

THE CAPITAL REGION WORKFORCE DEVELOPMENT BOARD

Providing Workforce Solutions for Albany, Rensselaer, and Schenectady



CHIEF ELECTED OFFICIALS

Kathy M. Sheehan
Mayor City of Albany

Daniel P. McCoy
Albany County Executive

Steven F. McLaughlin
Rensselaer County Executive

Anthony Jasenski
Schenectady County Legislature, Chair

The Capital Region Workforce Development Board (WDB) serves the Capital Region as the facilitator between the public workforce development system and the local business community to drive training needs. One of the functions of the WDB is to assign a *One Stop System Operator* to foster collaboration between all partners and stakeholders in the system to ensure success for job seekers and the training needs of businesses are met.

Capital Region WDB would like to award the *One Stop System Operator* to the **County of Albany**.

Role of the County of Albany as the Capital Region One Stop System Operator:

The One Stop System Operator, in a consultant capacity, will play a critical role in supporting the local workforce system to coordinate its diverse partners to achieve its service delivery vision and reach its 'to be defined' performance goals. Specifically, the Operator will:

- Convene up to four, three-hour meetings per year of mandated partners to support the Memorandum of Understanding (MOU) implementation. The Operator will develop meeting agendas, (in conjunction with the Executive Director and staff), meeting activities, facilitate meetings, and provide meeting notes. Additionally, in conjunction with staff from Capital Region WDB the Operator will develop an appropriate mechanism to report on a semi-annually basis on the progress and performance of the partnerships across the system, to the Capital Region Workforce Development Board.
- Support Capital Region WDB, with the assistance of the Executive Director and staff, in developing benchmarks to measure a baseline of "system performance", e.g., customer service, system flow, etc. In future years, the expectation is that the Operator will make recommendations for continuous improvement based on this data.

Capital Region Workforce Development Board will be awarding the **County of Albany** a total amount not to exceed **\$4,800** for the period of **October 1, 2020 through September 30, 2021**. A Professional Services Agreement between the Capital Region WDB's fiscal grant recipient (Rensselaer County Department of Employment & Training) and the **County of Albany** will be executed for the *Capital Region One Stop System Operator*.

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