

Union County Workforce Development
Minutes of the Public Meeting on September 18, 2019 at 9:00 AM
Holiday Inn Clark, 36 Valley Road, Clark, NJ 07066

Board Members Present:

Juan Carlos Dominguez, J.J.J. Distributors **(Chair)**
Gloria Durham, Qunnection Management **(Vice Chair)**
Paul Belardo, KML Carpenters
James R. Brady, The Savior Group
Krystal Canady, Gateway Family YMCA
Juanito Chiluisa, NJ Department of Labor
Donna Dadinski, Wakefern Food Corporation
Tina Earley, American Water
Edward Faver, NJ Div. of Vocational Rehabilitation Services
Charles Gillon, Division of Social Services (Tina Lopez)
Richard Malcolm, Ironworkers Local #11
Dr. Margaret McMenamin, Union County College (Dr. Lisa Hiscano)
Glenn Nacion, Trinitas Regional Medical Center (Curry Bucy)
Erich Peter, Union County Economic Development Corp
Gwen Ryan, Union County Vocational Technical Schools (Walt Smolinski)
Teresa Soto-Vega, PROCEED
Thomas Kelly, IBEW Local 102 (For Garry Pfarr)

Board Members Absent:

Mark Bocchieri, Verizon New Jersey
Richard Capac, Crowne Property Management
Matthew Caruso, Kean University
Salvador Garcia, MAS Development Group
Edwin Gomez, Barcode Elizabeth
Stan Robinson Jr., SHR Marketing, LLC
Dr. Kamran Tasharofi, Union County Healthcare Associates

Guests:

Meredith Barracato, AJC
Isaias Rivera, UCC
Carolee Marano, Community Access Unlimited
Michael McLean, NJ Department of Labor
Sherrill Curtis, Curtis Consulting Group
Raji Ramachandra, NJ Department of Labor
Julio Sabater, Workforce Advantage

County of Union:

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

Call to Order and Welcome

The meeting was called to order by Mr. Dominguez at 9:15 AM

Mr. Dominguez welcomed Sarah Fitzpatrick, the new conflict counsel for the Workforce Development Board.

Pledge of Allegiance

Open Public Meetings Act

Lisa Bonanno read the Open Public Meetings Act Statement.

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Roll Call

Lisa Bonanno conducted the Roll Call.

Approval of the July 17, 2019 Minutes

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

Budget and Expense Report

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

Mr. McCabe initially addressed the Program Year 2018 WIOA Budget Update as of August 31, 2019. He stated that in the WIOA Adult category we have expended \$244,784, with a balance of \$798,336 to be expended by June 30, 2020. He added that the funds are expended in three categories. They are Administration, Program, and American Job Center. The WIOA Youth Category as of the same date we have expended \$493,413, with a balance of \$493,433 to be expended by June 30, 2020. With regard to the WIOA Dislocated Worker Category, we have expended \$1,106,073 with an additional \$164,476 to be expended by June 30, 2020. Thomas pointed out that we transfer expenses from one year to the prior year to ensure that we close out the program. He stated that we transferred \$518,000 in the Adult category from program year 2018 to PY 2017. We transferred \$198,000 in the Youth Category. In the Dislocated Worker Category we transferred \$352,000.

Thomas went on to address Program Year 2018 WFNJ Budget Update as of August 31, 2019. Regarding TANF he stated that we have expended \$1,215,874 out of a \$1,532,042 budget allocation leaving \$316,168 to be spent prior to the program being closed out on December 31, 2019. GA/SNAP has expended \$672,197 out of \$1,044,474 leaving \$372,277 to be expended by December 31, 2019. Workforce Learning Link has expended \$206,898 out of a total budget allocation of \$213,000 leaving \$6,101 to be expended by December 31, 2019. All the funds for Smart Steps in the amount of \$42,420 have been expended.

