

**County Of Union**  
**Workforce Development Board of Directors Meeting**  
**Holiday Inn Clark, 36 Valley Road, Clark, NJ 07066**  
**9:00 A.M Friday, June 30, 2017**

**Board Members Present:**

Anna Belin-Pyles, Plainfield Public Schools  
James R. Brady, The Savor Group, LLC  
Hugh Caufield, Plainfield One-Stop / Workforce New Jersey  
Gloria Durham, Qunnection Management (**Vice Chair**)  
Ed Faber, NJ Div. of Vocational Rehabilitation Services (Leila Molaie)  
James Horne, Jr., United Way of Union County  
Jean Koszulinski, Union County One Stop Operator  
Dr. Margaret McMenamin, Union County College (Dr. Lisa Hiscano)  
Richard Malcolm, Iron Workers Local #11  
Erich Peter, Union County Economic Development Corp.  
Gary Pfarr, IBEW (**Secretary**)  
Stan Robinson Jr., SHR Marketing, LLC

**Board Members Absent:**

Mark Bocchieri, Verizon New Jersey  
Richard Capac, Leaf Group, LLC  
Pamela Capaci, HSAC Chair / Prevention Links  
Peter Capodice, Union County Vocational Technical Schools  
Noel Christmas, Utilities Workers Union of America Local 601  
Donna Dedinsky, Wakefern Food Corporation  
Juan Carlos Dominguez, J.J.J. Distributors (**Chair**)  
Tina Early, Elizabethtown Gas  
Salvador Garcia, MAS Development Group  
Charles Gillon, Division of Social Services  
Anadir Liranzo, Omega Maintenance Corp.  
Yoshi Mandle, Kean University  
Sandra McLachlan, Phillips 66 Bayway Refinery  
Glenn Nacion, Trinitas Regional Medical Center  
John Perry, Council for Airport Opportunities  
Kamran Tasharofi, Union County Healthcare Associates

**Guests:**

Isaias Rivera, Union County College  
Joseph Tetteh, NJIT  
Sereena Singh, NJ Healthcare Talent Network  
Patricia Robertson, NJ Dept of Labor

**County of Union:**

Angel Estrada, Freeholder, County of Union  
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  
Gina Tuesta, Workforce Development Board  
Perte Almeida, American Job Center  
Lillian Roman, American Job Center  
Michele Antunes, American Job Center  
Gisela Bernal-Castro, American Job Center

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**I. CALL TO ORDER**

The meeting was called to order by Workforce Development Board (WDB) Vice- Chair, Ms. Gloria Durham 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 May 24, 2017 MEETING MINUTES**

- Motion was made by Stan Robinson and seconded by Erich Peter to approve the minutes of May 24, 2017 meeting. Motion carried.

**V. ACTION REQUIRED:**

**PY2017 WORKFORCE DEVELOPMENT BOARD BUDGET (PRELIMINARY)**

Antonio Rivera addressed obstacles created by the State due to late distribution of information and funding allocations. The Preliminary budget was reviewed, explained, and available for comment.

- Motion was made by James Brady and seconded by Gary Pfarr to approve the PY2017 Workforce Development Board Budget. Motion carried.

**VI. RESOLUTION-ACTION REQUIRED- LINE-ITEM CONTROL ACCOUNT:**

RESOLUTION OF THE UCWDB AWARDING A CONTRACT FOR THE PROVISION OF SIMON YOUTH ACADEMY OPERATOR

- Motion was made by Gary Pfarr and seconded by Stan Robinson to approve awarding Union County Vocational Technical Schools a contract for the provision of Simon Youth Academy Operator. Motion carried.

Evaluation Summary Reports were provided to all meeting attendees.

**VII. RESOLUTION-ACTION REQUIRED- LINE-ITEM CONTROL ACCOUNT:**

RESOLUTION OF THE UCWDB AWARDING CONTRACTS FOR THE PROVISION OF WORKFIRST NEW JERSEY PROGRAMS

- Motion was made by James Brady and seconded by Gary Pfarr to approve the awarding of contracts to WorkFirst New Jersey providers. Lisa Hiscano, Union County College abstained. Motion carried.

Evaluation Summary Reports were provided to all meeting attendees.

Jean Koszulinski and Antonio Rivera addressed the hope to provide WFNJ TANF funding to TANF youth in the future. They are currently working on addressing this potential opportunity with the State.

**VIII. RESOLUTION-ACTION REQUIRED- LINE-ITEM CONTROL ACCOUNT:**

RESOLUTION OF THE UCWDB REJECTING PROPOSALS AND AUTHORIZING THE REISSUANCE OF REQUEST FOR PROPOSALS FOR IN-SCHOOL AND OUT-OF-SCHOOL YOUTH SERVICES AND WORKFORCE INNOVATION BUSINESS CENTER OPERATOR SERVICES

- Motion was made by Gary Pfarr and seconded by Stan Robinson to reject proposals and authorize the reissuance of Request for Proposals for In-School and Out-of-School youth Services and Workforce Innovation Business Center Operator Services. Representatives from United Way of Greater Union County, Union County College, and Plainfield Board of Education abstained. Motion carried.

