

Minutes of the Union County Workforce Development Board Meeting
Holiday Inn Clark, 36 Valley Road, Clark, NJ 07066
9:00 AM Friday, September 21, 2018

Board Members Present:

Juan Carlos Dominguez, J.J.J. Distributors **(Chair)**
Gloria Durham, Qunnection Management **(Vice Chair)**
James R. Brady, The Savor Group, LLC
Peter Capodice, Union County Vocational Technical Schools
Ed Faber, NJ Div. of Vocational Rehabilitation Services
Salvador Garcia, MAS Development Group
James Home, Jr., United Way of Union County
Sandra McLachlan, Phillips 66 Bayway Refinery
Dr. Margaret McMenamin, Union County College (Dr. Lisa Hiscano)
David Moskowitz, NJLWD, Employment Services, One Stop
Glenn Nacion, Trinitas Regional Medical Center
Erich Peter, Union County Economic Development Corp.
Stan Robinson Jr., SHR Marketing, LLC
Kamran Tasharofi, Union County Healthcare Associates (Tonya Harkin)

Board Members Absent:

Gary Pfarr, IBEW **(Secretary)**
Anna Belin-Pyles, Plainfield Public Schools
Mark Bocchieri, Verizon New Jersey
Pamela Capaci, Prevention Links
Donna Dedinsky, Wakefern Food Corporation
Tina Early, Elizabethtown Gas
Charles Gillon, Division of Social Services
Richard Malcolm, Iron Workers Local #11
John Perry, Council for Airport Opportunities

Guests:

Dr. Toufic Hakim, I & I Group
Daniel Passarella, I & I Group
Isaias Rivera, Union County College
Perle Almeida, UCDHS WDO
Gisela Bernal-Castro, American Job Center
Meredith Barracato, American Job Center
Barbara Hathaway, Literacy New Jersey

County of Union:

Edward Oatman, County Manager
Amy Wagner, Deputy County Manager, Director, Department of Economic Development
Sergio Granados, Freeholder Chairman
Debbie Ann Anderson, Director, Department of Human Services
Antonio Rivera, Director, Workforce Development Board
Lisa Bonanno, Deputy Director, Workforce Development Board
Thomas McCabe, Workforce Development Board
Elizabeth Paskewich, Workforce Development Board

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- I. CALL TO ORDER & WELCOME**
 - a. The meeting was called to order by Workforce Development Board (WDB) Chair, Mr. Juan Carlos Dominguez at 9:06 a.m.

- II. FLAG SALUTE**

- III. OPEN PUBLIC MEETINGS ACT**
 - a. Ms. Lisa Bonanno read the Open Public Meetings Act Statement.

- IV. ROLL CALL**
 - a. Ms. Lisa Bonanno conducted the Roll Call.

- V. APPROVAL OF THE JUNE 27, 2018 MEETING MINUTES**
 - a. Motion was made by Peter Capodice and seconded by James Horne to approve the minutes of June 27, 2018 meeting. Motion carried.

- VI. SETC RECERTIFICATION PROCESS**
 - a. Elizabeth Paskewich provided the board with an update.

- ~~**VII. WDB MEMBER REAPPOINTMENTS-**~~
 - a. Item removed from the agenda.

- VIII. COMMITTEE CHAIR APPOINTMENTS**
 - a. Mr. Juan Carlos Dominguez announced the following appointments:
 - i. AJC Partners Committee-Debbie-Ann Anderson, Chair
 - ii. Disabilities Committee-Leila Molaie, Chair
 - iii. Literacy Committee-Julio Sabater, Chair
 - iv. Youth Investment Committee-James Horne, Chair
 - v. Finance Committee-James Brady, Chair

- ~~**IX. RESOLUTION AUTHORIZING THE AWARD OF A PROFESSIONAL SERVICES CONTRACT TO WEBER DOWD LAW, LLC**~~
 - a. Item removed from the agenda.

- X. RESOLUTION AWARDING A CONTRACT FOR THE PROVISION OF IN-SCHOOL YOUTH SERVICES TO THE UNITED WAY CONSORTIUM**

- XI. RESOLUTION AWARDING A CONTRACT FOR THE PROVISION OF OUT-OF-SCHOOL YOUTH SERVICES TO THE UNITED WAY OF GREATER UNION COUNTY CONSORTIUM-EAST**

- XII. RESOLUTION AWARDING A CONTRACT FOR THE PROVISION OF OUT-OF-SCHOOL YOUTH SERVICES TO THE UNITED WAY OF GREATER UNION COUNTY CONSORTIUM-WEST**

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XIII. RESOLUTION AUTHORIZING THE AWARD OF A PROFESSIONAL SERVICES CONTRACT TO GROUP I & I

- a. Resolutions X-XIII were combined
- b. Elizabeth Paskewich, Sr. Planner gave descriptions.
- c. Motion was moved by Stan Robinson, Jr. and seconded by James Brady.
- d. Dr. Lisa Hiscano questioned what I and I will do.
- e. Ms. Paskewich and Antonio Rivera, Director, WDB replied by describing the process with how and why their services were obtained what will be provided.
- f. All voted to approve with the exception of James Horne who abstained.

