

**Public Meeting of the Union County Workforce Development Board**  
**Zoom Virtual Conference Meeting**  
<https://zoom.us/j/98648284918?pwd=MnoyRDZncDFjbjNTRm9rWnhTc211UT09>  
**9:00AM Wednesday, June 9<sup>th</sup>, 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)  
Richard Capac, Crowne Property Management  
Juanito Chiluisa, NJ Department of Labor  
Paul Belardo, KML Carpenters  
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  
Stan Robinson Jr., SHR Marketing, LLC  
Gwen Ryan, Union County Vocational Technical Schools  
Salvador Garcia, MAS Development Group (Gail Delgado)  
Edward Faver, NJ Division of Vocational Rehabilitation Services  
Mark Bocchieri, Verizon New Jersey

**Board Members Absent:**

Roshan White, UA Local 24 Plumbers  
Richard Malcolm, Ironworkers Local # 11  
Teresa Soto-Vega, PROCEED  
Edwin Gomez, Barcode Elizabeth  
Gloria Dunham, Qunnection Management  
Matthew Caruso, Kean University  
Donna Dadinski, Wakefern Food Corporation  
Juan Carlos Dominguez, J.J.J. Distributors  
Tina Earley, American Water

**County of Union:**

Edward Oatman, County Manager  
Amy Wagner, Deputy County Manager, Director, Department of Economic Development  
Melissa Lespinasse, Union County Department of Human Services  
Tina Lopez Division of Social Service  
Elton Armady, American Job Center  
Perle Almeida, American Job Center  
Hawa Bonds, Division of Youth Services  
Marcela Nunez, Division of Youth Services  
Lisa Bonanno, Workforce Development Board  
Thomas McCabe, Workforce Development Board  
Meredith Barracato, Workforce Development Board  
Antonio Rivera, Director, Workforce Development Board

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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 **Lisa Bonanno** 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**

**Lisa Bonanno** 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 **May 12<sup>th</sup> 2021** meeting were presented for a vote.

**Krystal Canady** made a motion to approve the meeting minutes for May 12<sup>th</sup> 2021. **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 2020, as of April 30<sup>th</sup> 2021, for both the Workforce Innovation and Opportunity Act (WIOA) and WorkFirst New Jersey (WFNJ) in the form attached hereto. Tom McCabe explained he was working on the May budget information this month and the information on the first budget slide does not contain the indirect cost or the first in first out transfer that was discussed in the May 12<sup>th</sup> Workforce Development Board meeting.

Tom McCabe reviewed the updated Budget and Expense report for Program Year 2019 which will be coming to a close on June 30<sup>th</sup> 2021. He added there will be additional transfers and the final close out for program year 2019 will be completed by the end of the month.

Chairman James Brady asked how much money was going back to the state? Tom McCabe informed the Chairman he will be discussing the dollar amount that will be returned to the state in the resolution he will be presenting in the upcoming slides.

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

Director Antonio Rivera stated the Department of Labor sent the Notice of Award for the program year 2021 last week, earlier than previous years. Director Antonio Rivera presented a slide showing a six-year grant allocation analysis on par with the previous year's budget except for 2020. He requested to hold the July 14<sup>th</sup> meeting to present the Program Year 2021 budget and provide detailed funding for the American Job Center grant.

Chairman James Brady asked when the Workforce Development Board would be meeting in person versus virtually. Director Rivera deferred the question to the County Manager and the Deputy County Manager. Deputy County Manager Amy Wagner mentioned the county would be more prepared in the fall, possibly in September, to have the person meeting.

a. **Resolution No. 2021-19:** Resolution Of The UCWDB Amending The Program Year 2020 Union County Workforce Development Area Budget For The Purpose Of Allocating Funding For Indirect Expenses.

