

**County Of Union**  
**Workforce Development Board of Directors Meeting**  
**Trinitas Health/Trinitas Regional Medical Center**  
**9:00 A.M Friday, March 17, 2017**

**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 (Lisa Tauscher)  
Hugh Caufield, Plainfield One-Stop / Workforce New Jersey  
Noel Christmas, Utilities Workers Union of America, Local 601  
Tina Earley, Elizabethtown Gas  
Jean Koszulinski, Union County One Stop Operator  
Dr. Margaret McMenamin, Union County College  
Richard Malcolm, Ironworkers, Local #11  
Gary Pfarr, IBEW  
Stan Robinson Jr., SHR Marketing, LLC  
Kamran Tasharofi, Union County Healthcare Associates  
Pat Williams, NJ Div. of Vocational Rehabilitation Services (Ed Faver)

**County of Union:**

Amy Wagner, Director, Department of Economic Development  
Frank Guzzo, Director, Department of Human Services  
Antonio Rivera, Director, Workforce Development Board  
Lisa Bonanno, Workforce Development Board  
Thomas McCabe, Workforce Development Board  
Elizabeth Paskewich, Workforce Development Board  
Christian Penaloza, Workforce Development Board  
Gisela Bernal-Castro, Union County American Job Centers  
Lilian Roman, Union County American Job Centers  
Michele Antunes, Union County American Job Centers  
Jeffrey Jackson, Union County American Job Centers

**Guests:**

Mackenzie Moran, Health Care Talent Network Rutgers  
Caroline Sarria, Department of Labor  
Isaias Rivera, UCC, Workforce Innovation Business Center  
Maria Crespo, Roselle Public Library  
Josh Bornstein, Union County Ed. Services Commission  
Scott Kuchinsky, Plainfield Public Library  
Kemar R. Phillips, PSEG  
David Moskowitz, Elizabeth One-Stop  
Michael McLean, DOL WFNJ  
Carolina Sairia, DOL  
J M Ryan, Roselle Public Library

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**I. CALL TO ORDER**

The meeting was called to order by Workforce Development Board (WDB) Chairman Mr. Glenn Nacion at 9:05 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 JANUARY 19, 2017 MEETING MINUTES**

- Motion was made by Gary Pfarr and seconded by Dr. Margaret McMenamin to approve the minutes of the January 19, 2017 meeting. Motion carried.

**V. ACTION REQUIRED:**

**WORKFORCE DEVELOPMENT BOARD RE-APPOINTMENT UNDER WIOA**

Elizabeth Paskewich presented to the Board the Re-Appointment of the Union County Workforce Development Board under the Workforce Innovation and Opportunity Act.

Due to the change in legislation from WIA to WIOA, The Union County Workforce Development Board must officially and formally through Board approve re-appoint Board members under the WIOA recognized Workforce Development Board, formally the Workforce Investment Board.

- Motion was made by Dr. Margaret McMenamin and seconded by James Brady to approve the Workforce Development Board Re-Appointment under WIOA. Motion carried.

**VI. ACTION REQUIRED:**

**GROUP I&I PROFESSIONAL SERVICES AWARD**

Antonio Rivera presented to the Board to ratify the approval of the recommended awardee to the Request For Proposal issued for Professional Comprehensive Services.

Recommended Awardee, Group I & I, which was approved by the Executive Committee, will provide the following services:

- Drafting, development, and completion of a Union County Workforce Development Board Policies and Procedures Manual in accordance with the Workforce Innovation and Opportunity Act (WIOA);
- Drafting, development, and completion of policies and procedures deemed necessary and in accordance with the implementation of the Union County Workforce Development Board Local Strategic Plan ;
- Drafting, development, and completion of various Request for Proposals deemed necessary and in accordance with the Union County Workforce Development Board of Directors;
- Development and implementation of Union County Workforce Development Board Member and personnel training and development opportunities in accordance with the Workforce Innovation and Opportunity Act (WIOA).

- Identify funding/grant opportunities available to the Union County Workforce Development Board from the federal and state governments;
  - Meet and collaborate with the County's personnel, as well as any outside professionals and/or staff retained by the County, for the preparation, completion and filing of policy, procedure, grant initiative or opportunity;
  - Obtain and coordinate all supporting documentation from participating professionals, acquire letters of support, and attend mandatory meetings and technical assistance conferences that may be required;
  - Monthly written updates and progress reports on pending projects;
- Motion was made by Dr. Kamran Tasharofi and seconded by Gary Pfarr to approve the Group I & I as the awardee to the Professional Comprehensive Services RFP. Jean Koszulinski abstained. Motion carried.

