

Public Meeting of the Union County Workforce Development Board
Zoom Virtual Conference Meeting
<https://zoom.us/j/97829424508?pwd=ZHJRYm9NMU5ralA2S245bDg4L3c2QT09>
9:00AM Wednesday, July 14th, 2021
MEETING MINUTES

Board Members Present

James R. Brady, The Savior Group, (Chair)
Krystal Canady, Gateway Family YMCA (Secretary)
Dr. Kamran Tasharofi, Union County Healthcare Associates (Vice Chair)
Sergio Granados
Juanito Chiluisa, NJ Department of Labor
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)
Gwen Ryan, Union County Vocational Technical Schools
Salvador Garcia, MAS Development Group (Gail Delgado)
Tina Earley, American Water
Edwin Gomez, Barcode Elizabeth
Roshan White, UA Local 24 Plumbers

Board Members Absent:

Richard Malcolm, Ironworkers Local #11
Teresa Soto-Vega, PROCEED
Gloria Dunham, Qunnection Management
Matthew Caruso, Kean University
Donna Dadinski, Wakefern Food Corporation
Juan Carlos Dominguez, J.J.J. Distributors
Paul Belardo, KML Carpenters
Mark Bocchieri, Verizon New Jersey
Richard Capac, Crowne Property Management
Edward Faver, NJ Division of Vocational Rehabilitation Services
Erich Peter, Union County Economic Development Corp
Stan Robinson Jr., SHR Marketing, LLC

County of Union:

Amy Wagner, Deputy County Manager, Director, Department of Economic Development
Sergio Granados, Commissioner
Melissa Lespinasse, Union County Department of Human Services
Tina Lopez Division of Social Service
Perle Almeida, American Job Center
Susana Mateo, American Job Center
Hawa Bonds, Division of Youth Services
Latoya Bennett, Division of Youth Services
Jackie Santiago, Division of Youth Services
Thomas McCabe, Workforce Development Board
Meredith Barracato, Workforce Development Board
Antonio Rivera, Director, Workforce Development Board

Guest(s):

Colleen Connell, Plainfield Public Library

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I. **Call to Order & Welcome**

The meeting was called to order by **James Brady**, Chairman, Workforce Development Board, at 9:02AM.

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 **Meredith Barracato** 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 2021 ANNUAL MEETING SCHEDULE TO THE NEWSPAPERS CIRCULATING WITHIN THE COUNTY OF UNION AND DESIGNATED TO RECEIVE SUCH NOTICE, AND BY POSTING THE YEAR 2021 ANNUAL MEETING SCHEDULE IN THE COUNTY COURT HOUSE, THE UNION COUNTY WORKFORCE DEVELOPMENT BOARD WEBSITE, AND BY FILING THE YEAR 2021 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**

Meredith Barracato 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 **June 9th 2021** meeting were presented for a vote.

Krystal Canady made a motion to approve the meeting minutes for June 9th 2021. **Gwen Ryan** seconded the motion. The motion was approved unanimously.

VI. **Budget & Expense Report**

Chairman James Brady stated that the budget and expense report was available to present.

VII. **Director's Report/Resolutions of the Union County Workforce Development Board**

Director Antonio Rivera stated there were six resolutions before the board for consideration.

a. **Resolution No. 2021-22:** Resolution of the Union County Workforce Development Board Providing Workforce Innovation Resource Guidance to the American Job Center Partners.

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Director Rivera stated that the function of the Workforce Development Board is to provide clear strategic goals and well-informed policy objectives to help operationalize the vision of the Workforce Innovation and Opportunity Act (WIOA). This resolution intends to provide a baseline for all American Job Center Partners (AJCP) by providing all the available resources. The resolution will allow the partners to understand how to manage and be a part of the American Job Center Network. In addition Director Rivera mentioned there is uniform guidance for WorkFirst New Jersey services, Workforce Learning Link services, and state and local area strategic plans. As well as information on Training and Employment Guidance Letters (TEGLs) and Training Employment Notices (TENs).

