

Public Meeting of the Union County Workforce Development Board
Zoom Virtual Conference Meeting
<https://zoom.us/j/94248123680?pwd=Y2FiV05KNE9PTStEdW94WmxVNG9JZz09>
9:00AM Friday, November 6, 2020
MEETING MINUTES

Board Members Present

Gloria Dunham, Qunnection Management (Chair)
James R. Brady, The Savior Group, (Vice Chair)
Tina Earley, American Water
Debbie-Ann Anderson, Union County Department of Human Services
Dr. Margaret McMenamin, Union County College (Dr. Lisa Hiscano)
Glenn Nacion, Trinitas Regional Medical Center (Mrs. Curry Bucu)
Erich Peter, Union County Economic Development Corp
Gwen Ryan, Union County Vocational Technical Schools
Dr. Kamran Tasharofi, Union County Healthcare Associates
Edwin Gomez, Barcode Elizabeth (Angelica Prendez)
Roshan White, UA Local 24 Plumbers
Juanito Chiluisa, NJ Department of Labor
Stan Robinson Jr., SHR Marketing, LLC
Richard Malcolm, Ironworkers Local #11
Salvador Garcia, MAS Development Group

Board Members Absent:

Paul Belardo, KML Carpenters
Mark Bocchieri, Verizon New Jersey
Matthew Caruso, Kean University
Donna Dadinski, Wakefern Food Corporation
Krystal Canady, Gateway Family YMCA (Secretary)
Richard Capac, Crowne Property Management
Edward Faver, NJ Division of Vocational Rehabilitation Services
Juan Carlos Dominguez, J.J.J. Distributors
Teresa Soto-Vega, PROCEED

Guests:

Raji Ramachandra, NJDOL
Scott Kuchinsky, Plainfield Public Library
Julio Sabater, Workforce Advantage
Michael Mclean, NJDOL
Isaias Rivera, Union County College
Marie Thelusma-Chase, Boxwood Learning Center

County of Union:

Sergio Granados, Freeholder
Edward Oatman, County Manager
Amy Wagner, Deputy County Manager, Director, Department of Economic Development
Melissa Lespinasse, Union County, Department of Human Services
Thomas McCabe, Workforce Development Board
Elton Armady, American Job Center
Perle Almeida, American Job Center
Meredith Barracato, Union County, Department of Human Services, American Job Center
Antonio Rivera, Director, Workforce Development Board

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I. **Call to Order & Welcome**

The meeting was called to order by **Gloria Durham**, Chairwoman, Workforce Development Board, at 9:00AM.

II. **Pledge of Allegiance**

The Pledge of Allegiance to the flag of the United State of America was recited.

III. **Open Public Meetings Act**

The Open Public Meetings Act Statement below was read by **Carolina Marin** into the record:

PURSUANT TO THE REQUIREMENTS OF N.J.S.A. 10:4-10 OF THE OPEN PUBLIC MEETINGS ACT, ADEQUATE NOTICE OF THIS MEETING OF THE UNION COUNTY WORKFORCE DEVELOPMENT BOARD HAS BEEN GIVEN BY MAILING THE YEAR 2020 ANNUAL MEETING SCHEDULE TO THE NEWSPAPERS CIRCULATING WITHIN THE COUNTY OF UNION AND DESIGNATED TO RECEIVE SUCH NOTICE, AND BY POSTING THE YEAR 2020 ANNUAL MEETING SCHEDULE IN THE COUNTY COURT HOUSE, THE UNION COUNTY WORKFORCE DEVELOPMENT BOARD WEBSITE, AND BY FILING THE YEAR 2020 ANNUAL MEETING SCHEDULE WITH THE OFFICE OF THE COUNTY CLERK.

FURTHERMORE, ADEQUATE NOTICE OF THE LOCATION OF THIS MEETING HAS BEEN GIVEN BY PROVIDING AT LEAST FORTY-EIGHT HOUR NOTICE TO THE NEWSPAPERS CIRCULATING WITHIN THE COUNTY OF UNION AND DESIGNATED TO RECEIVE SUCH NOTICE AND BY POSTING THE SAID NOTICE AT LEAST FORTY-EIGHT HOURS PRIOR TO THIS MEETING IN THE COURT HOUSE, THE UNION COUNTY WORKFORCE DEVELOPMENT BOARD WEBSITE, AND BY FILING THE NOTICE AT LEAST FORTY-EIGHT HOURS IN ADVANCE OF THIS MEETING WITH OFFICE OF THE COUNTY CLERK.

