

Union County Workforce Development Board
Minutes Of American Job Center Partners Committee
Via Conference Call
February 10, 2017 At 11:00am

PRESENT:

Glen Nacion, Chairman, Trinitas Regional Medical Center
Juan Carlos Dominguez, JJJ Distributors
Stan Robinson, Jr., SHR Marketing, LLC
Frank Guzzo, Director, Union County Department of Human Services
Jean Koszulinski, Director, Workforce Operations
Antonio Rivera, Workforce Development Board

COMMITTEE MEETING SUMMARY:

Members of the American Job Center Partners met to updated on the status of the Resource Sharing Agreement, as presented by Mr. Jean Koszulinski, Director, Workforce Operations, to the committee. The Resource Sharing Agreement detailed the financial and fiduciary responsibilities the parties would hold one another accountable for with respect to the sharing of facilities costs at the One Stop Centers. Mr. Jean Koszulinski briefed the committee on the following points of interest:

This basic space allocation and financial parameters for cooperation among the County of Union (primarily the Department of Human Services-DHS), the State of New Jersey (primarily through the Department of Labor and Workforce Development-LWD) and other partners for conducting workforce development in the Union County region. The parties have designed and developed two comprehensive One Stop Career Centers servicing Union County and surrounding areas; the Centers operate at 200 West Second Street in Plainfield, NJ and at 921 Elizabeth Avenue in Elizabeth.

The parties have been authorized, by their respective governing bodies, to conduct activities and expend funds for operation and maintenance of the comprehensive One Stop Career Centers; and to utilize funds from the Workforce Investment Act (WIA), Work First New Jersey (WFNJ), Workforce Learning Link (WLL), Wagner-Peyser, and other authority. A series of leases and subleases constitute the formal contractual relationship among the parties for accounting and legal purposes.

The parties agree that the intent of the Comprehensive One Stop Career Centers is to offer an array of services and resources to clients in locations that are convenient via private and public transportation; in buildings that are designed for that purpose, accessible, healthy, well-lit, and easy to navigate; and in such a manner that bureaucratic processes of many agencies appear seamless, clear, understandable and beneficial to the client.

Sharing of individual rooms, areas, conference and training facilities, office machines and supplies; provision of orientations and trainings; and scheduling of both facilities

and programs are not delineated therein; they are determined by regular meetings of operational managers of the parties. However, in general, the following areas of the Centers were designed to be shared by the parties:

Plainfield: The parties share resources contained in the lobby/entrance, common areas of the building, reception/triage, waiting room (s), Workforce Learning Link, Business Resource Center, and conference and training rooms.

Elizabeth: The parties share resources contained in the lobby/entrance, common areas of the building, public conference and training rooms on the first and second floors, interview rooms, Workforce Learning Link, Business Resource Center, and conference rooms throughout the building.

Further, the parties share in the provision of security services. In Plainfield, the NJ Department of Treasury provides an annual contribution to security services which are operated by the Union County Sheriff's Department. In Elizabeth, the NJ Department of Labor and Workforce Development directly provides two full-time security guards as part of the overall security operated by the Union County Sheriff's Department.

RESOURCE SHARING AT THE PLAINFIELD ONE STOP CAREER CENTER

TOTAL SPACE IN THE BUILDING	98,620 square feet
Resource Sharing Facilities*:	
Second Floor	
Total Rentable Space	23,735 sq. ft.
County Rentable Portion	10,849
State Rentable Portion	10,618
County Share of Common Area	1,254
State Share of Common Area	1,015
Second Floor Shared Facilities	
County	12,103 (51%)
State	11,633 (49%)
First Floor Shared Facilities	
(includes lobby and corridors)	
County	488
State	453
Total Space Resources Shared:	
County	12,591 square feet
State	12,086 square feet
Total	24,699 square feet

For the purposes of the Resource Sharing Agreement, the Resource Sharing Facilities include the primary facilities related to Workforce Development. Other facilities in the

building are utilized by the County (Division of Social Services) and the State (Division of Youth and Family Services and Department of Community Affairs).*

For purposes of this Resource Sharing Agreement, the Facilities also include a 3rd floor conference/training facility with the County's "other" space; paid for by the County, via funds other than WIA, WFNJ or WLL; and scheduled by a cooperative committee of program operational managers.

