical Assistant in the Office of TEC-SMART*, February 2009-Present

- Research and develop interactive renewable energy learning activities to support the Community Education Center.
- Prepare and deliver communication to external parties/agencies concerned with TEC-SMART from letter writing to presentations.
- Attend conferences that enhance the mission of TEC-SMART, as well as increase exposure and boost the reputation of the college.
- Attend meetings and seminars relevant to academic operations.
- Plan and coordinate events held at TEC-SMART.
- Assist with developing and implementing TEC-SMART activities.
- Assist with marketing efforts, including the preparation of brochures and campus announcements regarding TEC-SMART initiatives.
- Proactively seek out media opportunities by communicating with reporters to writing articles, to assist the communications efforts of the college's marketing department.
- Assist in the development of an interactive Web site on the TEC-SMART mission as well as academic offerings.
- Provide administrative and technical support to all aspects of TEC-SMART as assigned by the Executive Director.

*Communications and Marketing Specialist*, May 2008-January 2009

- Assist, plan and promote college events, such as Homecoming and Fall and Spring Orientation.
- Develop advertisements with Graphics Department for various academic programs and Campus events.
- Write and distribute press releases to local media.
- Proactively pitch stories on a local and national level which promote the College's qualities, strengths and accomplishments.
- Secure news coverage on local television stations, such as Capital News 9 and News Channel 10, and local newspapers, such as the *Times Union* and *The Business Review*.
- Write and design marketing materials (such as brochures and posters) for academic programs and events.
- Work with the Deans and Departments Chairs in the School of Business and School of Engineering and Industrial Technologies to meet their unique communications and marketing needs.
- Conduct interviews, coordinate photo shoots and write articles for college publications, such as *The Valley View*, *Career Directions* and the *Report to the Community*.
- Respond to reporter inquiries about potential news stories concerning the College.

- Respond to student/parent inquiries.
- Maintain records/databases relevant to the operation of the Communications/Marketing Department.
- Prepare Campus announcements for the *Campus Chronicle*.
- Establish and enhance the College's social media presence.
- Support additional marketing and communications initiatives.

**Shorey Public Relations, Saratoga Springs, NY**

*Intern*, March 2007-May 2007

*Assistant Account Executive*, June 2007-April 2008

- Pitched clients' stories to the media on a national level.
- Secured news segment on News Channel 10 for a client.
- Planned and assisted in conducting focus groups to gather market research.
- Presented market research findings and recommendations to Executive Board.
- Assisted in the development of clients' messages to the public.
- Planned clients' store grand openings and oversaw event.
- Developed and adhered to client budgets.
- Coordinated and managed press conferences.
- Hired and supervised student interns.

**New York State Lottery, Communications Department, *Intern***, Schenectady, NY, Summer 2005 and Summer 2006

- Wrote press releases.
- Planned press conferences.
- Assisted with the Aid to Education Program.
- Planned and coordinated the New York State Lottery summer picnic.
- Contacted lottery winners about participating in promotional activities.
- Provided telecommunications support; resolved customers' questions and complaints.
- Prepared agency correspondence.

**Schuyler Meadows Country Club, *Lifeguard and Head Diving Coach***, Loudonville, NY, Summer 2001, Summer 2002 and Summer 2003

- Assisted in maintaining pool safety.
- Educated children on pool rules.
- Enforced pool rules.
- Served as diving coach for the country club team - children ages 5-17.

**PUBLICATIONS**

N/A

**SYNERGISTIC ACTIVITIES**

- Attendance of the Solar 2009 Conference in Buffalo, NY – May 2009
- Attendance North East Sustainable Energy Association Conference in Boston, MA – March 2009
- Participation in information session, "Community College: Preparing Students for the Job Ahead" at the NESEA Conference. Presentation given by Joe Sarubbi. March 2009

- Work with NYSERDA to assist community and SUNY colleges in New York State to develop a PV Installation Training program.

## Joseph T. Sarubbi



Joe Sarubbi, Executive Director, TEC-SMART; Hudson Valley Community College's "Training and Education Center for Semi-Conductor Manufacturing and Alternative and Renewable Technologies", has more than 35 years' experience in education and the electrical construction and maintenance industry, and has garnered a national reputation for the design and delivery of RE training programs.

In 2009, Mr. Sarubbi was the key player in bringing President Obama to Hudson Valley Community College to talk about TEC-SMART and industry collaborations, and gave the President a personal tour of world class technology laboratories that Sarubbi designed and installed on the main campus.

Mr. Sarubbi is responsible for the design and construction of a one-of-a-kind 43,000 sq. ft. training facility called TEC-SMART that, when complete in January 2010, will provide training for solar, wind, geothermal, alternative fuels, energy efficiency, and semiconductor manufacturing.

Joe Sarubbi was the Principle Investigator and architect for the recently awarded \$3.5 million Department of Energy grant (Solar Market Transformation) to Hudson Valley Community College, which will provide solar train-the-trainer programs to 25 colleges across the northeast and establish HVCC (and TECS-SMART) as a national hub for workforce development training.

In 2007, Mr. Sarubbi gave testimony at a hearing on *Research, Education, and Training Programs to Facilitate Adoption of Solar Energy Techniques* for the U. S. House of Representatives Subcommittee on Energy and Environment in Washington DC, and is frequently asked to present on "workforce development" and Renewable Energy "training programs" at national conferences.

More recently, Mr. Sarubbi gave testimony at a field hearing on *New Innovations and Best Practices Under the Workforce Investment Act* for the U.S. House of Representatives Subcommittee on Higher Education, Lifelong Learning, and Competitiveness in 2009.

Mr. Sarubbi was responsible for the design and delivery of photovoltaic installers programs at Hudson Valley Community College that is nationally recognized as the model program for other institutions to emulate. The programs include credit and non-credit courses, and a State University of New York Certificate Program.

Joe Sarubbi is a Board Member of the North American Board of Certified Energy Practitioners (NABCEP) and has been involved with many activities on the Board that have national implications for the Solar Industry.

In 2008, Mr. Sarubbi was awarded a \$1.25 million dollar grant from NYSERDA to help several SUNY Institutions establish clean energy training programs across New York State.

Mr. Sarubbi was responsible for the establishment of an Electric Utilities Line-Worker's Program at Hudson Valley Community College by forging strong partnerships with local utility companies. This program, and the accompanying laboratory, is currently acting as a model for other utility companies.

In 2009, geothermal training is the latest endeavor Sarubbi established at Hudson Valley Community College, including a well equipped laboratory with geothermal heat-pumps and external wells.

In 2007, Mr. Sarubbi was part of a select group that went to Germany as part of a 10 day study tour to evaluate workforce development programs and policies for Solar and Wind Technologies.

Mr. Sarubbi was also chosen to be the on-camera narrator for a series of energy efficiency training videos sponsored by the Building Performance Institute (BPI), as well as the on-camera narrator for a series of training videos for heating/ventilating/air conditioning technology sponsored by Delmar Publishers and Thompson Learning.

Joe Sarubbi is a member of New York Governor Paterson's Green Collar Workforce Development Task Force where discussions have focused on the Governor's commitment to solar and wind technology practitioner training. Mr. Sarubbi has been a vocal participant in the process and is further acquiring a reputation for a sound understanding of the design and delivery of clean energy training.

### **Professional Experience:**

#### **Executive Director, TEC-SMART,**

Hudson Valley Community College, Troy, NY (2/2008 – present)

- Manage a team of professionals for the design and delivery of credit and non-credit RE and EE courses, certificate programs, and workforce development training activities
- Forge strong relationships with business and industry
- Responsible for maintaining high quality training facilities
- Work closely with architects and engineers developing the TEC-SMART facility

#### **President/Consultant, Joseph T. Sarubbi – Training Solutions, LLC**

East Greenbush, New York (2009-Present)

- Provide consulting services to educational institutions and organizations
- Strategize with institutions seeking to develop and implement new programs
- Provide site assessments for the development of new training facilities
- Help facilitate the procurement of equipment to support training

#### **Department Chair, Building Systems Technology Department**

Hudson Valley Community College (8/20002– 2/2008)

- Provide leadership and guidance while managing a multi-program department including the: Electrical Construction and Maintenance Program, the Heating/Air Conditioning/Refrigeration Technical Services Program, and the Plant Utilities Technology Program
- Developed, coordinated, directed and implemented new programs that met the needs of industry and the community
- Fostered an excellent working environment that cultivated a team approach
- Initiated many new projects that advanced the department and benefited students
- Responsible for student advisement as well as mentoring faculty and staff
- Developed a strong relationship with Workforce Development and the Center for Careers and Employment which gave each educational program high visibility that lead to great job placement
- Responsible for scheduling, budgeting, planning and recruiting activities

#### **Department Chair, Civil Engineering, Construction Technology, Electrical Construction and Maintenance Program, Heating/Air Conditioning/Refrigeration Technical Services, and Plant Utilities Technology Programs**

Hudson Valley Community College (1/2000 – 8/2002)

- Assumed responsibility of a struggling department and increased student enrollment to capacity while improving faculty and staff morale
- Responsible for increasing course offerings and community outreach

- Initiated a faculty-student advisement program that received strong administrative recognition for its success
- Built strong Advisory Boards that provided excellent programmatic oversight
- Facilitated the reaccreditation of the Civil Engineering Program through TAC-ABET and the Construction Technology Program through ACCER
- Responsible for scheduling, budgeting, planning and recruiting activities

**Professor, Electrical Construction and Maintenance Department**

Hudson Valley Community College, Troy, NY (1/79 – present)

- Responsible for the design and construction of a world class industrial controls laboratory that has been touted as one of the best in the nation
- Redesigned the Residential and Commercial Construction Laboratories
- Proficient in curriculum and course development
- One of the main authors for the last two completed Electrical Construction and Maintenance program reviews
- Established numerous ties with business and industry, and developed customized training courses for many
- Actively involved in student advisement and job placement
- Co-developed several articulation agreements with secondary schools

**Program Coordinator, Electrical Construction and Maintenance Department**

Hudson Valley Community College, Troy, NY (8/95 – 12/98)

- Handled many of the “day to day” operations of the ECM Program
- Facilitated scheduling, budgeting, planning and recruiting activities.
- Provided quality student service and support
- Proven ability to work effectively with all administrative departments

**Chairperson, Electrical Construction and Maintenance Program Committee (12/94 – 12/98)**

- Provided leadership and guidance while working towards and achieving established goals for the year
- Arranged meetings, developed agendas, and kept meetings “on track”
- Committee activities included performing an occupational analysis, creating ECM recruitment packages, developing a student tracking system for retention purposes, establishing department goals, and completing program reviews

**Education:** M.S. Education Administration and Policy Studies (2004)  
SUNY at Albany

B.S. Vocational Technical Education (1983)  
SUNY Institute of Technology

Journeyman’s Certificate, International Brotherhood of Electrical Workers

# Louisa A. Heffernan



## **OBJECTIVE**

*To obtain a position utilizing my administrative and excellent organizational skills.*

## **SUMMARY OF QUALIFICATIONS**

*Over 25 years experience in various administrative & secretarial roles.*

## **EMPLOYMENT**

9/91 - Present      Hudson Mohawk Pediatrics & Adolescent Medicine  
318 Ruhle Road South  
Ballston Lake, NY 12019

### ***Medical Transcriptionist/Administrative Assistant***

Part time employment involving medical transcription and various routine office duties. Utilizes Microsoft Office, Microsoft Word, Microsoft Works, Dictaphone/transcription machine and Medent EMR/EHR Office Systems.

