

Board Members Present:

Juan Carlos Dominguez, J.J.J. Distributors (**Chair**)
Gloria Durham, Qunnection Management (**Vice Chair**)
Tina Earley, American Water
James R. Brady, The Savior Group
Krystal Canady, Gateway Family YMCA
Gwen Ryan, Union County Vocational Technical Schools
Dr. Margaret McMenamain, Union County College (Dr. Lisa Hiscano)
Stan Robinson Jr., SHR Marketing, LLC
Richard Malcolm, Ironworkers Local #11
Salvador Garcia, MAS Development Group (Gail Delgado)
Glenn Nacion, Trinitas Regional Medical Center (Curry Bucy)
Teresa Soto-Vega, PROCEED
Juanito Chiluisa NJ Department of Labor (David Moskowitz, NJLWD, Employment Services, One Stop)
Dr. Kamran Tasharofi, Union County Healthcare Associates
Charles Gillon, Division of Social Services (Debbie-Ann Anderson, Director, Department of Human Services)

Board Members Absent:

Paul Belardo, KML Carpenters
Edward Faver, NJ Div. of Vocational Rehabilitation Services
Edwin Gomez, Barcode Elizabeth
Toni Patti, Two Tony's Pizza
Richard Capac, Crowne Property Management
Donna Ddinski, Wakefern Food Corporation
Mark Bocchieri, Verizon New Jersey
Matthew Caruso, Kean University
Danny Robertozzi, Linden School System
Erich Peter, Union County Economic Development Corp

Guests:

James Horne, Jr., United Way of Greater Union County
Isaias Rivera, Union County College
Gisela Bernal-Castro, American Job Center
Raji Ramachandra, New Jersey Department of Labor
Colleen Connell, Plainfield Public Library
Julio Sabater, Workforce Advantage
Veronica Waniki, International Rescue Committee
Melissa Lespinasse, UCDHS
Meredith Barracato, AJC

County of Union:

Edward Oatman, County Manager
Amy Wagner, Deputy County Manager, Director, Department of Economic Development
Debbie-Ann Anderson, Director, Department of Human Services
Antonio Rivera, Director, Workforce Development Board
Elizabeth Paskewich, Workforce Development Board
Elton Armady, American Job Center

Call to Order and Welcome

Prior to calling the meeting to order, Workforce Development Board Chairman Mr. Juan Carlos Dominguez welcomed Mr. Juanito Chiluisa to the board. He will be also be the new manager of the Union County American Job Center.

The meeting was then called to order by Mr. Dominguez at 9:09 AM

Pledge of Allegiance

Roll Call

Ms. Elizabeth Paskewich conducted the Roll Call.

Open Public Meetings Act

Ms. Elizabeth Paskewich read the Open Public Meetings Act Statement.

Approval of the May 15, 2019 Minutes

A motion was made by Krystal Canady and seconded by Stan Robinson, Jr. The motion carried.

WDB Director's Report

WDB Director Antonio Rivera gave the report.

Mr. Rivera began his report by stating that the Union County WDB needs to go through a State Employment and Training Commission recertification process which needs to be completed by September and we are on track to do so. The steps that need to be taken may be found in the meeting folder link to the google drive. Director Rivera stated that the by-Laws must be updated to accurately reflect WIOA. He added how the recertification process works and further stated that as part of the process there are changes that need to be made to the website. Mr. Rivera also stated that there must be a complete lexicon transition from One Stop Career Center to American Job Center as well as from WIA to WIOA. Additionally, Article IV-Membership Section 2 needs to be eliminated and Article IV Membership Section 3 needs to be amended. WIOA states that 20%, or a minimum of two members must be from labor. Director Rivera stated that all the necessary information has been available on the google drive for the last three weeks.

Director Rivera also spoke about the various strategies that will be employed in the upcoming months.

Amy Wagner offered praise for the work that has been done.

Director Rivera thanked Amy for the praise and spoke of making a great work experience. Additionally, he discussed how the WDB is working to get clients into the private sector.

By Laws Update

A motion was made by Teresa Soto-Vega and seconded by Tina Early. The motion carried.

Budget & Expense Report

Program Years 2017 & 2018

Thomas McCabe, Accountant provided the Board with budget and expense updates.

Mr. McCabe stated the following information for WIOA PY 17 as of May 31st, 2019. In the Adult Category \$1,154,842 has been budgeted. \$884,811 has been spent. There remains a balance of \$270,031 that needs to be expended by June 30th, 2019. In the youth category \$1,045,950 has been budgeted with \$680,122 has been spent. There is a balance of \$365,828 to be expended by June 30th. Pertaining to Dislocated Workers, \$1,379,393 has been allocated. \$1,181,563 has been spent as of May 31st. This leaves \$197,830 to be expended by June 30th.

