

Public Meeting of the Union County Workforce Development Board
Warinanco Sports Center, 1 Park Drive, Roselle, NJ 07203
9:00AM Wednesday, June 8, 2022
MEETING MINUTES

Board Members Present

James R. Brady, The Savior Group, (Chair)
Dr. Kamran Tasharofi, Union County Healthcare Associates (Vice Chair)
Dr. Margaret McMenamain, Union County College (Dr. Lisa Hiscano)
Teresa Soto-Vega, PROCEED (Srabanti Sarkar)
Gwen Ryan, Union County Vocational Technical School
Juanito Chiluisa, NJ Department of Labor
Edward Faver, Division of Vocational Rehabilitation Services
Hilary McCarron, Port Authority
Morgan Thompson, Prevention Links
Daryl Palmieri, Union County Schools K-12
Debbie Ann-Anderson, Union County Department of Human Services (Melissa Lespinasse)
Gloria Dunham, Qunnection Management
Kelly Drakeford Ledet, Kean University
Erich Peter, Union County Economic Development Corp
Stan Robinson Jr., SHR Marketing, LLC

Board Members Absent:

Paul Belardo, KML Carpenters
Richard Capac, Crowne Property Management
Juan Carlos Dominguez, J.J.J. Distributors
Salvador Garcia, MAS Development Group
Edwin Gomez, Barcode Elizabeth
Richard Malcolm, Ironworkers Local #11
Roshan White, UA Local 24 Plumbers
Krystal Canady, Gateway Family YMCA (Secretary)
Tina Earley, American Water
Glenn Nacion, Trinitas Regional Medical Center

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
Scott DiNardo, Division of Social Service
Robert Croom, American Job Center
Perle Almeida, American Job Center
Nasrene Mondol, American Job Center
Pamela Mata, American Job Center
Latoya Bennet, Youth Forward
Antonio Rivera, Workforce Development Board
Lisa Bonanno, Workforce Development Board

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Meredith Barracato, Workforce Development Board
Carolina Marin, Workforce Development Board
Gina Tuesta, Workforce Development Board
Tom McCabe, Union County Workforce Development Board

Guests:

Colleen Connell, Plainfield Public Library
Nelsa Martinez, The Leaguers Inc
Julio Sabater, Workforce Advantage
Anthea Williams, NJ Department of Labor
Ingrid Macias, NJ Department of Labor
Janea Wilson, NJ Department of Labor
Iesha Armour, NJ Department of Labor
Jennifer Saladis, EDSI
Tom Munday, EDSI
Craig Coughlin, Kean University
Juanita Vargas, United Way of Greater Union County

I. Call to Order & Welcome

The meeting was called to order by James Brady, Chairman, Workforce Development Board, at 9:08AM.

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 2022 ANNUAL MEETING SCHEDULE TO THE NEWSPAPERS CIRCULATING WITHIN THE COUNTY OF UNION AND DESIGNATED TO RECEIVE SUCH NOTICE, AND BY POSTING THE YEAR 2022 ANNUAL MEETING SCHEDULE IN THE COUNTY COURT HOUSE, THE UNION COUNTY WORKFORCE DEVELOPMENT BOARD WEBSITE, AND BY FILING THE YEAR 2022 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

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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 Union County Workforce Development Board 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 April 13th, 2022 meetings were presented for motion.

**BOARD
ACTION**

Hilary McCarron made a motion to approve the meeting minutes for April 13th 2022. **Stan Robinson Jr.** seconded the motion. The motion was approved unanimously.

VI. Budget & Expense Report

Tom McCabe presented the updated Budget and Expense Report for Program Year 2020 and Program Year 2021 as of April 30th 2022 for the Workforce Innovation and Opportunity Act (WIOA), WorkFirst New Jersey (WFNJ), On the Job Training, and Workforce Learning Link grants in the form attached hereto.

Tom McCabe reviewed slides which showed information on the closing of the budget for program year 2020. In addition, Tom McCabe shared the amounts that have been expended, the amounts that will be transferred from program year 2021 to program year 2020 and the amounts that have been modified.

Chairman James Brady asked Tom how much funding will be returned to the state. Tom McCabe mentioned there are particular resolutions that will be presented for consideration that will have more details on the amounts of funding that will be transferred and returned to the state.

VII. Director's Report / Resolutions of the UCWDB

Director Rivera mentioned there were several resolutions on the agenda today that he will review.

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BOARD
ACTION

RESOLUTION NO. 2022-18:

RESOLUTION OF THE UCWDB AUTHORIZING A ONE-YEAR EXTENSION OF THE CONTRACT BETWEEN THE UNION COUNTY WORKFORCE DEVELOPMENT 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, 2022 THROUGH JUNE 30, 2023.

Director Rivera gave a brief history of the procurement procedures and requested for the Union County Workforce Development Board to exercise its option to grant the County of Union, Department of Human Services, a one-year, performance-based contract extension as the American Job Center Services Operator, from July 1, 2022 through June 30, 2023, at an amount not to exceed \$2,000,000 (TWO MILLION DOLLARS).