XIV. Program Year WDB 2017 Budget Update

- a. Thomas McCabe, Accountant WDB provided a snapshot of WDB budgeting as of August 31, 2018. He provided updates on WIOA Grants as well as WFNJ Grants. Additionally, he described expenditures as well as what funds remain.
- b. Dr. Hiscano questioned whether PY 2017 funds were expended and may they carry over into the 2018 PY. Additionally, Dr. Hiscano questioned how \$3,000,000.00 remaining in WIOA PY 2017 would be spent. Antonio Rivera provided an explanation and indicated that more information was available in the Google Drive.
- c. Freeholder Granados questioned if all funds are encumbered. Mr. Rivera explained that when a new budget was passed funds would become available. Debbie-Ann Anderson questioned why a particular employee was not included in the budget and what may be done to ensure he is included. Tom replied that the budget was prepared using information that the AJC provided.
- d. The PY 2017 carryover was \$1,051,674 for WIOA Adult, \$406,352 for WIOA ISY, \$659,056 for WIOA OSY, and \$1,214,621 for WIOA Dislocated Worker.

XV. Program Year WDB 2018 Budget Presentation

- a. Mr. McCabe stated how various services were allocated in the budget. He also stated that the line item budget showed the allocation for each of the grants that have been received and stated the AJC Contract funding was as follows: \$615,000 for WIOA Adult, \$46,500 for WIOA OSY, \$139,500 for WIOA OSY, \$1,021,000 WIOA Dislocated Worker, \$158,000 for Workforce Learning Link, \$796,000 for WFNJ TANF, \$344,000 for WFNJ GA/SNAP for a total of \$3,120,000 in Grant Funds.
- b. Debbie Ann Anderson questioned why a particular employee was not included in the budget and what may be done to ensure he or she is included. Freeholder Granados asked that the name of the employee

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not be disclosed unless a RICE Notice was given. Tom replied that the budget was prepared using information that the AJC provided. Antonio Rivera provided an explanation as to how the employee could be included. Additionally, James Brady had concerns as to how fringe benefits are calculated. Mr. McCabe replied that there is a definitive formula to calculate them and pensions are included. The motion to approve the budget was moved by James Horne with Peter Capodice providing a second. The motion passed with Freeholder Granados abstaining.

XVI. American Job Center Qualitative Evaluation Report

- a. Toufic Hakim, Ph. D and Daniel Passarella, I & I Group presenting:
Dr. Hakim illustrated how I & I has been working with the AJC and WDB for approximately 3 years. During that time, they have been engaged in providing strategic assistance, collaborating in the formation of a new strategic plan as well as legal support. Additionally, they work to bring the public and private sectors together.

- b. Mr. Passarella discussed how I & I is assisting in the transition from WIA to WIOA legislation. He declared that 2 components of the legislation are Influencing major changes in contract rules. Previously the counties delivered services through the One Stop system. The new legislation provides for competitive bidding to ensure more efficient delivery of services as well as providing for certification of the AJC. The new system also implements a long term plan for the client. He then discussed 5 areas I & I is working to improve the AJC. They are: Setting up a system of triage at the AJC to bring all the partners together seamlessly. Next he spoke of setting up a system of cross training for the partners. He further mentioned that they will attend partners meetings to provide for close interaction, Next he mentioned the WDB meetings which he feels are instrumental in integration of policy. Subsequently, he cited how the AJC will be able to provide onsite services in Elizabeth that will work with TANF/GA clients. He then spoke about the use of technology to expand services. There will be new cloud based software to allow for real time updates for clients. Kiosks are being set up to streamline the registration process. New legislation will provide the opportunity to serve those who have not previously received services. This will be accomplished by having some evening hours to provide these services to those that are unable to make it to the AJC during daytime business hours. Debbie Ann Anderson is looking in to this. They are also looking at setting up satellite locations. Daniel is also excited that there is improved accountability of client data at the career coach level. Glenn Nacion inquired as to how I & I is equipped to do the analysis. Dr. Hakim answered that I & I has performed 15 evaluation and assessment projects in 10 counties. He spoke of his academic credentials and background. He proceeded to mention that his team also has similar backgrounds and they have done a great deal of work in social services

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and that his team can perform the academic as well as the service pieces and look at global strategies. Finally, Stan Robinson commented that he is encouraged to see the increase in technology. The motion to approve the AJC Qualitative Evaluation Report was made by Glenn Nacion and seconded by Gloria Durham. The motion passed unanimously.

