

**Public Meeting of the Union County Workforce Development Board**  
**Warinanco Sports Center, 1 Park Drive, Roselle, NJ 07203**  
**9:00AM Wednesday, February 9, 2022**  
**MEETING MINUTES**

**Board Members Present**

James R. Brady, The Savior Group, (Chair)  
Dr. Kamran Tasharofi, Union County Healthcare Associates (Vice Chair)  
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 (Walter Smolenski)  
Teresa Soto-Vega, PROCEED  
Richard Capac, Crowne Property Management  
Gloria Dunham, Qunnection Management  
Juanito Chiluisa, NJ Department of Labor (David Moskowitz)  
Edward Faver, Division of Vocational Rehabilitation Services  
Kelly Drakeford Ledet, Kean University  
Hilary McCarron, Port Authority  
Morgan Thompson, Prevention Links  
Daryl Palmieri, Union County Schools K-12

**Board Members Absent:**

Paul Belardo, KML Carpenters  
Krystal Canady, Gateway Family YMCA (Secretary)  
Juan Carlos Dominguez, J.J.J. Distributors  
Tina Earley, American Water  
Salvador Garcia, MAS Development Group  
Edwin Gomez, Barcode Elizabeth  
Richard Malcolm, Ironworkers Local #11  
Mark Bocchieri, Verizon New Jersey  
Matthew Caruso, Kean University  
Donna Dadinski, Wakefern Food Corporation  
Roshan White, UA Local 24 Plumbers

**County of Union:**

Sergio Granados, Union County Board of County Commissioner  
Amy Wagner, Department of Economic Development  
Kamili Williams, Division of Social Service  
Tina Lopez, Division of Social Service  
Melissa Lespinasse Division of Human Services  
Perle Almeida, American Job Center  
Nasrene Mondol, American Job Center  
Robert Croom, American Job Center  
Pam Mata, American Job Center  
Latoya Bennet, Youth Forward  
Hawa Bonds, Youth Forward  
Antonio Rivera, Workforce Development Board

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**MEETING MINUTES**

Lisa Bonanno, Workforce Development Board  
Thomas McCabe, Workforce Development Board  
Meredith Barracato, Workforce Development Board  
Carolina Marin, Workforce Development Board  
Gina Tuesta, Workforce Development Board

**Guest:**

Scott Kuchinsky, Plainfield Public Library  
Isaias Rivera, Union County College  
Cyndy Walsh Rintzler, Inroads to Opportunities  
Craig Coughlin, Kean University  
Nelsa Martinez, The Leaguers Inc  
Julio Sabater, Workforce Advantage

**I. Call to Order & Welcome**

The meeting was called to order by James Brady, Chairman, 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**

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**MEETING MINUTES**

**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 December 8<sup>th</sup>, 2021 meeting were not available for review.

VI. **Budget & Expense Report**

Tom McCabe presented the updated Budget and Expense Report for Program Year 2020 for the Workforce Innovation and Opportunity Act (WIOA), WorkFirst New Jersey (WFNJ), and COVID-19 DW NJ Endures in the form attached hereto. Tom McCabe reviewed the expense slide for WIOA Adult, Youth, and Dislocated Worker, which shows the funding that needs to be expended by June 30<sup>th</sup>, 2022. Tom McCabe mentioned that the COVID-19 DW NJ Endures grant must be expended by February 28<sup>th</sup>, 2022. The WorkFirst New Jersey funding must be expended by December 31<sup>st</sup>, 2021.

Tom McCabe presented the updated Budget and Expense Report for Program Year 2021 for the Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker and Youth and WorkFirst New Jersey (WFNJ) funding. WIOA Adult, Dislocated Worker, and Youth funding must be expended by June 30<sup>th</sup>, 2023. The WFNJ balance must be expended by December 31<sup>st</sup>, 2022.

Erich Peter asked why the programs could not spend 30% of the WFNJ budget. Debbie Ann Anderson responded by informing everyone that due to the COVID19 pandemic, the Federal government provided a waiver to all WFNJ required work activities. This waiver caused many services to stop providing services.

Kamran Tasharofi asked if the underspending of WFNJ funding will affect next year's grant award. Director Rivera mentioned it would not affect the funding for next year due to the waivers that have been in place due to the pandemic. Director Rivera mentioned he recently received a memo from the New Jersey Department of Labor that would allow the WFNJ budget to be extended to October 1<sup>st</sup>, 2022, versus the June 30<sup>th</sup>, 2022 deadline.

VII. **Director's Report / Resolutions of the UCWDB**

**Public Meeting of the Union County Workforce Development Board**  
**Warinanco Sports Center, 1 Park Drive, Roselle, NJ 07203**  
**9:00AM Wednesday, February 9, 2022**  
**MEETING MINUTES**

Director Rivera reviewed unemployment data slides for Union County which focused on calendar year 2020 and 2021. Director Rivera showed the correlation between the initial unemployment insurance claimed and the unemployment rate.

