

County Of Union
Workforce Development Board of Directors Meeting
Union County College, Cranford Campus
Executive Education Center
1033 Springfield Avenue, Cranford, NJ
9:00 A.M. Friday, November 13, 2015

Board Members Present:

Glenn Nacion, Trinitas Regional Medical Center **(Chair)**
Erich Peter, Union County Economic Development Corp. **(Secretary)**
James R. Brady, The Savor Group, LLC
Pamela Capaci, Prevention Links
Peter Capodice, Union County Vocational Technical Schools
Juan Carlos Dominguez, J.J.J. Distributors
Salvador Garcia, MAS Development Group
Gloria Durham, Genesis Healthcare Solutions
Alberto Goncalves, AZAD Companies
Kevin Lynott, AGL Resources/Elizabethtown Gas
James Horne, Jr., United Way of Union County
Jean Koszulinski, Union County One Stop Operator
Yoshi Manale, Kean University
Dr. Margaret McMenamin, Union County College
Gary Pfarr, IBEW
Myrna Pinckney, NJ Div. of Vocational Rehabilitation Services
Stan Robinson Jr., SHR Marketing, LLC

Board Members Absent:

Carlos Valdes, Comcast **(Vice-Chair)**
Anna Belin-Pyles, Superintendent of Plainfield Public Schools
Gary Alessio, Print Tech
Elizabeth Bennett, Evergreen Partners, Inc.
Mark Bocchieri, Verizon New Jersey
James R. Brady, The Savor Group, LLC
Roberto Camacho, Investors Bank
Richard Capac, Leaf Group, LLC
Monica Chenault-Kilgore, The Chenault Group, Inc.
Noel Christmas, Utilities Workers Union of America Local 601
Donna Dedinsky, Wakefern Food Corporation
Charles Gillon, Division of Social Services
Eugenia Hamlett, Hamlett Management, LLC
James Horne, Jr., United Way of Union County
Anadir Liranzo, Omega Maintenance Corp.
Kim McConnell, The McConnell Leadership Group
Richard Malcolm, Iron Workers Local #11
Jerry Masin, CompasScale
Sandra McLachlan, Phillips 66 Bayway Refinery
Christopher Morreale, FedEx
Lenin A. Paredes, Global Insurance Agency LLC
John Perry, Council for Airport Opportunities
Scott Sharp, PSE&G
Kamran Tasharofi, Union County Healthcare Associates (Melissa Muniz)

County of Union:

Sergio Granados, Union County Freeholder
William Reyes, Deputy County Manager, Director of Economic Development
Frank Guzzo, Director, Department of Human Services
Antonio Rivera, Director, Workforce Development Board
Phil Kandl, Workforce Development Board
Eric Graham, 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) Chairman Mr. Glenn Nacion at 9:10 a.m.

II. OPEN PUBLIC MEETINGS ACT

Ms. Elizabeth Paskewich read the Open Public Meetings Act Statement.

III. ROLL CALL

Ms. Elizabeth Paskewich conducted the Roll Call.

IV. APPROVAL OF THE SEPTEMBER 18, 2015 MEETING MINUTES

Mr. Stan Robinson made a motion to approve the September 18, 2015 Meeting Minutes as presented. It was seconded by Mr. Gary Pfarr and carried unanimously.

V. WDB DIRECTORS REPORT

Mr. Antonio Rivera, Director, Workforce Development Board, presented the Board with the Workforce Development Board Directors Report.

A. WDB Directors Report

1. Cost Allocation Plan

Mr. Rivera introduced the WDB Cost Allocation Plan. This plan was written to establish methods and procedures by with the WDB and American Job Center to allocate costs to the funding sources. The Cost Allocation Plan addresses:

- How does the organization assign staffing cost?
- How does the organization assign operating expenses to funding sources?
- How does the organization assign training costs to funding sources?

To address staffing costs the Board approved Resolution 04-2015 at the September 18, 2015 WDB meeting. This Resolution approved the use of the New Jersey State approved Time Allocation & Salary Certification form to be used by all staff utilizing WDB related funding.

