





Union County Workforce Investment Board

September 27, 2013 – Union County College – Kellogg

GLENN NACION, CHAIR
CARLOS VALDES, VICE CHAIR
ERICH PETER, SECRETARY
ANTONIO RIVERA, MSW, DIRECTOR

I. CALL TO ORDER GLENN NACION

II. OPEN PUBLIC MEETINGS ACT GINA TUESDA

OPEN PUBLIC MEETINGS ACT

The Chair wishes to announce that, pursuant to the requirements of N.J.S.A. 10:4-10 of the Open Public Meetings Act, adequate notice of this meeting of the Union County Workforce Investment Board has been given by mailing the year 2013 annual meeting schedule to the newspapers circulating within the County of Union and designated to receive such notice, and by posting the Year 2013 annual meeting schedule in the County Court House and by filing the year 2013annual meeting schedule with the Office of the County Clerk.

OPEN PUBLIC MEETINGS ACT

Furthermore, the Chair wishes to announce that adequate notice of the location of this meeting has been given by providing at least forty-eight hour notice to the newspapers circulating within the County of Union and designated to receive such notice and by posting the said notice at least forty-eight hours prior to this meeting in the Court House and by filing the notice at least forty-eight hours in advance of this meeting with Office of the County Clerk.

The Chair requests that the above statement be entered in full in the minutes of this meeting.

III. ROLL CALL GINA TUESDA

IV. APPROVAL OF THE MINUTES GLENN NACION

ACTION REQUIRED

A MOTION TO APPROVE
THE MARCH 22, 2013
MEETING MINUTES



V. WIB DIRECTOR'S REPORT ANTONIO RIVERA

V. WIB DIRECTOR'S REPORT ANTONIO RIVERA

A. WIB RECERTIFICATION UPDATE



Dennis M. Bone, Chairman Chris Christie, Governor

WIB Area: Union County WIB

Date: August 12, 2013

Feedback Provided By: Kirsten Giardi, 609-633-0605, kirsten.giardi@dol.state.nj.us

Item	Required Materials and Information	SETC Feedback
1	A current list of local board members appointed by the chief elected official in a local area in accordance with N.J.S.A. 34:15C-15b and c. The list will show: • That the WIB membership follows the guidelines set forth in the WIB Member Handbook • That the WIB has a 51% business membership • That the WIB Chair is a business member • The list must note if board development is needed, and the plan to achieve board membership compliance, including the recruitment and orientation process for new board members.	Overall: Satisfactory Detail: The Union WIB Membership list was received in the format required by the SETC, which shows the following details: • Business membership is 53% (21 of 40 members) due mostly to their innovative on-line recruitment tool • The required two (2) CBO/FBO members • Some One-Stop Partners need to be added: Older Americans program, Public Housing Authority, Community Action Agency, and the WIA Program Administrator. A brief Board Development Plan was provided but their new recruitment tool that has been added to the WIB website has proved to be extremely helpful in securing new invested business members. The link to the recruitment is: http://ucnj.org/community/division-of-planning/workforce-investment-board/application-for-membership/



Dennis M. Bone, Chairman Chris Christie, Governor

Item	Required Materials and Information	SETC Feedback
2	The local board's budgets, required under N.J.S.A. 34:15C-15e(4), for the extant and two preceding program years (Program Years 11, 12, 13)	Overall: Satisfactory Detail: Received the board's PY 11 and PY 12 budgets. A short description of the process to approve the PY 11 budget has been provided to the SETC. The PY 12 budget approval was not found in the PY 12 board minutes to date; but it was approved by the Executive Committee during the July 25, 2012 meeting.
3	The local board's annual reports, required under N.J.S.A. 34:15C-15e(5), for the extant and two preceding program years (Program Years 10, 11, 12)	Overall: Satisfactory Detail: PY 10 and PY 11 Annual Reports have been received. Both reports cover the required elements except the skill level and competency guidelines discussion. Please ensure that the PY 12 report and all future reports include this element. Suggested Language: In the upcoming year, the Union WIB will use any and all criteria established by the State Employment and Training Commission regarding skill level and competency guidelines to be used as a basis for the selection of skill training programs and competency curriculum in the local areas.