Amy Wagner asked if there were updates on processing time for Unemployment Insurance clients because she is still getting calls from constituents concerned over their benefits. Director Rivera mentioned there has been no information provided on the processing time for Unemployment clients.

Director Rivera transitioned the discussion to review the resolutions that required board action.

**BOARD  
ACTION**

**Resolution No. 2022-01:** Resolution of the Union County Workforce Development Board Amending the Program Year 2021 Union County Workforce Development Area Budget for the Purpose of Inserting Additional New Jersey Department of Labor Funding.

Director Rivera stated the purpose of this resolution is to insert the funding mentioned in the NJDOL notice of award in the amount of \$12,971 for FutureWork Systems, LLC.

**Chairman James Brady** requested motion to approve **Resolution No. 2022-01**. **Dr. Kamran Tasharofi** made a motion to approve **Resolution No. 2022-01**. **Stan Robinson Jr.** seconded the motion. The motion to approved unanimously.

**BOARD  
ACTION**

**Resolution No. 2022-02:** Resolution of the Union County Workforce Development Board Amending the Program Year 2021 Union County Workforce Development Area Budget for the Purpose of Inserting Additional New Jersey Department of Labor Funding.

Director Rivera mentioned the purpose of this resolution is to insert the funding mentioned in the NJDOL notice of award in the amount of \$150,000 for On The Job Training (OJT) program.

Dr. Lisa Hiscano asked if there was a possibility to extend funding beyond the end of PY21 fiscal year. Director Rivera mentioned the UCWDB will need to RFP and contract with an outside vendor. As a result the funding will be encumber before the end of the fiscal year.

**Public Meeting of the Union County Workforce Development Board**  
**Warinanco Sports Center, 1 Park Drive, Roselle, NJ 07203**  
**9:00AM Wednesday, February 9, 2022**  
**MEETING MINUTES**

**Chairman James Brady** requested motion to approve **Resolution No. 2022-02**. **Dr. Kamran Tasharofi** made a motion to approve **Resolution No. 2022-02**. **Gloria Dunham** seconded the motion. The motion to approved unanimously.

**BOARD  
ACTION**

**Resolution No. 2022-03:** Resolution of the Union County Workforce Development Board Authorizing the Use of Competitive Contracting Procedures for the Procurement of an Affiliated American Job Center Operator for On-the-Job Training Services.

Director Rivera mentioned as a result of the funding for On the Job training services the UCWDB will need to release a request for proposal for OJT services. **Chairman James Brady** requested motion to approve **Resolution No. 2022-03**. **Dr. Lisa Hiscano** made a motion to approve **Resolution No. 2022-03**. **Morgan Thompson** seconded the motion. The motion to approved unanimously.

**BOARD  
ACTION**

**Resolution No. 2022-04:** Resolution of the Union County Workforce Development Board Amending the Affiliated American Job Center Contract with the International Rescue Committee.

Director Rivera mentioned the amendment of the contract will provide the IRC additional time to submit vouchers. New contract period is February 14<sup>th</sup>, 2020 and ending on May 31, 2022.

**Chairman James Brady** requested motion to approve **Resolution No. 2022-04**. **Dr. Kamran Tasharofi** made a motion to approve **Resolution No. 2022-04**. **Richard Capac** seconded the motion. The motion to approved unanimously.

**BOARD  
ACTION**

**Resolution No. 2022-05:** Resolution of the Union County Workforce Development Board Amending the AJC Affiliated Career Services Operator Contract with Union County College.

Director Rivera stated the purpose of the resolution was to revise current funding allocations for Union County College.

**Chairman James Brady** requested motion to approve **Resolution No. 2022-05**. **Stan Robinson Jr** made a motion to approve **Resolution No. 2022-05**. **Teresa Soto Vega** seconded the motion. The motion to approved unanimously.

**Dr. Kamran Tasharofi** and **Dr. Lisa Hiscano**, abstained from voting on **Resolution No. 2022-05**.

**Public Meeting of the Union County Workforce Development Board**  
**Warinanco Sports Center, 1 Park Drive, Roselle, NJ 07203**  
**9:00AM Wednesday, February 9, 2022**  
**MEETING MINUTES**

**BOARD  
ACTION**

**Resolution No. 2022-06:** Resolution of the Union County Workforce Development Board Awarding a Contract for the Provision of Simon Youth Academy Operator—WIOA Out-of-School Youth Services.

**Chairman James Brady** requested motion to approve **Resolution No. 2022-06**. **Dr. Kamran Tasharofi** made a motion to approve **Resolution No. 2022-06**. **Richard Capac** seconded the motion. The motion to approved unanimously.