10/84 - 10/88      Skidmore College  
Alumni Affairs Office  
Saratoga Springs, NY 12866

### ***Executive Secretary***

Was secretary to the Director of Alumni Affairs with responsibilities for office management and budget. I also performed various office duties associated with the Alumni Affairs in an academic environment and helped organize and execute class reunions.

2/84 - 10/84      Stewart's Ice Cream  
Corporate Office  
Route 9  
Saratoga Springs, NY 12866

### ***Accounting & Data Processing Clerk***

Performed various duties in the accounting & data processing center. I was responsible for inputting sales and paying bills for assigned stores.

7/82 - 2/84      Schenectady Trust Co.  
320 State Street  
Schenectady, NY 12305

### ***Executive Secretary - Operations Department***

Performed daily administrative duties for the President of the Operations Department. I was also responsible for wire transfers for major companies such as General Electric.

**EDUCATION/TRAINING**

- 1980 Associate Degree in Occupation Studies/Executive Secretarial  
Albany Business College, Albany
- 1978 High School Diploma  
Ballston Spa High School, Ballston Spa, NY
- 1978 Completed Programs in Data Processing and Secretarial Procedures  
BOCES Vocational Center, Saratoga Springs, NY

**OTHER**

- President - Malta Avenue Elementary PTA  
Officer/Fund Raiser/Merchandise Sales Coordinator for Ballston Spa Soccer, Track and Lacrosse  
Booster Clubs  
Team Parent/Fund Raiser Chair for Saratoga Springs Youth Hockey

**REFERENCES**

Upon Request

# Richard Lawrence



- Renewable Energy Specialist
- Specific technical expertise in wind energy, solar, and biofuels
- Excellent written and oral communication skills
- Talented educator, lecturer, advocate, and salesperson
- Strong organization, management, collaboration, and leadership skills

## Education:

**Lesley University / Audubon Expedition Institute Program:** Cambridge, MA

**Masters of Science: Environmental Education,** May 2002

Course work in Education, Environmental Studies, Sustainability, Natural History, Community Dynamics, Cultural Studies, and Outdoor Skills

**Florida State University:** Tallahassee, FL

**Bachelors of Science: Secondary Science Education (*Cum Laude*),** May 1998

Course work in Sciences and Middle/High School Education  
Earth/Space Science focus

**Brevard Community College:** Melbourne, FL

**Associates of Arts Degree,** December 1995

## Work Experience:

1/04-present

**Cape Cod Community College - Adjunct Instructor**

- Curriculum development and instruction of renewable energy courses
  - Renewable Energy Sources; Solar Energy; Wind Energy; Photovoltaic Installation; and Solar Thermal Installation
- Advisor during development of new renewable energy technician program

1/08-12/08

**Cape Cod Community College - Clean Energy Program Coordinator**

- Manage Clean Energy Technology Certificate Program
- Public outreach, student recruitment, and teacher recruitment
- Coordinate installation logistics for renewable energy systems on campus
- Grant writing and management
- Special events planning
- Student advising and career counseling

1/02-12/07

**Cape & Islands Self-Reliance -**

*Education Coordinator & Director of Special Projects*

- Public outreach about renewable energy including: conference presentations, television and radio interviews, community events, school visits, and op-eds
- Manage special projects including: conferences, workshops, student competitions
- Coordinate and instruct teacher training workshops about renewable energy
- Coordinate and instruct technical outreach to trades people and technical educators
- Educate businesses and government agencies about renewable energy options
- Participate in multiple collaborative processes promoting renewable energy, biofuels and green building technologies
- Grant writing and management

5/03-8/07

**Clean Power Now**

*Director / Past President (volunteer)*

- Manage newly created non-profit organization

- Conduct public outreach about benefits of offshore wind energy

## Professional Organizations, Conferences, and Workshops:

### Member:

American Wind Energy Association  
Cape and Islands Renewable Energy Collaborative (Secretary)  
Cape Cod Renewable Fuels Partnership (Past Chairman)  
Massachusetts Wind Working Group (Past Education & Outreach Committee Co-Chair)  
Northeast Sustainable Energy Association

### Advisory Board Member:

Cape Light Compact Education Program  
Upper Cape Cod Regional Technical High School: Environmental Technology Department

### Conference Presenter:

Massachusetts Electrical Contractors Association PV Training - multiple dates 2008 & 09  
Greenbuild International Conference Fall 2008  
AASHE Sustainability in Higher Education Conference Fall 2008  
NESEA Building Energy Conference Spring 2008  
IREC Energy Education and Training Conference Spring 2008  
American Solar Energy Society Conference Spring 2008  
National Science Teachers Association Conference Spring 2008  
American Wind Energy Association Conference Summer 2007  
Self-Reliance Photovoltaic Installation Workshop Summer 2007 & 08  
Cape Cod Municipal Wind Workshop Fall, 2005, 06, & 07  
Renewable Energy on Farms Workshop Winter, 2005  
New England Environmental Education Alliance Conference Fall, 2005  
Shaping Cape Cod's Energy Future Conference Fall, 2005  
National Energy Education Development Conference Summer, 2005  
Northeastern Climate Conference Winter, 2005  
Renewable Energy Content Institute Summer, 2003 & 04  
Toxics Action Center Annual Conference Spring, 2004  
Massachusetts Climate Action Network Conference Fall, 2003 & 04  
Renewable Energy Content Institute Summer, 2003  
Self-Reliance Earth Day Conference Spring, 2003  
Green Home Series, WBNERR Spring, 2003, 04, 05, 07  
Massachusetts Environmental Education Society Conference Spring, 2002, 03, 05, 07, 08  
Museum Institute for Teaching Science Summer Institute Summer, 2002  
NESEA Energy in Schools Conference Fall, 2002 & 04  
New England Environmental Education Alliance Conference Fall, 2001

### Conference Attendee:

AWEA Global Wind Power Conference 2004, 05, 06, & 07  
AWEA Offshore Wind Workshop Fall, 2008  
AWEA Windpower Asset Management Workshop Winter, 2007  
IREC/PETE Renewable Energy & EE Workforce Conference Fall, 2006  
Photovoltaic Installation Workshop Summer, 2006  
Windustry Community Wind Energy Spring, 2006 & 08  
Towards Zero Energy Homes Workshop Winter, 2006  
DOE Energy Education Forum Winter, 2006  
Solar Power 2005 Fall, 2005  
Self-Reliance Small Wind Installation Workshop Summer, 2005, 06, & 07  
AWEA Northeast Wind Project Siting Workshop Spring, 2005  
Fostering Sustainable Behavior Workshop Spring, 2005  
MA Hydrogen & Fuel Cells Summit Fall, 2004  
New England Environmental Education Alliance Fall, 2004  
MREA Renewable Energy Education Conference Summer, 2003  
NESEA PV 101 Workshop Spring, 2003  
International Solar Energy Education Society Conference Summer, 2002  
NESEA Mid-Atlantic Sustainability Conference Summer, 2002  
NESEA Building Energy Conference Spring, 2002-2009



# LADESSIA L. JOHNSON

## WORK EXPERIENCE

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1972 - Present NYS Department of Labor New York, NY

2003 – Present *Community Services Manger 2*

Manage operation of the New York Sate Department of Labor's Division of Employment and Workforce Solutions office in Harlem.

- Ensure customers receive services as prescribed in the regional reemployment services plan
- Analyze, determine and implement effective-service delivery.
- Work with customers, partners and staff to improve operations and employee productivity
- Maintain effective working relationships with employers, business associations, community organizations and other partners
- Ensure appropriate, continuous staff development
- Participate in staff selection and training
- Monitor use of facility and assure its proper maintenance

1986 – 2003 *Supervising Labor Services Representative*

■ 1972 - 1986 *Employment Interviewer*

## EDUCATION

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May 1972 Lincoln University Lincoln University, PA  
*Bachelor of Arts*



## **Philip Weinberg Biography**

Philip Weinberg is the President of the New York City Workforce Investment Board (WIB), where he is responsible for steering the WIB's policies and actions for governing the City's workforce development system.

Phil's career has spanned the public and private sectors, focusing on public-private partnerships and reform initiatives within education and workforce systems across the country. Prior to joining the WIB, he held leadership roles at a number of organizations, serving as a General Manager with Kaplan K12 Learning Services, a Vice President with Victory Schools, and at the Illinois Department of Human Services, where he assisted in implementing a major overhaul of the state's welfare-to-work system. Phil's private sector experience also includes working as a management consultant for Bain & Company.

Phil holds a BA from Northwestern University and an MBA from The Wharton School at the University of Pennsylvania. He is a graduate of the Broad Residency in Urban Education.

Henry N. Silverman  
New York State Department of Labor  
CSC Manager III  
New York City Regional Team Leader

[REDACTED]

Community Service Center Manager III  
NYC Regional Team Leader .  
Regional Office

[REDACTED]

Manage, supervise, coordinate, control and guide the substantive issues regarding general policy, personnel, labor management and operating procedures in the New York City Region, involved with the re-employment of unemployed customers in the New York City Region. Acts as conduit between DEWS Assistant Director in the establishment and maintenance of protocol and relationships with the Property Office, Telecommunications Office, Unemployment Insurance Division, and other agencies as appropriate. Reviews the processes of internal relationships with allied programs such as Business Services, Rapid Response and Layoff Aversion. Acts in consultative fashion with all of the above agencies and subdivisions. Coordinates operations so that services offered are coordinated and delivered with clarity and speed. Reviews and monitors the quality of re-employment services offered in the areas of Ex-offenders, and Veterans. Attends Labor Management meetings on a quarterly basis and reports on activities to sister and support agencies and acts a conduit of information to and from the Assistant Directors office. Consults with and discusses issues of prominence and importance with representatives of CSEA and PEF in order to foster positive working relationships. Reviews administrative controls in the area of time and attendance and discipline, and makes sure that Local Office Managers are aware of issues impinging on the performance of their offices and the NYC Region. As Regional Team Manager acts as consultative resource on local issues regarding buildings and property and specifically makes adjustments to emergency evacuation plans as needs arise. Contributes ideas and recommendations regarding health and safety issues. Conducts bi-monthly meetings with Local Office Managers to discuss and review current policy, and engages in problem solving, as well as creation and exchange of ideas in service of more efficient and effective ways of helping customers; Assists in reshaping work process in line with Mission and Vision. Issues involved with internal staffing and outreach are reviewed and handled so that all offices and points of contact are well represented. Acts in consultaion with the Assistant Director in areas of management and control and advises Assistant Director regarding regional and local office matters.