Chairman James Brady requested motion to approve **Resolution No. 2022-18**. **Dr. Hiscano** made a motion to approve **Resolution No. 2022-18**. **Stan Robinson** seconded the motion. The motion was approved unanimously.

Melissa Lespinasse abstained from voting on **RESOLUTION NO. 2022-18**.

RESOLUTION NO. 2022-19:

BOARD
ACTION

RESOLUTION OF THE UNION COUNTY WORKFORCE DEVELOPMENT BOARD AMENDING THE AJC AFFILIATED CAREER SERVICES OPERATOR CONTRACT WITH UNION COUNTY COLLEGE.

Director Rivera mentioned the resolution is to amend the current contract with Union County College and the following were the objectives for the resolution;

1. CHANGE ACCOUNT NUMBERS
2. CHANGE CONTRACT END DATE

Director Rivera added this amendment would allow for the contract to change as part of the first in first out financial procedures. Dr. Lisa Hiscano stated there was a slight change to the funding. Director Rivera responded the information is correct in the resolution.

Chairman James Brady requested motion to approve **Resolution No. 2022-19**. **Stan Robinson Jr.** made a motion to approve **Resolution No. 2022-19**. **Gloria Dunham** seconded the motion. The motion was approved unanimously.

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Dr Lisa Hiscano and Dr. Kamran Tasharofi abstained from voting on RESOLUTION NO. 2022-19.

BOARD
ACTION

RESOLUTION NO. 2022-20:

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 INDIRECT EXPENSES.

Tom McCabe discussed the indirect expense rate for program year 2020 and the procedures in charging the rate to the budget. Tom McCabe added all details are in the resolution attachments.

Chairman James Brady requested motion to approve **Resolution No. 2022-20**. **Hilary McCarron** made a motion to approve **Resolution No. 2022-20**. **Stan Robinson Jr.** seconded the motion. The motion was approved unanimously.

BOARD
ACTION

RESOLUTION NO. 2022-21:

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.

Tom McCabe discussed the indirect expense rate for program year 2021 and the procedures in charging the rate to the budget. Tom McCabe added all details are in the resolution attachments.

Chairman James Brady requested motion to approve **Resolution No. 2022-21**. **Dr. Kamran Tasharofi** made a motion to approve **Resolution No. 2022-21**. **Erich Peter** seconded the motion. The motion was approved unanimously.

BOARD
ACTION

RESOLUTION NO. 2022-22:

RESOLUTION OF THE UNION COUNTY WORKFORCE DEVELOPMENT BOARD AUTHORIZING THE TRANSFER OF WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) EXPENSES FROM PROGRAM YEAR 2021 TO PROGRAM YEAR 2020.

Tom McCabe discussed the transfer from program year 2021 to program year 2020 and reviewed the schedule of the amounts that will be transferred to close out the WIOA grants for program year 2020. Details of the amounts are attached to the resolution. Director Rivera mentioned Chairman Brady's request to ensure

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that efforts be made to avoid returning money to the state. Director Rivera stated the Workforce Development Board has taken steps by charging the indirect rates, doing the first in first out procedures and roughly \$40,000 for in school youth will be returned to the state. Director Rivera added the resolutions passed will avoid sending money to the state but will also increase the amount of funding that will need to be expended for the following program year.

Chairman James Brady requested motion to approve **Resolution No. 2022-22**. **Dr. Kamran Tasharofi** made a motion to approve **Resolution No. 2022-22**. **Erich Peter** seconded the motion. The motion was approved unanimously.

**BOARD
ACTION**

RESOLUTION NO. 2022-23:

RESOLUTION OF THE UNION COUNTY WORKFORCE DEVELOPMENT BOARD APPROVING AN ADDENDUM TO THE MEMORANDUM OF UNDERSTANDING AND THE INFRASTRUCTURE FUNDING AGREEMENT OF THE AMERICAN JOB CENTER PARTNERS 2020.

Director Rivera mentioned the New Jersey Department of Labor requested the Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA) clarify the role of the Commission for the Blind and Visually impaired, as a core partner in the workforce system providing Vocational Rehabilitation services to individuals who are Blind, deaf-blind, and visually impaired. Director Rivera mentioned this would not be possible but the Union County Workforce Development Board could do an addendum to the MOU/IFA.

Chairman James Brady requested motion to approve **Resolution No. 2022-23**. **Hilary McCarron** made a motion to approve **Resolution No. 2022-23**. **Morgan Thompson** seconded the motion. The motion was approved unanimously.

**BOARD
ACTION**

RESOLUTION NO. 2022-24:

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.

Director Rivera mentioned the next set of resolutions is for the Union County Workforce Development Board to allow the issuances of Request for Proposals.

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Chairman James Brady requested motion to approve Resolution No. 2022-24. Morgan Thompson made a motion to approve Resolution No. 2022-24. Dr. Kamran Tasharofi seconded the motion. The motion was approved unanimously.