Mr. McCabe then moved on to Program Year 2019 which commenced on July 1st of this year. He began with the 2019 WIOA Budget Update. In the Adult Category out of a budget allocation of \$1,119,480, as of August 31st of this year, the WDB has expended \$100,481 leaving \$1,018,999 or approximately 91% of the budget to be expended by June 30, 2021. Tom reminded the board that WIOA grants are for two years. He specifically referred to the AJC's two month expenditures of \$68,522 which has gone primarily for salaries and benefits. Next, he spoke about the Youth Category. In that category, the WDB has expended \$65,218, or about 4% out a total budget allocation of \$1,030,595 leaving \$965,377 to be expended by June 30, 2021. The remaining category of Dislocated Worker has seen \$83,296 expended. This leaves \$1,167,622 out of a total budget of \$1,250,918 to be expended by June 30, 2021.

Next was the 2019 WFNJ Budget Update. Tom noted that the allocations for TANF and the GA/SNAP for PY 2019 are the same as in PY2018. As of August 31st TANF has expended \$95,077 of a total budget allocation of \$1,532,042 or approximately 6% of the total budgeted. There remains \$1,436,965 to be expended by June 30, 2021. In the GA/Snap budget \$47,426 of a total budget of \$1,044,474 has been expended or approximately 4.5%. There remains \$997,048 to be expended by June 30, 2021.

The complete Budget & Expense report is located in the Google Drive.

WDB Director's Report

Director Rivera commenced his presentation by stating that he wanted to review the American Job Center Request for Proposals Timeline as well as Federal Policies and Regulations in addition to the resolutions that are being presented for board approval.

The timeline is as follows: The RFP will be release on September 20th. Questions about the RFP will be answered at a Technical Assistance Meeting to be held on September 26th. Any questions about the RFP are due October 7th. Responses to those questions will be posted online October 9th. The proposals are due October 11th. The RFP Review Committee will meet on Monday October 14th. Legal counsel will join the meeting to ensure that there are no conflicts of interest. Counsel will be present because it is possible that a conflict of interest will not be known until the proposals are opened. If there is a conflict of interest at that time a committee member may recuse themselves from the review process. Again, this is why conflict counsel

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needs to be present for the Monday meeting. The RFP Committee will meet again on October 21st. As we did two years ago, we will select the top three applicants to do a power point presentation before the RFP Committee. The presentation will count for a possible ten out of a total two hundred total points. That will wrap up the review committee's required review of the proposal. At the next WDB meeting on November 1st the results of the RFP committee's findings will be presented to the board for approval. There will be some time for an appeal. That is why conflict counsel will be here. They will be present to help guide us through. After that meeting, the recommendation will go to the Freeholder Board. The Freeholder Board is required under Federal Law to approve fiscal decisions made by the WDB Board. This will be in the form of a resolution. At this point Debbie-Ann Anderson interjected that October 14th is Columbus Day. Director Rivera agreed to move the RFP Review Committee meeting to the 15th. Director Rivera thanked Debbie-Ann for pointing this out and stated that it would not impact the process.

The budget for the procurement will start on January 1, 2020 and be for a period of eighteen months. There will be \$1,000,000 budgeted for the first six months. For the time period of July 1, 2020 through June 30, 2021 an additional an additional \$2,000,000 will be budgeted. There will be a total of \$3,000,000 budgeted for the eighteen month period. Federal Law says that we can do a four year procurement. Several years ago the Christie Administration decided to do a two year procurement. That "killed" everything for us. The Murphy administration came in and announced a two year commitment with two additional one year options. We could not extend retroactively because the option was not part of the strategic plan. We needed to follow the State's Laws and Policies. In essence it is a four year proposal unless there are performance issues. The WIOA and TANF performance measures are very important because they are a signature piece of the procurement as it is with all procurement opportunities as we go forth. It is very important because we want to make sure that whoever applies understands the importance of the measures. Additionally, anyone who works with the agency needs to understand the importance of outcome measures as well. Unfortunately, in the past we have not held our partners to these standards. That has to change. If you are the agency, and you are being held to those standards, why would you hold someone else to different standards? You've been giving them a pass. This is very important because the agency winds up not passing the performance measures standards.

The entire timeline may be found in the meeting presentation found on the Google Drive. The handout also contains information regarding Federal and State Funds that may be available for contracting this request for RFPs. Additionally, WIOA and TANF performance measures may also be found at the same link.