As Local Office Manager at MetroTech acts in conjunction with a CSC Manager III to guide, control, and supervise the operation of the MetroTech Local office. Deals with issues in the area of quality control and work performance. Makes sure that work flow is efficiently and effectively handled. Reviews the operation of the Local Office Veteran's Program, The Resource Room, and Re-Employment process and procedure. Gives training in the area of Technical Procedures, and Advisories. Makes sure assessments are consistent with and in support of technical guidance advisories. Reviews Time and Attendance. Acts in consultation with Supervising Labor Services Representative, to maintain standards regarding such Time and Attendance. Reviews Employee Performance Evaluation and maintains standards regarding effective evaluations Acts as media liaison with communications office.

#### Employment Summary

Employee New York State Department of Labor 11/6/1969 to present.

Occupied and acted in titles:

Employment Interviewer 11/69 through 2/71  
Employment Counselor 2/71 through 8/78  
Senior Employment Interviewer 8/78 through 10/85  
Employment Security Manager I 10/85 through 6/2003

Community Service Manager II 6/2003 through 11/2004  
Community Service Manager III 11/2004 through present.

Education:

The Erasmus Hall High School 1960 through 1963 (Academic Diploma) NYC High School System  
Long Island University 1963 through 1967 BA. Psychology; Dean's List two semesters.  
The New School for Social Research Graduate Faculty 1967-1969 MA, Experimental Psychology  
The New School for Social Research Graduate School; MA, Human Resources and Manpower  
Development. 1975 through 1978.

## ADELE FERRANTI

### EDUCATION

**Master of Public Administration;** Maxwell School of Citizenship and Public Affairs; Syracuse University, May 1985

**Master of Science in Environmental Science;** State University of New York; School of Environmental Science and Forestry, May 1985

**Bachelor of Science in Biology;** State University of New York at Geneseo; May 1982

### EXPERIENCE

Sr. Project Manager: New York State Energy Research and Development Authority (NYSERDA), Energy Resources Research and Development (R&D) Group, Albany, New York, April 2001 to Present

Currently responsible for managing one Project Coordinator and managed several program interns over the past six years. Accomplishments and current responsibilities include the design, development, implementation, and the evaluation of:

- NYSERDA's \$36 million photovoltaic (PV) incentive program. To date, nearly 1,100 projects have been administered, totaling nearly 5.6 MW of PV. Over 110 installers participate in NYSERDA's PV incentive program. This program has served as a model for Massachusetts, Connecticut and the Long Island Power Authority (LIPA).
- A \$2 million PV and wind outreach, education, training, and analysis program, consisting of approximately 50 projects, with six different contractors and approximately 20 subcontractors. Under several of these projects, over 50 training and outreach sessions were developed, attracting over 2,000 participants, including builders, electricians, code officials, installers, consumers, architects, realtors, lenders, etc. All Power Naturally<sup>SM</sup> PV outreach and publications were also developed under this program.
- A \$1 million program to develop and market nine accredited PV training programs and 12 certified PV trainers across the State. Programs include college credit courses, continuing education classes, certificate programs, introductory courses for homeowners, etc.
- The Institute for Sustainable Power's national accreditation and certification process for renewable energy training program and instructors, including all New York State and some national marketing and outreach activities.
- National implementation and marketing of the North American Board of Certified Energy Practitioners' PV installer certification program, and a Certificate of Knowledge for PV practitioners. Marketing kits were developed for New York's certified PV installers.
- The nation's first Renewable Energy and Energy Efficiency Workforce Training Conference in partnership with the Interstate Renewable Energy Council, Hudson Valley Community College, and the Residential Efficiency and Affordability Program (REAP). This conference was held in November 2006 and attended by 250 attendees, representing over 30 colleges and four countries. The second Workforce Training conference will be held in March 2008.
- NYSERDA's Power Naturally Website, a comprehensive Website promoting renewable energy programs, projects, etc. (project transferred to another Project Manager in 2007).
- Program marketing coordination with REAP and the development of a joint Marketing Strategy, Market Support, and Public Relations contract with Conservation Services Group (transferred to another Project Manager for implementation).
- A PV for ENERGY STAR<sup>®</sup> Homes Project in coordination with REAP, Steven Winter Associates, the National Association of Home Builders, and builders across the State. Twelve PV systems were installed on ENERGY STAR<sup>®</sup> Model Homes.
- Two U.S. Department of Energy Million Solar Roofs grants designed to facilitate workforce development and to provide internships for PV practitioners.
- Energy Resources' first Business Development and Marketing solicitation for PV and wind.

- PV Program Marketing, Outreach, and Education Coordination with REAP, Energy Services, Economic Development, LIPA, the NY Power Authority (NYPA), the NY Solar Energy Industries Association, other states, utilities, U.S. DOE and the Clean Energy States Alliance.
- A 50 kW PV project for the Governor's Mansion in collaboration with NYPA and the Office of General Services.
- Six Green Power Marketing Projects promoting the voluntary purchase of renewable energy attributes by residential and commercial customers.
- Green Power Marketing Program review and auditing in partnership with NYSERDA's Finance staff.
- Various projects aimed at attracting renewable energy companies and training programs to Saratoga Technology + Energy Park (STEP), in partnership with NYSERDA's Vice President of Programs.

Sr. Project Manager, New York State Energy Research and Development Authority, Industry R&D Group, Albany, New York. June 1995 to April 2001

Responsibilities included: assisting the Program Manager in training new staff and program implementation; assisting the Program Director with ASERTTI and CADDET initiatives and events; marketing NYSERDA programs to various groups throughout the State; organizing and implementing NYSERDA's 25<sup>th</sup> Anniversary Technology Expo and NYSERDA's first Environmental Monitoring Conference; member of the Governor's Pollution Prevention Award selection and review panel; U.S. DOE NICE<sup>3</sup> liaison; developing and managing a diverse portfolio of pollution prevention projects; developing new pollution prevention and energy efficiency program areas; working closely with other State and federal agencies and economic development organizations throughout the State to develop and implement new initiatives that increase productivity and competitiveness, promote energy efficiency, and enhance the environment; organizing the ACEEE Industrial Efficiency Summer Study since its inception; and cosponsoring U.S. EPA Climate Wise/Pollution Prevention Workshops with other federal and State agencies.

Project Manager, New York State Energy Research and Development Authority, Industry R&D Group, Albany, New York. April 1993 to June 1995

Developed and managed a diverse portfolio of industrial waste minimization projects designed to help industries reduce process wastes on-site. Assisted senior management with program activities to promote and highlight NYSERDA projects and programs. Organized the first Industrial Efficiency Summer Study and a Climate Wise/Pollution Prevention Workshop.

Associate Project Manager, New York State Energy Research and Development Authority, Industry R&D Group, Albany, New York. November 1991 to April 1993

Assisted senior staff in developing RD&D projects within the Energy and Economic Development Program; managed and monitored several industrial waste minimization projects; assisted with the development of innovative industrial efficiency initiatives; coordinated NYSERDA's participation in national and international organizations such as ASERTTI and CADDET; and assisted senior management with program planning activities.

Energy Program Analyst, The Hinge Group, Troy, New York. September 1989 to January 1991

Principal investigator (PI) for a "Commercial Lighting Handbook", in collaboration with EPRI and the Lighting Research Center. PI for NYSERDA's Lighting Technology Assessment. Designed, developed, implemented, and evaluated several residential, commercial, and industrial demand side management (DSM) programs for Green Mountain Power, and analyzed and evaluated various DSM programs throughout the nation.

Energy Policy Analyst III: New York State Energy Office, Division of Policy Analysis & Planning, Albany, New York.  
July 1987 to August 1989

Assisted with developing New York State's Energy Plan; conducted an analysis of residential furnace efficiency improvements on a statewide basis, and the impact on energy consumption and emissions; reviewed and evaluated the DSM programs of all of the State's investor owned utilities; worked closely with NYS Dept. of Public Service staff on DSM issues; tracked and monitored the State's waste-to-energy plants; monitored and evaluated energy legislation, and the impact on New York; prepared energy briefing documents for the Governor's office; assisted the Deputy Commissioner on policy issues; and helped coordinate activities with the National Association of State Energy Officials (NASEO)

Energy Policy Analyst II: New York State Energy Office, Division of Policy Analysis & Planning, Albany, New York.  
November 1985 to July 1987

Responsible for: analyzing the State's utility DSM plans and comparing them to other utilities throughout the U.S.; tracking all New York State and federal energy legislation and assessing the impact on New York; evaluating the status of the State's waste-to-energy facilities; preparing various policy papers and assisting with special assignments for the Division Director, and preparing a white paper comparing public and private owned utilities for the Deputy Commissioner.

#### **AWARDS**

Interstate Renewable Energy Council, Special Recognition Award for Contributions and Efforts to Promote the Use of Renewable Energy, July 2004

NYSERDA, President's Award, 2000

NYSERDA, Peer Award, 1996

NYS Energy Office, Most Dependable Employee Award, 1988

#### **RECENT SAMPLE OF PUBLICATIONS AND PRESENTATIONS**

American Solar Energy Society, Solar 2007, co-author of "Workforce Education for Renewable Energy: Lessons Learned from a National Gathering of Educators"

Northeast Sustainable Energy Association's Green Buildings Conference Presentations, 2005 (PV Program Design and Practitioner Training) and 2006 (Workforce Development)

Engineer's Week, Albany NY, 2006, Presentation on NYSERDA's PV Program and Opportunities in New Construction Projects.

