

**County Of Union**  
**Workforce Development Board of Directors Meeting**  
**Holiday Inn Clark, 36 Valley Road, Clark, NJ 07066**  
**9:00 A.M Wednesday, January 24, 2018**

**Board Members Present:**

Juan Carlos Dominguez, J.J.J. Distributors **(Chair)**  
Gloria Durham, Qunnection Management **(Vice Chair)**  
Gary Pfarr, IBEW **(Secretary)**  
Anna Belin-Pyles, Plainfield Public Schools  
James R. Brady, The Savor Group, LLC  
Pamela Capaci, Prevention Links  
Peter Capodice, Union County Vocational Technical Schools (Gwen Ryan)  
Tina Early, Elizabethtown Gas  
Salvador Garcia, MAS Development Group  
James Horne, Jr., United Way of Union County  
Jean Koszulinski, Union County One Stop Operator  
Richard Malcolm, Iron Workers Local #11  
Dr. Margaret McMenamain, Union County College (Dr. Lisa Hiscano)  
Erich Peter, Union County Economic Development Corp.  
Stan Robinson Jr., SHR Marketing, LLC  
Kamran Tasharofi, Union County Healthcare Associates

**Board Members Absent:**

Mark Bocchieri, Verizon New Jersey  
Richard Capac, Leaf Group, LLC  
Hugh Caufield, Plainfield One-Stop / Workforce New Jersey  
Noel Christmas, Utilities Workers Union of America Local 601  
Donna Dedinsky, Wakefern Food Corporation  
Ed Faber, NJ Div. of Vocational Rehabilitation Services (Leila Molaie)  
Charles Gillon, Division of Social Services  
Anadir Liranzo, Omega Maintenance Corp.  
Sandra McLachlan, Phillips 66 Bayway Refinery  
Glenn Nacion, Trinitas Regional Medical Center  
John Perry, Council for Airport Opportunities

**Guests:**

Isaias Rivera, Union County College  
Perle Almeida, American Job Center  
Michele Antunes, American Job Center  
Gisela Bernal-Castro, American Job Center  
Jeffrey Jackson, American Job Center  
Scott Kuchinsky, Plainfield Public Library  
Pamela Burns-Wyatt, American Job Center  
Nijyyah Colter, American Job Center  
Lillian Roman, American Job Center

**County of Union:**

Sergio Granados, Freeholder Chairman, Workforce Development Board Liaison, County of Union  
Amy Wagner, Deputy County Manager, Director, Department of Economic Development  
Debbie Ann Anderson, Director, Department of Human Services  
Karen Dinsmore, Assistant Director, Department of Human Services  
Antonio Rivera, Director, Workforce Development Board  
Lisa Bonanno, Deputy Director, Workforce Development Board  
Thomas McCabe, Workforce Development Board  
Elizabeth Paskewich, Workforce Development Board

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**I. CALL TO ORDER**

The meeting was called to order by Workforce Development Board (WDB) Chair, Mr. Juan Carlos Dominguez at 9:03 a.m.

**II. OPEN PUBLIC MEETINGS ACT**

Ms. Lisa Bonanno read the Open Public Meetings Act Statement.

**III. ROLL CALL**

Ms. Lisa Bonanno conducted the Roll Call.

**IV. FLAG SALUTE**

**V. APPROVAL OF THE November 3, 2017 MEETING MINUTES**

- Motion was made by Stan Robinson and seconded by Gary Pfarr to approve the minutes of November 3, 2017 meeting. Motion carried.

**VI. ACTION REQUIRED:**

**RESOLUTION AWARDING CONTRACT FOR WIB CENTER OPERATOR**

Elizabeth Paskewich provided the Board with an overview of the Procurement Process and Proposals received for the WIB Center Operator RFP. The WDB Evaluation Committee has recommended to the Board, Union County College, for the award of WIB Center Operator. Evaluation Report provided.

- Motion was made by James Horne and seconded by Gloria Durham to approve the award to Union County College as WIB Center Operator. Dr. Lisa Hiscano, UCC, abstained.

**VII. ACTION REQUIRED:**

**INFRASTRUCTURE COSTS MEMORANDA OF UNDERSTANDING  
RESOURCE SHARING AGREEMENT**

Elizabeth Paskewich reviewed with the Board the Infrastructure Costs Memoranda of Understanding and Resource Sharing Agreement as developed by WDB Consultants, Group i & i, with collaboration from One Stop Partners.

- Motion was made by Gary Pfarr and seconded by Stan Robinson to approve the Infrastructure Costs Memoranda of Understanding and Resource Sharing Agreement. Motion carried. Jean Koszulinski, American Job Center, abstained.

**VIII. ACTION REQUIRED:**

**WDB-2018-1- PARTNER REFERRALS POLICY DIRECTIVE  
WDB-2018-2- INDIVIDUAL TRAINING ACCOUNTS POLICY DIRECTIVE  
WDB-2018-3- FINANCIAL PROCEDURES POLICY DIRECTIVE**

- Motion was made by Stan Robinson and seconded by Gary Pfarr to approve Union County Workforce Development Board Policy Directives 2018-1 through 3.