Dennis M. Bone, Chairman Christie, Governor

Item	Required Materials and Information	SETC Feedback		
4	The local board's meeting minutes for extant and two preceding program years (Program Years 11, 12, 13) • Minutes should reflect regular meetings, held at least quarterly • Minutes should reflect the WIB budget approval process	Overall: Caution Detail: WIB minutes for PY 11 and PY 12 were received. WIB PY 11 meetings:		
5	The local board website information, including:	Overall: Satisfactory		

V. WIB DIRECTOR'S REPORT

ANTONIO RIVERA

ACTION STEP FOR ITEM 4:

SCHEDULE & HAVE QUARTERLY

WORKFORCE INVESTMENT BOARD OF

DIRECTORS MEETINGS



Dennis M. Bone, Chairman Christie, Governor

Item	Required Materials and Information	SETC Feedback		
	 Website URL: http://ucnj.org/workforce-investment-board/ Published list of local board members: http://ucnj.org/wp-content/uploads/2013/02/WIB-Board-of-Directors-2013-option-1.pdf Published local board meeting minutes: http://ucnj.org/community/division-of-planning/workforce-investment-board/minutes/ 	Detail: The Union WIB website is current and active. The WIB Members List is published on the website and is current, as are the full board meeting minutes. Promising Practice: The webpage shows all committees, a description of their work and a listing of their members. This is a good practice to improve public knowledge of the WIB's work.		
6	The local board councils and committees information, including: • List of active WIB councils and committees, including those required under N.J.S.A. 34:15C-15. (As outlined in the WIB Member Handbook and the WIB Roles and Responsibilities document): • Executive Committee (recommended) • Youth Investment Council (required) • Literacy Committee (required) • One-Stop Committee (required) • Disabilities Committee (required) • Other committees, as established by the local board • The list must indicate which council or committee is	Overall: Incomplete Detail: The committee membership lists were received. Minutes from the YIC, the Disabilities, Executive and the Adult Education & Literacy committees were provided. At this time, all committees, except the Disabilities Committee, appear to be Inactive as meetings have not taken place in over a year: • Executive: Two (2) for PY11(February 2011, April 2012), and One (1) for PY12 (July 2012) • Youth Investment Council: One (1) for PY11(September 2011) and Zero (0) for PY12 • Business & Industry Committee: Zero (0) for PY11 and PY12		

V. WIB DIRECTOR'S REPORT
ANTONIO RIVERA
ACTION STEP FOR ITEM 6:
SCHEDULE & HAVE REGULAR
COMMITTEE MEETINGS



Dennis M. Bone, Chairman

Chris Christie, Governor

Item	Required Materials and Information	SETC Feedback		
	responsible for Business Development and Outreach issues • Membership list for each WIB council and committee, including the name, title, and agency of each member. Each required committee's membership should follow the guidelines set forth in the WIB Member Handbook and SETC Policy Resolution #2011-01, Membership Criteria for Appointment of "Parent" to local Youth Investment Councils • Council and committee meeting minutes for Program Year 2011 and Program Year 2012, reflecting regular meetings	 One-Stop Committee: Zero (0) for PY11 and PY12 Adult Education & Literacy: One for PY11 (March 2012) and Two (2) for PY12 (March 11, 2013 and May 7, 2013) Disabilities: Four (4) for PY11 (April 2012, March 2012, August, 2011, & July 2011) and One (1) for PY12 (May 15, 2013) It is noted that the Business & Industry Committee is responsible for Business Development and Outreach activities. 		
7	Current local board by-Laws, addressing at a minimum: • Election of WIB Officers • WIB attendance policy • Conflict of Interest policy	Overall: Satisfactory Detail: The By-Laws of April 2012 were received. The required elements of Election of WIB Officers, WIB attendance policy (under "removal of members") and a Conflict of Interest Policy are included. The Union WIB By-Laws also set the quorum at 1/3 of the board membership. This issue is under consideration by the SETC Governance Committee.		
8	List of local board staff, including:	Overall: Satisfactory		