- Dialogue included monitoring and evaluating WFNJ vendor performance. Discussion included how to minimize barriers and increase engagement with the high priority population. Ms. Pamela Capaci mentioned that it is often regulatory barriers that prevent a client from accessing all the support services they need to make them successful. She reiterated that the system of care isn't coordinated properly.

2. Budget Summary Format

Mr. Rivera ensured an updated budget report would be provided at every WDB meeting. The WDB is working on simplifying this report to make it easy to read, interpret, and understand.

3. Pending Request for Proposals

The WDB will potentially have three WIOA funded RFP's released shortly. They include:

\$700,000	Adult & Dislocated Worker	On the Job Training Soft Skills Job Development
\$60,000	In School Youth	Training and Job Placement
\$580,000	Out-of-School Youth	Training and Job Placement

Development of RFP is currently in process and release date is pending. This process has been delayed due to regulatory changes and development of the Youth Strategic Plan. We anticipate 2016 obligations will include a 15-18 month contract period.

4. WDB Recertification

The WDB has started to prepare for the 2017-2019 WDB Recertification. The current certification encompasses 2014-2016. The Re-Certification process will not be as rigorous as we have been adapting to new programs and policies as they have evolved. The required SETC re-Certification process has not been published to date, and we will keep the Board included on any updates as they are released.

5. 2016 WDB Goals

Systems Synchronicity is on the fore front for 2016. Goal is to increase dialogue and communication for all programs, harmonize the process creating an evolved Job Center.

B. Workforce Innovation Business Center Report, September- November 2015

Mr. Isaias Rivera provided the WDB with an update regarding WIBC Employer Partnerships and current Job Orders. He first thanked the American Job Centers for their help and coordination.

The most recent employer partnership involved Marshalls.

To date the WIBC Center has:

- 1101 Job Orders
- 396 Job Orders Filled
- 628 Jobs year to date

Dialogue from Mr. I. Rivera's report included:

- WDB Board Member, Ms. Pamela Capaci, inquired as to the population and demographics of those hired, questioning if those being placed are part of the priority population.
- Mr. I. Rivera responded that while he does not have specific demographics at this time, due to case management he can ensure these clients were "in need" clients.
- Freeholder Granados asked what employer feedback is like and if the WIBC is referring all clients to support services.

- Mr. I. Rivera elaborated on WIBC employer interaction and the positive feedback he has received from employers to date. He indicated many employers have approached him with additional employment opportunities due to their positive initial experience. Mr. I. Rivera explained that all clients are evaluated by a case manager and are referred to the American Job Center for support services if needed.
- Mr. William Reyes inquired to the typical client process, how long from when they walk in to the WIBC till they obtain employment? He also questioned if this facility is for Union County Residents only, or if it was open to anyone.
- Mr. I. Rivera explained that the WIBC is open to all individuals, not just Union County residents. The client process varies by client depending on need, but the turnaround is quick.
- Discussion from the Board continued as to how we can target Union County residents and to ensure our residents are priority. Hugh Caulfield explained that any job order placed in Jobs4Jersey are shared statewide, he mentioned the Employment Workshops would target the specific population that the WIBC would benefit. He also discussed the Job Connection Bulletin which is put together through Union County College. The Bulletin includes any employment and training activities throughout the county, including the One Stops. Local businesses can also post employment opportunities to directly target local unemployed. Clients can be added to the email list to be emailed it weekly and the hard copy is available in the American Job Centers. Focus needs to be Union County residents. Clients are referred to the WIBC through word of mouth and social media campaigns.
- It was also mentioned that the average wage from WIBC employment opportunities is \$10.50-\$11.00 per hour.

