

**COUNTY OF UNION
WORKFORCE INVESTMENT BOARD
April 17, 2012
ATTENDANCE**

Board Members Present:

Kevin Lynott, AGL Resources/Elizabethtown Gas (Chair)
John Perry, Council for Airport Opportunities (Secretary)
Pat Dobson-Plainfield One Stop / Workforce New Jersey
Eileen Leahey, PSE&G
Anna Lustenberg, Verizon
Dr. Margaret McMenamin, Union County College
Erich Peter, Union County Economic Development Corp.
Myrna Pinckney, NJ Div. of Vocational Rehabilitation Services
Carlos Valdes, Comcast

Board Members Absent:

MaryAnn Anderson, One-Stop Operations
Anna Belin-Pyles, Superintendent of Plainfield Public Schools
Dr. Thomas Bistocchi, Union County Vocational & Technical Schools
Phil Connelly, Kean University
Donna Dedinsky, Wakefern Food Corporation
Charles Gillon, Division of Social Services
Frank Lehr, Frank H. Lehr Associates
James Horne Jr., United Way of Greater Union County
Jacques Howard, City of Plainfield-Dept. of Economic Development
Christopher Morreale, FedEx
Sandra McLachlan, Conoco Phillips
Glenn Nacion, Trinitas Regional Medical Center
Desiree Ramos, Port Authority of NY & NJ

County of Union:

Frank Guzzo, Director, Department of Human Services
Antonio Rivera, Director, Workforce Investment Board
Phil Kandl, Workforce Investment Board
Lisa Bonanno, Workforce Investment Board

COUNTY OF UNION
WORKFORCE INVESTMENT BOARD
9:00 A.M. Tuesday, April 17, 2012
Union County College, Cranford Campus
Executive Education Center

I. Call to Order

The meeting was called to order by Chairman Kevin Lynott at 9:05 am.

II. Roll Call

Philip Kandl read the roll call and the Open Public Meetings Act Statement.

III. Approval of February 29, 2012 Meeting Minutes

A Motion was made to approve the February 29, 2012 Minutes: it was seconded and carried.

IV. WIB Recertification Process

Kevin Lynott stated that the Recertification of the Workforce Investment Board is the Board's primary focus. The WIB is in the process of making the required changes to comply with NJ State Employment & Training Commission guidelines. Kevin Lynott asked Mr. Rivera to provide an update on the Recertification Process.

For the benefit of Workforce Investment Board members who were not at the February 29, 2012 Workforce Investment Board meeting, Mr. Rivera reviewed the Recertification Process. The NJ State Employment & Training Commission (SETC) was in the process of recertifying all Workforce Investment Boards in New Jersey. The first step was to establish a baseline assessment of what the SETC was going to require.

Mr. Rivera directed the members' attention to the Memorandum of Understanding between the Union County Workforce Investment Board and the Union County Board of Chosen Freeholders (local Elected Officials) that was part of the meeting package. Mr. Rivera stated that the Memorandum of Understanding outlines the roles and responsibilities of the respective parties. Mr. Rivera stated that the items contained in the MOU were presented at the February 29, 2012 Workforce Investment Board meeting: the policy guidelines were reported in the SETC chart format, "Roles of a Local Workforce Investment Board: Key Areas for Action." Mr. Rivera asked the Workforce Investment Board members to review the document.

Mr. Rivera reported that he and Frank Guzzo were in discussions with the NJ State Employment & Training Commission. Frank Guzzo stated that it was important to talk to the SETC to clarify issues relating to WIB Recertification. Mr. Guzzo believed that the SETC will assist WIBs in the recertification process. The SETC will work with the County to become recertified. The SETC has a timeline for all WIBs to be recertified:

by January 2014. Mr. Guzzo stated that there was ample time to comply with SETC guidelines for WIB Recertification. Mr. Rivera and Mr. Guzzo were scheduled to meet with the SETC shortly to begin the process.

Eileen Leahey asked what happens after the Workforce Investment Board votes on the Memorandum of Understanding. Mr. Rivera responded that if the Workforce Investment Board approved the Memorandum of Understanding, then it would go before the Board of Chosen Freeholders for approval. It would be put on the Board of Chosen Freeholders meeting agenda for either the April 26th or May 5th meeting.

Ms. Pinckney asked if there were any primary differences in the way the Workforce Investment Board presently functions and the State Employment & Training Commission's expectations. Mr. Rivera responded that there were a few major differences. Mr. Rivera stated that all WIB responsibilities are included in the MOU. The major difference include: budgetary process, procedural including Request for Proposal process and program awards, ... to name a few. There will be a more hands on approach by the Board: increased transparency and accountability. The State Employment & Training Commission's baseline assessment is to provide guidance to Workforce Investment Board's on how the State Employment & Training Commission would like Workforce Investment Board's to operate.

Mr. Carlos Valdes asked if there were Workforce Investment Boards that could be construed as "best practices." Mr. Lynott asked Ms. Anna Lustenberg if she could provide some insight, with her past experience with other Workforce Investment Boards. Ms. Lustenberg responded that Workforce Investment Boards vary in their operation. The Workforce Investment Board has always been a partnership between the public and business sectors, with a majority of business representation. Ms. Lustenberg stated that it was important to have the right business people on the Board. Mr. Lynott stated that the Workforce Investment Board required six (6) additional representatives from the private sector to be at the required 51% business majority. Mr. Guzzo recommended that employers could be recruited from the "Union County Means Business" initiatives that take place bi-monthly. The Union County Means Business networking events are well attended by business representatives. Discussion ensued, and it was suggested that the list of employers that have registered for the Union County Means Business events could be utilized for employer outreach for Workforce Investment Board membership.

Mr. Erich Peter reported that the next "Union County Means Business" event was scheduled for June 6th at Union County College Elizabeth Campus. Mr. Rivera reported that through the Workforce Investment Board's Business Plan, we are partnering with the Union County Means Business initiatives. The Workforce Investment Board was covering the costs for mass mailings to businesses that would include a calendar of events.

Mr. Rivera asked if there were any other questions regarding the Workforce Investment Board / Chief Elected Officials Memorandum of Understanding. Ms. Leahey asked how different was the Memorandum of Understanding from Year 2000. Mr. Rivera responded that they were very different documents: the updated

Memorandum of Understanding memorializes the Workforce Investment Board and the Board of Chosen Freeholders roles and responsibilities as required by State Employment & Training Commission guidelines. Board members asked what the process was once the Workforce Investment Board approved the Memorandum of Understanding. Mr. Guzzo responded that the Memorandum of Understanding could be included as an agenda item to be voted on by the Board of Chosen Freeholders at either the April 26th or May 3rd meeting.

Ms. Anna Lustenberg made a motion to approve the Memorandum of Understanding between the Workforce Investment Board and the Board of Chosen Freeholders. The motion was seconded by Dr. Margaret McMenamin and the motion carried unanimously.

Committee Reports:

Committee reports were included in the meeting package: Adult Education & Literacy Committee, the Disabilities Issues Committee, One-Stop, and the Executive Committee.

New Business

Anna Lustenberg announced that Michelle Horst, Executive Director, NJ State Employment & Training Commission will be the guest speaker at tomorrow's Union County Employer Legislative Council breakfast meeting to be held in the Kenilworth Inn. Ms. Horst will present an overview of the goals of the State Employment & Training Commission.

V. Adjournment

Meeting was adjourned at 10:10 a.m.

VERBATIM TAPE ON FILE.