THE OPEN PUBLIC MEETINGS ACT STATEMENT SHALL BE ENTERED IN FULL IN THE MINUTES OF THIS MEETING.

IV. **Roll Call**

Carolina Marin conducted the roll-call of the UCWDB members in attendance. Union County employees present and guests were acknowledged on the record, as reflected on page one of these minutes.

V. **Approval of the Minutes**

The minutes of the September 30, 2020 meeting were presented for a vote.

***Dr. Kamran Tasharofi** made a motion to approve the meeting minutes for September 30, 2020. **Erich Peter** seconded the motion. The motion was approved unanimously*

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VI. Budget & Expense Report

Tom McCabe presented the updated Budget and Expense Report for Program Year 2019, as of September 30, 2020, for both the Workforce Innovation and Opportunity Act (WIOA) and WorkFirst New Jersey (WFNJ) in the form attached hereto.

Tom McCabe presented the updated Budget and Expense Report for Program Year 2020, as of September 30, for both the Workforce Innovation and Opportunity Act (WIOA) and WorkFirst New Jersey (WFNJ) in the form attached hereto.

VII. Resolutions of the Union County Workforce Development Board

Director Rivera presented a general overview of the initial unemployment insurance claims filed by Union County Residents from March 21, 2020 through October 31, 2020. Initial Unemployment Claims totaled 102,222 during the stated period while the unemployment rate hovered at 6.8% through October of 2020.

Characteristics of Initial Unemployment Insurance Claims were also presented by Director Rivera along the lines of gender, race, ethnicity, age, education, occupational group, and sector. The full presentation is attached hereto.

Director Rivera also defined the difference between industry and sectors so as to ensure a common understanding of the terms being employed in the meeting. *Industry* is a term referring to cluster of firms involved in the production or processing of similar products. While *sector* is a termed used to mean the segment of the economy in which various business segments are classified.

Director Rivera then transitioned the discussion to the resolutions being presented for approval by the UCWDB, as previously issued to the board and the public for review through the Google Drive meeting folders.

Chairwoman Gloria Durham requested discussion on the resolutions being presented. **Thomas McCabe** elaborated on the budget details with the Board, as previously uploaded to the Google Drive, and as incorporated in **Resolution 2020-19:**

**BOARD
ACTION**

RESOLUTION NO. 2020-19: Resolution Of The Union County Workforce Development Board Authorizing Modifications To The Program Year 2020 Union County Workforce Development Area Budget.

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Thomas McCabe stated the purpose of **Resolution No. 2020-19** pertained to the need to modify the Program Year 2020 budget. This budget integrates the WorkFirst New Jersey funding, which was received from the New Jersey Department of Labor after the September 30, 2020 board meeting.

This budget shifts funding in column F and H from comprehensive career services and WFNJ contracts so as to keep alignment with the AJC Agreement.

*Chairwoman Gloria Durham requested a motion to approve **Resolution No. 2020-19**. Dr. Kamran Tasharofi made a motion to approve **Resolution No. 2020-19**. Stan Robinson seconded the motion. The motion to approve the Resolution was approved unanimously.*

**BOARD
ACTION**

RESOLUTION NO. 2020-20: Resolution Of The Union County Workforce Development Board Amending The AJC Affiliated Career Services Operator Contract With Union County College.

*Chairwoman Gloria Durham requested a motion to approve **Resolution No. 2020-20**. Erich Peter made a motion to approve **Resolution No. 2020-20**. James Brady seconded the motion. The motion to approve the Resolution was approved unanimously.*

Dr. Kamran Tasharofi, Lisa Hiscano, and Tina Early abstained from voting on resolution 2020-20.

**BOARD
ACTION**

RESOLUTION NO. 2020-21: Resolution Of The Union County Workforce Development Board Amending The Affiliated American Job Center Contract With The International Rescue Committee.

*Chairwoman Gloria Durham requested a motion to approve **Resolution No. 2020-21**. Dr. Kamran Tasharofi made a motion to approve **Resolution No. 2020-21**. Stan Robinson seconded the motion. The motion to approve the Resolution was approved unanimously.*

**BOARD
ACTION**

RESOLUTION NO. 2020-22: Resolution Of The Union County Workforce Development Board Awarding Contracts For The Provision Of WorkFirst New Jersey Programs.