C. Quantitative Report

Mr. Philip Kandl provided the Quarterly American Job Center Performance/Common Measures report. As of September 30, 2015 the County of Union is meeting Adult Retention, Dislocated Worker Retention, and Dislocated Worker Average Earnings Measures. The other five measures are not currently passing. Freeholder Granados inquired to what we could do to improve these measures. Mr. Jean Koszulinski, Director, Union County American Job Clubs, indicated he will discuss that in the American Job Centers Directors Report.

VI. **AMERICAN JOB CENTERS- Directors Report**

Jean Koszulinski, Director, Union County American Job Centers, presented the American Job Centers Directors Report.

a. *Quantitative Report*

Mr. Jean Koszulinski addressed the Common Measures Report as outlined by Philip Kandl. He explained that only 10% of funding is released in September the remainder is released in October. It is

anticipated that next quarter will see a change in Performance Measures due to the increase in participants.

b. *Veteran Services*

Freeholder Granados asked how the Veteran population is served, how many have been seen as well as how many have been placed. Mr. Koszulinski explained those figures are tracked and that Employment Services through the State has a Veteran Representative that specifically aids veterans seeking employment and training.

c. *WIBC Referral System*

Mr. Jean Koszulinski informed the Board about increased communication and meetings with the Workforce Innovation Business Center. This increase in communication will aid in ensuring all clients who participate in WIBC programs and services are entered into AOSOS and being tracked accordingly. This will enable all Performance Data to accurately reflect the success of all Union County programs. Data from previous quarters will be provided to compare adjustments.

d. *Plainfield Unemployment & DVRS closure*

As of October 19, 2015 the Unemployment and DVRS offices housed in the Plainfield American Job Center closed. Clients are now referred to the Newark, Somerville, or Elizabeth offices. Self-Help stations (phone and computers) are available in the Plainfield One Stop to help any customers in need of Unemployment assistance. State Employment Services and County One Stop services are still operating. The closure did affect our Workforce Learning Link which will be relocated to the 1st Floor of the building as well as Orientation space. The new 1st Floor WLL will be self-contained and will be accessible through an outside entrance. This is beneficial as it will help with goals of expanding hours to be more available to clients. If enough space is available hopes are to create a Youth Center. The One Stop can be intimidating to youth, having a dedicated space could help increase services to this population.

Freeholder Granados inquired if there was any transportation available for Plainfield One Stop clients to the Elizabeth One Stop. It was determined that Human Services does have a 15 passenger van that is available for client transportation.

e. *Heldrich Study/Federal Review*

Mr. Koszulinski discussed the improvements currently addressing issues discussed in the Heldrich Study and Federal Review.

- One Stop partners are now meeting on a weekly basis to discuss, plan, and implement continued One Stop integrated services, leading to a more user friendly facility.
- Increased client confidentiality
- Created and implemented staff One Stop Manual. This manual is a tool for staff to learn all programs and functions of the One Stop.
- Emphasis has been made on staff training, including the possibility of six sigma training

Handouts provided: Calendar, Activity Status Report, Participant numbers, Orientation report.

We continue to improve and strive for success.

VII. OLD BUSINESS

No old business reported.

VIII. NEW BUSINESS

- The 2016 Workforce Development Board Meeting Schedule has been established. The first meeting in 2016 will be on February 19, 2016 at the Executive Education Center, Union County College, Cranford.
- Mr. Antonio Rivera said he will work together with the Freeholders, WIBC, and Job Centers to create a marketing campaign directed to Union County residents regarding available Employment and Training services.
- Mr. Antonio Rivera asked Jean Koszulinski and Hugh Caulfield of the American Job Centers to set up a strategy to utilize \$200,000 available for Support Services.
- Mr. Glenn Nacion thanked Freeholder Granados for his input during this meeting.

IX. Next WIB Meeting

Date: 9:00 A.M. - February 19, 2016
New Location: Union County College
Executive Education Center
1033 Springfield Avenue, Cranford, NJ

X. ADJOURNMENT

Mr. Gary Pfarr made a motion to adjourn the November 13, 2015 Meeting. It was seconded by Mr. Juan Carlos Dominguez and carried.

Verbatim Audio is available for this meeting upon request.