

Public Meeting of the Union County Workforce Development Board
Warinanco Sports Center, 1 Park Drive, Roselle, NJ 07203
9:00AM Wednesday, September 14, 2022
MEETING MINUTES

Board Members Present

James R. Brady, The Savior Group, (Chair)
Dr. Margaret McMenamin, Union College (Dr. Lisa Hiscano)
Gwen Ryan, Union County Vocational Technical School
Juanito Chiluisa, NJ Department of Labor
Edward Faver, Division of Vocational Rehabilitation Services
Morgan Thompson, Prevention Links
Debbie Ann Anderson, Union County Department of Human Services
Gloria Dunham, Qunnection Management
Kelly Drakeford Ledet, Kean University (Craig Coughlin)
Glenn Nacion, Trinitas Regional Medical Center (Curry Bucu)
Hilary McCarron, Port Authority
Daryl Palmieri, Union County Schools K-12

Board Members Absent:

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)
Dr. Kamran Tasharofi, Union County Healthcare Associates (Vice Chair)
Teresa Soto-Vega, PROCEED
Erich Peter, Union County Economic Development Corp
Stan Robinson Jr., SHR Marketing, LLC
Paul Belardo, KML Carpenters
Tina Earley, American Water

County of Union:

Amy Wagner, Department of Economic Development
Robert Croom, American Job Center
Perle Almeida, American Job Center
Nasrene Mondol, American Job Center
Lillian Roman, American Job Center
Tina Lopez, Division of Social Service
Hawa Bond, Youth Forward
Jasmine Sowah, Youth Forward
Antonio Rivera, Workforce Development Board
Lisa Bonanno, Workforce Development Board
Meredith Barracato, Workforce Development Board
Carolina Marin, Workforce Development Board
Gina Tuesta, Workforce Development Board

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Guests:

Scott Kuchinsky, Plainfield Public Library
Nelsa Martinez, The Leaguers Inc
Julio Sabater, Workforce Advantage
Anthea Williams, NJ Department of Labor
Ingrid Macias, NJ Department of Labor
Michael Mclean, NJ Department of Labor
Isaias Rivera, Union College
Juanita Vargas, United Way of Greater Union County
Sarah Antonelli, Plainfield Public Library
Cyndy Walsh Rintzler, Inroads to Opportunities
Joshua Garcia, Youth Forward Participant
Velvet Rogers, NJ Department of Labor
Francheska Portuguez, The Gateway Family YMCA

I. Call to Order & Welcome

The meeting was called to order by James Brady, Chairman, Workforce Development Board, at 9:10AM.

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 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 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.

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IV. **Roll Call**

Lisa Bonanno 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 July 13th, 2022 meetings were presented for a vote.

**BOARD
ACTION**

Hilary McCarron made a motion to approve the meeting minutes for July 13th, 2022. **Morgan Thompson** seconded the motion. The motion was approved unanimously.

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

Chairman James Brady introduced Joshua Garcia, a Youth Forward participant, who spoke about his experience being part of the Youth Forward program and the services he received. Joshua Garcia expressed his gratitude and discussed some of his accomplishments such as enrolling in college, working as a youth mentor, and benefiting from the various youth program elements. Chairman Brady thanked Joshua Garcia for attending the meeting and wished him all the best in his future endeavors.

Director Rivera reviewed the budget and expense report. Director Rivera discussed the new budget format and the program year 2021 categories as well as the program year 2022. Director Rivera discussed the second page of the budget detail which includes the training balances as requested by board members. Chairman Brady mentioned the budget format is much easier to review.

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

**BOARD
ACTION**

RESOLUTION NO. 2022-32: RESOLUTION OF THE UNION COUNTY WORKFORCE DEVELOPMENT BOARD AWARDING A CONTRACT TO PROVIDE EVENING TRAINING IN INTERNET AND COMPUTING CORE (IC3) CERTIFICATION AND MICROSOFT OFFICE CERTIFICATION PROGRAMS TO UNDEREMPLOYED AND INCUMBENT WORKERS.

Chairman James Brady requested motion to approve **Resolution No. 2022-32**. **Daryl Palmieri** made a motion to approve **Resolution No. 2022-32**. **Dr. Lisa Hiscano** seconded the motion. The motion was approved unanimously.

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**BOARD
ACTION**

RESOLUTION NO. 2022-33: RESOLUTION OF THE UNION COUNTY WORKFORCE DEVELOPMENT BOARD ADOPTING THE WORKFORCE INNOVATION AND OPPORTUNITY ACT PERFORMANCE GOALS FOR PROGRAM YEAR 2022 AND PROGRAM YEAR 2023.

Chairman James Brady requested motion to approve **Resolution No. 2022-33. Juanito Chiluisa**, made a motion to approve **Resolution No. 2022-33. Edward Faver** seconded the motion. The motion was approved unanimously.

Director Rivera reviewed a slide which discussed the WIOA requirement for local areas to negotiate the performance measures for program year 2022 and 2023. Director Rivera compared the difference between the 2018 versus 2022 performance rate.

Commissioner Granados asked for Director Rivera to elaborate on the funding requirement. Director Rivera explained that the performance standard is attached to the program year funding. Any adult using PY 2021 funding regardless of when they exit will have to adhere to the PY 2021 performance standard. Commissioner Granados asked what were the current performance data. Director Rivera deferred the question to the American Job Center but added that all the partners are held to the same standard.