*Chairwoman Gloria Durham requested a motion to approve **Resolution No. 2020-22**. Gwendolyn Ryan made a motion to approve **Resolution No. 2020-***

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22. James Brady seconded the motion. The motion to approve the Resolution was approved unanimously.

Dr. Kamran Tasharofi, Lisa Hiscano, and Tina Early abstained from voting on resolution 2020-22.

**BOARD
ACTION**

RESOLUTION NO. 2020-23: Resolution Of The Union County Workforce Development Board Obligating Funding For The Provision Of COVID-19 Dislocated Worker Training Services Through The New Jersey Endures Grant Program.

Chairwoman Gloria Durham requested a motion to approve **Resolution No. 2020-23**. **Stan Robinson** made a motion to approve **Resolution No. 2020-23**. **Erich Peter** seconded the motion. The motion to approve the Resolution was approved unanimously.

Dr. Kamran Tasharofi, Lisa Hiscano, and Tina Early abstained from voting on resolution 2020-23.

**BOARD
ACTION**

RESOLUTION NO. 2020-24: Resolution Of The Union County Workforce Development Board Authorizing The Use Of Competitive Contracting Procedures For The Procurement Of An Affiliated American Job Center Site Operator For Career Services To WIOA Adults And Dislocated Workers.

Chairwoman Gloria Durham requested a motion to approve **Resolution No. 2020-24**. **James Brady** made a motion to approve **Resolution No. 2020-24**. **Erich Peter** seconded the motion. The motion to approve the Resolution was approved unanimously.

**BOARD
ACTION**

Resolution No. 2020-25: Resolution Of The Union County Workforce Development Board Adopting The Workforce Innovation And Opportunity Act Performance Goals For Program Year 2020 And Program Year 2021.

Chairwoman Gloria Durham requested a motion to approve **Resolution No. 2020-25**. **James Brady** made a motion to approve **Resolution No. 2020-25**. **Gwendolyn Ryan** seconded the motion. The motion to approve the Resolution was approved unanimously.

VIII. American Job Center Report

The report submitted by AJC Director Elton Armady is attached these minutes.

IX. Old Business

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No old business was discussed.

X. **New Business**

No new business was discussed.

XI. **Public Comments**

There were no public comments.

XII. **Adjournment**

The meeting was adjourned by Chairwoman Gloria Durham at 10:30am.

Meeting Schedule:

9:00AM, Wednesday, December 9, 2020

Location:

Zoom Virtual Conference Meeting



UNION COUNTY WORKFORCE DEVELOPMENT BOARD BUDGET & EXPENSE REPORTS

THOMAS MCCABE





UNION COUNTY WORKFORCE DEVELOPMENT BOARD BUDGET & EXPENSE REPORT



THOMAS MCCABE

PROGRAM YEAR 2019 BUDGET STATUS FOR SEPTEMBER 30, 2020 YEAR TO DATE

	WIOA Adult	WIOA Youth	WIOA Dislocated Worker
Program Year 2019 Allocation	1,119,480	1,030,595	1,250,918
Program Year 2019 Expense			
Administration	67,825	101,516	79,095
Program	195,612	484,310	162,606
American Job Center	338,642	188,976	532,468
Total	602,079	774,802	774,168
Balance To Be Expended By June 30, 2021	517,401	255,793	476,750



UNION COUNTY WORKFORCE DEVELOPMENT BOARD BUDGET & EXPENSE REPORT



THOMAS MCCABE

PROGRAM YEAR 2019 BUDGET STATUS FOR SEPTEMBER 30, 2020 YEAR TO DATE

	WFNJ TANF	WFNJ GA/SNAP	Workforce Learning Link	TANF Work Verification	CAVP	Smart STEPS
Program Year 2019 Allocation	1,532,042	1,044,474	243,000	42,000	42,420	4,815
Program Year 2019 Expense						
Administration	183,505	125,053	16,466			315
Program	680,277	407,258	47,750			4,500
American Job Center	523,168	356,300	102,025			0
Total	1,386,950	888,610	166,241	0	0	4,815
Balance To Be Expended By December 30, 2020	145,092	155,863	76,759	42,000	42,420	0