*Environmental Quality Management* Journal Article, Fall 2004, "Building a Sustainable PV Infrastructure: The New York State Experience"

ENERGY STAR® Builders Conference, Saratoga, NY, Fall 2003, Presentation on NYSERDA's PV Program and Opportunities for Builders

#### **CERTIFICATIONS**

Institute For Sustainable Power, Program Auditor for Renewable Energy, Energy Efficiency, and Distributed Generation Training Programs and Facilities, 2003

## **Janet Joseph - Bio**

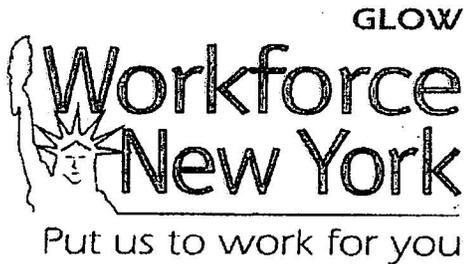
Janet Joseph is the Vice President for Technology and Strategic Planning at the New York State Energy Research and Development Authority (NYSERDA). Janet oversees a multifaceted energy research program focused on developing and accelerating the market introduction of emerging energy efficient and clean energy technologies in New York. Janet also oversees NYSERDA's energy analysis and planning functions. Janet serves as the Co-Executive Director of the New York State Climate Action Council. Janet has held a variety of technical and policy positions at NYSERDA over the past 19 years including R&D Director, Environmental Research Program Manager, Buildings Research Program Manager, and Research Scientist and Manager of Planning. Prior to joining NYSERDA, Janet was a research scientist at Battelle Pacific Northwest Laboratories. Janet has also worked as an environmental consultant for Booz-Allen and Hamilton in Washington, D.C. Janet has a Master's degree in Environmental Chemistry from the University of Maryland.

### **Contact Information:**

Janet Joseph  
Vice President, Technology and Strategic Planning  
New York State Energy Research and Development Authority



[www.nyserdera.org](http://www.nyserdera.org)



**GLOW WORKFORCE INVESTMENT BOARD**

Genesee County Career Center  
587 East Main Street, Suite 100  
Batavia, New York 14020  
Phone (585) 344-2042  
Toll Free: 1-866-674-4560  
Fax (585) 344-3266

March 8, 2010

Re: GLOW WIB Letter of Commitment

To Whom It May Concern:

The Genesee, Livingston, Orleans, Wyoming Workforce Investment Board (GLOW WIB) fully supports the Genesee County Career Center, 587 East Main Street, Batavia location for the Regional Broadband Technology Opportunities Program (BTOP).

We have worked with our Regional Partners in the Finger Lakes and Monroe County on many initiatives, including one of the first round of Workforce Innovation Regional Economic Development (WIRED) Grants. Installing video conferencing endpoints at our Batavia location would be a great asset to the region for training a skilled workforce by increasing access on career and training initiatives, skills development, and career counseling for our Regional Partners as well as customers. Promoting green jobs and energy initiatives will benefit all involved.

Sincerely,

Mary Lou Hamm  
GLOW WIB Manager

# **FINGER LAKES**

## **WORKFORCE INVESTMENT BOARD**

41 Lewis Street, Suite 104  
Geneva, NY 14456

Phone: (315) 789-3131  
Fax: (315) 789-0163

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March 8<sup>th</sup>, 2010

To whom it may concern:

I am writing today on behalf of the Finger Lakes Workforce Investment Board in support of Finger Lakes Works application for the U.S. Department of Commerce Broadband Technology Opportunities Program at the Finger Lakes Works Career Center in Lyons, NY.

For years Finger Lakes Works has provided workforce development services for job-seekers and businesses in the rural area of upstate New York. For many, the one-stops in this area serve as "the" location where access to the internet has been the critical nexus to employment. This access, coupled with the full array of services offered at the one-stop has provided employers with a reliable pipeline of talent and career opportunities to the unemployed.

The Broadband Technology Opportunities Program would compliment these efforts and to encourage sustainable adoption of broadband service.

I look forward to supporting Finger Lakes Works in their future endeavors.

Sincerely,



Karen Springmeier.  
Executive Director  
Finger Lakes Workforce Investment Board

*The mission of the Finger Lakes Workforce Investment Board (FL WIB) is to improve the economic well being of job seekers and employers in the region by aligning human potential with opportunities in the workplace.*

Karen A. Springmeier  
Executive Director

Richard Bonneville  
Chairperson

# Workforce Investment Board

Saratoga, Warren and Washington Counties

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Robert F. Hummel  
Executive Director

Peg Murphy  
Chairperson

March 5<sup>th</sup> 2010

Mr. Anthony Joseph  
NYS DOL  
State Office Campus, Building 12  
Room 440  
Albany, New York 12240

Dear Mr. Joseph:

The Saratoga/Warren/Washington Workforce Investment Board has submitted the Authentication and Certification Document required as part of the registration to receive Tandberg broadband equipment for use in training and education in our Career Center. This equipment is critical to implement the training and skills development commitment of our Board. We have, over the past two years investigated the feasibility and importance of WEB 2.0 application and virtual immersive learning.

Our commitment to this 21<sup>st</sup> century education and skills development is reflected in the number of grant applications submitted, community and academic partnerships initiated and a public commitment to developing a digitally capable workforce for the region.

The challenge to do this is heightened by the construction of the largest FAB 4 chip manufacturing facility in the world. The Board is facing the need to train and redirect numerous workers to this facility as well as the 200+ collateral organizations that traditionally surround such a project.

I believe it is important to have this equipment located in one of the SWW Career Centers in order to maximize accessibility and learning opportunities to the largest number of people.

Thank you for all your assistance and time regarding this new exciting effort. I appreciate the numerous demands made on your time during this period of challenges and opportunities for workforce development.

Sincerely,



Robert F. Hummel  
Executive Director  
Saratoga/Warren/Washington Workforce  
Investment Board

# THE CAPITAL REGION WORKFORCE INVESTMENT BOARD

*Providing Workforce Solutions for Albany, Rensselaer, and Schenectady*



March 7, 2010

Mr. Anthony Joseph  
NYS DOL  
State Office Campus, Building 12  
Room 440  
Albany, New York 12240

## OFFICERS

**Gary Nicklaus, Chair**  
*Career Connections, I.L.C.*

**Gordon Furlani, Vice Chair**  
*CR Richard Ellis*

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**Susan E. Savage**  
*Schenectady County Legislature, Chair*

## STAFF

**Daniel A. Gentile**  
*Executive Director*

**Lucretia A. Finkell**  
*Special Assistant*

**Robert C. Wildermuth III**  
*Director of Workforce Development*

Dear Mr. Joseph:

The Capital Region Workforce Investment Board, on behalf of the Capital Region is submitting this application to receive Tandberg Video-conferencing equipment as described in the PCC Questionnaire. This application includes the request from the Capital Region WIB for its location at the Albany One Stop Center. Also included are requests from two other locations in our region – Warren County One Stop and the Saratoga One Stop Centers.

I and the 3 Capital Region WIB one stop staff have met with Tandberg representatives in the past year to explore using this technology but have yet been able to find sufficient funds for this resource. It is my hope that this monitor in our Albany One Stop will help us increase this resource throughout our three centers. Additionally, this location also serves to host numerous regional meetings such as the statewide WIB Directors meetings, NYS DOL Managers meetings and our 'Transforming Your Workforce' 13N group which is over 200 members. Also NYATEP is headquartered in our facility and is another potential user for trainings.

I fully support the application for the Tandberg Video-conferencing technology and look forward to using it at our site. We commit to providing access and peripheral support to this project.

If I can provide any further information, please feel free to contact me on my cell at 518 331-1028.

Sincerely yours,

Daniel A. Gentile  
Executive Director



WORKFORCE INVESTMENT BOARD  
110 William Street · 8<sup>th</sup> Floor · NY, NY 10038  
Tel. 212-618-8938 · Fax 212-618-8881  
www.nyc.gov/WIB

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South Bronx Job Corps Academy

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MACYS

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Kathleen Kearns  
Continuum Health Partners

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1199 SEIU

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NYC Department of Youth & Community Development

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Central Labor Council AFL-CIO

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NYC Economic Development Corporation

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New York State Department of Education

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Deirdre Scott  
Designpolice

Rose Rodriguez  
New York State Department of Labor

Joseph E. Spinnato  
Hotel Association of NYC, Inc.

Ramon Tallaj, M.D.  
St. Luke's Roosevelt Hospital

Robert Walsh  
NYC Department of Small Business Services

March 11, 2010

Assistant Secretary Lawrence E. Strickling, Administrator  
National Telecommunications and Information Administration  
Dept. of Commerce  
1401 Constitution Avenue, N.W.  
Washington, D.C. 20230

Re: Broadband Technology Opportunities Program (BTOP)

Dear Mr. Strickling:

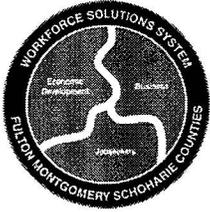
On behalf of the New York City Workforce Investment Board (WIB), I am writing in support of the New York State Department of Labor (NYSDOL) proposal to the Broadband Technology Opportunity Program of the U.S. Department of Commerce. Their proposal to increase and upgrade computer and internet technology capacity meets a vital need in our City's communities.

Incorporating interactive video conferencing facilities into the Harlem and MetroTech Workforce1 Career Centers in New York City will greatly benefit training and job seeker customers in these local areas, as well as Citywide. These services will provide increased opportunity for coordination with peer One-Stop centers, training providers, colleges and universities, and libraries on a local, statewide and national level. In addition, improved communication will allow our staff to share ideas, best practices, and collaborate on initiatives that will improve the overall performance of the career center system. This improved performance will directly result in the increased value of training and job placement services.

These additional resources to assist New York City's workers in successfully meeting their educational and employment goals are an incredible benefit to the local community. We wish NYSDOL luck on their proposal.

Sincerely,

Philip Weinberg  
President



The Fulton, Montgomery and Schoharie Counties  
**Workforce Development Board, Inc.**  
2620 Riverfront Center, Amsterdam, NY 12010

**Gail B. Breen, Executive Director (518) 842-3676, Ext. 3017 - Fax (518) 627-0189**  
**Charles Finin, Chairman**

Workforce Solutions Center  
199 South Main Street  
Gloversville, NY 12078  
(518) 725-6473

Workforce Solutions Center  
2620 Riverfront Center  
Amsterdam, NY 12010  
(518) 842-3676

Workforce Solutions Center  
795 E. Main Street, Suite 4  
Cobleskill, NY 12043  
(518) 234-4254

**Board Members**

Fulton County

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Fulton Co. EDZ  
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Fulton Co. Office for the Aging  
*Andrea Fettingier*  
HFM BOCES  
*Elaine Mongin*  
NYSED - VESID  
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Montgomery County

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*Julia Caro*  
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*Georgia VanDyke*  
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Development Agency  
*Jody Zakrevsky*  
Schoharie County DSS  
*Paul Brady*  
Sterling Insurance  
*Chris Schline*  
SUNY Cobleskill  
*Terry Hughes*

March 11, 2010

NYS Department of Labor  
Harriman State Office Campus  
Building 12  
Albany, NY

We at the FMS Workforce Development Board are pleased to support your application for the Broadband Technology Opportunities Program.

