

County Of Union
Workforce Development Board of Directors Meeting
Holiday Inn Clark, 36 Valley Road, Clark, NJ 07066
9:00 A.M Wednesday, June 27, 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
Richard Capac, Leaf Group, LLC
Peter Capodice, Union County Vocational Technical Schools (Gwen Ryan)
James Horne, Jr., United Way of Union County
Dr. Margaret McMenamin, Union County College (Dr. Lisa Hiscano)
Stan Robinson Jr., SHR Marketing, LLC
Kamran Tasharofi, Union County Healthcare Associates
Debbie-Ann Anderson, American Job Centers, Director, Department of Human Services

Board Members Absent:

Gary Pfarr, IBEW **(Secretary)**
Anna Belin-Pyles, Plainfield Public Schools
Mark Bocchieri, Verizon New Jersey
Pamela Capaci, Prevention Links
Noel Christmas, Utilities Workers Union of America Local 601
Donna Dedinsky, Wakefern Food Corporation
Tina Early, Elizabethtown Gas
Ed Faber, NJ Div. of Vocational Rehabilitation Services (Leila Molaie)
Salvador Garcia, MAS Development Group
Charles Gillon, Division of Social Services
Anadir Liranzo, Omega Maintenance Corp.
Richard Malcolm, Iron Workers Local #11
Sandra McLachlan, Phillips 66 Bayway Refinery
Glenn Nacion, Trinitas Regional Medical Center
John Perry, Council for Airport Opportunities
Erich Peter, Union County Economic Development Corp.

Guests:

David Moskowitz, NJLWD, Employment Services, One Stop
Raji Ramachandra, NJLWD
Baden Almonor, NJLWD
Jasmine Rangoola, Life Science Talent Network
Carolee Marano, Community Access Unlimited
Deborah Shuford, New Start Career Network
Isaias Rivera, Union County College
Scott Kuchinsky, Plainfield Public Library

County of Union:

Amy Wagner, Deputy County Manager, Director, Department of Economic Development
Debbie Ann Anderson, Director, Department of Human Services
Karen Dinsmore, Assistant 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

The meeting was called to order by Workforce Development Board (WDB) Chair, Mr. Juan Carlos Dominguez at 9:10 a.m.

II. OPEN PUBLIC MEETINGS ACT

Ms. Lisa Bonanno read the Open Public Meetings Act Statement.

III. ROLL CALL

Ms. Lisa Bonanno conducted the Roll Call.

IV. FLAG SALUTE

V. APPROVAL OF THE MAY 30, 2018 MEETING MINUTES

- Motion was made by Glenn Nacion and seconded by Kamran Tasharofi to approve the minutes of May 30, 2018 meeting. Motion carried.

VI. ACTION REQUIRED:

REQUEST FOR PROPOSALS UPDATE FOR PROGRAM YEAR 2018

Elizabeth Paskewich presented the RFP Evaluation Committees recommended contract sub-recipients. All Board members were provided Proposal evaluation summaries. Recommended Sub-Recipients include:

WorkFirst New Jersey-

Contract Period: July 1, 2018- December 31, 2019

Contract amount total: \$1,064,000.00

- B&M Consultants- \$135,000
- Workforce Advantage \$430,000
- Union County College-\$200,000
- Urban League of Union County- \$85,000
- ARC of Union County- \$80,000
- America Works of New Jersey- \$135,000

WIOA In-School and Out-of-School Youth Employment and Training Program-

Contract Period: July 1, 2018- June 30, 2019

- In-School Youth, \$300,000- United Way of Greater Union County
- Out-of-School Youth, \$280,000- (West Union County) United Way of Greater Union County
- Out-of-School Youth, \$280,000-(East Union County) United Way of Greater Union County

Comprehensive Professional Services-

Contract Period: July 1, 2018- June 30, 2019

- Group i&l Consultancy- \$75,000

- Motion was made by Kamran Tasharofi and seconded by Richard Capac to approve to award the agencies identified above for WorkFirst New Jersey, WIOA In-School and Out-of-School Youth Employment and Training Programs, and Comprehensive Professional Services. Dr. Lisa Hiscano, UCC and James Horne, United Way of Greater Union County abstained.

VII. WORKFORCE DEVELOPMENT BOARD BUDGET UPDATE:

Thomas McCabe provided the Board with a Budget overview:

PY16- WIOA- Balances of grants remaining identified, funds must be expended by June 30, 2018, do to this First in-First Out will take place, those adjustments are currently being reviewed. WFNJ closed out as of December 31, 2017

PY17 – Current WIOA and WFNJ expenditures reviewed and FIFO discussed.

PY18- Allocations have been received. WIOA allocation decreased from prior year, WFNJ has an increase.

Budget Spreadsheets provided to the Board.

