

COUNTY OF UNION
WORKFORCE INVESTMENT BOARD OF DIRECTORS MEETING
UNION COUNTY COLLEGE
KELLOGG BUILDING, 5TH FLOOR
9:00A.M. FRIDAY, NOVEMBER 15, 2013

AGENDA

- | | | |
|--------------|--|----------------------|
| I. | CALL TO ORDER
Nacion | Glenn |
| II. | OPEN PUBLIC MEETINGS ACT | Gina Tuesta |
| III. | ROLL CALL | Gina Tuesta |
| IV. | APPROVAL OF THE SEPTEMBER 27, 2013 MEETING MINUTES
Nacion | Glenn |
| V. | WIB DIRECTOR'S REPORT
Rivera | Antonio |
| VI. | ONE STOP OPERATOR'S REPORT
Anderson | MaryAnn |
| VII. | COMMITTEE REPORTS
BUSINESS & INDUSTRY COMMITTEE
ONE STOP COMMITTEE
Nacion | Erich Peter
Glenn |
| VIII. | COMMITTEE SCHEDULE | |
| IX. | OLD BUSINESS | |
| X. | NEW BUSINESS | |
| XI. | NEXT WIB MEETING – FEBRUARY 28, 2014 AT 9:00 AM UCC – KELLOGG | |
| XII. | ADJOURNMENT | |

COUNTY OF UNION
WORKFORCE INVESTMENT BOARD
Union County College, Kellogg Building Room K-519, Elizabeth, NJ
November 15, 2013 Meeting

ATTENDANCE

Board Members Present:

Glenn Nacion, Trinitas Regional Medical Center **(Chair)**
Erich Peter, Union County Economic Development Corp. **(Secretary)**
Gary Alessio, Print Tech
MaryAnn Anderson, One-Stop Operator
Elizabeth Bennett, Evergreen Partners, Inc.
James R. Brady, The Savor Group, LLC
Roberto Camacho, Investors Bank
Monica Chenault-Kilgore, The Chenault Group, Inc.
Philip Connelly, Kean University
Juan Carlos Dominguez, J.J.J Distributors
Gloria Durham, Genesis Healthcare Solutions
Alberto Goncalves, AZAD Companies
Eugena Hamlett, Hamlett Management. LLC
Jacques Howard, City of Plainfield-Dept. of Economic Development
Anadir Liranzo, Omega Maintenance Corp.
Kevin Lynott, AGL Resources/Elizabethtown Gas
Myrna Pinckney, NJ Div. of Vocational Rehabilitation Services
Stan Robinson Jr., SHR Marketing, LLC

Board Members Absent:

Anna Belin-Pyles, Superintendent of Plainfield Public Schools
Charles Gillon, Division of Social Services
Christopher Morreale, FedEx
Donna Dedinsky, Wakefern Food Corporation
Eileen Leahey, PSE&G
Gary Pfarr, IBEW
John Perry, Council for Airport Opportunities
Dr. Kathleen Serafino, Union County Superintendent of Schools
Dr. Margaret McMenamin, Union County College
Mark Bocchieri, Verizon New Jersey
Mark Flamendorf, The McConnell Leadership Group
Noel Christmas, Utilities Workers Union of America Local 601
Pamela Capaci, HSAC Chair / Prevention Links
Peter Capodice, Union County Vocational Technical Schools
Pat Dobson, Plainfield One-Stop / Workforce New Jersey
Richard Capac, Leaf Group, LLC
Sandra McLachlan, Phillips66 Bayway Refinery
Carlos Valdes, Comcast **(Vice-Chair)**

County of Union:

William Reyes, Jr., Deputy County Manager
Frank Guzzo, Union County Human Services
Antonio Rivera, Director, Workforce Investment Board
Lisa Bonanno, Workforce Investment Board
Phil Kandl, Workforce Investment Board
Gina Tuesta, Workforce Investment Board

County of Union
Workforce Investment Board of Directors Meeting
Union County College
Kellogg Building, Room K-519, Elizabeth, NJ
November 15, 2013
Minutes

I. CALL TO ORDER

The meeting was called to order by Workforce Investment Board (WIB) Chairman Mr. Glenn Nacion at 9:10 am.