Director Rivera moved on to discuss trending items at the national level and to discuss Federal Policies and Regulations, specifically the Foundations for Evidence-Based Policymaking Act of 2018. (Public Law 115-435).

1. The office of Management and Budget (OMB) has issued initial guidance for Federal Agencies to follow.
2. Federal Agencies are required to assess data and evidence to determine program effectiveness and financial risks.
3. All policymaking efforts must be evidence-based and data drive.
4. Better target financial risk and better direct resources to achieve evidence-based outcomes.
5. OMB to issue "Uniform Evidence-Building Plan".

With that dialogue between OMB and the Federal Agencies, OMB will issue what they are now calling a uniform evidence building plan. What that translates to, is that this board and all agencies receiving Federal Funds starting in 2020 will be required to have evidence based outcome driven results. Policymaking is to be evidence based. We will be passing policies on what the research tells us. "What is effective, what is not effective"? This is the direction that our policy guidance will be and any of our partners needs to follow that path. For example, if we find that Individual Training Accounts are not working and there is no evidence that it is working, then the policy will say that you are not going to do Individual Training Accounts. You will go in a different direction because that is what accountability is telling you. It will probably be another six months until this goes down. The Federal Government already did this in regards to finances. Every agency has a different set of financial regulations. They have streamlined it with what is now called uniform guidelines. We are now going to go into uniform policy making. That is the future and Director Rivera stated that he is comfortable with this board and they are already working in this direction. It is just a matter of bringing it fill circle. We will make sure that the results are data driven.

Resolutions of the UCWDB

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Resolution Of The Union County Workforce Development Board Amending The AJC Affiliate Career Services Operator Contract With Union County College. **(Resolution No. 2019-15)**

Director Rivera provided an explanation for the need for this resolution. He stated that this resolution was already approved by the board on June 26, 2019. The award was for \$600,000. He further stated that Union County College, as is the case with the One Stop is serving more Dislocated Worker Clients than Adult Clients. We are receiving more money for Adults than Dislocated Workers. Union County College asked if we could shift their budget in that same proportion. Meaning that seventy five per cent of their clients are Dislocated Workers and twenty five per cent are Adults. In order to do that we have to request the State to allow us to transfer those funds. What this resolution says is that Resolution 2019-06 which allocated \$600,000 to be split evenly between Adult and Dislocated Workers to be revised to allocate \$150,000 to Dislocated Workers in each of Program Year 2018 and Program Year 2019. We are taking \$150,000 from Dislocated Workers in Program Year 2019 and transferring the funds to Program Year 2018.

James Brady made a motion. Krystal Canady seconded it. The motion carried with Dr. Lisa Hiscano, Paul Belardo, Richard Malcolm, Tina Lopez, and Chairman Dominguez all abstaining.

Resolution of the Union County Workforce Development Board Amending The Award Of A Contract For Professional Services: Sub-Recipient Fiscal Contract Monitoring. **(Resolution No. 2019-16)**

Director Rivera addressed this resolution. He stated that this resolution had been passed by the board on June 26, 2019 as Resolution 2019-08. Issues regarding the resolution did not arise until there were Freeholder concerns. Previously there was no requirement that the firm had to be a CPA. County Counsel stated that with a licensed professional firm you can only have a twelve month contract. The previous resolution called for an eighteen month contract. This resolution changes the length of the contract from eighteen months to twelve months. The funding will not change.

Erich Peter made a motion. It was seconded by Juanito Chiluisa. The motion carried.

Resolution Of The Union County Workforce Development Board Authorizing An Amendment To The Contract With The County Of Union, Department Of Human Services For The Provision Of American Job Center Operator Services. **(Resolution No. 2019-17)**

Director Rivera stated that the purpose of the resolution is to extend the AJC operator Services contract for an additional ninety days. The contract was originally set to expire on June 30, 2019. The board wished to extend the contract to allow for the procurement process to have additional time. The contract was extended to September 30, 2019. This resolution will extend the contract to December 31, 2019 which will allow for the completion of the procurement process.

