

COUNTY OF UNION
WORKFORCE INVESTMENT BOARD
Union County College, Kellogg Building Room K-519, Elizabeth, NJ
September 27, 2013 Meeting
ATTENDANCE

Board Members Present:

Glenn Nacion, Trinitas Regional Medical Center **(Chair)**
Carlos Valdes, Comcast **(Vice-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
Richard Capac, Leaf group, LLC
Pamela Capaci, HSAC Chair / Prevention Links
Monica Chenault-Kilgore, The Chenault Group, Inc.
Noel Christmas, Utilities Workers Union of America Local 601
Phiipl Connelly, Kean University
Juan Carlos Dominguez, J.J.J Distributors
Gloria Durham, Genesis Healthcare Solutions
Mark Flamendorf, The McConnell Leadership Group
Alberto Goncalves, AZAD Companies
Eugenia Hamlett, Hamlett Management. LLC
Jacques Howard, City of Plainfield-Dept. of Economic Development
Anadir Liranzo, Omega Maintenance Corp.
Kevin Lynott, AGL Resources/Elizabethtown Gas
Dr. Margaret McMenamin, Union County College
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
Mark Bocchieri, Verizon New Jersey
Peter Capodice, Union County Vocational Technical Schools
Donna Dedinsky, Wakefern Food Corporation
Pat Dobson, Plainfield One-Stop / Workforce New Jersey
Charles Gillon, Division of Social Services
Eileen Leahey, PSE&G
Sandra McLachlan, Phillips66 Bayway Refinery
Christopher Morreale, FedEx
Gary Pfarr, IBEW
John Perry, Council for Airport Opportunities

Dr. Kathleen Serafino, Union County Superintendent of Schools

Guests

Teresa Banks, B&M Consultants
David Brown, RCAO
Mary M. Chavez, Workforce Advantage
Harold Coral, Workforce Advantage
Karla Coral, Workforce Advantage
John Ehret, NJ Dept. of Labor
Jeffrey Jackson, County of Union
Yunia Labaut, Workforce Advantage
Colleen Mahr, Roselle
Kim McConnell, The McConnell Leadership Group
Emanuel G. Paige, Dept. of Labor
Fatimah Raymond, EDC
Jeanete Rodriguez, Workforce Advantage
Guillermo Rosado, Workforce Advantage
Julio Sabater, Workforce Advantage
Jenita Sutton, Workforce Advantage
Brandon Schoonover, NJ Dept of Labor
Lisa Tauscher, Union County Vo-Tech
Kajeeah Taylor, Workforce Advantage
Justeani Valdez, Workforce Advantage

County of Union:

Cherron Rountree, Deputy Director, Department of Parks & Community Renewal
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
September 27, 2013
Minutes**

I. CALL TO ORDER

The meeting was called to order by Workforce Investment Board (WIB) Chairman Mr. Glenn Nacion at 9:11 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. Mr. Nacion requested a brief introduction of all attending WIB Board of Directors.

IV. APPROVAL OF THE MARCH 22, 2013 MEETING MINUTES

MaryAnn Anderson made a motion to approve the March 22, 2013 Meeting Minutes as presented. It was seconded by Mr. Carlos Valdes and carried unanimously.

V. WIB Director's Report

Mr. Antonio Rivera, Director, Workforce Investment Board welcomed the newly appointed WIB members to the meeting.

Mr. Rivera reported on the following topics:

A. WIB Recertification Update

Mr. Rivera explained that the federal government requires every state to certify local Workforce Investment Boards as well as establish the evaluation criteria for certification. This is the first year the New Jersey Department of Labor & Workforce Development and the State Employment & Training Commission will have an evaluation process. Mr. Rivera briefly went through the fifteen (15) elements of the State evaluation. In order to be certified as a Local Workforce Investment Board, at least twelve (12) of the elements have to be satisfactory in the evaluation. Mr. Rivera went through each element, and noted which elements will need work in order to reach an overall satisfactory evaluation.

B. Master Budget & Fiscal Review

Mr. Rivera went over the Program Year 2013-14 Workforce Investment Act (WIA) Master Budget and Program Year 2012-13 carry-over funds. Mr. Rivera reported that the Program Year 2012-13 WIA, WorkFirst NJ (WFNJ) and Workforce Learning Link (WLL) funds will be 100% allocated for direct services training. There is a total of \$ 3.7 million of Program Year 2013-14 WIA and WFNJ funds that will be allocated for direct training services. The \$ 3.7 million for training represents 50 percent of the funds, which is the minimum under the state guidelines and the other 50 percent is for One-Stop operations.

Dr. Margaret McMenamin made a motion to approve the WIA/WFNJ budget that reflects the requirements under the State guidelines. Mr. Kevin Lynott seconded the motion. Mr. James Brady asked why we were allocating only the minimum funds for training, why not raise the percentage of funding to be used for training programs. Mr. Rivera responded that over the years funding has been decreasing thus making it harder to raise the minimum budgeted amount for training. Ms. Pamela Capaci asked who provided the training activities. Mr. Rivera responded that there was a

New Jersey State Eligible Training Providers List that evaluates and approves all occupational training programs funded by WIA and WFNJ. Once the Providers are on that list, the County goes out to bid to the vendors and depending on their proposal, the WIB determines if they are eligible to provide services. Ms. Gloria Durham asked does it have to be a statewide training program. Mr. Rivera answered no, it could be a County program. Mr. Julio Sabater, CEO of Workforce Advantage and a prior WIB member, announced to the Board and guests in attendance that he was there as a citizen, and explained how these programs were very important to individuals in need of workforce training. Mr. Sabater introduced individuals from his staff that have benefitted from training programs and were enrolled in On-the-Job Training (OJT) who were now fulltime successful employees helping others to succeed as well. Mr. Sabater stated this was all possible with the leadership of the Workforce Investment Board, One-Stop and the Service Providers. A WIB member asked if there was an assessment process for those who were awarded training contracts. Mr. Rivera responded that there was an assessment process: the Providers must submit a proposal in response to the Request for Proposals that follow stated guidelines, and are evaluated and approved. With that being said, the motion carried unanimously.