Tom McCabe discussed the resolution, which entails the indirect cost rate for the program year 2020 and the budget modifications needed. Tom McCabe

**BOARD  
ACTION**

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referenced information from the May 12th UCWDB meeting in which resolutions 2021-11 and 2021-12 applied indirect cost rates and transfers. Resolution 2021-19 will be using the indirect cost rate for all expenses incurred from May 1st to June 2nd, 2021, which the last day funds disbursed before the June 9th UCWDB meeting.

Erich Peter asked how the Workforce Development Board come up with the indirect cost rate. Tom McCabe stated that a consulting firm calculated the indirect cost rate by reviewing the financials for the county, and based on that information, they verify the exact rate for the UCWDB to be 25.97%.

Chairman James Brady asked Tom McCabe what percentage of funding goes to which cities in the county? Tom McCabe mentioned he would not have that information on hand.

**Chairman James Brady** requested motion to approve **Resolution No. 2021-19**. **Dr. Kamran Tasharofi** made a motion to approve Resolution No. 2021-19. **Stan Robinson** seconded the motion. The motion to approved unanimously.

b. **Resolution No. 2021-20:** Resolution of the UCWDB Authorizing the Transfer of Workforce Innovation and Opportunity Act (WIOA) Expenses from Program Year 2020 to Program Year 2019.

Director Antonio Rivera mentioned Resolution No. 2021-20 was the indirect expenses that were charge from May 1<sup>st</sup> to June 2<sup>nd</sup> from program year 2020 and will be transferred to program year 2019 as part of the first in first out accounting principle which will allows the UCWDB to spend program year 2019 funds.

Tom McCabe added there were additional funds that were incurred from May 1<sup>st</sup> to June 2<sup>nd</sup> 2021 which can be transferred to 2019 but would leave about \$27,000 in Adult funding that will be returned to the state. Tom McCabe stated about \$15,000 of In School Youth funding will be returned to the state that the UCWDB was not able to include in the transfer last month.

**Chairman James Brady** requested motion to approve **Resolution No. 2021-20**. **Erich Peter** made a motion to approve Resolution No. 2021-20. **Dr. Kamran Tasharofi** seconded the motion. The motion to approved unanimously.

c. **Resolution No. 2021-21:** Resolution Of The UCWDB Authorizing A One-Year Extension of the Contract Between the Union County Workforce Development

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Board and the County of Union, a Body Politic of the State of New Jersey, Department of Human Services, as the American Job Center Services Operator, from July 1, 2021 through June 30, 2022.

Director Antonio Rivera stated that as part of the Department of Labor procurement process, which granted the Department of Human Services a two-year contract expires June 30th, 2021. This contract allows the UCWDB and the County Commissioners to extend the award by two one-year periods from July 1st of 2021 until June 30th, 2022, and then again July 1st, 2022, until June 30th, 2023. After the extensions are completed, the Workforce Development Board will need to issue a request for a proposal. The UCWDB will provide the budget detail for the two million dollars at the July 14th Workforce Development Board meeting.

**Chairman James Brady** requested motion to approve **Resolution No. 2021-21**. **Krystal Canady** made a motion to approve Resolution No. 2021-21. **Dr. Kamran Tasharofi** seconded the motion. The motion to approved unanimously.

VIII. **American Job Center Report**

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

Chairman James Brady asked Elton Armady to provide an update on the software system that was purchased a few years ago and how it worked during the pandemic. Elton Armady informed the Chairman that having the online platform allowed for the services to continue online while the AJC was closed due to the pandemic. He added it provided clients the opportunity to upload their personal documents into the system which would normally be collected in person. He informed the Chairman the system allows clients to build their resume, look for jobs, and is a great case management tool which the Department of Labor is also looking into purchasing.

IX. **Old Business**

*No old business was discussed.*

X. **New Business**

*No new business was discussed.*

XI. **Public Comments**

XII. **Adjournment**

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*The meeting was adjourned by Chairman James Brady at 9:41 am.*

**Meeting Schedule:**  
**9:00AM, Wednesday, July 14<sup>th</sup> 2021**

**Location:**  
**Zoom Virtual Conference Meeting**