Chairman James Brady asked if UCWDB can update the 2019 Union County Strategic Plan for 2021. Director Rivera informed Chairman Brady that he inquired with the State Employment and Training Commission (SETC) on guidance regarding the new plan but nothing is available at the moment. Director Rivera mentioned that the SETC would typically issue guidance in September and require the new plan by December, which causes obstacles in scheduling public meetings. However, the Workforce Development Board has been meeting with committee members to update the local plan. Director Rivera added internal discussions with Deputy County Manager Amy Wagner and Director of Human Services Debbie Ann Anderson, on the plan, especially with the concerns over COVID-19.

Chairman James Brady requested a motion to approve **Resolution No. 2021-22. Dr. Kamran Tasharofi** made a motion to approve Resolution No. 2021-22. **Krystal Canady** seconded the motion. The motion to approved unanimously.

**BOARD
ACTION**

b. **Resolution No. 2021-23:** Resolution of the Union County Workforce Development Board Adopting the Workforce Innovation Notices Issued by the New Jersey Department of Labor as Local Workforce Guidance Policy.

Director Rivera stated the Workforce Development Board had created a Google link with Workforce Innovation Notices (WINs) to ensure all the AJCPs have access to state policies that will guide the operations and how partners should operate and execute their functions. Director Rivera mentioned that in the past, the AJC had access to the policies, in addition to a person dedicated to reviewing and training staff. That person has retired, and after discussing with Melissa Lespinasse, this policy has been created to meet the needs of the AJC.

Dr. Lisa Hiscano asked Director Rivera if there was a resource available via Google doc or link, and will all the partners have this information sent to them? Director Rivera mentioned he would be sharing with everyone this information. Dr. Hiscano asked if the UCWDB will provide the partners with the UCWDB's interpretation of the policy and how the UCWDB will provide the information to the partners. Director Rivera mentioned that the WDB has approved policy and procedures regarding the state policies and will provide additional technical assistance and guidance. Director Rivera mentioned that as Federal or state regulations change, which would require an update on the UCWDB side, and UCWDB will share that information with the partners so everyone is on the same page.

Chairman James Brady asked if the policies that date back to 2017 are still relevant today? Director Rivera mentioned that the policies are still relevant since the Workforce Innovation and Opportunity Act was established in 2014 and the Department of Labor only started creating policies in 2017. He added that even though some of the policies are not updated by the Department of Labor, the UCWDB can still use them as guides for local policies.

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Krystal Canady asked how many partners are there. Director Rivera mentioned that 25 American Job Center Partners within the network who had signed a memorandum of understanding (MOU) with the UCWDB. Krystal Canady asked if they would be able to get a listing of the partners within the network. Director Rivera stated yes.

Chairman James Brady requested a motion to approve **Resolution No. 2021-23**. **Dr. Kamran Tasharofi** made a motion to approve Resolution No. 2021-23. **Krystal Canady** seconded the motion. The motion to approved unanimously.

**BOARD
ACTION**

c. **Resolution No. 2021-24:** Resolution of the Union County Workforce Development Board Adopting the Program Year 2021 Union County Workforce Development Area Budget.

Tom McCabe reviewed the budget report for PY 2021 line items in the administrations, operations, and sub-recipient contract categories.

Tom McCabe reviewed the new budget and allocation report for PY 2021 and how the UCWDB plans on spending the funds.

Dr. Lisa Hiscano questioned if the UCWDB has moved away from offering Individualized Training Accounts (ITAs) because she only saw class size contracts mentioned in the budget for PY 2021? Director Rivera mentioned that the ITAs fall under line item 22 in the budget under Comprehensive Career Services. He would discuss the comprehensive career services, including the ITAs in Resolution No. 2021-26. Dr. Lisa Hiscano thanks Director Rivera for his response and added that she thought class size contracts were great for recruiting purposes.

Amy Wagner asked Director Rivera to share how the current budget numbers compare to previous years? Director Rivera showed a slide from the June 9th, 2021 meeting that depicts the 2016 to 2021 budgets. Director Rivera mentioned that all the years' budgets had been consistent and level funding except 2020 due to COVID. He stated budget line 10 class size training contacts and budget line 22 comprehensive career services are funds and resources for training clients. He added that Tom McCabe would be discussing PY 2020 budget modification that the UCWDB is proposing to add to class size training for WorkFirst New Jersey Clients.

Commissioner Sergio Granados inquired if there was funding to help in school and out-of-school youth? Director Rivera stated yes. Commissioner Sergio Granados asked if the UCWDB provides funding for the Union County College (UCC) Workforce Innovation Business Center (WIBC)? Director Rivera stated yes.