II. OPEN PUBLIC MEETINGS ACT

Ms. Gina Tuesta read the Open Public Meetings Act Statement.

III. ROLL CALL

Ms. Gina Tuesta conducted the Roll Call.

IV. APPROVAL OF THE SEPTEMBER 27, 2013 MEETING MINUTES

Jacques Howard made a motion to approve the September 27, 2013 Meeting Minutes as presented. It was seconded by Mark Bocchieri and carried unanimously.

V. WIB DIRECTOR'S REPORT

Mr. Antonio Rivera briefly went over the Workforce Investment Board recertification process. Mr. Rivera stated in order to be certified as a Local Workforce Investment Board, at least twelve (12) of the (15) elements have to be satisfactory in the evaluation. Mr. Rivera went through the elements that will need work in order to reach an overall satisfactory evaluation.

1. The Board must hold quarterly meetings and meeting minutes should be posted online.
2. The Board must convene state required councils and committee meetings, as well as council and committee minutes posted online.
 - One-Stop Committee (required)
 - Adult Literacy Committee (required)
 - Youth Investment Council (required)
 - Disabilities Committee (required)
 - Executive Committee (recommended)
 - Business & Industry Committee (recommended)
3. MOU's between the Board, One-Stop Operator and One-Stop Partners.
4. The Board's annual evaluation of the local One-Stop delivery system.

Mr. Rivera reported that the One-Stop Committee designed an oversight tool that will assist in the quantitative and qualitative performance assessment of the One-Stop delivery system. Mr. Stan Robinson asked what would be an example of the qualitative aspect. Ms. Monica Chenault-Kilgore responded that in terms of the qualitative data it was suggested to look to the State for guidance, one example would be ascertaining feedback from customers and employers. The qualitative assessment would include

reaching out to employers, conducting employer surveys and/ or have a one on one focus group.

Mr. Kevin Lynott stated that the Construction Industry job growth looks temporary, but Healthcare and Retail Hospitality & Tourism seems to be more stable and provide more jobs. Mr. Lynott asked how can people be encouraged and guided to training in those areas. Mr. Rivera answered that the job of the One-Stop Operator was to direct all traffic into the seven industry sectors. Ms. Anderson added that there were workshops and orientation sessions given in both of the One-Stop Centers. The One-Stop constantly promotes the industry growth sectors and encourages people to explore other jobs and occupations.

Mr. Lynott asked if the training program was adequate to match the skills that were needed, and did the State review what training was offered and was it reviewed on a regular basis. Ms. Anderson responded that all the training programs funded by the Workforce Investment Act must be on the State labor demand list. Mr. Rivera noted that this was one of the issues brought up at yesterday's One-Stop Committee meeting. The State does the evaluation of the training programs but the Board is required to do an independent evaluation as well.

VI. ONE-STOP OPERATOR'S REPORT

Ms. MaryAnn Anderson reported on the Plainfield and Elizabeth Union County One-Stop Career Centers. Ms. Anderson reported on the Workforce Learning Link and the *Union County Choices* Occupational Training Program at Union County College. The *Union County Choices* program was a Board of Chosen Freeholders Initiative for 2013. The occupational training includes the following programs:

- Medical Office Assistant with Specialties Patient Care Technician.
- Global Logistics Associate.
- Customer Service Retail Industry

The One Stop was in the process of certifying individuals for WIA eligibility and making referrals to the Elizabeth Development Company's On-the-Job Training Program. The On-the-Job Training Program was expected to serve twenty-two (22) Adults and twenty-two (22) Dislocated Workers.

The One-Stop serves individuals through vendors who were awarded funding through the NJ Department of Labor & Workforce Development Literacy4Jersey Grant Program. The vendors in Union County include Workforce Advantage, Union County College, Literacy Volunteers of Union County, and the Plainfield Public Library.

The One-Stop Operator revised the Partner Memorandum of Understanding (MOU) which was e-mailed to partners with the return date of November in order to ensure timely submission to the WIB as it relates to Union County WIB's recertification.

The One-Stop was preparing for NJ Department of Labor & Workforce Development annual file validation and review. The One-Stop continued to recruit and enroll participants in the class-size occupational training programs.

