

Union County Workforce Development Board of Directors Meeting
Trinitas Health—Trinitas Finance Department
10 Commerce Drive, Cranford, New Jersey, 07016
9:00 A.M. Wednesday, May 24, 2017

Board Members Present:

Glenn Nacion, Trinitas Regional Medical Center **(Chair)**
Anna Belin-Pyles, Superintendent of Plainfield Public Schools
Richard Capac, Leaf Group, LLC
Peter Capodice, Union County Vocational Technical Schools (Gwen Ryan)
Hugh Caufield, Plainfield One-Stop / Workforce New Jersey
Donna Dedinsky, Wakefern Food Corporation
Juan Carlos Dominguez, J.J.J. Distributors
Gloria Durham, Genesis Healthcare Solutions
Tina Early, Elizabethtown Gas
James Horne, Jr., United Way of Union County
Jean Koszulinski, Union County One Stop Operator
Dr. Margaret McMenamin, Union County College (Dr. Lisa Hiscano)
Erich Peter, Union County Economic Development Corp. **(Secretary)**
Ed Faber, NJ Div. of Vocational Rehabilitation Services
Stan Robinson Jr., SHR Marketing, LLC
Kamran Tasharofi, Union County Healthcare Associates

Board Members Absent:

James R. Brady, The Savor Group, LLC
Mark Bocchieri, Verizon New Jersey
Richard Capac, Leaf Group, LLC
Pamela Capaci, HSAC Chair / Prevention Links
Noel Christmas, Utilities Workers Union of America Local 601
Salvador Garcia, MAS Development Group
Charles Gillon, Division of Social Services
Alberto Goncalves, AZAD Companies
Jean Koszulinski, Union County One Stop Operator
Anadir Liranzo, Omega Maintenance Corp.
Richard Malcolm, Iron Workers Local #11
Yoshi Manale, Kean University
Sandra McLachlan, Phillips 66 Bayway Refinery
John Perry, Council for Airport Opportunities
Gary Pfarr, IBEW

County of Union:

Amy Wagner, Director, Department of Economic Development
Antonio Rivera, Director, Workforce Development Board
Lisa Bonanno, Workforce Development Board
Thomas McCabe, Workforce Development Board
Elizabeth Paskewich, Workforce Development Board
Christian Penalzoza, 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 MARCH 17, 2017 AND MAY 4, 2017 MEETING MINUTES

- Motion was made by Stan Robinson and seconded by Richard Capac to approve the minutes of the March 17, 2017 and May 4, 2017 meetings. Motion carried.

V. WDB Directors Report

Mr. Antonio Rivera presented the Workforce Development Board Directors report:

- Introduction of Kraig Dowd, Esq. Mr. Dowd reviewed the correct process to authorize competitive procurement. He indicated Resolutions to authorize competitive procurement will now require Board approval in advance any Request for Proposal Release. Any questions regarding the procurement process can be directed toward him.
- Mr. Rivera discussed upcoming elements between now and June 30.
 - Budget needs to be closed out and reconcile budget Draft program year 2017- starts July 17. Notice of obligations generally come late we may not get the Notice of Obligation until June 30.
 - Four Request for Proposals will be released:
 - WorkFirst New Jersey
 - Workforce Innovation Business Center Operator
 - Simon Youth Academy Operator
 - In-School and Out-of-School Youth Services Consortium
 - Development of American Job Center Contract
 - Update Strategic Plan as requested by the SETC. Update will include newly developed UCWDB WIOA policies and procedures.

VI. WORKFORCE DEVELOPMENT BOARD BUDGET REPORT

Thomas McCabe presented the budget briefing for Program Year 2015 and 2016 as of April 30, 2017.

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- Full Report was distributed. Expenses were outlined based on WIOA and WFNJ funding streams.
- Program Year 2015 will come to a close June 30, 2017. First in-First out accounting practices will be utilized.
- Mr. Stan Robinson inquired about the low youth expenditures. Ms. Amy Wagner addressed the question indicating the WDB will be taking over all contracts ensuring this is not a future concern.