Teresa Soto-Vega made a motion. It was seconded by Paul Belardo. Tina Lopez abstained. The motion carried.

Resolution Of The Workforce Development Board Authorizing The Use Of Competitive Contracting Procedures For The Procurement Of An American Job Center Operator. **(Resolution No. 2019-18)**

Director Rivera explained that this resolution was originally passed as 2019-10 on June 26, 2019 for an original two year procurement. That is the problem. Director Rivera asked for Sarah Fitzpatrick, Conflict Counsel of the firm Shane Shaffer to address the resolution. She stated that it comes after the fact and that you have extended it for six months after the previous contract. Originally, you passed a resolution authorizing a two year procurement for the operator, when, in fact the initial term is to be for eighteen months because of the initial extension of the original contract to coincide with your fiscal year. This resolution puts the initial term of the contract at eighteen months with the option for two one year extensions as Antonio had explained before. It is really just a clarification of the prior resolution authorizing competitive contracting.

Krystal Canady made a motion. It was seconded by Teresa Soto-Vega. Tina Lopez abstained. The motion carried.

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Resolution Of The Union County Workforce Development Board Authorizing The Transfer Of Funds From WIOA Adult To WIOA Dislocated Worker Accounts In The Program Year 2018. **(Resolution No. 2019-19)**

Director Rivera explained that In accordance with 20 Code of Federal Regulations Section 679.370 Workforce Development Boards are allowed to transfer funds. The State puts out some statistical modeling and shows that we are servicing seventy five per cent Dislocated Workers and twenty five per cent Adults. This resolution authorizes what has already happened. We will be transferring \$500,000 from Adults to Dislocated Workers. The circle in the screenshot shows what the mechanics of this modification shall be. This includes the \$150,000 being transferred out of Union County College's Program Year 2019 funds into Program Year 2018 funds.

Teresa Soto-Vega made a motion. It was seconded by Gloria Durham. Richard Malcolm, Tina Earley, Tina Lopez, Dr. Lisa Hiscano, Chairman Dominguez, and Richard Malcolm all abstained. The motion carried.

Resolution Of The Union County Workforce Development Board Authorizing Modifications To The Program Year 2019 Union County Workforce Area Budget. **(Resolution No. 2019-20)**

Director Rivera explained that on July 17, 2019 the Board passed Resolution 2019-13 ratifying amendments to the Program Year 2019 County Workforce Area Budget. Once the budget is approved by this board, the Freeholder Board will setup sub-accounts. In order to move money to approved sub-accounts where we need it to be, we have to give approval. This resolution is to cover funds for the contract extensions and to move funds which were freed up by Union County College. This resolution provides transparency.

A motion was made by Tina Lopez. It was seconded by Teresa Soto-Vega. The motion passed.

American Job Center Report

Elton Armady, Director American Job Center delivered the report.

Mr. Armady began his report by discussing the Resident Services being provided by Union County College for the time period of June 2019 through August of 2019.

Next, he listed the Youth Services provided by The United Way of Greater Union County for the months of June and July of 2019. Among the service elements provided were paid work experience as well as labor market information services.

Following was a detailed description of what transpired with the Summer Youth Employment Pathways Program. He mentioned the fact that we were awarded \$300,000 for the program. There were twenty nine worksites. Among 29 worksites were the Union County Departments of Parks and Recreation, the Division of Social Services as well as a number of non-profit organizations.

Subsequently, Elton spoke of the American Job Center's interaction with WIOA Participants from June 2019 through August 2019. Elton mentioned that the AJC was moving more towards Intake and Outreach. He also mentioned that Intake and Outreach specialists have been hired in the Elizabeth Office. He spoke of how the skills assessment procedure has moved from the TABE test which was no longer used after June to CASAS.

Subsequently, Mr. Armady detailed American Job Center client meetings in Elizabeth and Plainfield from June 2019 through August 2019. He mentioned that the Elizabeth office was seeing an average of 19 clients per day, down from an average of 29 who were seen in the period of November 2018 through January of 2019. He attributed the decrease to a lower number of SNAP participants. He added that the fewer number of SNAP participants, the more direct services for career counseling that is being offered.