Dennis M. Bone, Chairman Christie, Governor

Item	Required Materials and Information	SETC Feedback		
	 Name Title Office address Name/title of who they report to Percent of time dedicated to WIB activity 	Detail: Contact information for the Union County WIB staff has been received with all of the required details.		
9	Memorandum of Understanding (MOU) between local board and local elected officials: The MOU must outline the process for board member appointment and removal Multi-county areas must provide the MOU which establishes the lead county, if a separate agreement	Overall: Satisfactory Detail: The MOU between the Union WIB and the Local Elected Officials (LEOs), updated in April 2012, was provided.		
10	WIB designation or certification of qualified One-Stop Operator, by MOU, Letter of Agreement or Contract	Overall: Satisfactory Detail: The MOU designation of the One-Stop Operator by the WIB was provided. It is noted that the Union County WIB is currently updating this MOU. The updated MOU should be provided to the SETC once it has been finalized.		
11	MOUs between the local board, One-Stop Operator and One-	Overall: Caution		

V. WIB DIRECTOR'S REPORT

ANTONIO RIVERA

ACTION STEP FOR ITEM 11:

PRODUCE MEMORANDUM OF

UNDERSTANDING BASED UPON ONE

STOP OVERSIGHT EVALUATION TOOL



Dennis M. Bone, Chairman Christie, Governor

Item	Required Materials and Information	SETC Feedback		
	Stop Partners	Detail: A One-Stop Partner MOU was provided but is currently being revised.		
		The SETC will provide (separately) examples of One-Stop Partner MOUs and any technical assistance opportunities available in partnership with the NJLWD Division of Workforce Development.		
12	The local board's annual evaluation of the local One-Stop delivery system for Program Years 2012 and 2013 The evaluation may be system-wide or may focus on one or more programs and/or services conducted in the One-Stop Centers.	Overall: Caution Detail: No evaluation report was received.		
13	The local board's Strategic Plan • Provide the current plan in use by the local board as of January 1, 2014	Overall: Satisfactory Detail: A Local Unified Workforce Strategic Plan, dated 2000 – 2005 is published on the Union County WIB website. In the January 25, 2013 WIB Meeting minutes, it stated that the creation of a new strategic plan was in development, with a draft to be completed by June 2013.		
		The SETC will provide guidance to local areas for creation of strategic plans in alignment with the New Jersey Unified Workforce Investment Plan, 2012-2017.		

V. WIB DIRECTOR'S REPORT

ANTONIO RIVERA

ACTION STEP FOR ITEM 12:

DESIGN STOP OVERSIGHT EVALUATION

QUALITATIVE & QUANTITATIVE

PY 2012 -13



Dennis M. Bone, Chairman Christie, Governor

Item	Required Materials and Information	SETC Feedback				
14	Local Performance Measures: As outlined in the Local Workforce Investment Boards: Certification, Recertification and Decertification Rule, N.J.A.C. 12:42-4.4(e): Where the Commission determines that the local board has during the preceding two years failed to ensure that the workforce investment activities carried out in the local area have enabled the local area to meet the local performance measures, that the local board has failed to satisfactorily carry out its functions under N.J.S.A. 34:15C-15e and 20 CFR 661.305, that either the local board, or any of its members, has engaged in fraud or abuse, as those terms are used within 29 U.S.C. \$2832(c)(3)(A), or that either the local board, or any of its members, has engaged in any of the prohibited conduct listed as cause for corrective actions and penalties under N.J.A.C. 12:42-3.6, the Commission shall deny the chief elected official's application for recertification of the local board. The SETC will evaluate the local WIB's application for recertification based on the local area achievement of the 9 negotiated performance outcomes for the area's Workforce Investment Act (WIA) funding for Program Year 2011 and Program Year 2012. The recommendation for WIB recertification will be made with consideration for any corrective actions and penalties instituted for the local area under the Local Workforce Investment Areas and Local Workforce Investment Boards: Performance, Technical Assistance, Corrective Actions and Penalties Rule, N.J.A.C. 12:42-3. Union PY 11: Performance Measures Met = Satisfactory					
15	Vouth Barrier Identification Local area designation of 6 th Youth Barrier reflected in <u>full WIB meeting minutes</u> . Copy of form used to identify eligible youth, showing all barriers.	Overall: Satisfactory				