Tom then moved on to WIOA PY 2018. In the Adult Category \$1,043,120 has been budgeted. As of May 31st, \$296,512 has been spent. This leaves \$746,608 to be expended by June 30th, 2020. In the Youth category \$986,846 has been budgeted. As of May 31st, \$443,263 has been spent. This leaves \$543,583 to be expended by June 30th, 2020. With regards to Dislocated Worker, \$1,270,549 has been budgeted. As of May 31st, \$982,778 has been spent. This leaves \$287,771 to be expended by June 30th of 2020.

Next up was PY 2018 WFNJ Budget Update. In the TANF category, \$1,532,042 has been budgeted. As of May 31st \$953,697 has been spent. There remains \$578,345 in the account with the balance to be rescinded December 31st, 2019. In GA/SNAP there has been \$1,044,474 budgeted. As of May 31st there has been \$516,789 spent. This leaves \$527,685 in the account with the balance to be rescinded on December 31st. In the WLL account \$213,000 has been budgeted. \$180,777 has been spent as of May 31st. There is \$32,223 in the account. The remainder is to be rescinded as of December 31st. There has been \$42,420 budgeted for CAVP. Nothing has been spent. With regards to Smart Steps, \$4,815 has been budgeted with nothing spent. In the category of Work Verification \$42,000 has been allocated. As with the previous two mentioned accounts nothing has been spent. These three accounts will also have any remaining funds rescinded on December 31st, 2019.

James Brady inquired as to how the WFNJ Budget equates to people served. Director Rivera replied that we do not have those figures at this time.

Additionally, \$315,000 has been budgeted for the Summer Youth Employment Program. The allocations are as follows: \$39,000 for AJC Program Staffing, \$55,500 for United Way of Greater Union County Program Services, and \$220,500 for UWGUC Youth Employment. As of May 31st none of the funds have been expended.

Program Year 2019 Proposed Budget

The highlights are:

\$160,000 has been budgeted for Software and Equipment Upgrades.

\$67,000 has been budgeted for Supportive Services.

\$1,900,000 has been budgeted for AJC Staffing Salaries and Fringe Benefits from July 1, 2019 to June 30, 2020.

\$1,005,000 has been budgeted for Comprehensive Career Services during that timeframe.

More detail may be found in the meeting folder link to the google drive.

Approval PY 2019 Budget

Dr. Tasharofi made a motion to approve the budget. Teresa Soto-Vega seconded it. The motion carried.

Resolutions of the UCWDB

i. Resolution No. 2019-05

Awarding a contract for the provision of Simon Youth Academy Operator-WIOA Out of School Youth.

James Brady made a motion. Tina Early seconded the motion. The motion carried with Gwen Ryan abstaining.

ii. Resolution No. 2019-06

Awarding a Contract for the Provision of AJC Affiliate Career Services Operator.

Krystal Canady made a motion. Stan Robinson, Jr. seconded it. The motion carried with Juan Carlos Dominguez, Dr. Lisa Hiscano, and Tina Early all abstaining.

iii. Resolution No. 2019-07

Authorizing the Award of a Consulting contract for Comprehensive Professional Services.

Dr. Tasharofi made a motion. Teresa Soto-Vega seconded it. The motion carried.

iv. Resolution No. 2019-08

Authorizing the Award of a Contract for Professional Services-Sub Recipient Fiscal Contract Monitoring.

Stan Robinson, Jr. made a motion. Krystal Canady seconded the motion. The motion carried.

v. Resolution No. 2019-09

Awarding Contracts for the provision of WorkFirst New Jersey Programs.

Dr. Tasharofi made a motion. The motion was seconded by Stan Robinson, Jr. The motion carried. Dr. Hiscano, Juan Carlos Dominguez, and Tina Early all abstained.

vi. Resolution No. 2019-10

Authorizing the use of Competitive Contracting Procedures for the Procurement of an American Job Center Operator.

A motion was made by James Brady. Tina Early seconded the motion. The motion carried.

vii. Resolution No. 2019-11

Authorizing the Award of a Professional Services Contract.

Krystal Canady made a motion. Gloria Durham seconded the motion. The motion carried.

An explanation for the necessity of each resolution is available through the recording.

American Job Center Report

Elton Armady, Director AJC gave the report.

Mr. Armady's entire report may be found by accessing the link to the google drive that was provided to all board members.