**VII. TRAINING & EMPLOYMENT GUIDANCE LETTER NO. 15-16**

Elizabeth Paskewich presented to the Board an outline of Training & Employment Guidance Letter (TEGL) Number 15-16, Competitive Selection of One-Stop Operators.

The purpose of this TEGL provides information on the requirements to designate or certify one-stop operators through a competitive process as set forth in Section 121 (d)(2)(A) of the Workforce Innovation and Opportunity Act.

Presentation included:

- Competition Requirements
- Timing
- Eligible Applicants
- Roles and Responsibilities
- Procurement Requirements
- Procurement Process
- Updated One Stop Procurement Timeline.

**VIII. WORKFORCE DEVELOPMENT BOARD BUDGET REPORT**

Thomas McCabe presented the current budget for Program Year 2015 and 2016 from February 28, 2017 to date. Program Year 2015 and 2016 Allocations were reviewed, as well as Program Year 2015 and 2016 Expenses based on grant funding stream. Program Year 2015 Expenses closed as of December 31, 2016 as well as rescinded funds were explained. Spreadsheets were provided.

**IX. WORKFORCE INNOVATION BUSINESS CENTER UPDATE**

Isaias Rivera, UCC, Workforce Innovation Business Center provided the Board with a status report.

- SoftSkills Class- To date 69 Union County Residents trained
- WIBC Recruitment Efforts:
  - Foodtown, 50 Full & Part Time positions
  - Blue Apron, 500 positions
  - Sonic, 20 Full & Part Time positions
- WIBC Upcoming Activities:
  - ACV Enviro, 20 Positions
  - CPC Logistics, 20 Positions
- Mr. I. Rivera provided that over 250 Union County Residents have attended Recruitment Events, Placement results are pending.

Dr. McMenamin thanked the WIB Center for their hard work but also expressed the need to increase numbers and assist more people. Her hope is to see many more being helped and utilize the center to its capacity.

**X. AMERICAN JOB CENTERS- DIRECTORS REPORT –**

Jean Koszulinski, Director, Union County American Job Centers provided the Board with the American Job Center report.

- Staffing Changes- Rossi Jackson has retired. Michele Antunes will take over as One Stop Manager.
- WFNJ Update- Too many slots. Thank you to the Board to sending it to the state in letter form. The contract was late, we have requested the contract be extended. We have also requested to serve in-school youth, to keep them in school. We also asked for the ability to use the dollars for Support Services (such as Soft Skills training).
- Youth Update- As previously mentioned some vendors were under-performing, considerable time was spent to meeting with them, progress is being made.
- Performance Measures- Nothing new to report. State has not implemented new reports. The major indicator we are following is Skills attainment, trying to report to the best of our ability.

Ed Faver, new Director of DVR, spoke on behalf of the Division of Vocational Rehabilitation Services:

- Plainfield Presence-Previously DVR held an office in Plainfield with a counselor available once a week. It was a great resource and well used. We have been invited back to Plainfield and are happy to have a counselor available again.
- Youth Initiatives- WIOA requires DVR to have a youth initiative and focus on youth in school and Out-of-School youth. 15% of our budget must be allocated to this initiative. Leila Molaie will head this. Schools will aid with counseling services, Centers for independent living will provide soft skills, other vendors would provide work based learning experiences.

Hugh Caufield provided an update on behalf of Employment Services:

- Functional Reorganization- Currently a re-organization at the State level. Focus is on mainstreaming various units in the department.
- Audit Review of file Management- State Audit representatives came last month. The audit went well with minor findings.

**XI. COMMITTEE REPORTS**

No Committee Reports

**XII. OLD BUSINESS**

No old business reported.

**XIII. NEW BUSINESS/PUBLIC COMMENTS**

No new business reported.

**XIV. NEXT WDB MEETING:**

Friday, May 19, 2017  
Trinitas Health/Trinitas Regional Medical Center  
10 Commerce Drive, Cranford, NJ 07016

**XV. ADJOURNMENT**

- A motion was made by James Brady, and seconded by Noel Christmas to adjourn the March 17, 2017 Workforce Development Board meeting. Motion Carried.

Verbatim dialogue available through recording.