Chairman James Brady requested a motion to approve **Resolution No. 2021-24**. **Dr. Lisa Hiscano** made a motion to approve Resolution No. 2021-24. **Dr. Kamran Tasharofi** seconded the motion. The motion to approved unanimously.

**BOARD
ACTION**

Resolution No. 2021-25: Resolution of the Union County Workforce Development Board Authorizing the use of Budget Accounts by the Union County Department of Human Services for the Provision of American Job Center Services Operator.

Director Rivera stated Resolution No. 2021-25 relates to the June 9th, 2021 resolution No. 2021-21, which extended the operational function of the AJC from July 1st, 2021 to June 30th, 2022, as part of their contractual agreement. This resolution is the spending resolution for funding the salary and fringe benefits for the AJC staff.

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Chairman James Brady requested a motion to approve **Resolution No. 2021-25. Krystal Canady** made a motion to approve Resolution No. 2021-25. **Gwen Ryan** seconded the motion. The motion to approved unanimously.

**BOARD
ACTION**

Resolution No. 2021-26: Resolution of the Union County Workforce Development Board Authorizing the use of Budget Accounts by the Union County Department of Human Services for the Provision of Comprehensive Career Services.

Director Rivera stated this resolution relates to funding budget line 22 Comprehensive Career Services that Tom McCabe discussed earlier. Director Rivera mentioned he had meetings with Commissioner Sergio Granados and Director of Human Services Debbie Ann Anderson to discuss that the UCWDB provides greater guidance to the AJC on operationalizing Title I services under WIOA. Director Rivera reviewed the slides, which detail what categories fall under comprehensive career services such as supportive services, On the Job Training, Incumbent Worker Training, and other work-based training.

Chairman James Brady thanked Director Rivera for the explanation and expressed his interest in getting back to in-person meetings.

Commissioner Sergio Granados mentioned the collaboration between the Deputy County Manager Amy Wagner, Debbie Ann Anderson, and the local NAACP to ensure the county provides individuals with employment opportunities. He credited Amy Wagner and Debbie Ann Anderson with having successful job fairs over the past few months.

Chairman James Brady requested a motion to approve **Resolution No. 2021-26. Dr. Kamran Tasharofi** made a motion to approve Resolution No. 2021-26. **Krystal Canady** seconded the motion. The motion to approved unanimously.

**BOARD
ACTION**

Resolution No. 2021-27: Resolution of the Union County Workforce Development Board amending the Program Year 2020 Union County Workforce Development Area Budget for the Purpose of Allocating Funding for Class-Size Training Contracts.

Tom McCabe discussed adjusting the PY 2020 budget and move free funding to the class size contract accounts.

Chairman James Brady asked Tom McCabe why his reports always went down to the pennies and didn't just round up? Tom McCabe informed the Chairman that the county finance system requires that the budget reflects every dollar down to the penny.

Chairman James Brady requested a motion to approve Resolution No. 2021-27. **Dr. Lisa Hiscano** made a motion to approve Resolution No. 2021-27. **Dr. Kamran Tasharofi** seconded the motion. The motion to approved unanimously.

VIII. **American Job Center Report**

The report submitted by AJC Director Debbie Ann Anderson is attached to these minutes.

Debbie Ann Anderson mentioned that former Director Elton Armady is no longer with the American Job Center or the County of Union. She asked that any questions or concerns be directed to Melissa Lespinasse and herself until Elton's replacement is hired.

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Chairman James Brady asked if an exit interview was conducted when Elton Armady left. Amy Wagner mentioned that they could not share personnel information with the UCWDB. Debbie Ann Anderson added an exit interview was conducted.

Krystal Canady asked Debbie Ann Anderson if she would compare the June 2020 numbers to that of 2019. Debbie Ann Anderson stated she did not have those numbers, but she would share that information with the UCWDB.

IX. **Old Business**

No old business was discussed.

X. **New Business**

No new business was discussed.

XI. **Public Comments**

No Public Comments

XII. **Adjournment**

The meeting was adjourned by Chairman James Brady at 9:57am.

Meeting Schedule:

9:00AM, Wednesday, September 8th 2021

Location:

Zoom Virtual Conference Meeting