We have 4 multi-point Tandberg systems set up within our 3 Centers; 3 of which are hooked into our large screen TVs and 1 that is a portable, self-standing system. We have 2 systems set-up in our large conference rooms in Cobleskill (max seating 25) and Amsterdam (max seating 50), 1 system set-up in our training room (max seating 12). The portable unit can be utilized anywhere we have an internet cable.

Currently, we have been using the Tandberg systems to communicate between our 3 offices for meetings and trainings. Staff in all offices are able to see and communicate with each other. This has saved on travel time and expenses. Our next step is to utilize this for some of our customer workshops.

We are very pleased with the Tandberg system. Our Workforce Solutions Center Staff find it easy to use and our vendor, Tag Solutions, has been very helpful with set up and continuing technical support.

If you need additional information, please don't hesitate to contact us.

Sincerely,

Gail B. Breen  
Executive Director



*"Creating Workforce Solutions"*



**GENESEE**  
COMMUNITY COLLEGE  
State University of New York

Albion Campus Center  
456 West Avenue (Rte. 31)  
Albion, NY 14411  
Phone: (585) 589-4936  
Fax: (585) 589-9714  
[www.genesee.edu/albion](http://www.genesee.edu/albion)

March 5, 2010

To Whom It May Concern:

I am writing in support of the Department of Labor One-Stop facility in Batavia for their grant application for the Tandberg Video Conferencing Endpoints as part of the Broadband Technology Opportunities Program.

The Batavia One-Stop Facility represents an ideal location for placement of a Tandberg Unit within the Genesee/Livingston/Orleans and Wyoming County Service Area. The Batavia One-Stop is unique in that their Conference Room is equipped with a Smart Board and a computer with Smart Board software. Genesee Community College, which has used six Tandberg units to do video conferencing between seven facilities in four counties for over a year, has been able to connect the Tandberg units to the Smart Classroom computer. What this has allowed Genesee Community College to do is to put a PowerPoint presentation on the computer, display it on the SmartBoard (and local Tandberg unit) and also display that PowerPoint presentation in another county on the remote Tandberg unit and/or SmartBoard. This means that you get the same high resolution PowerPoint displayed at both the sending and receiving locations, e.g. Batavia and Albany. GCC has routinely linked academic classes for over a year with this Tandberg equipment, and found it to be very reliable and relatively easy to use.

In January 2010, the College upgraded the six Campus Center video classrooms with a more comprehensive set of video conferencing equipment and is currently linking our main campus in Batavia with our facilities in Albion, Arcade, Dansville, Lima, Medina and Warsaw, with classes being both originated and received at all seven locations. Our new generation of video conferencing classrooms is still compatible with the Tandberg units, which are still available at some GCC locations. This would mean that it may be possible for any of the seven GCC campus locations to interface with the DOL One-Stop in Batavia or Albany, should the opportunity arise, assuming that these DOL meetings could be held on a non-interference basis with scheduled GCC academic classes.

It is my belief that installation of a Tandberg unit at the Batavia One-Stop would provide a very effective video conferencing tool for the Department of Labor.

Should you have any questions, please feel free to contact me at (585) 589-4936 or at [ARKidder@genesee.edu](mailto:ARKidder@genesee.edu)

Sincerely,

Allen R. Kidder  
Associate Dean  
Genesee Community College  
Albion Campus Center



*Training and Education Center for  
Semiconductor Manufacturing  
and Alternative and Renewable Technologies*

Date: March 11, 2010

To: Anthony Joseph, Director, Office of Workforce Policy, Innovation & Improvement  
New York State Department of Labor

From: Joseph T. Sarubbi, Executive Director: TEC-SMART (*Training and Education Center for Semi-Conductor  
Manufacturing and Alternative and Renewable Technologies*)

Re: Letter of Support for the US Dept. of Commerce, National Telecommunications and Information  
Administration's (NTIA) Broadband Technology Opportunities Program (BTOP)

---

I write to offer my support for the for Hudson Valley Community College's application for the Broadband Technology Opportunities Program. For years, Hudson Valley's Instructional Technologies Department has been active in providing video production and transmission services to support statewide and national interactive training and instruction for our external clients (state agencies, associations, businesses, etc.) to help inform their employees and constituencies from the main campus. The college has a proven track record of producing and transmitting instructional and training content for remote audiences: locally, statewide, nationally, internationally and even into outer space.

Through this grant, equipment will be procured to support local and statewide workforce development initiatives. This equipment will help Hudson Valley's newly built TEC-SMART (*Training and Education Center for Semiconductor Manufacturing and Alternative and Renewable Technologies*) facility with connectivity to the main campus, as well as the other 63 colleges in the State University of New York (SUNY) system. Through the award of this grant, TEC-SMART will have the same capability at the college's main Troy campus to establish connectivity with any other outside constituent.

As a comprehensive, full-service community college, Hudson Valley is committed to meeting the educational and training needs of diverse constituencies. The award of this grant will further enable the college to continue this commitment.

A handwritten signature in black ink, appearing to read "Joseph T. Sarubbi".

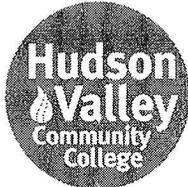
Joseph T. Sarubbi, Executive Director

TEC-SMART (*Training and Education Center for Semi-Conductor Manufacturing and Alternative and Renewable Technologies*)

Hudson Valley Community College

345 Hermes Road

Malta, NY 12020



DIRECTIONS  FOR LIFE™

March 12, 2010

Mr. Lawrence E. Strickling  
Assistant Secretary for Communications and Information  
National Telecommunications and Information Administration  
U.S. Department of Commerce,  
1401 Constitution Avenue, NW, HCHB, Room 4812  
Washington, DC 20230

Re: Broadband Technology Opportunities Program (BTOP)

Dear Mr. Strickling:

It is with great pride that I write this letter of support for New York State Department of Labor's BTOP application to the U.S. Department of Commerce. The purpose of this grant is to increase access across New York on career and training initiatives, skills development and career counseling through distribution of conferences, advisory meetings seeking public input, green training, and career development and counseling activities. The proposal is comprised of installing 13 Tandberg video conferencing endpoints at One-Stop Centers across the state; and installing three training centers located at NYSDOL (Albany), NYSERDA (Albany) and TEC-SMART (Malta).

With BTOP funding, Hudson Valley Community College would purchase and install a state-of-the-art ITV classroom that would be used for distance learning, real-time conferencing and workshops. Hudson Valley's TEC-SMART (Training and Education Center for Semiconductor Manufacturing and Alternative and Renewable Technologies) facility would be one of three training centers that would promote New York's career and training initiatives in the green job sector.

Hudson Valley is a premier institution in technology training and is receiving national recognition for its current renewable energy training programs. The college's professional experience in the development and delivery of training programs in renewable energy is extensive and highly regarded. The academic programs at Hudson Valley Community College are of the highest caliber. The College is accredited by the Commission on Higher Education and is a member of the Middle States Association of Colleges and Schools. Additionally, Hudson Valley Community College is accredited by the Interstate Renewable Energy Council for its PV System Design and Installation Certificate program and as a Continuing Education Provider for its non-credit PV courses. Several other academic programs are accredited by specialized national professional accrediting associations, such as the Accreditation Board of Engineering and Technology. Improved broadband capability will have a positive impact on the college's distance learning programs.

I believe that New York State Department of Labor will lead the way in providing much needed career development services that will help train New York residents for careers consistent with the state's plan to promote green jobs. This is an exciting opportunity for our college and our state. We look forward to your support.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrew J. Matonak". The signature is fluid and cursive, written over a light blue horizontal line.

Andrew J. Matonak, Ed.D.  
President

**Jack Quinn**  
*President*

March 11, 2010

Assistant Secretary Lawrence E. Strickling, Administrator  
National Telecommunications and Information Administrator  
United States Department of Commerce  
1401 Constitution Avenue, N.W.  
Washington, D.C. 20230

Dear Mr. Strickling:

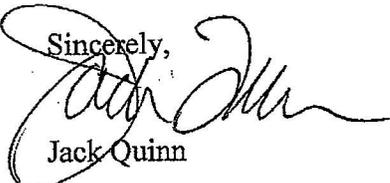
Erie Community College (ECC) and its One Stop Center, administered and operated through the college's Division of Workforce Development, are pleased and eager to participate as a regional partner in the proposed U.S. Department of Commerce Broadband Technology Opportunities Program (BTOP) grant being submitted by the New York State Department of Labor (NYS DOL) as the lead applicant.

We understand and agree that the ECC One Stop will serve a Tandberg interactive videoconferencing endpoint site. This will provide linkage with other One Stop Centers across the state and education centers at NYSDOL and NYSERDA in Albany and TEC-SMART in Malta. TEC-SMART is a joint venture of the NYSDOL and Hudson Valley Community College which prepares technicians in the development and manufacture of semi-conductors, photovoltaics, wind turbines, geothermal products, alternative fuels, and energy efficient building. ECC is excited about the possibilities presented by the proposed project that will increase access across the state on career and training initiatives, skills development and career counseling through the broadband distribution of conferences, advisory meetings seeking public input, and green training.

ECC Workforce Development's One Stop is the only one administered and operated by a SUNY community college. In addition, through a partnership with Hudson Valley Community College, ECC Division of Workforce Development has been a Center of Energy Efficiency and Building Science (CEEBS) Center since 2007. The CEEBS Center is an authorized provider of renewable energy non-credit training which includes the NYSERDA approved Building Analyst, Envelope Professional, and Heating and Cooling Professional training offerings. Each of these classes is accompanied by a nationally accredited Building Professional Institute examination. To complement the non-credit training in renewable energies, SUNY Hudson Valley Community College's TEC-SMART Center has partnered with ECC Workforce Development to provide training for two new certificates of knowledge in energy efficiency which includes photovoltaic and geothermal training. To support this non-credit training infrastructure, the college has been recently selected by New York State's Division of Housing and Community Renewal to receive a fully functional Pressure House for Weatherization training. Each of these various non-credit training programs will be available to the local One Stop customers.

Again, we are pleased to be considered as a partner in this worthy and necessary endeavor and ensure that we will work closely with NYSDOL and HVCC in implementing all phases of the current proposal to ensure its success.

Sincerely,

  
Jack Quinn

**ERIE COMMUNITY COLLEGE**  
Office of the President, 121 Ellicott Street, Buffalo, New York 14203  
Telephone: (716) 851-1200 • Fax: (716) 851-1029  
Email: JQuinn@ecc.edu

Robert P. Astorino  
County Executive

Kevin P. Mahon  
Commissioner, Department of Social Services

Karen Coleman, Director  
Department of Employment and Workforce Solutions  
NYS Department of Labor  
Harriman State Office Campus  
Building 12  
Albany, NY

March 12, 2010

**Re Tandberg Video Conferencing System**

Dear Ms. Coleman,

The Westchester-Putnam Workforce Investment Board is pleased to support your application for the Broadband Technology Opportunities Program.