UNION COUNTY WORKFORCE DEVELOPMENT BOARD BUDGET & EXPENSE REPORT



THOMAS MCCABE

PROGRAM YEAR 2020 BUDGET STATUS FOR SEPTEMBER 30, 2020 YEAR TO DATE

	WIOA Adult	WIOA Youth	WIOA Dislocated Worker
Program Year 2020 Allocation	956,527	887,199	1,203,600
Program Year 2020 Expense			
Administration	0	0	0
Program	0	0	0
American Job Center	0	0	0
Total	0	0	0
Balance To Be Expended By June 30, 2022	956,527	887,199	1,203,600



UNION COUNTY WORKFORCE DEVELOPMENT BOARD BUDGET & EXPENSE REPORT



THOMAS MCCABE

PROGRAM YEAR 2020 BUDGET STATUS FOR SEPTEMBER 30, 2020 YEAR TO DATE

	WFNJ TANF	WFNJ GA/SNAP	Workforce Learning Link	CAVP
Program Year 2020 Allocation	1,077,305	697,207	42,000	31,815
Program Year 2020 Expense				
Administration	0	0	2,606	
Program	0	0	0	
American Job Center	0	0	31,944	
Total	0	0	34,549	0
Balance To Be Expended By December 30, 2021	1,077,305	697,207	7,451	31,815



Union County American Job Center

November 6, 2020

A proud partner of the AmericanJobCenter[®] network

Workforce Innovation Business Center Union County College

September – October 2020

- Two Workplace Readiness/Soft Skills classes - **17** students
- Remarkable Foods Virtual Hiring Event– **4** participants
- Four Job placements – ***Interport Logistics, Adorama
Family Foot & Ankle Specialist, Target***
- Career Services Counseling – **9** clients
- Outreach for Follow-up Services
 - **10** residents from the AJC Exit List
- Four new employer contacts