Evaluation Reports were provided to all meeting attendees.

**IX. ACTION REQUIRED:**

A MOTION TO APPROVE THE CHANGES TO THE UCWDB LOCAL STRATEGIC PLAN- DECEMBER 2016-2020

- Motion was made by Gary Pfarr and seconded by Stan Robinson to approve changes to the UCWDB Local Strategic Plan. Freeholder Angel Estrada abstained. Motion carried.

Supporting documents were provided to all Members via web link.

**X. RESOLUTION- ACTION REQUIRED:**

RESOLUTION OF THE UCWDB AUTHORIZING THE ISSUANCE OF RFQ'S AND/OR RFPs FOR THE POTENTIAL PROCUREMENT OF CERTAIN PROFESSIONAL AND CONSULTING SERVICES

Potential Services include Grant Monitoring Services and Legal Services

- Motion was made by James Brady and seconded by Erich Peter to approve the issuance of RFQ's and/or RFPs for the potential procurement of certain professional and consulting services. Motion carried.

**XI. ACTION REQUIRED- LINE-ITEM CONTROL ACCOUNT:**

A MOTION TO APPROVE THE CONTRACT FORM FOR USE WITH THE AMERICAN JOB CENTER SERVICES OPERATOR

- Motion was made by James Brady and seconded by Richard Malcolm to approve the contract form for use with the American Job center Services Operator. All representatives from the American Job Center abstained. Motion carried.

Supporting documents were provided to all Members via web link.

**XII. ACTION REQUIRED**

A MOTION TO APPROVE THE UCWDB POLICIES AND PROCEDURES

Policies and Procedures include:

- Youth 20% Work Experience Expenditure Policy
- Youth 75% Out of School Expenditure Policy
- Youth Incentives Policy
- Protection of Personally Identifiable Information Policy
- Legal Procurement Policies
- Individual Service Strategy
- Supportive Services
- Sub-Recipient Oversight Policy
- American Job Center Complaint Policy

- Motion was made by Gary Pfarr and seconded by Erich Peter to approve the UCWDB Policies and Procedures. Motion carried.

Supporting documents were provided to all Members via web link.

### **XIII. WORKFORCE INNOVATION BUSINESS CENTER REPORT**

Mr. Isaias Rivera spoke on behalf of the Workforce Innovation Business center. Current outcomes include:

- 19 major events recruitment events including 25 partnerships
- 311 total residents trained
- 265 job placements
- 2000 residents and business provided services
- 5 Clients received On-the Job Training contracts
- Increased communication and teamwork with the American Job Center has led to increased referrals and participants receiving services.

### **XIV. AMERICAN JOB CENTERS- DIRECTORS REPORT –**

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

- No performance reports available at this time as the state has a not provided an updated report.
- Year end reports will be available for the September meeting.
- AOSOS is currently undergoing an update to bring it towards WIOA standards
- Due to new performance measures and various reporting times, it would be beneficial to analyze one measure at a time, possible one per meeting, to provide greater understanding and clarity of each measure.
- Changes in income requirements have greatly impacted the program, as such we are Requesting 25% of adult ITA funding to be transferred to Dislocated Worker funding.

Anna Belin-Pyles requested that free transportation literature be provided in American Job Center Orientation documents.

Karen Dinsmore explained the American Job Center's absence from the previous WDB meeting was at the request of County Council. She also clarified Youth program challenges and provided a commendation for the hard-work youth program staff has provided.

### **XV. COMMITTEE REPORTS**

No Committee Reports

### **XVI. OLD BUSINESS**

No old business reported.

### **XVII. NEW BUSINESS/PUBLIC COMMENTS**

Mr. Joseph Tetteh, NJIT, spoke on behalf of the Technology Talent Development Network. Mr. Tetteh discussed current Industry technology trends, career pathways, youth programs, and employment trends. He also indicated a new sector- Construction and Utilities will be added for 2017-2018.

Freeholder Estrada thanked all WDB members and partners for coming together to create and provide beneficial programs for Union County communities. He recognized the Board's hard work and diligence in servicing those most in need in Union County.

**XVIII. NEXT WDB MEETING:**

Friday, September 15, 2017  
Clark Holiday Inn  
36 Valley Road, Clark, NJ 07066

**XIX. ADJOURNMENT**

- A motion was made by Erick Peter, and seconded by James Brady to adjourn the June 30, 2017 Workforce Development Board meeting. Motion Carried.

Verbatim dialogue available through recording.