He began his report by highlighting the services that UWGUC has provided on behalf of both ISY and OSY. Mr. Armady stated that in the month of May UWGUC has provided certifications for 8 OSY. 141 received service elements. A total of 521 ISY and OSY received service elements.

With regard to the Summer Youth Employment Pathways Program, Elton stated that UWGUC has made a concerted effort to reach out to youth in Union County. They have not only reached out to the youth, but their parents as well. This helps to ensure that each applicant has the proper documentation so that they may be eligible for the program.

He stated that the AJC hosted an application review event at Rahway Community Action.

They have worked with Plainfield Action Services who has been providing families with SYEPP applications as they inquire about summer employment for their youth.

Completed the orientation presentation.

Working with Paychex to automate the time management system and implement direct deposit for all youth which will streamline the process.

Hosted a recruitment event at the Elizabeth Housing Authority.

Met with Neighborhood Health Services and created a plan for providing free physicals to Plainfield youth. Additionally, they were able to secure 6 employment slots at the Plainfield Health Center.

126 youth have received applications and have not returned documentation. 61 have applied and are missing some documentation. 39 have completed documentation. 201 youth have confirmed employment.

Elton is very pleased that they are reaching the higher end of their goals.

Next up was Union County College.

In terms of resident services provided during the month of May there have been 21 clients who have received soft skills training, there have been 33 referrals to the One Stop, and 3 job placements.

Elton then related a success story. It pertained to Robyia, a young woman who came to the Plainfield AJC in April of 2018. With the assistance of Edwina Chestnut, she took advantage of the many services offered. She took courses in Supply Chain Management. Robiyia was able to repair her credit and receive an Associate's Degree in Criminal Justice from UCC. She has applied to Rutgers to continue her education and receive a Bachelor's Degree. Robiyia has accepted a full-time position at Mamiye Sales, Inc. as a Customer Service Representative. She is now earning a comfortable annual salary that makes her feel financially secure. This speaks to the mission of the AJC. We don't just send people to training, but offer many varied types of career services.

During May we had had 186 WIOA participants go through orientation at the AJC. 42 received TABE Testing, and 21 were sent to soft skills training at UCC.

We continue to look at the client flow that comes through our doors. 230 SNAP clients met with Elizabeth Staff. There were 182 other clients in Elizabeth. The average number of people who walked through the doors in Elizabeth was 19 per day. In Plainfield there were 41 SNAP clients seen and 155 others for an average of 8 per day. This speaks to the different beasts that we are working with. Plainfield has a low rate of traffic that comes through. We continue to tailor our programs to meet the needs of the people that walk through our doors.

Based on the FutureWorks Data Report of May 15th, we are exceeding all of our goals. This may have to do with a system update that was rolled out on June 14th. We appreciate the fact that the board has made funds available. We have an RCCP competitive bid process going on. We hope to be able to obtain new software out of that. Elton mentioned that he had attended a Workforce Technology Program Conference in California.

The Simon Youth Academy had a graduation ceremony for 7 students which took place at Jersey Gardens Mall on June 14th. Elton also recognized the various people who have been key players in making the Simon Youth Academy a success story. Elton expects the graduating class next year to grow to 35.

Elton than addressed the Skill Up Program. 55 individuals have signed up for online courses. 46 courses have been completed with an average test score of 90. He then spoke about the various courses that are being offered and stated that the AJC will continue to promote Skill Up Union County during all of their customer outreach efforts, which include orientation and career counseling sessions.

Since buying new computers to enhance our data capacity, the AJC has repurposed our old computers to create a new learning lab. Originally, the computers were going to be thrown out. However, with TABE being phased out on June 30TH, this lab will be used to satisfy the new state mandated testing requirement called Comprehensive Adult Student Assessment Systems (CASAS). It will also be used as a training lab to host workshops on educational and professional development, Skill Up and staff training. Partners will have the opportunity to host their workshops and training at the AJCs.

We will continue to meet the needs of our clients.

Elizabeth AJC will host its first ever Spanish Orientation on July 10th, 2019.

Plainfield will continue to do a survey on the need for a Spanish orientation. We have a goal of mid-August for our first one. We are also considering doing an orientation in Creole.

Currently, AJC staff are fluent in 4 languages, including Spanish, Portuguese, French and Creole. We will continue to assess the needs of the community.

He finished by asking if there were any questions. There were none.

Old Business

None

New Business

None

Public Comments

Adjournment

A motion was made by Theresa Soto-Vega and seconded by Juanito Chiliuisa. The motion carried and the meeting was adjourned at 10:19.

Next Meeting:

**Wednesday, September 18, 2019, Holiday Inn Clark,
9:00 AM Washington Conference Room**

Verbatim dialogue is available through recording.