VIII. ACTION REQUIRED:

POLICY DIRECTIVES:

WDB-2018-02- Individual Training Accounts (Updated Policy)

Update: A maximum of \$5,000 in WIOA funding may be available for the first year of training with a maximum of \$10,000 available over a 36-month period to potentially be used for tuition, fees, books, and required supplies. Employment benchmarks now require full time employment.

WDB-2018-04- Individual Service Strategy (ISS)

Background: An ISS must be completed for all participants in the youth program. The ISS should be comprehensive, remain up-to-date as pertinent and clearly outline all steps in the planned services to an enrolled participant.

WDB-2018-05- Job Seeker Initial Service Strategy

Background: Individualized Career Services Individualized career services must be made available if determined to be appropriate in order for an individual to obtain or retain employment. AJC'S must develop an individual employment plan to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals, including the list of, and information regarding eligible training providers;

AJC's need specific guidance on the process for placing a person into training AND steps leading up to the decision, the Assessment, and Pre-enrollment Process.

WDB-2018-06- AJC Job Seeker Certification Standards

Background: WIOA requires the establishment of objective criteria and procedures to use when certifying its American Job Centers (20 CFR 678.800, 34 CFR 361.800, and 34 CFR 463.800). The certification process establishes a minimum level of quality and consistency of services in American Job Centers across a State. The certification criteria allow States to set standard expectations for customer focused seamless services from a network of employment, training, and related services that help individuals overcome barriers to obtaining and maintaining employment. The assessment criteria must evaluate the one-stop centers and one-stop delivery system for effectiveness, including customer satisfaction, physical and programmatic accessibility, and continuous improvement.

- Motion was made by Stan Robinson and seconded by James Horne to authorize the implementation of new and updated policy directives. Motion carried.

IX. SUB-RECIPIENT PROGRESS REPORTS

AMERICAN JOB CENTERS REPORT- DEBBIE-ANN ANDERSON

Karen Dinsmore presented on behalf of Debbie Ann Anderson.

Services provided (1/2018- 6/15/2018):

- Orientations- 780 individuals attended
- SNAP activity- 1807 individuals served
- Tuition Waiver- 413 individuals served
- Youth Certified (PY17)- 203
- Youth Enrolled (PY17)- 127
- Dislocated Workers- \$536,273 in training dollars has sent a total of 124 to training
- Adult Workers- \$382,699 in training dollars has sent a total of 79 to training.
 - All Adult and Dislocated workers were placed in occupational training in Key Growth Sectors.
- Group I & I has provided a staff training, geared toward Customer Services, on June 13, 2018 which was attended by AJC Case managers and sub-recipient partners.
- American Job Center has also assisted in a community event for Hurricane Maria victims on March 9, 2018
- Client success story provided
- WDB Chairman Juan Carlos Dominguez asked what the AJC is doing in terms of staff time keeping.
 - Karen Dinsmore indicated that is currently an initiative of the County overall. Currently we are moving towards an automated system of time tracking, in areas where multiple grants not used hard scanners will be utilized. In this system where multiple grants are being utilized we are looking to incorporate a customized system tailored to capture that information.

WORKFORCE INNOVATION BUSINESS CENTER REPORT- ISAIAS RIVERA

Mr. Isaias Rivera provided the Board with an overview on the Workforce Innovation Business Center.

- Soft Skills training- 60 students have completed since January.
 - 8 more classes are scheduled for the rest of the year with an anticipated total of 104 students for the year, utilizing both Plainfield and Elizabeth locations
- Recruitment- United Airlines partnership- United Airlines Summer Assist program targeting individuals 18-24 years old to provide summer work experience.
- Currently working with 21 employers and working on small recruitment events with these businesses.
- Currently looking at our branding to attract additional employers.

UNION COUNTY YOUTH CONSORTIUM REPORT- JAMES HORNE

Mr. James Horne provided with Board with detailed information regarding the United Way of Greater Union County Youth Employment Pathways Program.

- 182 youth are currently engaged in program
- 26 are currently enrolled in occupational training
- 118 have achieved an outcome
- 62 have had subsidized work experiences
- 35 have had unsubsidized work experiences
- Partnerships have increased to 10 partners
- Currently working on closing out the contract- providing post TABE testing to identify outcomes and working on close out report.

X. NEW BUSINESS/PUBLIC COMMENTS

WDB Chairman announced that to facilitate a board driven budget an Executive Board Meeting will occur to approve any changes or modification to the budget.

XI. NEXT WDB MEETING:

Friday, September 21, 2018
Clark Holiday Inn
36 Valley Road, Clark, NJ 07066

XII. ADJOURNMENT

- A motion was made by Stan Robinson, and seconded by Richard Capac to adjourn the June 27, 2018 Workforce Development Board meeting. Motion Carried.

Verbatim dialogue available through recording.