Attachment on file.

C. WIB Policy Directive PY-2013-A.

Mr. Phil Kandl read the WIB Policy Directive PY-2013-A, out loud to the WIB members and guests.

Mr. Jacques Howard made a motion to approve the WIB Policy Directive PY-2013-A. It was second by Mr. Noel Christmas and carried unanimously.

Ms. Rountree suggested changing the wording on the last sentence of number five of the WIB Policy Directive PY-2013-A to read “**with an emphasis on** the 7 growth sectors” not “**within** the 7 growths sectors” in case individuals would like to be trained outside of the stated industry sectors. Ms. Anderson agreed, due to the importance of WIA customer choice.

Dr. Margaret McMenamin made a motion to revise the resolution to read “with an emphasis on” as opposed to “within”. Ms. Gloria Durham seconded the motion and it carried unanimously.

D. WIA & WFNJ Contracts Update

Mr. Rivera reported that the funding awarded for Program Year 2013 Workforce Investment Act Youth Services for summer work experiences was \$120,000. The funding awarded for PY2013 WorkFirst New Jersey Direct Activity Services was \$1,576,270.

Ms. Cherron Rountree announced to the WIB members and guests that October 2, 2013 at 10:00am is the due date for Program Year 2013 Workforce Investment Act Youth Employment Program Request for Proposals.

E. Strategic Plan Implementation

Mr. Rivera reported that the State was asking the local WIBs to develop strategic workforce plans. There were three (3) critical components:

- One-Stop Oversight Evaluation Tool.
- Annual report for 2012-2013
- Local Unified Investment Plan for Years 2014-2017

All are due by January 2014.

VI. One Stop Operator's Report

Ms. MaryAnn Anderson reported on the Plainfield and Elizabeth Union County One-Stop Career Centers.

- Union County WIB Services Management Report for the period- July 1, 2012- June 30, 2013 (Core, Intensive and Training services). Core services are free and available to any individual that enters the One-Stop Career Centers. They can use computers, fax, copy and the online job search. ITA training is more advanced than core and intensive services. Intensive services include workshops, case management and assessment. Individual Training Accounts (ITAs) are to provide training options that include customer choice: the client may have an occupation or career in mind. Non-ITA program services are available for free to everyone. Individuals can return to the One-Stop for additional services.
- WIA Class-Size Enrollment Status Report
Patient Technician, Medical Office Assistant and Global Logistics were part of the 2013 Freeholder Initiatives. The Elizabeth Development Company was the contractor for the On-the-Job Training Program for Union County. One-Stop was partnering with Union County College to coordinate training services offered in the Union County Choices Program.
- Workforce Learning Link Summary Report
Union County College, Literacy Volunteers of America and Workforce Advantage are partners.

Individuals that have gone to the One-Stop Career Centers and attended classes in basic skills are able to go to the next level and attend a Union County College or another program to receive their GED, ESL and computer skills.

Ms. Anderson read a letter to the Board and guests from a Workforce Learning Link participant that had passed her GED exam. The participant was very grateful and appreciated the support and help she received through the Workforce Learning Link Program.

Ms. Anderson encouraged WIB Members to take the time and tour the Plainfield and Elizabeth One-Stop Career Centers, so that WIB members can get a better understanding and see how the system operates.

VII. Social Services Director's Report

No report was given due to Mr. Charles Gillon's absence.

VIII. Committee Assignments

Mr. Nacion reported that the State required that the WIB committees meet for the required amount of time and that there were Meeting Minutes reflecting those meetings. Mr. Nacion noted that Mr. Rivera assigned WIB members to the committees. Mr. Nacion stated that if WIB members were unable to serve on their committee assignments or would like to change to a different committee, to please call Mr. Rivera by Friday October 4, 2013 for any changes.

Ms. Rountree mentioned to the WIB members that these committees were very important. Committees develop policies which will help to direct and move forward the WIB agenda.

IX. Old Business.

No old business was reported at this meeting.

X. New Business

Ms. Cherron Rountree announced that The Union County Means Business (UCMB) next event will be held on Oct. 1 from 8-10 a.m., at Overlook Medical Center in Summit.

Dr. Margaret McMenammin invited the WIB Members and the public to check out Union County College Means Business Resource Center, which is run by Jorge Rivera. Discussion followed

XI. Next WIB Meeting

November 15, 2013 at 9:00 am Union County College, Kellogg Building – Room K-519, Elizabeth, NJ.

XII. Adjournment

Mr. Richard Capac made a motioned to adjourn the September 27th, 2013 meeting: it was seconded by Ms. MaryAnn Anderson and carried.

The meeting was adjourned at 10:08 am.