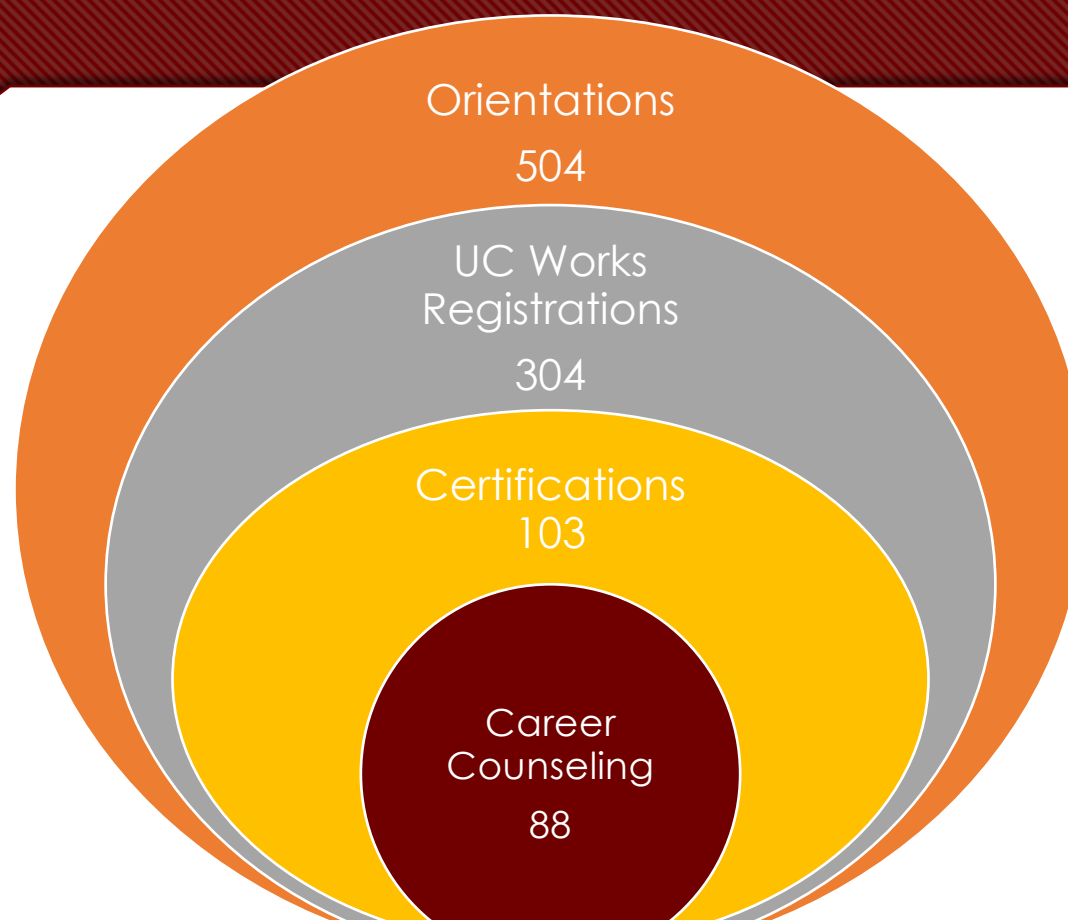


American Job Center Call Logs

- The AJC addressed 2,972 unemployment inquiries from 05/18/20 - 10/9/20 to assist with AJC services while waiting for unemployment claim response
 - 56% of all incoming calls
- A total of 682 individuals reached out regarding WIOA services and were responded to during this timeframe
 - 41% of all incoming calls
- SNAP was 70 individuals reached out regarding their SNAP benefits
 - *All activities have been suspended until 2021
- 135 individuals reached out regarding other services
 - 4% of all incoming calls



Total WIOA Client Services Delivered Since June 1, 2020



Work Readiness Workshops

Rod Colon

Inspirational Speaker and Career Strategist

- Empowered Networking
- Generic & Targeted Resumes
- Advanced LinkedIn Techniques
- Master The Interview
- Workshops are Thursdays 10AM & 7PM



Erica Bell

Certified Life and Career Coach

- Goal Setting During Uncertain Times
- Setting Priorities -Change During This Season
- Goals That Are Serving You
- Practicing An Attitude Of Gratitude
- Workshops are Mondays at 9AM



Marketing and Outreach

- Recently expanded marketing efforts by working with the state to send the new AJC flyer to the state's distribution list of 99K individuals on unemployment.
- Continuous distribution at County led Food Drives.
- Over 7,116 AJC flyers were distributed at food distribution events in Elizabeth, Plainfield and Scotch Plains for people affected by COVID-19



LET US HELP YOU FIND A JOB

AmericanJobCenter® **Union County**

The Union County American Job Center provides free help to job seekers for a variety of career and employment-related needs.

Our Services Include:

- Training
- Career Counseling
- Job Search Assistance
- Assessment Services to identify your strengths and interests
- Professional Development Workshops for topics such as resume writing, interviewing skills and more
- Access To Job Bulletins
- Access To Positive Recruitment Events and Job Fairs
- Apprenticeship Programs and On-the-Job Training
- Training and Educational Assistance
- Referral To Meet With a Representative Dedicated to Veterans, Reconnections or the Division Of Vocational Rehabilitation Services (DVRS)
- Supportive Services

Visit Union County Works www.ucajc.org
Online website that connects job seekers with employers and other resources
Call: 908-558-8000 Email: UnionCountyAJC@ucnj.org



A Service of the Union County
Board of Chosen Freeholders



UNION COUNTY
We're Connected to *You!*

www.ucnj.org



Youth Forward Program Update

- 89 Youth Currently Enrolled in the Youth Forward Program
 - Currently Accepting New Applicants
 - Performing Outreach to Probation & the International Rescue Committee (IRC) for new youth
- 3 Organizations Begin Delivering Service Elements to the Youth on Monday, November 2nd
 - Make the Road NJ – Paid & Unpaid Work Experience, Supportive Services, Leadership Development
 - United Way of Greater Union County - Tutoring
 - Community Access Unlimited – Paid & Unpaid Work Experience, Supportive Services, Labor Market Information

AJC Updates & Improvements

- Supportive Services begins on Monday, November 2nd through Community Access Unlimited (CAU)
 - \$25,000 for Adults/Dislocated Worker and Youth Supportive Services
- Building renovation at the Elizabeth American Job Center has been completed
 - All five floors have been repainted and re-carpeted
- New WFNJ Team to Engage Individuals in Employment Services on a Voluntary Basis
- New Business Services Team has been Onboarded
 - Currently reaching out to employers to establish connections and identify job opportunities
 - They have researched the labor market for the in demand industries in Union County
 - Transportation, Healthcare, Supply Chain Management and Retail
 - Virtual Job Fair Set for Thursday, November 12th



Questions?