XVII. UCWDB Policies & Procedures

- a. Antonio Rivera commented as to what the policies and procedures mean. He mentioned that all policies and procedures are on the Google Drive. He primarily communicated that the policies and procedures were drafted to comply with Federal Law.
- b. WAGL-2018-1: Sets forth how WAGL's will now be in memo format.
- c. WAGL-2018-2: How Federal Law requires that day to day activities must now be stated in real time for all the partners. It is specific as to what Sub-Recipients and Contractors are required to capture, track, analyze and report in terms of the 6 performance measures. The Chairman inquired as to whether funds for new hardware be included in the budget. Mr. Rivera replied that he and Debbie Ann Anderson are in discussion regarding it.
- d. WAGL-2018-3: Provides guidance regarding general cost principles and allowable costs for administering grants to sub-recipients who receive them from the UCWDB. WAGL-2018-4: Provides accounting guidance and audit requirements for Federal Awards.
- e. WAGL-2018-5: Provides accounting guidance and audit requirements for sub-recipients under Uniform Administrative Requirements.
- f. WAGL-2018-6: Summarizes what is required in management of the WDB budget as well as advising sub-recipients as to the Federal Standards for budget and financial managing systems. Freeholder Granados commented about the need for better Communication as well as the need to inform as to what is being accomplished. Mr. Rivera commented that the process was not created in a vacuum but is the result of thousands of pages of Federal Regulations.
- g. A motion to accept the UCWDB Policies and procedures was made by Peter Erich and seconded by James Brady. The motion was passed unanimously.

XVIII. Sub-Recipients Uniform Performance Dashboard Reports

- a. Workforce Innovation Business Center: Isaias Rivera, Director WIB Center-Union County College. Mr. Isaias Rivera reported that they have

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administered 7 soft skills classes in which 88 county residents participated. They held 4 recruiting events with there were representatives from the hospitality industry, construction industry as well as others. There were 280 positions available. They have placed 45 residents. They continue to supply staff support for local businesses. Freeholder Granados asked why more people aren't taking advantage of this. Mr. Rivera replied that there are various reasons including lack of child care, parking issues, and perhaps a lack of marketing. Freeholder Granados replied that perhaps there could be more funds budgeted for marketing as well as for parking. Dr. Hiscano asked for more marketing support. Chairman Dominguez stated that he appreciated the outreach from the county.

- b. Youth Employment Pathway Program-United Way of Greater Union County- James Horne, CEO Mr. Horne reported that they have served 67 OSY. They have 17 programs that have seen all OSY have participated in. They also provide counseling and supportive services, such as child care. Additionally, 8 OSY have received GED's.

- c. American Job Centers-Debbie-Ann Anderson, Director of Human Service Ms. Anderson discussed much pertaining to the AJC's. She visited One Stops around the state to find out what they do differently. She is working to improve our One Stops by working with I & I Group. Additionally, she mentioned that she is bringing back Social Services. By that she means that they will have a presence at the One Stops. She would like to see more of a "connection" at the One Stop so clients will not need to run around. The One Stop will start working with Community Coordinated Child Care of Union County so that child care will be more accessible. Partners are in place in Elizabeth for more supportive services. She is attempting to hire more staffers at the One Stop. She has brought in a new Program Administrator, Meredith Barracato. "Meredith will focus on the operator's side and will assist in connecting the partners." There will be rebranding and upgrades to facilitate a better client experience. Our materials will be up to date and t our resources will be available online. We will have an application available online so a client may be able to walk in with one already filled out. We will improve our marketing outreach as to where does our One Stop differ from the others. We will partner with I & I Group to do a work management study of staff. We want to transform our staff from job counselors to career counselors. Additionally, we need to be more aware of performance outlook 2nd and 4th quarter after exit with partner commitment. There must be clear expectations as well as cross training between Human Services and Economic Development. We need to be sure that our staff members are aware of what resources are available. The environment at the One Stop should be more inviting. We have purchased a large screen monitor to post information. There is to be a think tank to discuss how we can achieve more summer youth employment. We are currently engaging

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100 youth in conjunction with the UWGUC. We are meeting with cross sections of employers including corporations, government entities, fire departments and other groups to create a cross selection section for youth. There are 200 youth engaged in partners at work with the AJC and United Way. We want to identify success stories. Miss "K" who was a full-time student at Union County College. She engaged in various One Stop experiences. As a result, she is going to attend Howard University. Chairman Dominguez commented the he wanted to recognize Debbie-Ann for her hard work and hitting the floor running and a willingness to jump into everything. He also praised Antonio Rivera for all his hard work. He was specific in complementing Antonio for his efforts in preparing 6 detailed WAGL which interpreted various Federal Regulations.

XIX. Old Business

None

XX. New Business

None

XXI. Public Comments

Dr. Hiscano requested that the board receive materials sooner.

XXII. Adjournment

A motion was made to adjourn by Freeholder Granados and seconded by Chairman Dominguez. It passed unanimously.

XXIII. Next Meeting:

Friday, November 2, 2018, Holiday Inn Clark, Washington Conference Room, Clark, NJ