**BOARD
ACTION**

RESOLUTION NO. 2022-34: RESOLUTION OF THE UNION COUNTY WORKFORCE DEVELOPMENT BOARD AMENDING THE PROGRAM YEAR 2022 UNION COUNTY WORKFORCE DEVELOPMENT AREA BUDGET FOR THE PURPOSE OF INSERTING ADDITIONAL NEW JERSEY DEPARTMENT OF LABOR FUNDING.

Director Rivera explained New Jersey Department of Labor gave the workforce development board funding to pay for FutureWork Systems, which captures local area performance data.

Chairman James Brady requested motion to approve **Resolution No. 2022-34. Gloria Dunham** made a motion to approve **Resolution No. 2022-34. Morgan Thompson** seconded the motion. The motion was approved unanimously.

**BOARD
ACTION**

RESOLUTION NO. 2022-35: RESOLUTION OF THE UNION COUNTY WORKFORCE DEVELOPMENT BOARD APPROVING THE 2022 COST ALLOCATION PLAN.

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Chairman James Brady requested motion to approve **Resolution No. 2022-35**. **Hilary McCarron** made a motion to approve **Resolution No. 2022-35**. **Gloria Dunham** seconded the motion. The motion was approved unanimously.

Director Rivera explained that in 2020 the Workforce Development Board approved the Memorandum of Understanding and Infrastructure Agreement (MOU/IFA) which is required by NJDOL. Director Rivera added NJDOL requires local areas to have a cost allocation plan which explains the shared goods and services among partners and explains the method used to allocate the funding.

Gloria Dunham asked if the board members will be able to see the breakdown of the cost allocation plan. Director Rivera mentioned there is a document in the Google Drive that shows the breakdown of the plan.

Dr. Lisa Hiscano asked when will the memorandum of understanding be renewed? Director Rivera mentioned the current MOU will go through December 2023. Dr Hiscano added she remember it being a long process so she anticipates getting started around the spring time 2023.

VI. American Job Center Report

Robert Croom reviewed American Job Center information which included services deliver by the American Job Centers and the partners within the network for the current program year.

Gloria Dunham asked if the 90 days is the total number of days a vendor has to submit a voucher. Robert Croom mentioned the vendor has 90 days after the customer completes the program to submit the voucher in order to collect credentials, licenses, etc.

Hilary McCarron asked if Robert could make the correlation between the nine individuals who got the job and what training they attended. Robert Croom said he would be able to reflect that information at the next meeting.

Commissioner Granados asked if there was a way to create a shorter gap in the submission of vouchers and can it be 30-45 days to submit the documentation.

Dr. Hiscano added that as a vendor (Union College) the 90-day allowance to voucher is used to verify the employment related benchmark. Commissioner Granados responded by suggesting non-employment related payments be submitted between 30-45 days and the employment related payments be submitted within the 90-day timeframe.

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Commissioner Granados asked Robert Croom how many people has the American Job Center seen from July till August. Robert Croom mentioned 266 individuals attended orientation and 51 met with Career Counselors. Deputy County Manager, Amy Wagner, mentioned there were various stages a client has to participate in to meet with a career counselor and then a business team member. Robert Croom added that their team is trying to eliminate certain in person procedures such as orientation to ensure clients are getting to Career Counselor sooner.

Gloria Dunham asked Robert Croom how long does it take for a youth to complete a particular program element. Robert Croom asked Jasmine Sowah from Youth Forward to respond to Gloria Dunham's question. Jasmine Sowah mentioned each program element length of time varies by element and participant.

Debbie Ann Anderson mentioned the American Job Center is looking to offer a no one door option so clients are not turned away from services by any of the programs under the department of Human Services. Robert Croom added that an American Job Center staff will interview clients along with Social Service staff to ensure the individual doesn't fall through the cracks.

Debbie Ann Anderson asked Juanito Chiluisa to provide feedback on the New Jersey Department of Labor, Employment Service slide. Juanito Chiluisa discussed the number of individuals seen in July and August.

Ed Faver reviewed the Division of Vocational Rehabilitation Services slide which detailed the number of open cases, number of new referrals, and those successfully rehabilitated. Ed Faver mentioned there has been an increase of referrals from the reentry program who are not successfully rehabilitated due to recidivism.

Commissioner Granados thanked Robert Croom and his team for all the work they have put in to transforming the American Job Center and providing more services to Union County residents.

VII. Old Business

No Public Comments

VIII. New Business

Hilary McCarron mentioned the Port Authority will be hosting two Transportation Logistics and Distribution career information sessions in September and October.

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Amy Wagner mentioned the county will be hosting a Women Mean Business Summit in October 26th, 2022 at Galloping Hill.

Curry Bucu mentioned Trinitas Hospital will be hosting an open house on September 27th for healthcare workers.

Juanita Vargas informed the board United Way of Greater Union County is recruiting students for the Youth Build program.

Gloria Dunham asked if the information shared could be posted or emailed to board members.

Craig Coughlin mentioned Kean University is hosting a townhall at the university.

IX. Public Comments

No Public Comments.

X. Adjournment

The meeting was adjourned by Chairman James Brady at 10:30 am.

Meeting Schedule:

9:00AM, Wednesday, November 9th, 2022

Location:

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