We have acquired four (4) multi-point Tandberg systems set and have installed them in two (2) of the four (4) centers. The remaining two (2) centers will be installed soon. We have begun to use the system to provide linked services in the two centers and to convene joint staff meetings. The units are mobile and are moved around the centers from computer labs to workshop rooms in facilitating televised workshops. This has already begun to have a positive effect in reducing the travel for some staff and participants and is giving us the opportunity to serve more customers.

We would like to have more of their resources in our major partnership locations such as the community college and local libraries.

We are very pleased with the Tandberg system. The one stop staff finds is easy to use. It will definitely be an asset for the new locations being considered under this proposal. We are pleased to support this application.

If you need additional information, please don't hesitate to contact us.

Sincerely,

Donnovan Beckford, Director

cc Carlos Moran

Westchester-Putnam Workforce Investment Board  
Westchester One Stop Employment Center  
120 Bloomingdale Road  
White Plains, New York 10601

Telephone: (914)995-3910 Fax: (914)995-3958



Equal Opportunity Employer/Program  
Auxiliary aids and services are available upon request to individuals with disabilities





March 10, 2010

Assistant Secretary Lawrence E. Strickling, Administrator  
National Telecommunications and Information Administration  
U. S. Department of Commerce  
1401 Constitution Avenue, N.W.  
Washington, DC 20230

Dear Assistant Secretary Strickling:

It is a pleasure to write this letter of support for an ARRA grant proposal under the Broadband Technology Opportunities Program in the National Telecommunications and Information Administration. This proposal would provide an interactive video conferencing endpoint to the Cayuga-Cortland Workforce Investment Board, one of thirteen at One-Stop operations across New York State. These thirteen endpoints would be connected to three educator centers in Albany and Malta, New York, under direction of NYSDOL, in support of TEC-SMART. This joint venture of NYSERDA and Hudson Valley Community College will provide training and education to prepare skilled technicians in the development and manufacture of semiconductors, photovoltaics, wind turbine, geothermal products, alternative fuels, and energy-efficient buildings. The interactive videoconferencing equipment would increase access across New York State for career and training initiatives, skills development and career counseling, advisory meetings, green training, and career development and counseling activities.

The Cayuga Works Career Center, located on the Auburn campus of Cayuga Community College, has been identified as the strategic location for an endpoint at this time. Cayuga Works has a successful operation in place, with adequate space, access, equipment and support, and parking. We are pleased to have them as a partner on the College campus. The interaction of the College workforce development operation with Cayuga Works is positive, one that will continue for years to come as both parties seek to address the employment needs of our region. This grant proposal would help to enhance those efforts by making available to us the training and education opportunities associated with the nanotechnology industry located in the Capitol District of New York State. It would support the alternative energy activities already underway in the City of Auburn and Cayuga County. As such, this proposal has my enthusiastic support.

Sincerely,

  
Daniel Paul Larson, D.M.A.  
President

**INSTRUCTIONAL TECHNOLOGIES DEPARTMENT  
AND  
VIKING VIDEO  TECHNOLOGIES**

A SERVICE OF HUDSON VALLEY COMMUNITY COLLEGE

To: Joe Sarubbi  
*Executive Director TEC-SMART*

From: Bob Racette  
*Coordinator of Instructional Technologies and Viking Video Technologies*

Subject: Technical D.L. Support Information for NY.S. Department of Labor,  
Broadband Technology Opportunities Program (BTOP) Grant Proposal

Date: March 5, 2010

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Presently, courses and other training provided at TECSMART are done by face to face instruction only. Classes are not available through any distance learning modalities.

The Instructional Technologies Department, at Hudson Valley Community College, supports instructional television (ITV) distance learning through a broad range of production and transmission services: ISDN and TCP/IP videoconferencing; videostreaming; Ku-band satellite; and CD, DVD and videotape duplicated media. Online courses are also made available, designed and supported through the College's Distance Learning Office. This combined distance learning capacity can be optimized to effectively provide expanded energy performance learning opportunities to a new target group of learners in the workforce.

We can provide a blended technologies approach as a distance learning solution to support curriculum delivery, review and interaction for students. We can also utilize this technology to provide a conduit to train instructors, mentors and site coordinators in the field.

Course instruction, via ITV distance learning, would primarily originate from Hudson Valley's TECSMART. However, through our technical support services, available on Hudson Valley's main campus, we can also provide additional capability for ITV distance learning activities at TECSMART.

The main transmission modality for ITV distance learning instruction would consist of IP videoconferencing. For students unable to attend the videoconferenced course presentations (at remote sites), presentations could also be live or archived streamed for viewing from personal computers. Videoconferenced classes could also utilize the College's video production capability to produce high quality video roll-ins for greater course content descriptive ability, to help students better visualize course material.

The Instructional Technologies staff at Hudson Valley already provides effective and transparent multimedia technology in TECSMART classrooms for faculty and students to use. Now, let us know how we can help you with your ITV distance learning initiatives as well.

# COUNTY OF SUFFOLK



STEVE LEVY  
SUFFOLK COUNTY EXECUTIVE

ROBERT W. DOW, JR.  
COMMISSIONER  
DEPARTMENT OF LABOR  
725 VETERANS MEMORIAL HIGHWAY  
HAUPPAUGE, N.Y. 11788

ADDRESS CORRESPONDENCE TO:  
P.O. BOX 1319  
SMITHTOWN, N.Y. 11787-0895  
e-mail: [sc.dol@suffolkcountyny.gov](mailto:sc.dol@suffolkcountyny.gov)  
FAX # (631) 853-6510  
[www.suffolkcountyny.gov/labor](http://www.suffolkcountyny.gov/labor)

March 8, 2010

Assistant Secretary Lawrence E. Strickling, Administrator  
National Telecommunications and Information Administration  
United States Department of Commerce  
1401 Constitution Ave., N.W.  
Washington, D.C. 20230

Dear Mr. Strickling:

Re: U.S. Department of Commerce's National Telecommunications and Information Administration's  
Broadband Technology Opportunities Program (BTOP).

The One-Stop Systems in Nassau County and Suffolk County enthusiastically support the New York State Department of Labor's proposal to provide Tandberg Interactive Video Conferencing Endpoints in One-Stop Centers throughout New York State.

The Suffolk County Department of Labor (SCDOL), the designated One-Stop Operator in Suffolk County, in conjunction with the Oyster Bay-North Hempstead-Glen Cove One-Stop Center and the Town of Hempstead/Long Beach One-Stop Center look forward to the opportunity to offer our customers state of the art equipment which will enable them to greatly expand their workforce development opportunities. The video conferencing equipment will broaden the scope of services that are available on-site at the Long Island One-Stop Centers. The convenience and flexibility of the Program complements existing resources and will provide customers with expanded options to help them succeed in their careers.

If funding is awarded, the Long Island One-Stop Centers will work regionally to provide necessary assistance in implementation, including providing appropriate classroom space in the Long Island centrally located One-Stop Center. We look forward to working together to maximize the effectiveness of the Program.

Very truly yours,

Barry D. Feinsod  
Suffolk County WIB Director

BDF:kp  
Attachments



March 5, 2010

Amy J. Savoie  
New York State Department of Labor  
Building 12  
Harriman State Office Campus  
Albany, NY 12240

Dear Amy:

The Workforce Investment Board strongly supports the New York State Department of Labor's proposal to install 13 Tandberg video conferencing endpoints at One-Stop Centers across the state and installing 3 educator centers located at NYSDOL (Albany), NYSERDA (Albany) and TEC-SMART (Malta).

This project fits well with the projects already in our region that work with TEC-SMART, a joint venture of NYSERDA and Hudson Valley Community College, including Morrisville State College in Madison County and Mohawk Valley Community College in Oneida County. This project will increase access across the WIB's tri-county region on career and training initiatives, skills development and career counseling through distribution of conferences, advisory meetings seeking public input, green training, career development and counseling activities. The project will also help us work with local and regional providers to increase the use of on-line and video conferencing materials that can help in training.

The WIB strongly supports this effort, and if funded our program counselors and technology staff will be happy to work with the state to ensure a fast, smooth implementation of this project using the Working Solutions Utica One-Stop, our region's largest, as the center for operations.

Sincerely,

  
Alice J. Savino  
Executive Director

---

## Workforce Investment Board

Gary Scalzo  
Chair

Alice J. Savino  
Executive Director

209 Elizabeth Street  
Second Floor  
Utica, NY 13501

315.798.5908  
FAX 315.798.5909  
e-mail: [asavino@working-solutions.org](mailto:asavino@working-solutions.org)

Jefferson-Lewis  
  
Investing In Our Future . . . Our Workforce

1000 Coffeen Street  
Watertown, New York 13601

Phone: (315) 782-9252  
Fax: (315) 782-2073

---

March 9, 2010

I am writing in support of making the Jefferson County One-Stop, The Workplace a Public Computer Center for Video conferencing. The North Country region is a rural area that would benefit from this facility. Travel is often difficult in the winter months and this would provide the community with educational and training resources.

The One-Stop in Jefferson County is centrally located with accessibility by being on a main traffic way and by public transportation.

By having the Public Computer Center we will be serving this community with additional services that are not available any where in the North Country Region.

Sincerely,

Cheryl Mayforth  
Executive Director  
Jefferson-Lewis County Workforce Investment Area

**NYSERDA** New York State Energy Research and Development Authority

Vincent A. DeLorio, Esq., *Chairman*  
Toll-Free: 1 (866) NYSERDA  
www.nyserdera.org • info@nyserdera.org

March 12, 2010

Assistant Secretary Lawrence E. Strickling  
Administrator  
National Telecommunications and Information Administration  
Department of Commerce  
1401 Constitution Avenue, N.W.  
Washington, D.C. 20230

Dear Assistant Secretary Strickling:

NYSERDA fully supports the New York State Department of Labor's (NYSDOL) application for funds under the ARRA Broadband Technology Opportunities Program (BTOP). NYSERDA works very closely with NYSDOL on a number of green workforce development efforts, including those under our Energy Efficiency Portfolio Standard (EEPS) and the Green Jobs-Green NY (GJGNY) Program, which will be underway soon. Both the EEPS and GJGNY include funding commitments for workforce training, career pathways, pathways out of poverty, and training the underserved and unemployed for jobs in the clean energy sector. Under these two programs, our goal with the help of our partners including NYSDOL is to train over 10,000 people by 2012.