Dennis M. Bone, Chairman Christie, Governor

SUMMARY Feedback

Status Summary of Items 1 - 15:

- Incomplete or Unsatisfactory = 1
- Caution = 3
- Satisfactory = 11

Priority Next Steps:

- 1. The Union WIB needs to meet quarterly, that is four times per calendar or program year.
- 2. The WIB should consider ways to revitalize its committees and establish regular meeting schedules as soon as possible. The WIB also needs to increase the number of members of their Youth Investment Council.
- 3. The Union WIB needs to send the SETC an evaluation report for PY 2012.
- 4. The Union WIB website needs to include the WIB full board meeting minutes for the public to access.

Successes:



Dennis M. Bone, Chairman Christie, Governor

- 1. The Union WIB has done excellent work in updating its By-Laws to include all of the language required.
- 2. The Union WIB has worked closely with the SETC representative to complete the 6th Youth Barrier requirement in order to be in compliance with regulations.

V. WIB DIRECTOR'S REPORT ANTONIO RIVERA

B. MASTER BUDGET & FISCAL REVIEW

2013-14 WIA WFNJ Master Budget 2012-13 Carry-Over Funds

Union County Workforce Investment Board Antonio Rivera, Director

WIA SUMMARY		Allocation	Administration	WFNJ Case	WIA One Stop	WIA ITAs, OJTs	WFNJ Work	Service
A		.A		Management	Career Center ¹	& Class Size ²	Activities ³	Totals
Funding Allocation	\$3,766,439.00	\$3,766,439.00		•			700	
Administration (10% Max)	\$376,643.90		\$376,643.90					
Balance	\$3,389,795.10							77
ITAs, OJTs & Class Size (50% Min.)	\$1,694,897.55		· · · · · · · · · · · · · · ·	ř	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	\$1,694,897.55	T	\$1,694,897.55
One Stop Career Center Budget	\$1,694,897.55				\$1,694,897.55			
WFNJ SUMMARY	1 1 1 1		1 7 4	9,70			<u> </u>	
Funding Allocation	\$2,680,538.00	\$2,680,538.00		100				
Work Verification (No Admin.)	\$46,700.00	\$46,700.00	\$0.00	1				
WFNJ Less Work Verification	\$2,633,838.00			_	-			
Administration (12% Max)	\$316,060.56		\$316,060.56	***				
WFNJ Less Administration	\$2,317,777.44							
GA Case Management (SS)	\$347,227.76	\$394,577.00	\$47,349.24	\$347,227.76				
Balance	\$1,970,549.68							
Less Career Advancement Prog	\$41,506.96	\$47,167.00	\$5,660.04					
Balance	\$1,929,042.72							
GA Case Management (SS)	\$352,772.24			\$352,772.24				
Balance for Work First Activities	\$1,576,270.48						\$1,576,270.48	\$1,576,270.48
Total WIA & WFNJ		\$6,446,977.00	\$692,704.46	\$700,000.00	\$1,694,897.55	\$1,694,897.55	\$1,576,270.48	\$3,271,168.03

2012-13 Carry-Over Funds

WIA Balance TBD 100% of Balance To Be Allocated to Vendors for Direct Services
WFNJ Balance TBD 100% of Balance To Be Allocated to Vendors for Direct Services
WLL Balance TBD 100% of Balance To Be Allocated to Vendors for Direct Services

- 1. WIA One Stop Career Center Staffing & Overhead Costs (Rent, Salaries & Fringe, etc.).
- 2. Workforce Investment Act Individual Training Accounts (ITAs), On-The-Job Training (OJT) & Class-Size Training (CST) Programs.
- 3. Work First New Jersey (WFNJ) Work Activities to be provided by vendors.

