

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, September 18, 2015

Board Members Present:

Glenn Nacion, Trinitas Regional Medical Center **(Chair)**
Erich Peter, Union County Economic Development Corp. **(Secretary)**
Anna Belin-Pyles, Superintendent of Plainfield Public Schools
Mark Bocchieri, Verizon New Jersey
Peter Capodice, Union County Vocational Technical Schools
Noel Christmas, Utilities Workers Union of America Local 601
Monica Chenault-Kilgore, The Chenault Group, Inc.
Juan Carlos Dominguez, J.J.J. Distributors
Salvador Garcia, MAS Development Group
Gloria Durham, Genesis Healthcare Solutions
Alberto Goncalves, AZAD Companies
Eugenia Hamlett, Hamlett Management, LLC
James Horne, Jr., United Way of Union County
Kevin Lynott, AGL Resources/Elizabethtown Gas
James Horne, Jr., United Way of Union County
Jean Koszulinski, Union County One Stop Operator (Rossi Jackson)
Sandra McLachlan, Phillips 66 Bayway Refinery
Yoshi Manale, Kean University
Dr. Margaret McMenamin, Union County College (Dr. Nacco)
Lenin A. Paredes, Global Insurance Agency LLC
John Perry, Council for Airport Opportunities
Stan Robinson Jr., SHR Marketing, LLC
Kamran Tasharofi, Union County Healthcare Associates (Melissa Muniz)

Board Members Absent:

Carlos Valdes, Comcast **(Vice-Chair)**
Gary Alessio, Print Tech
Elizabeth Bennett, Evergreen Partners, Inc.
James R. Brady, The Savor Group, LLC
Roberto Camacho, Investors Bank
Pamela Capaci, Prevention Links
Richard Capac, Leaf Group, LLC
Donna Dedinsky, Wakefern Food Corporation
Charles Gillon, Division of Social Services
Anadir Liranzo, Omega Maintenance Corp.
Kim McConnell, The McConnell Leadership Group
Richard Malcolm, Iron Workers Local #11
Jerry Masin, CompasScale
Christopher Morreale, FedEx
Gary Pfarr, IBEW
Myrna Pinckney, NJ Div. of Vocational Rehabilitation Services
Scott Sharp, PSE&G

County of Union:

Al Faella, County Manager
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
Gina Tuesta, Workforce Development Board
Elizabeth Paskewich, Workforce Development Board
Rossi Jackson, Manager, Union County American Job Center
Lillian Roman, MIS, Union County American Job Center

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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 June 18, 2015 MEETING MINUTES

Alberto Goncalves made a motion to approve the June 18, 2015 Meeting Minutes as presented. It was seconded by Juan Carlos Dominguez and carried unanimously.

V. DEPARTMENT OF HUMAN SERVICES

Mr. Frank Guzzo, Director, Department of Human Services, spoke to the Workforce Development Board regarding recent Union County American Job Center Performance Measures. Mr. Guzzo revealed for the first time in his memory Union County failed one of the nine performance measures. Mr. Guzzo has had a discussion with the Workforce Development Board Chairman regarding this issue and is working on resolving this for the future.

Workforce Development Board Chairman, Mr. Glenn Nacion, confirmed that he has spoken to Mr. Guzzo regarding this Performance Measure. Mr. Nacion said through this conversation the failure was attributed to a factor of issues including an overall system error. He mentioned the Union County American Job Center has a strong desire to rectify this issue and is already addressing dialogue between vendors.

VI. WDB DIRECTORS REPORT

Mr. Antonio Rivera, Workforce Development Board Director, introduced the Department's new name, changing from the Workforce Investment Board to the Workforce Development Board. It was also announced that the Union County One Stop Career Center will now be the Union County American Job Center. These changes are due to the Workforce Innovation and Opportunity Act law. The Workforce Innovation and Business Center (WIB Center) name will remain the same.