Ms. MaryAnn Anderson stated the following for the record: "Due to circumstances beyond the One Stop Operator's control, Operator is going on the record regarding late program start-ups which may have an unfavorable impact on this year's WIA

Performance and possibly WIB Recertification. Failure to enroll participants into funded programs and expend dollars within required USDOL timeframes could result in sanctions or other punitive measures."

Ms. Anderson read a letter that was received the day before from the NJ Commissioner of Labor and Workforce Development thanking the Workforce Partners, Mr. Rivera and his team for their commitment in putting New Jersey back to work through the resources of the public workforce system and exceeding all nine Common Measures in WIA PY 2013.

Ms. Anderson reported on the One-Stop Career Centers' 2013 accomplishments and the One-Stop Career Centers' 2014 initiatives.

Mr. Nacion thanked Ms. Anderson for an excellent report and on behalf of the entire Board Mr. Nacion thanked Ms. Anderson for all the hard work and congratulated the One-Stop on exceeding the performance standards. Ms. Anderson noted that it was a team effort and acknowledged Ms. Myrna Pinckney with DVRS, Mr. Roberto Claudio with the Employment Service, all the One-Stop Partners, the WIB and everyone else that helped make it happen.

Attachment on file.

Mr. Nacion introduced the new Deputy County Manager Mr. William Reyes to the Board. Mr. Reyes thanked the entire Board for taking the time from their busy schedule and participating on the Board. Mr. Reyes stated that the Freeholder Board understood how important these programs were to Union County, and his duty was to make sure these programs are successful for all the residents with the help of the WIB, WIB members and everyone involved. Mr. Reyes looked forward to working with all and thanked them for their service and commitment to the residents of Union County.

VII. COMMITTEE REPORTS:

BUSINESS & INDUSTRY COMMITTEE:

Mr. Erich Peter reported on the Business & Industry Committee meeting held Friday November 8, 2013 in Cranford. Mr. Peter mentioned that the Committee went over labor market data, and the Committee decided to take a different approach and focused on what training was being provided by the One-Stop and did this training benefit these individuals not only for jobs today but also for jobs 3, 5, 7 years into the future. Mr. Peter stated that the Business & Industry Committee was doing a case study with Ms. Anadir Liranzo, President of Omega Maintenance Corp. who was experiencing difficulty filling 10 positions with her company. The Business and Industry Committee will assist Ms. Liranzo in filling those jobs by using the resources from the WIB and through that process, determine if the training provided by the WIB to the prospective employees was matching up with the employer's skill requirements. As the Committee receives feedback on the case study, the WIB will use it towards the other (7) primary industry sectors. Currently the plan was to assist Ms. Liranzo in filling those jobs. Mr. Peter reported that the Committee had discussed organizing a WIB Holiday Reception. Mr. Rivera reported that on December 18, 2013 the WIB will host a Holiday Networking Event to outreach and network to the business community and market the Workforce Investment Board. Mr. Rivera thanked WIB staff Ms. Lisa Bonanno for doing a great job in organizing the event. Discussion followed.

ONE STOP COMMITTEE:

Mr. Glenn Nacion briefly reported on the One Stop Committee meeting held Thursday November 14, 2013. Mr. Nacion noted that it was the first One Stop Committee meeting this year. Mr. Nacion stated that the Committee was looking into making better data driven decisions that will help the Committee support the overall goal of the WIB. This will be done by using a variety of assessment tools and oversight of the One-Stop Career Center system that includes ensuring that training leads to employment in the occupation trained for. The committee was looking into modeling what Union County will look like in 5 years, 10 years, 15 years in terms of population demographics and level of education. Mr. Rivera mentioned that it should be another case study, maybe looking into an employer or industry sector and find out what skill sets employers will need in the future.

VIII. COMMITTEE SCHEDULE

Mr. Glenn Nacion noted that the WIB committee schedule was included in today's meeting packet. Mr. Rivera noted that one of the recertification requirements was the standing committee dates for 2014.

IX. OLD BUSINESS

No old business reported.

X. NEW BUSINESS

No new business was reported.

XI. NEXT WIB MEETING

February 28, 2014 at 9:00 a.m., Union County College Elizabeth Campus Kellogg Building

XII. ADJOURNMENT

A motion was made to adjourn the November 15, 2013 meeting: it was seconded and carried. The meeting was adjourned at 10:00 am.