2013-14 Workforce Investment Act Budget

Union County Workforce Investment Board Antonio Rivera, Director

WIA 2013-14	Aggregate	Administration	Balance
Adult	\$1,133,144.00	\$113,314.40	\$1,019,829.60
Dislocated Worker	\$1,527,955.00	\$152,795.50	\$1,375,159.50
Youth	\$1,105,340.00	\$110,534.00	\$994,806.00
	\$3,766,439.00	\$376,643.90	\$3,389,795.10

WIA One Stop Career Center Staffing & Overhead¹ \$1,694,897.55 WIA ITAs, OJTs & CSTs² \$1,694,897.55

^{1.} WIA One Stop Career Center Staffing & Overhead Costs (Rent, Salaries & Fringe, etc.).

^{2.} Workforce Investment Act Individual Training Accounts (ITAs), On-The-Job Training (OJT) & Class-Size Training (CST) Programs.

ACTION REQUIRED

A MOTION TO APPROVE
THE PY 2013-14
WIA WFNJ
MASTER BUDGET

V. WIB DIRECTOR'S REPORT ANTONIO RIVERA

C. WIB POLICY DIRECTIVE PY-2013-A

V. WIB DIRECTOR'S REPORT
C. WIB POLICY DIRECTIVE PY-2013-A



Resolved, by the Union County Workforce Investment Board, that:

1. The Union County Workforce Investment Board—with the support of both the County Manager and the Board of Chosen Freeholders of Union County—shall align its workforce development strategy to mirror the core values outlined within New Jersey's Unified Workforce Investment Plan.

V. WIB DIRECTOR'S REPORT C. WIB POLICY DIRECTIVE PY-2013-A



2. The core values include: (i) driving investments based on industry needs; (ii) meeting job seekers where they are; (iii) equipping the workforce for employment; and (iv) increasing system accountability.

V. WIB DIRECTOR'S REPORT C. WIB POLICY DIRECTIVE PY-2013-A



3. The intent of the Union County Workforce Investment Board in mirroring <u>New Jersey's Unified Workforce Investment Plan</u> is to synchronize investment efforts in the development of a strong, talented and globally competitive labor force. The desired outcome of these strategic investments is to help Union County residents find employment within the seven key growth sectors in New Jersey.

V. WIB DIRECTOR'S REPORT C. WIB POLICY DIRECTIVE PY-2013-A



4. The seven key growth sectors within the State of New Jersey include (i) health care, (ii) life sciences, (iii) financial services, (iv) advanced manufacturing, (v) transportation, logistics & distribution, (vi) technology & entrepreneurship, (vii) and retail, hospitality & tourism.

New Jersey's Talent Connection Key Industries

Health Care

Life Sciences

Financial Services

Advanced Manufacturing

Transportation,
Logistics &
Distribution

Technology & Entrepreneurship

Retail, Hospitality & Tourism

V. WIB DIRECTOR'S REPORT C. WIB POLICY DIRECTIVE PY-2013-A



5. The Union County Workforce Investment Board shall allocate and invest a minimum of \$1,694,898 under the PY 2013-14 Workforce Investment Act funds for Individual Training Accounts (ITA's), Class-Size Training and/or On-The-Job Training (OJT) within the seven key growth sectors identified herein.

V. WIB DIRECTOR'S REPORT C. WIB POLICY DIRECTIVE PY-2013-A



6. The Union County Workforce Investment Board shall allocate and invest all of PY 2012-13 Workforce Investment Act carry-over funds to be utilized for Individual Training Accounts (ITA's), Class-Size Training and/or On-The-Job Training (OJT) within the seven key growth sectors indentified within this resolution.