1. Isaias Rivera- Workforce Innovation Business Center (WIBC)

Mr. Isaias Rivera provided the Board with the WIB Center Quarterly Report (July 2015-September 2015). During this time the WIBC has continued to develop employment opportunities in both Retail and Hospitality as well as Office jobs in Insurance and Construction.

- i. Major projects include:
 1. Whole Foods- 1658 applicants, 359 One-on-One interviews, 137 Hired
 2. Currently recruiting for 80 positions at Marshalls, and 20 positions at Clean Venture.
 - ii. Total Quarterly Report:
 1. 151 Total Job Orders obtained and filled
 - iii. Year to Date Report
 1. 951 Job Orders obtained
 2. 309 Job Orders Filled
 3. 232 other updated job reports
 - a. 541 Jobs Year to Date
2. Phil Kandl reported on PY 2014 Union County One Stop Performance Measures, PY 2014 WFNJ Work Activities by Vendor, and PY 2014 Workforce Learning Link Program.
- i. PY2014 Common Measures- These measures evaluate the success and effectiveness of the One Stop System. Union County passed or exceeded 8 of the 9 measures. Mr. Guzzo spoke on behalf of the Department of Human Services regarding the Literacy/Numeracy Gains Youth measure which the County did not meet.
 - ii. PY2014 WFNJ Work Activities by Vendor- The chart distributed reflects individual vendor Enrollments and Placements.
 1. Mr. Guzzo clarified WFNJ is a program that those who receive public assistance are required to participate in. This is a population with substantial barriers to employment. Clients are provided supportive services such as housing assistance, childcare, and transportation.
 2. Question was raised by Yoshi Manale as why are some vendors more successful in placement than others. Mr. Rivera said that further evaluation of data from vendors would be required to determine this.
 - iii. PY2014 Workforce Learning Link program met the performance requirement as dictated by the state. Handout was included for further break down of numbers.
3. Thomas McCabe presented the updated Salary Schedule and Line Item Budget for current fiscal year.
- i. Current Salary Schedule includes previous salary dollars moved into next schedule. Breakdown of salary schedule was distributed.

- ii. Line Item Budget for current fiscal year reviewed.
Explanation of year to year carry-over of funding was provided.

*Motion to approve Workforce Area Development Contract 2015-2016.

Mr. James Horne made a motion to approve Workforce Area Development Contract 2015-2016 as presented. It was seconded by Mr. Stan Robinson and carried.

VII. COMMITTEE REPORTS

1. Executive Committee-

Mr. Antonio Rivera spoke on behalf of the Executive Committee which met on September 9, 2015. At this meeting the Committee accepted the funding recommendations for Program Year 2015 WorkFirst New Jersey subgrantees and approved Resolution 01-2015.

Total Program Awards include:

B&M Consultants, Inc.	\$255,000.00
Union County College	\$500,000.00
Urban League of Union County, Inc.	\$94,000.00
Workforce Advantage	\$400,000.00
Venture & Venture Human Skills Training Center	\$94,000.00

Copy of Resolution, breakdown of funding and breakdown of programming was distributed.

Mr. Rivera reiterated that WFNJ Vendor data mining will take place to further look at data and outcomes for possible best practices.

VIII. Funding for Growth Sector Training

1. Resolution No. 02-2015

Mr. Antonio Rivera presented Resolution No. 02-2015. This Resolution allocates Workforce Innovation and Opportunity Act Youth, Adult and Dislocated Worker funds along with Workforce Development Partnership funds for Individual Training Accounts and training programs in the seven key growth sectors as determined by the State of New Jersey. The Resolution also included funding for WIOA Adult and Dislocated employment skills training and job development as well as On the Job Training programs. On the Job Training providers will be selected and funded through a Request for Proposal (RFP) process.

*Motion to approve Resolution No. 02-2015

Mr. Peter Capodice made a motion to approve Resolution No. 02-2015 as presented. It was seconded by Ms. Gloria Durham and carried. Dr. Stephen Nacco, Union County College, Ms. Anna Belin-Pyles, Plainfield Board of Education, James Horne, United Way of Greater Union County, abstained.