The purpose of NYSDOL's application for BTOP funds is to increase access across the state for career and training initiatives, skills development and career counseling through distribution of conferences, advisory meetings seeking public input, green training, career development and counseling activities. As part of this endeavor, NYSERDA will provide clean-energy training and skills development consistent with sector strategies to promote green jobs and the state's energy plan. The educator center that would be installed here would be invaluable in reaching our training goals through vastly improved communications technology.

NYSERDA will provide \$70,000 in matching funds to support this application. These are non-federal funds; the source for this contribution is New York's Green Jobs-Green New York Program, which is funded through Regional Greenhouse Gas Initiative monies.

We hope that you will look favorably on this application. Thank you for your consideration in reviewing this request.

Sincerely,



Francis J. Murray, Jr.  
President and CEO

**Main Office**  
Albany  
17 Columbia Circle  
Albany, NY 12203-6399  
Toll-Free: 1 (866) NYSERDA  
Phone: (518) 862-1090  
Fax: (518) 862-1091

**West Valley Site**  
Management Program  
10282 Rock Springs Road  
West Valley, NY 14171-9799  
Phone: (716) 942-9960  
Fax: (716) 942-9961

**New York City**  
485 Seventh Ave., Suite 1006  
New York, NY 10018  
Phone: (212) 971-5342  
Fax: (212) 971-5349

**Buffalo**  
726 Exchange Street, Suite 821  
Buffalo, NY 14210  
Phone: (716) 842-1522  
Fax: (716) 842-0156



**Chenango Delaware Otsego Workforce Investment Board**  
12 Dietz Street • Oneonta, New York 13820  
Phone 607-432-4800 • Fax 607-432-8130 • email: wibexec@cdoworkforce.org

March 8, 2010

The Honorable Gary Locke  
Secretary  
U.S. Department of Commerce  
1401 Constitution Ave., N.W.  
Washington, D.C. 20230

Re: ARRA - BTOP Technology Grant  
Lead applicant: NYS Department of Labor

Dear Secretary Locke:

The Chenango-Delaware-Otsego (CDO) Workforce Investment Board is very grateful that the NYS Department of Labor (NYSDOL) has taken the lead in solicitation of funds under the U.S. Department of Commerce, National Telecommunications and Information Administration's (NTIA) Broadband Technology Opportunities Program.

As a result, the CDO Workforce One-stop Career System has been able to enter into this project and as such is a committed partner toward full implementation upon an award. It is the hope of Workforce Investment Board that the distribution of the identified Tandberg video conference equipment will provide customers with greater access to counseling, career and training opportunities and resources.

We ask for your approval of this project as we firmly believe a successful application will enable the partners to better serve the citizens of New York State.

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin Price".

Kevin Price  
Executive Director



BYRON W. BROWN  
Mayor

# BUFFALO AND ERIE COUNTY WORKFORCE DEVELOPMENT CONSORTIUM, INC.

*"Your One-Stop Operator"*



CHRIS COLLINS  
County Executive

March 5, 2010

Assistant Secretary Lawrence E. Strickling, Administrator  
National Telecommunications and Information Administration  
United States Department of Commerce  
1401 Constitution Avenue, N.W.  
Washington, D.C. 20230

Dear Assistant Secretary Strickling:

The Buffalo and Erie County Workforce Consortium, Inc. is designated as the operator of the One Stop System for programs authorized under the Workforce Investment Act of 1998 and related employment and training programs. We also serve as the administrative agent for the Buffalo and Erie County Workforce Investment Board.

I am writing to you in support of a proposal now being prepared by the New York State Department of Labor (NYSDOL) for funding under NTIA's Broadband Technology Opportunities Program (BTOP). The initiative being proposed by NYSDOL would provide broadband connections at two of our full service One Stop Centers. These connections would include videoconferencing and other communications capabilities to train unemployed workers for jobs in high demand occupations. Through a partnership with Hudson Valley Community College, instruction will be provided in areas such as the manufacture and maintenance of windmills, geothermal products, and weatherization of homes and multi-unit residence buildings.

The two endpoints here for the statewide broadband network will be the Buffalo Employment and Training Center, which serves many economically disadvantaged urban residents, and the Erie Community College (ECC) One Stop Center, which serves many disadvantaged residents of rural areas of the county. The NTIA-funded broadband project will have a head start at the ECC center because the College is already partnering with Hudson Valley Community College to train workers for jobs in various green industry sectors.

Please give every consideration to the proposal submitted by NYSDOL under the BTOP initiative. I assure you that the Workforce program here in Erie County will cooperate in every way, and that many of the unemployed workers we serve will benefit from this project.

Respectfully,

Timothy Doolittle  
Administrative Director

726 Exchange Street • Suite 630 • Buffalo, New York 14210 • Phone: (716) 819-9845 • FAX: (716) 819-9849

## **BTOP Public Computer Center Detail Template**

Complete the Public Computer Center Details worksheet attached to this application to accommodate all of the Public Computer Centers that will benefit from this project from the specified list. A Community Anchor Institution is considered a minority secondary educational institution with enrollment of minority students exceeding 50%. Note that the calculated totals in bold will be needed to complete the PCC Capacity Worksheet.

**The data provided via this template will be subjected to automated processing; provide this attachment as an Excel file, and not to convert it to a PDF prior to on an appropriate electronic medium, such as a DVD, CD-ROM, or flash drive.**

## **template**

ation. Add rows as necessary to  
ject. All centers should be given a type  
y-serving institution if it is a post-  
ng 50 percent of its total enrollment.  
icity page of the application.

**g. Applicants are therefore required to  
submitting a copy of their application**

**BTOP Public Computer Centers Detail Template**

Title: **One-Stop Broadband Education Access Mentoring (One-Stop BEAM)**  
 Easy Grants ID: **5466**

Center Name	Organization	Address Line 1	City	State	Zip	Facility Type	Minority Serving Institution Type
NYSDOL	NYSDOL	Building 12, State Campus	Albany	NY	12240	Other Government Facility	N/A
NYSERDA	NYSERDA	17 Columbia Circle	Albany	NY	12203	Other Government Facility	N/A
TEC-SMART	TEC-Smart	345 Hermes Rd	Malta	NY	12020	Community College	N/A
Warren	Warren County One-Stop Career Center	PO Box 4393	Queensbury	NY	12804	Other Community Support Organization	N/A
Batavia	Genesee County Career Center	244 East Main St.	Batavia	NY	14020	Other Community Support Organization	N/A
Suffolk	Suffolk County One-Stop at the Suffolk Count Department of Labor	725 Veterans Highway	Hauppauge	NY	11788	Other Community Support Organization	N/A
Albany	The Capital Region WIB / Career Central	175 Central Avenue	Albany	NY	12206	Other Community Support Organization	N/A
Utica	Working Solutions Utica Center	207 Genesee St.	Utica	NY	13501	Other Community Support Organization	N/A
Brooklyn	10 MetroTech	625 Fulton Street 4th Floor	Brooklyn	NY	11201	Other Community Support Organization	N/A
Harlem	Upper Manhattan Workforce1 Career Center	215 W 125 St. 6th Floor	New York	NY	10027	Other Community Support Organization	N/A
Oneonta	CDO Workforce NY One-stop Career Center	12 Dietz St.	Oneonta	NY	13820	Other Community Support Organization	N/A
Buffalo	Buffalo Employment & Training Center	77 Goodell Street	Buffalo	NY	14210	Other Community Support Organization	N/A
Lyons	Finger Lakes Works Career Center	1519 Nye Rd	Lyons	NY	14489	Other Community Support Organization	N/A
Auburn	Cayuga One Stop Career Center	199 Franklin Street, Suite 204	Auburn	NY	13021	Other Community Support Organization	N/A
Watertown	The Workplace	1000 Coffeen Street	Watertown	NY	13601	Other Community Support Organization	N/A
ECC/Orchard Park	Erie Community College One-Stop Center	3176 Abbott Road	Orchard Park	NY	14127	Community College	N/A

**Totals:**

Center Name	Estimated # of Total Persons in facility's Service Area	Broadband Workstations				Facility Broadband Connection Speed (Mbps)		Weekday Hours Open to the Public		Weekend Hours Open to the Public		Weekday Number of Persons Served		Weekend Number of Persons Served	
		Number of Broadband Stations Available (CURRENT)	Number of Broadband Stations to be Replaced (PROPOSED)	Number of Broadband Stations to be Added (PROPOSED)	Number of Broadband Workstations Available (PROPOSED)	Facility Broadband Connection Speed (CURRENT Mbps)	Facility Broadband Connection Speed (PROPOSED Mbps)	Average Hours Open to Public Per 120-hour Business Week (CURRENT)	Average Hours Open to Public Per 120-hour Business Week (PROPOSED)	Average Hours Open to Public Per 48-hour Weekend (CURRENT)	Average Hours Open to Public Per 48-hour Weekend (PROPOSED)	Proposed # persons served per 120-hour business week (CURRENT)	Proposed # persons served per 120-hour business week (PROPOSED)	Proposed # persons served per 48-hour weekend (CURRENT)	Proposed # persons served per 48-hour weekend (PROPOSED)
NYSDOL	298631	0	0	1	1	50	50	0	0	0	0	0	14	0	0
NYSERDA	298631	0	0	1	1	6	6	0	0	0	0	0	14	0	0
TEC-SMART	215791	0	0	1	1	3	3	90	90	8	8	0	120	0	
Warren	65865	20	0	1	21	1.5	1.5	42.5	42.5	0	0	250	334	0	0
Batavia	58109	13	0	1	14	1.5	1.5	42.5	42.5	0	0	500	570	0	0
Suffolk	1510716	20	0	1	21	1.5	1.5	42.5	42.5	0	0	280	342	0	0
Albany	298631	27	0	1	28	1.5	1.5	45	45	0	0	270	550	0	0
Utica	231618	25	0	1	26	100	100	42.5	42.5	0	0	595	805	0	0
Brooklyn	2593617	135	0	1	136	1.5	1.5	45	45	0	0	3500	3542	0	0
Harlem	1624225	23	0	1	24	1.5	1.5	51.5	51.5	2.5	2.5	2500	2542	0	0
Oneonta	62181	6	0	1	7	1.5	1.5	42.5	42.5	0	0	100	156	0	0
Buffalo	913071	40	0	1	41	3	3	48	48	0	0	1000	1056	0	0
Lyons	91600	33	0	1	34	1.5	1.5	40	40	0	0	250	306	0	0
Auburn	80062	22	0	1	23	1.5	1.5	42.5	42.5	0	0	350	434	0	0
Watertown	117711	10	0	1	11	5	5	40	40	0	0	300	346	0	0
ECC/Orchard Park	913071	22	0	1	23	1.5	1.5	49.5	49.5	0	0	2000	2084	0	0
<b>Totals:</b>	<b>9E+06</b>	<b>396</b>	<b>0</b>	<b>16</b>	<b>412</b>	<b>11.4</b>	<b>11.4</b>	<b>41.5</b>	<b>41.5</b>	<b>0.7</b>	<b>0.7</b>	<b>11895</b>	<b>13215</b>	<b>0</b>	<b>0</b>

## **BTOP Public Computer Center and Sustainable Broadband Detailed Budget**

Please complete the Detailed Budget, breaking out individual line items under each category heading (add rows to each section as necessary to accommodate your line items). Please ensure line item total columns in the "General" and "Detail" sections are equal for each line item (a cell with a yellow highlight indicates an inconsistency). Also, you may utilize the provided space for additional notes, if desired (there is also a Budget Narrative question in the application in which you will provide narrative detail on this budget).