**IX. PY2017 WORKFORCE DEVELOPMENT BOARD BUDGET UPDATE:**

Thomas McCabe provided the Board with Budget updates reflective of both 2016 and 2017 Budgets in respect to WIOA and WFNJ funding streams. Program Year 2016 WFNJ Funds to be rescinded were outlined.

- Freeholder Chairman Granados questioned as to why funds are being rescinded, indicating this should not be happening.
- Director Debbie-Ann Anderson discussed the need to pivot the system. Analyze what has/has not been working and how to fill the gaps. She indicated the possibility to bring a consultant in to further identify/evaluate gaps.
- Freeholder Chairman Granados addressed board regarding his initiatives for the New Year. He asked the Board to take a special look at funding programs for three priority populations, At-Risk Youth, Special Needs, and Veterans. He acknowledged a model at-risk youth summer program in Newark that has found great success, he encouraged the Board to be proactive in these initiatives.

**X. PY16 AMERICAN JOB CENTERS PERFORMANCE MEASURES:**

Antonio Rivera and Debbie-Ann Anderson provided the Board with an overview of the Program Year American Job Center Performance Measures.

- Adult/Dislocated Worker- 6 measures exceeded, 5 not met
- Youth- No youth performance measures were met. PY16 Performance numbers do not include currently procured contracts, PY16 numbers are derived from One Stop and partners.

Mr. Rivera indicated that no one is measuring what needs to be measured to secure success. To secure success quantitative data must be measured in real time, which has been requested in the past and through WDB Resolution.

Ms. Anderson addressed that expectations need to be addressed to ensure what is being required is being done and to determine what mandates need to be established to ensure reports are completed. Under her guidance quarterly partners meetings will be set up to review and discuss programs.

Discussion followed regarding the use of data systems, state versus local, and identifying priority demographics within those systems. Verbatim speech available.

**XI. ACTION REQUIRED:**

**RESOLUTION TO AUTHORIZE AJC TO AWARD SUPPORTIVE SERVICES CONTRACTS**

Debbie-Ann Anderson provided the Board with an overview of the AJC procurement of Supportive Service Contracts. RFP Evaluation Report was provided and recommendation to award contracts to United Way of Greater Union County and Plainfield Action Services was requested.

- Motion was made by Pam Capodice and seconded by Stan Robinson to authorize the American Job Center to award Supportive Service Contracts to United Way of Greater Union County and Plainfield Action Services. Motion carried. James Horne, United Way of Greater Union County abstained.

**XII. SUB-RECIPIENT PROGRESS REPORTS**

*AMERICAN JOB CENTERS REPORT- DEBBIE-ANN ANDERSON*

Ms. Debbie-Ann Anderson provided the Board with the American Job Center Report.

Ms. Anderson, as new Director of the Department of Human Services has been analyzing and evaluating current the American Job Center system - taking a look at what the AJC is currently doing, identifying partners and how they all work together within the system. Ms. Anderson

indicated the AJC is currently reevaluating WFNJ systems, and looking at high performing counties for best practice models.

Services provided/client numbers from July 2017- December 2017:

- 1056 attended Orientation Sessions
- 2039 SNAP services provided
- 594 Tuition Waivers issued
- 165 Youth Certified

Pam Burns Wyatt provided the Board with a Client Story regarding the importance and need of Supportive Services.

Nijyyah Colter provided the Board with a Client success story.

#### *WORKFORCE INNOVATION BUSINESS CENTER REPORT- ISAIAS RIVERA*

Mr. Isaias Rivera provided the Board with an overview on the Workforce Innovation Business Center. He announced it was the WIB Center's most successful year with partnerships with over 50 employers. He outlined the following achievements:

- Soft Skills has been held in four locations in increase access to clients- UCC Plainfield, UCC Elizabeth, Jersey Gardens Mall, and Plainfield public library. Youth have also had access to this program.
- Collaborated efforts-
  - 33 recruitment events
  - Increased marketing and Web presence, over 5300 individuals on the email database.
  - Web site has been reformatted
- Grant year ended with:
  - 395 union county residents completing the Soft Skills program
  - 446 job placements
  - 2914 residents served at our site.
- He announced the WIB Center has integrated into the Kellogg building, increasing resources that the college can provide.

#### *UNION COUNTY YOUTH CONSORTIUM REPORT- JAMES HORNE*

Mr. James Horne provided with Board with detailed information regarding the United Way of Greater Union County Youth Employment Pathways Program.

- 86 youth are currently engaged in program
- 9 are currently enrolled and will complete occupational training
- 43 have achieved an outcome
- 30 have had subsidized work experiences
- 12 have had unsubsidized work experiences
- Learn to Work- Cohort 1 will start January 2018 with 8 students
  - Elizabeth Cohort pending

### **XIII. OLD BUSINESS**

No old business reported.

### **XIV. NEW BUSINESS/PUBLIC COMMENTS**

### **XV. NEXT WDB MEETING:**

Wednesday, March 21, 2018

Clark Holiday Inn

36 Valley Road, Clark, NJ 07066

**XVI. ADJOURNMENT**

- A motion was made by Stan Robinson, and seconded by Gary Pfarr to adjourn the January 24, 2018 Workforce Development Board meeting. Motion Carried.

Verbatim dialogue available through recording.