Elton then recounted the Futurework Systems Data Reports for the fourth quarter of Program Year 2018.

Mr. Armady then provided a success story of an American Job Center client, an individual named Tywon.

Elton described the Technological Enhancements that are taking place at the Union County American Job Center. He stated that in previous meetings he and Debbie-Ann spoke of Launchpad. There has been a

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competitive process that was released by the County. Ultimately, Geographic Solutions was selected to provide data management services to the Union County AJC. Elton attended their technology conference in Monterey, California and learned that they are being used in thirty one states. We will be the first one to use them in the State of New Jersey. We expect them to go live with us in May or June of 2020. There was some back and forth as to how quickly the system should be implemented. Debbie-Ann stated that the system would be customized, which takes time. Before it goes live there needs to be testing. There will be two months of testing to check for glitches in the system and then go live. It is a long process. The goal is to make sure that it is the best product. Another benefit of the system will be the ability of our partners to utilize it. There will be client referrals between the agencies to ensure that they don't fall through the cracks. Debbie-Ann also stated that at a future WDB meeting someone from Geographic Solutions will be on hand to deliver a presentation.

Elton then addressed the Biometrics Hand Scanners that the board has been interested in. He stated that their use has been implemented in both the Elizabeth and Plainfield offices and went live on September 1st.

His final topic of discussion was future endeavors that the AJC will be working on. He specifically mentioned moving from ITAs to traditional workshops. He also mentioned what will be transpiring in this digital age that we live in. He stated there are companies that will not offer a position without checking into a candidate's online presence. We need to educate our clients, especially the Dislocated Workers who may have been in the same job for twenty years and are in need of new marketing skills. He mentioned that one of his employees stated that workshops are one thing, however we need more individual needs assessments. He also stated the importance of marketing individuals who are 2nd and 4th quarter after exit who affect our outcomes. Debbie-Ann interjected that one of the things that we are talking about with our methodology is that Geographic Solutions has a text messaging model built in. Additionally, we will be able to put apps on people's phones so that we may login to the One Stop and get the experience. She added that everything will be more fluid.

Mr. Armady's complete presentation may be found in the Google Drive.

Chairman Dominguez then inquired as to whether there is an online component to what the AJC is doing. He asserted that when he googled the American Job Center in New Jersey nothing came up. He further stated that an online presence should be something we consider moving forward.

Elton replied that when he came on board there really wasn't an online presence. He added that he is working with Debbie-Ann Anderson. She interjected that they are working with Geographic Solutions to create more of an online presence. "Once everything is set up a website will be launched." It will be a virtual One Stop where you can go online and will be linked to the County website and everything will be online and employers can post job openings. It will be a complete virtual experience. Chairman Dominguez added that it should become part of the WDB's outreach so that everyone knows that it exists. You will get a lot more participation with a website, particularly with young people.

Old Business

None

New Business

Chairman Dominguez announced that the chairman's position would be up for a vote soon. He further stated that it would be an opportunity to make a difference as well as to further the agenda. He also stated that it had been a privilege to serve as chairman. Director Rivera interjected that an election was required to be held in November. He added that the Vice Chair should be someone from the private sector. Mr. Rivera asked that anyone who would be interested in either position should email him or Chairman Dominguez.

Mr. Dominguez then stated that he was glad to see the increased participation of board members. He appreciates all who turned out for the meeting.

At this point, Vice Chairperson Gloria Durham made a couple of announcements. She stated that while attending a networking meeting she had received a flyer regarding job opportunities with the 2020 census.

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She added that any board member who knew of someone interested in such an opportunity should direct them to the website 2020census.gov/jobs.

Additionally Ms. Durham related that both Fedex and UPS were looking to hire 5,000 holiday season employees and are recruiting now so as to have employees in place by November.

Public Comments

Adjournment

A motion was made by Krystal Canady and seconded by Chairman Dominguez. The motion carried and the meeting was adjourned at 10:14.

Next Meeting:

**Friday November 1, 2019, Holiday Inn Clark,
9:00 AM Washington Conference Room**

Verbatim dialogue is available through recording.