BOARD
ACTION

RESOLUTION NO. 2022-25:

RESOLUTION OF THE UNION COUNTY WORKFORCE DEVELOPMENT BOARD AUTHORIZING THE USE OF COMPETITIVE CONTRACTING PROCEDURES FOR THE PROCUREMENT OF AN AFFILIATED AMERICAN JOB CENTER OPERATORS FOR WORKFIRST NEW JERSEY SERVICES.

Chairman James Brady requested motion to approve Resolution No. 2022-25. Hilary McCarron made a motion to approve Resolution No. 2022-25. Dr. Kamran Tasharofi seconded the motion. The motion was approved unanimously.

BOARD
ACTION

RESOLUTION NO. 2022-26:

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 THE WIOA SIMON YOUTH FOUNDATION ACADEMY.

Director Rivera mentioned this resolution is for the issuance of the Request for Proposals for the Simon Youth Foundation. Director Rivera added the school will be having a graduation on Thursday June 16th and encouraged the board members to attend.

Chairman James Brady requested motion to approve Resolution No. 2022-26. Dr. Lisa Hiscano made a motion to approve Resolution No. 2022-26. Dr. Kamran Tasharofi seconded the motion. The motion was approved unanimously.

Gwen Ryan and Daryl Palmieri abstained from voting on RESOLUTION NO. 2022-26.

BOARD
ACTION

RESOLUTION NO. 2022-27:

RESOLUTION OF THE UNION COUNTY WORKFORCE DEVELOPMENT BOARD AUTHORIZING THE USE OF COMPETITIVE CONTRACTING PROCEDURES FOR THE PROCUREMENT OF WORKFORCE INNOVATION OPPORTUNITY ACT IN-SCHOOL AND OUT OF SCHOOL YOUTH SERVICES.

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Chairman James Brady requested motion to approve **Resolution No. 2022-27**. **Erich Peter** made a motion to approve **Resolution No. 2022-27**. **Morgan Thompson** seconded the motion. The motion was approved unanimously.

**BOARD
ACTION**

RESOLUTION NO. 2022-28:

RESOLUTION OF THE UNION COUNTY WORKFORCE DEVELOPMENT BOARD AUTHORIZING THE USE OF COMPETITIVE CONTRACTING PROCEDURES FOR THE PROCUREMENT OF WORKFORCE INNOVATION OPPORTUNITY ACT SUPPORTIVE SERVICES.

Chairman James Brady requested motion to approve **Resolution No. 2022-28**. **Dr. Kamran Tasharofi** made a motion to approve **Resolution No. 2022-28**. **Gwen Ryan** seconded the motion. The motion was approved unanimously.

VIII. American Job Center Report

Robert Croom introduced himself to the Workforce Development Board as the new American Job Center Director and discussed his background. Robert Croom then reviewed American Job Center information which included services offered by the American Job Centers and the partners within the network. Robert Croom discussed the service data, job fairs with IKEA, Walgreens, and Pepsi, program initiatives, and information of the partnership with Union County College, Youth Forward, DVRS, NJDOL Employment Services, and Plainfield Public Library.

Commissioner Sergio Granados asked Robert Croom if the American Job Center knew why the individuals that attended the job fairs didn't get hired and what was the plan for those individuals to work on their skills to be prepared for the next interview. Robert Croom mentioned the Business Team which is headed by Pam Mata have been conducting surveys on the individuals who weren't hired and will be working on creating workshops to ensure they are more prepared for the next round of interviews. Deputy Director Amy Wagner recommended the American Job Center work with the employers to create a report card on the individuals interviews so the American Job Center have feedback on the individuals to help them improve on their skills. Robert Croom thanked the Commissioner and Deputy Director for their suggestions and would take them into consideration.

Robert Croom continued with his presentation and discussed the Youth Forward initiatives. Deputy County Manager Amy Wagner mentioned the changes to the in-school youth and out of school youth funding which is a challenge considering there is a need to keep youth in school. She added there have been efforts

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made in changes to regulations so the programs can be more impactful. Commissioner Sergio Granados asked for specifics on how many youths are attending the Simon Youth Foundation and the Youth Forward program because the numbers are low. Commissioner Granados asked what are the outreach efforts made to engage more youth in the community. Robert Croom mentioned Director Hawa Bonds and his team have been doing outreach efforts in Plainfield since it's been underserved. Commissioner Granados suggested to do more outreach efforts countywide and to speak with Board Member Daryl Palmieri. Robert Croom asked Nasrene Mondol to discuss some of the outreach strategies. Nasrene Mondol discussed the Workforce Learning Link program, co-enrollment efforts, and enhanced partnerships.

The report submitted by AJC Director Robert Croom is attached these minutes.

IX. Old Business

No old business was discussed.

X. New Business

XI. Public Comments

Julio Sabater from Workforce Advantage discussed the activities of the Literacy Committee. Mr. Sabater mentioned the collaboration between the Title I and Title II program in terms of the co-enrollment procedures. Mr. Sabater also mentioned the previous collaboration between social services, the Workforce Development Board and his organization on issuing laptops to clients enrolled in the literacy program.

XII. Adjournment

The meeting was adjourned by Chairman James Brady at 10:15am.

Meeting Schedule:

9:00AM, Wednesday, July 13th, 2022

Location:

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