IX. Qualitative & Quantitative Tracking and Reporting

1. Resolution No. 03-2015

Mr. Kandl presented Resolution No. 03-2015. This Resolution requires the Union County American Job Center to provide the Union County Workforce Development Board of Directors with a written Qualitative and Quantitative Performance Improvement Plan. The reports will include data for clients participating in the following programs: Workforce Innovation and Opportunity Act (WIOA), WorkFirst New Jersey (WFNJ), Workforce Learning Link (WLL), as well as overall Systems analyses. The Performance Improvement Plan will aid in the evaluation, performance, and outcomes of the mentioned programs.

*Motion to approve Resolution No. 03-15

Mr. Alberto Goncalves made a motion to approve Resolution No. 03-2015 as presented. It was seconded by Mr. Stan Robinson and carried.

X. Time Allocation & Salary Certification Form and CAP

1. Resolution No. 04-2015

Mr. Antonio Rivera presented Resolution No. 04-2015. This Resolution implements a new Time Allocation and Salary Certification Form for any and all employees paid from the Workforce Innovation & Opportunity Act, WorkFirst New Jersey, Workforce Learning Link and/or Workforce Development Partnership funds. This form is crucial to the Union County Workforce Development Board's Cost Allocation Plan for the assigning of costs to the appropriate funding sources.

*Motion to approve Resolution No. 04-2015

Mr. James Horne made a motion to approve Resolution No. 03-2015 as presented. It was seconded by Mr. Peter Capodice and carried.

XI. Memorandum of Understanding (MOU)-Union County College (UCC) & Union County Workforce Development Board (UCWDB)

1. LINC'S-Supply Management Program

Dr. Stephen Nacco, Union County College, presented an MOU between UCC and UCWDB with the goal of collaborating on the LINC'S (Leveraging, Integrating, Networking, Coordinating Supplies) SCM (Supply Chain Management) Program. Dr. Nacco explained that the Union County WDB would provide business outreach and recruitment to employers to enhance the value of the program and its credentials as well as provide employment opportunities for LINC'S program graduates. Dr. Nacco also provided an extensive breakdown regarding the history of the program as well as information about the LINC'S SCM program which is funded through a federal TAACCCT grant awarded by the U.S. Department of Labor's Employment and Training Administration. MOU duration is from September 1, 2015- June 30, 2016.
TOTAL BUDGET CEILING (not to exceed) \$55,000.00

*Motion to approve Memorandum of Understanding between Union County College and Union County Workforce Development Board- LINC'S- Supply Management Program

Mr. Stan Robinson made a motion to approve Memorandum of Understanding between Union County College and Union County Workforce Development Board- LINC'S- Supply Management Program as presented. It was seconded by Ms. Eugenia Hamlett and carried. Dr. Stephen Nacco abstained.

XII. AMERICAN JOB CENTERS- Directors Report

Mr. Rossi Jackson, One Stop Operator Manager, provided a report regarding the Union County One Stop Career Centers.

Mr. Jackson provided an update on the Heldrich Report and Federal Review that was issued in June. There have been great strides to address the issues found in those reports. Currently County and State One Stop representative meet weekly to address these issues and to establish change. Changes made or in transition include:

Welcome area no longer contains separate lines; the triage desk is combined with both state and county staff.

A Greeter will meet clients as they enter the One Stop. Currently case managers of both the county and the state will be Greeters until one is hired. The greeter will have the capability to address all clients' questions and direct them to the right individual.

The One Stop Calendar is now a joint County and State calendar.

All Orientations conducted at the One Stop share the same information, from all agencies.

The One Stop is taking action to ensure all silos are gone.

XIII. OLD BUSINESS

No old business reported.

XIV. NEW BUSINESS

No new business to report

XV. Next WIB Meeting

Date: 9:00 A.M. - November 13, 2015
New Location: Union County College
Executive Education Center
1033 Springfield Avenue, Cranford, NJ

XVI. ADJOURNMENT

Alberto Goncalves made a motion to adjourn the September 18, 2015 Meeting. It was seconded by Stan Robinson and carried.