VII. Workforce Innovation Business Center Report

Lisa Hiscano presented Workforce Innovation Business Center program updates:

Yearly report 2016-2017

- 278 residents trained workplace skills training
- 18 major hiring events
- 1776 residents services
- 225 job placements

VIII. ACTION REQUIRED:

Resolution of the Union County Workforce Development Board authorizing the use of competitive contracting procedures for the procurement of Simon Youth Academy Operator Services.

- Authorization of Competitive Contracting Procurement Process for Operator of Simon Youth Academy— funded under the Workforce Innovation and Opportunity Act (WIOA) Youth Allotments

Resolution of the Union County Workforce Development Board authorizing the use of competitive contracting procedures for the procurement of Workforce Innovation Opportunity Act In-School and Out-of-School Youth Services

- Authorization of Competitive Contracting Procurement Process for In-school and Out-of-School Youth Services— funded under the Workforce Innovation and Opportunity Act (WIOA) Youth Allotments

Resolution of the Union County Workforce Development Board authorizing the use of competitive contracting procedures for the procurement of Workforce Innovation Business Center Operator Services.

- Authorization of Competitive Contracting Procurement Process for Operator of Workforce Innovation Business Center—funded under the Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker Allotments

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Resolution of the Union County Workforce Development Board authorizing the use of competitive contracting procedures for the procurement of WorkFirst New Jersey Services

- Authorization of Competitive Contracting Procurement Process for WorkFirst New Jersey Services—funded under WorkFirst New Jersey Allotments
- Motion was made by Richard Capac, and seconded by Stan Robinson to approve the Authorization of Competitive Contract Procurement Process for Operator of Simon Youth Academy, In-school and Out-of-School Youth Services, Operator of Workforce Innovation Business Center, and WorkFirst New Jersey Services. Motion carried.

IX. ACTION REQUIRED:

Resolution of the Union County Workforce Development Board awarding a contract for the provision of American Job Center Operator Services.

Resolution dictates the Award for American Job Center Operator: Union County Department of Human Services (UCDHS) is awarded a contract in an amount not to exceed \$6,240,000.00 for the time period beginning July 1, 2017 and ending June 30, 2019; subject to and conditioned upon receipt of all projected federal and state funding and any approvals required under WIOA.

- Authorization to Award a Contract to Operate the American Job Centers of Union County
- Motion was made by Kamran Tasherofi, and seconded by Richard Capac to approve the Authorization to Award a Contract to Operate the American Job Centers of Union County. Motion carried

X. ACTION REQUIRED:

Report of the Nominating Committee—Election of Officers

Glenn Nacion presented the following Office recommendations on behalf of the Nominating Committee. New officers will immediately take office after Motion.

- Chairman- Juan Carlos Dominguez
- Vice-Chairman- Gloria Durham
- Secretary- Gary Pfarr
- Motion was made by Stan Robinson and seconded by Richard Capac to approve the Nomination Committee's Recommended WDB Officers. Motion carried.

XI. Old Business

No old business reported.

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XII. New Business

Mr. Stan Robinson - suggested the Board look into surveying those who downloaded the American Job Center Request for Proposal for feedback.

Mr. Erich Peter- thanked Glenn Nacion for his hard work as Chair of the Workforce Development Board.

XIII. Next WDB Meeting

Date: 9:00 A.M. - June 30, 2017

Location: Union County College, 1033 Springfield Avenue, Cranford, NJ 07016

UPDATED LOCATION: Holiday Inn Clark, 36 Valley Road, Clark, NJ 07066

XIV. ADJOURNMENT

- A motion was made by Erich Peter, and seconded by Kamran Tasherofi to adjourn the May 24, 2017 Workforce Development Board meeting. Motion Carried.