Specifics needed for each cost category line item:

**Personnel:** For each position, list the number of positions, the location or geography of position, the job/task responsibilities for the position, the annual salary, and the percent of time a person filling the position will spend working on the proposed BTOP project. For lines with more than one position, the Quarters Employed field should represent number of quarters per person (*e.g.*, for two employees each working for one year, Quarters Employed should be 4 rather than 8).

**Fringe:** For each position, note the number of positions, the annual salary, the percent of time a person filling this position will spend working on the proposed BTOP project, and the fringe rate applicable to the position. For lines with more than one position, the Quarters Employed field should represent number of quarters per person (*e.g.* for two employees each working for one year, Quarters Employed should be 4 rather than 8).

**Equipment:** List all equipment units required for the project and provide program purpose. For each line item, note the number of units and the unit cost. The multiple of these two factors will yield the total for that line item. For example, an Applicant planning to buy 100 laptops at \$500/laptop will have a total line item cost of \$50,000. Again, although unit costs may include cents, once multiplied by the number of units, the result must be rounded to the nearest whole dollar. Clearly separate Applicant equipment and user equipment, as indicated in the detailed budget template. When providing the unit cost indicate whether the unit cost has been impacted by a discount and for software equipment list specific package names.

**Travel:** For each trip list the program purpose of the trip, destination city and the number of people traveling. For each line item (*e.g.*, trip), note the number of trips and the cost per trip. The multiple of these two factors will yield the total for that line item. For example, if the Applicant was accounting for 10 trips at \$25 per trip, the total cost would be \$250. The cost per trip should be justified on its own, *not* derived by dividing the line item total by the number of trips. Such a calculation will prompt further inquiry from the reviewers about justification for the trip cost. Rather, the *total* trip cost should be derived from the number of trips *times* the justifiable cost per trip.

**Supplies:** Separate supplies by item type, describing the program purpose or use. For each line item, note the number of units and the unit costs. The multiple of these two factors will yield the total for that line item. For example, an Applicant planning to buy 20 boxes of printer paper at \$30/box would have a total line item cost of \$600. Again, although unit costs may include cents, once multiplied by the number of units, the result must be rounded to the nearest whole dollar.

**Other:** Separate item types; for awareness program cost items, such as ads, separate ad types (radio, newspaper, etc) and include geography in which they will run.

**Contractual:** For each line item, identify the contractor and note the number of contracted hours of service.

and hourly rate, if applicable. For example, an Applicant planning to hire a technology consultant for 100 hours at a rate of \$40/hour would have a total line item cost of \$4,000.

**Indirect:** Provide the indirect rate and basis used. In the space provided at the bottom of the page, briefly explain the calculation used to derive the indirect costs (including the indirect rate and basis included in the basis). If a negotiated indirect cost rate agreement exists and is being used, please identify the cognizant agency.

The category subtotals for this Detailed Budget should correspond to the data provided in your SF-424A, and both the SF-424 budget and this Detailed Budget should match the Federal Grant Request and Total Match Amount provided on the Project Budget page of the application. Please review both budget uploads, the budget narrative in the application, and the Project Budget page for consistency before submitting the application. If you are submitting a PCC project with a SF-424C instead of an SF-424A, the sections of this Detailed Budget will not align directly with the categories of the SF-424C, but you should complete this Detailed Budget, allocating costs to the appropriate cost categories.

The data provided via this template will be subject to automated processing. Applicants are therefore required to provide this upload as an Excel file, and not to convert it to a PDF prior to upload. Additionally, applicants should not modify the format of this file.

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**BTOP Public Computer Center and Sustainable Broadband Adoption  
Detailed Budget Template**

Easy Grants ID:  
Applicant:  
Project Title:

SF-424A Object Class Category	General				Detail					
	a. Personnel - List position, number of staff, annual salaries, % time spent on project	Position	Federal Support	Matching Support	Total	# of Positions	Salary	% Time Spent on Project	Quarters Employed	Total
					\$0.00					\$0.00
					\$0.00					\$0.00
					\$0.00					\$0.00
					\$0.00					\$0.00
	<b>Subtotal</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>					<b>\$0.00</b>

b. Fringe Benefits - Include salaries and fringe rate.	Position	Federal Support	Matching Support	Total	# of Positions	Salary	% Time Spent on Project	Quarters Employed	Fringe Rate	Total
				\$0.00						\$0.00
				\$0.00						\$0.00
				\$0.00						\$0.00
				\$0.00						\$0.00
	<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>						<b>\$0.00</b>

c. Travel - For significant costs, include details such as number and purpose of trips, destinations.	Purpose of Trip	Federal Support	Matching Support	Total	# of Trips	Cost per Trip	Total
				\$0.00			\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
	<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>			<b>\$0.00</b>

d. Equipment Costs - List equipment with # of units and unit costs. Distinguish between equipment intended for applicant use versus equipment for the end user.	Equipment Description	Federal Support	Matching Support	Total	#Units	Unit Cost	Total
<b>Applicant Equipment</b>							
Tandberg Profile 52" with C60	52" Full HD LCD with HD 1080 Camera - Domestic Installation and Training	\$396,221.00	\$152,092.00	\$548,313.00	13	\$42,177.92	\$548,313.00
Scholar MXP System	50" Plasma Displays, 720P HD cameras and 10.4" Touchpanel - Domestic Installation and Training	\$140,516.00	\$53,938.00	\$194,454.00	3	\$64,818.00	\$194,454.00
				\$0.00			\$0.00
				\$0.00			\$0.00
<b>User Equipment</b>							
				\$0.00			\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
	<b>Subtotal</b>	<b>\$536,737.00</b>	<b>\$206,030.00</b>	<b>\$742,767.00</b>			<b>\$742,767.00</b>

e. Supplies - List costs associated with materials/printing, curriculum, translations, and other supplies		Federal Support	Matching Support	Total	#Units (If Applicable)	Unit Cost (If Applicable)	Total
Description							
				\$0.00			\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
<b>Subtotal</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>			<b>\$0.00</b>

f. Contractual - List contractors with purpose of contract, hourly rate or total fixed rate.		Federal Support	Matching Support	Total	# Hours (If Applicable)	Hourly Rate (If Applicable)	Total Contract
Contractor							
Connectivity Requirements	New York State Energy Research and Development Authority (NYSERDA)		\$24,000.00	\$24,000.00			\$24,000.00
				\$0.00			\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
<b>Subtotal</b>		<b>\$0.00</b>	<b>\$24,000.00</b>	<b>\$24,000.00</b>			<b>\$24,000.00</b>

g. Construction - If applicable, list construction costs		Federal Support	Matching Support	Total
Description				
				\$0.00
				\$0.00
				\$0.00
				\$0.00
<b>Subtotal</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

h. Other - List costs associated with grant subrecipients as well as other costs not listed above such as rent, technology (website hosting, internet connection), advertising (TV, radio, online), etc.		Federal Support	Matching Support	Total	#Units (If Applicable)	Unit Cost (If Applicable)	Total
Description							
				\$0.00			\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
<b>Subtotal</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>			<b>\$0.00</b>

<b>i. Total Direct Charges (sum of a-h)</b>	<b>\$536,737.00</b>	<b>\$230,030.00</b>	<b>\$766,767.00</b>
<b>j. Indirect Charges</b>			<b>\$0.00</b>
<b>Total Eligible Project Costs</b>	<b>\$536,737.00</b>	<b>\$230,030.00</b>	<b>\$766,767.00</b>
<b>Match Percentage</b>	<b>30.0%</b>		

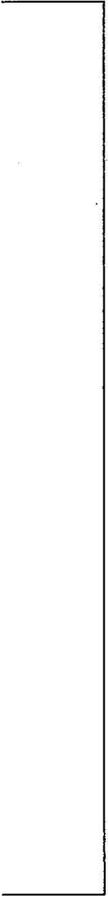
Explanation of Indirect Charges

Additional Budget Notes

**BUDGET INFORMATION - Non-Construction Programs**

OMB Approval No. 0348-0044

<b>SECTION A - BUDGET SUMMARY</b>						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. BTOP - PCC		\$	\$	\$ 536,737.00	\$ 230,030.00	\$ 766,767.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		\$ 0.00	\$ 0.00	\$ 536,737.00	\$ 230,030.00	\$ 766,767.00
<b>SECTION B - BUDGET CATEGORIES</b>						
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY					Total (5)
	(1)	BTOP - PCC	(2)	(3)		
a. Personnel	\$		\$		\$	0.00
b. Fringe Benefits						0.00
c. Travel						0.00
d. Equipment		742,767.00				742,767.00
e. Supplies						0.00
f. Contractual		24,000.00				24,000.00
g. Construction						0.00
h. Other						0.00
i. Total Direct Charges (sum of 6a-6h)		0.00	0.00	0.00	0.00	766,767.00
j. Indirect Charges						0.00
k. TOTALS (sum of 6i and 6j)	\$	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 766,767.00
7. Program Income	\$		\$		\$	0.00



SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8. Broadband Technology Opportunities Program - PCC	\$ 160,030.00	\$ 70,000.00	\$	\$ 230,030.00	
9.				0.00	
10.				0.00	
11.				0.00	
12. TOTAL (sum of lines 8-11)	\$ 160,030.00	\$ 70,000.00	\$ 0.00	\$ 0.00	
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 536,737.00	\$ 134,184.25	\$ 134,184.25	\$ 134,184.25	\$ 134,184.25
14. Non-Federal	230,030.00	57,507.50	57,507.50	57,507.50	57,507.50
15. TOTAL (sum of lines 13 and 14)	\$ 766,767.00	\$ 191,691.75	\$ 191,691.75	\$ 191,691.75	\$ 191,691.75
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16. Broadband Technology Opportunities Program - PCC	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
17.					
18.					
19.					
20. TOTAL (sum of lines 16-19)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:		22. Indirect Charges:			
23. Remarks:					