V. WIB DIRECTOR'S REPORT C. WIB POLICY DIRECTIVE PY-2013-A



7. The Workforce Investment Act funds referenced herein apply to all youth, adult and dislocated worker training programs. A Request for Proposals shall be released immediately for all training institutions on the NJ Eligible Training Providers List to apply, except for Individual Training Accounts, where none is required.

V. WIB DIRECTOR'S REPORT C. WIB POLICY DIRECTIVE PY-2013-A



8. All of the Workforce Investment Act funds allocated and invested within this resolution shall not have a sunset as to their utilization for training within the key growth sectors in the on-coming program year (carryover funds for 2014-15).

V. WIB DIRECTOR'S REPORT C. WIB POLICY DIRECTIVE PY-2013-A



9. The Workforce Investment Board will work in partnership with the New Jersey Talent Networks in each of the growth sectors, with the Department of Labor and Workforce Development, with the State Employment & Training Commission, and with the One-Stop Career Center to provide background and orientation materials on each of the sectors, labor market information, and other information to assist and guide jobseekers.

IV. WIB DIRECTOR'S REPORT C. WIB POLICY DIRECTIVE PY-2013-A



10. The Director of the Workforce Investment Board is authorized to approve waivers in order to effectuate policies of the Board and to most efficiently provide training opportunities and/or job opportunities for eligible clients.

V. WIB DIRECTOR'S REPORT
C. WIB POLICY DIRECTIVE PY-2013-A



11. A copy of this signed resolution shall be posted on the Workforce Investment Board's website, sent to the County Manager, the Freeholder Liaison, the County Fiscal Agent, the State Employment & Training Commission and to the New Jersey Department of Labor & Workforce Development.

V. WIB DIRECTOR'S REPORT
C. WIB POLICY DIRECTIVE PY-2013-A



12. This Policy Directive is effective immediately.

VOTE REQUIRED

A MOTION TO APPROVE WIB POLICY DIRECTIVE PY-2013-A



V. WIB DIRECTOR'S REPORT ANTONIO RIVERA

D. WIA & WFNJ CONTRACTS UPDATE

V. WIB DIRECTOR'S REPORT

ANTONIO RIVERA D. WIA YOUTH CONTRACTS UPDATE

	<u>Agency</u>	Funding Award
•	City of Elizabeth	\$ 60,000
•	Clark Board of Education	\$ 30,000
•	Plainfield Board of Education	\$ 30,000
	Total	\$ 120,000

V. WIB DIRECTOR'S REPORT

ANTONIO RIVERA

D. WFNJ CONTRACTS UPDATE

Agency		Funding Award
•	B&M Consultants	\$ 226,270
•	Union County College	\$ 450,000
•	Urban League of Union County	\$ 150,000
•	Venture & Venture, Inc.	\$ 100,000
•	Workforce Advantage	\$ 550,000
•	YWCA of Central New Jersey	\$ 100,000
	Total	\$ 1,576,270

V. WIB DIRECTOR'S REPORT ANTONIO RIVERA

E. STRATEGIC PLAN IMPLEMENTATION

V. WIB DIRECTOR'S REPORT

ANTONIO RIVERA

E. STRATEGIC PLAN IMPLEMENTATION

ONE STOP OVERSIGHT EVALUATION TOOL
ANNUAL REPORT
LOCAL UNIFIED INVESTMENT PLAN
2014-2017
DUE PRIOR TO JANUARY 2014

VI. ONE STOP OPERATOR'S REPORT MARYANN ANDERSON

VII. SOCIAL SERVICES
DIRECTOR'S REPORT
CHARLES GILLON

VIII. COMMITTEE ASSIGMENTS GLENN NACION

IX. OLD BUSINESS

ONE-STOP CAREER CENTER

X. NEW BUSINESS

ONE-STOP CAREER CENTER

XI. NEXT WIB MEETING
FRIDAY, NOVEMBER 15, 2013
9AM – UCC – KELLOGG BUIDLING

XII. ADJOURNMENT

ONE-STOP CAREER CENTER