RESOURCE SHARING AT THE PLAINFIELD ONE STOP CAREER CENTER

Financial Share Plan:

Total Space Resources Shared:

County	12,591 square feet
State	12,086 square feet
Total	24,699 square feet

Financial Costs:

All costs based upon lease at \$ 25.50 per square foot for space; operational costs are incurred separately by each jurisdiction and each unit...these costs are not included in the sharing arrangement.

Cost of Resources:

The County's share of Resources in Plainfield is \$ 321,210.50 annually.

The State's share of Resources in Plainfield is \$308,614 annually.

Workforce Area:

The Union County One Stop Career Center (Western Center) occupies 2655 square feet multiplied by \$ 25.50/square foot equals an in-kind match of \$ 67,702.50.

An additional 2,381 square feet will be added as soon as the new construction on the first floor is completed.

RESOURCE SHARING AT THE ELIZABETH ONE STOP CAREER CENTER

Financial Share Plan:

Total Space Resources Shared:

County	8,425 square feet
State	15,815 square feet
Total	24,240 square feet

Financial Costs:

All costs based upon lease at \$ 28.90 per square foot for space; operational costs are incurred separately by each jurisdiction and each unit...these costs are not included in the sharing arrangement.

Cost of Resources:

The County's share of Resources in Elizabeth is \$ 243,482.50 annually.

The State's share of Resources in Elizabeth is \$ 457,053.50 annually.

SUMMARY OF COMBINED FACILITIES RESOURCE SHARING (UNION COUNTY)
ONE STOP CAREER CENTERS/WORKFORCE DEVELOPMENT
Facilities/Resources

Total Space Shared	48,939 square feet
Union County Share of Resources	21,016 sq.ft. (42.9%)
State of NJ Share of Resources	27,923 sq.ft. (57.1%)

Financial Allocation

Total Annual Cost of Facilities/Resources	\$ 1,330,360.50
Union County Share of Resources (42.4% of allocation)	\$ 564,693.00 annually
State of NJ Share of Resources (57.6% of allocation)	\$ 765,667.50 annually

Financial allocations are based upon the current lease costs, noted above. Both One Stop Career Center locations have increases during the lease, and options to renew for further terms, which would change the financial allocation totals and subtotals.

RESOURCE SHARING AT ELIZABETH ONE STOP CAREER CENTER

TOTAL SPACE IN BUILDING	26,156 square feet
Resource Sharing Facilities:	
All Floors 1-5	
Total Shared Space	24,240 square feet
County Rentable Portion	8,425 sq. ft.
State Rentable Portion	15,815 sq. ft.
County Share of Resources	32.2%
State Share of Resources	60.5%

Although units have a "home" in this building, operations are more closely integrated than in Plainfield. The spaces on each floor have been 'financially allocated' by primary user, ranging from 100% for a single user; 50% for joint usage (much of the public space on the second floor); 80-20 for interview rooms; and various percentages for common areas.*

At the Elizabeth Center, the parties share approximately 93% of the total space. Approximately 7% of the total space is occupied by the building owner for management of the building and for private purposes.

ADDITIONAL RESOURCE SHARING AT ELIZABETH ONE STOP CAREER CENTER

The Elizabeth One Stop Career Center has, additionally, a more integrated data and telephone system that is shared by the parties. For information purposes:

Data access and monthly data service charges (including T1 and high capacity interconnections) are shared by the parties-

--County 34.5% of charges

--State 65.5% of charges

2. Telephone usage is shared by the parties, based upon number of phone lines in the building-

--142 telephone lines (basis of allocation)

--County 28.2% of lines (40)

--State 71.8% of lines (102)

3. Fax lines, Building safety/fire, etc., Dedicated outside lines-

--County 32% of charges

--State 60.7% of charges

The parties shared the cost of acquiring furniture, fixtures and equipment for the building; and also shared the costs of acquiring and installing the telephone system. Both of these were one-time charges.

The main concern raised by the members of the committee evolved around whether or not the Resource Sharing Agreement met the standards set forth by the United States Department of Labor, through the Employment and Training Administration.

The meeting was adjourned at 11:30am.