**Gwen Ryan**, abstained from voting on **Resolution No. 2022-06**.

**BOARD  
ACTION**

**Resolution No. 2022-07:** Resolution of the Union County Workforce Development Board Authorizing the Award for the Provision of Legal Services – Union County Workforce Development Board Conflict Counsel.

**Chairman James Brady** requested motion to approve **Resolution No. 2022-07**. **Dr. Kamran Tasharofi** made a motion to approve **Resolution No. 2022-07**. **Morgan Thompson** seconded the motion. The motion to approved unanimously.

**BOARD  
ACTION**

**Resolution No. 2022-08:** 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 Dislocated Worker Training Contracts.

**Chairman James Brady** requested motion to approve **Resolution No. 2022-08**. **Erich Peter** made a motion to approve **Resolution No. 2022-08**. **Stan Robinson Jr** seconded the motion. The motion to approved unanimously.

**Dr. Kamran Tasharofi** and **Dr. Lisa Hiscano**, abstained from voting on **Resolution No. 2022-08**.

**BOARD  
ACTION**

**Resolution No. 2022-09:** Resolution of the Union County Workforce Development Board Amending the Program Year 2021 Union County Workforce Development Area Budget for the Purpose of Allocating Funding for Indirect Expenses.

**Chairman James Brady** requested motion to approve **Resolution No. 2022-09**. **Dr. Kamran Tasharofi** made a motion to approve **Resolution No. 2022-09**. **Richard Capac** seconded the motion. The motion to approved unanimously.

**BOARD  
ACTION**

**Resolution No. 2022-10:** Resolution of the Union County Workforce Development Board Amending the Program Year 2020 Union County

**Public Meeting of the Union County Workforce Development Board**  
**Warinanco Sports Center, 1 Park Drive, Roselle, NJ 07203**  
**9:00AM Wednesday, February 9, 2022**  
**MEETING MINUTES**

Workforce Development Area Budget for the Purpose of Allocating Funding for Indirect Expenses.

Director Rivera stated this resolution relates to the Resolution No. 2022-09 which was to amend the PY2021 area budget for indirect expenses.

**Chairman James Brady** requested motion to approve **Resolution No. 2022-10. Erich Peter** made a motion to approve **Resolution No. 2022-10. Dr. Kamran Tasharofi** seconded the motion. The motion to approved unanimously.

VII. **American Job Center Report**

Debbie Ann Anderson reviewed a presentation regarding services offered by the American Job Centers and the partners within the network. Debbie Ann Anderson discussed the service data, including performance data, services provided to AJC clients, and information of the partnership with Union County College, Youth Forward, and Plainfield Public Library. Debbie Ann Anderson asked Scott Kuchinsky from Plainfield Public Library to discuss the IC3 program and its partnership with the AJC.

Stan Robinson asked Scott Kuchinsky how if the training services offered by the library were in-person or remote. Scott mentioned that the program is designed to be onsite but had to move to remote services, which is not ideal due to the digital literacy challenges.

Dr. Kamran Tasharofi asked why in the UCC slide there were 205 in training but only 18 individuals placed.

Dr. Lisa Hiscano and Isaias Rivera explained that the low number is because many clients do not follow up when placed in a job; the college needs a physical paystub to count successful placement and wait for six to twelve months to report placements.

Richard Capac asked if UCC verifies the employment data with the employee and employer.

Gloria Dunham asked if there was a way to change the reporting requirement of needing a paystub or can the employer provide the information.

Hilary McCarron asked if there was an opportunity at the state level to change the requirements.

**Public Meeting of the Union County Workforce Development Board**  
**Warinanco Sports Center, 1 Park Drive, Roselle, NJ 07203**  
**9:00AM Wednesday, February 9, 2022**  
**MEETING MINUTES**

Dr. Lisa Hiscano and Isaias Rivera responded that UCC is exhausting all avenues to ensure job placement information is obtained multiple ways, but it's been challenging to stay in contact with students who no longer need services once they are out of the training program.

Debbie Ann Anderson mentioned there is a significant problem with the reporting system and added that after doing a recent review of their files, the AJC confirmed there are 30 individuals who have not been counted in the job placement rates. Like UCC, the AJC is working on obtaining the information primarily through a state system called LOOPS which also has its challenges. *The report submitted by AJC Director Debbie Ann Anderson is attached these minutes.*

VIII. **Old Business**

*No old business was discussed.*

IX. **New Business**

*No new business was discussed.*

X. **Public Comments**

No Public Comments.

XI. **Adjournment**

*The meeting was adjourned by Chairman James Brady at 9:50am.*

**Meeting Schedule:**

**9:00AM, Wednesday, April 13<sup>th</sup> 2022**

**Location:**

**Warinanco Park Sports Center**  
**1 Park Dr, Roselle, NJ 07203**