

**Public Meeting of the Union County Workforce Development Board**  
**Warinanco Sports Center, 1 Park Drive, Roselle, NJ 07203**  
**9:00AM Wednesday, November 9, 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 (Anthea Williams)  
Morgan Thompson, Prevention Links  
Debbie Ann Anderson, Union County Department of Human Services (Melissa Lespinasse)  
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  
Melynda Disla, Gateway Family YMCA  
Richard Capac, Crowne Property Management  
Tina Earley, American Water  
Erich Peter, Union County Economic Development Corp  
Stan Robinson Jr., SHR Marketing, LLC  
Teresa Soto-Vega, PROCEED  
Dr. Kamran Tasharofi, Union County Healthcare Associates (Vice Chair)

**Board Members Absent:**

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  
Edward Faver, Division of Vocational Rehabilitation Services  
Paul Belardo, KML Carpenters

**County of Union:**

Sergio Granados, Union County Commissioner  
Amy Wagner, Department of Economic Development  
Antonio Rivera, Workforce Development Board  
Lisa Bonanno, Workforce Development Board  
Meredith Barracato, Workforce Development Board  
Gina Tuesta, Workforce Development Board  
Robert Croom, American Job Center  
Perle Almeida, American Job Center  
Carolina Marin, American Job Center  
Nasrene Mondol, American Job Center  
Tina Lopez, Division of Social Service  
Scott DiNardo, Division of Social Service

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Jasmine Sowah, Youth Forward

**Guests:**

Scott Kuchinsky, Plainfield Public Library  
Colleen Connell, Plainfield Public Library  
Kristen Brogg, Plainfield Public Library  
Peter Rojcevic, Plainfield Public Library  
Elaine Sanders, Community Foodbank NJ  
Maya Garcia, Community Foodbank NJ  
Julio Sabater, Workforce Advantage  
Ingrid Macias, NJ Department of Labor  
Isaias Rivera, Union College

**I. Call to Order & Welcome**

The meeting was called to order by James Brady, Chairman Workforce Development Board, at 9:05 AM.

**II. Pledge of Allegiance**

The Pledge of Allegiance to the flag of the United States of America was recited.

**III. Open Public Meetings Act**

Gina Tuesta read the Open Public Meetings Act Statement below 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**

**Gina Tuesta** 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**

September 14, 2022, meeting minutes were presented for a vote.

**BOARD  
ACTION**

**Hilary McCarron** motioned to approve the meeting minutes for September 14, 2022. **Dr. Kamran Tasharofi** seconded the motion. The motion was approved unanimously.

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

Director Rivera provided general updates, including policy information that can be located in the Google Drive folder for Board Members to review. He explained that the meeting today has several policies that need to be approved. Director Rivera added that the policy initiative originated after the US Department of Labor monitored the NJ Department of Labor and cited them for not providing policies or guidance to the local Workforce Development Boards for more than eight years. As a result of this finding, the NJ Department of Labor has been issuing new policies and requiring Workforce Development Boards to create local area policies. Director Rivera mentioned that the forthcoming resolutions would present more details regarding the specific policies. Director Rivera reviewed the budget and expense report included in the Board Members' meeting packets. The first page of the budget report shows the program year 2021 carryover funds that need to be expended by June 30, 2023, and the program year 2022 funding that needs to be expended by June 30, 2024. Director Rivera discussed the funds that have been disbursed since July 1, 2022 but added that changes to the budget would need to be made to minimize how much money is being returned to the state. He then discussed a meeting that was held with the NJ Department of Labor to plan the reopening of the One Stop Center. Director Rivera provided the Board Members with some background information that led to the meeting, which resulted in the need to provide clients with a safe and welcoming environment come November 14, 2022.

Stan Robinson Jr. asked why the NJ Department of Labor kept the building closed for a long time. Director Rivera mentioned that the Workforce Development Board office was unaware that the State security guards were

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turning away clients and keeping the building closed. It is his understanding that it was due to COVID. He added that the NJ Department of Labor has been working remotely, unlike the county employees working in the building, and are ready to provide in-person services.

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

**BOARD  
ACTION**

**Resolution No. 2022-36: Resolution of the Union County Workforce Development Board Authorizing Program Year 2022 Workforce Development Area Budget Indirect Expenses.**

**Chairman James Brady** requested a motion to approve **Resolution No. 2022-36**. **Dr. Kamran Tasharofi** made a motion to approve **Resolution No. 2022-36**. **Teresa Soto Vega** seconded the motion. The motion was approved unanimously.

**BOARD  
ACTION**

**Resolution No. 2022-37: Resolution of the Union County Workforce Development Board Authorizing the Transfer of Workforce Innovation and Opportunity Act (WIOA) Expenses from Program Year 2022 to Program Year 2021.**

**Chairman James Brady** requested a motion to approve **Resolution No. 2022-37**. **Richard Capac** made a motion to approve **Resolution No. 2022-37**. **Dr. Kamran Tasharofi** seconded the motion. The motion was approved unanimously.

**BOARD  
ACTION**

**Resolution No. 2022-38: Resolution of the Union County Workforce Development Board Authorizing the Regular and Alternate Meeting Dates of the Union County Workforce Development Board for the 2023 Calendar Year.**

**Chairman James Brady** requested a motion to approve **Resolution No. 2022-38**. **Gwen Ryan** made a motion to approve **Resolution No. 2022-38**. **Stan Robinson Jr.** seconded the motion. The motion was approved unanimously.

**BOARD  
ACTION**

**Resolution No. 2022-39: Resolution of the Union County Workforce Development Board Adopting the Priority of Service to Covered Persons (Veterans and their Spouses) Policy.**

Chairmen Brady discussed his veteran experience and the opportunities offered to him after he left the Navy. He added that the County should work to do everything it can to help those men and women who serve this country.

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**Chairman James Brady** requested a motion to approve **Resolution No. 2022-39**. **Hilary McCarron** made a motion to approve **Resolution No. 2022-39**. **Gloria Dunham** seconded the motion. The motion was approved unanimously.

**BOARD  
ACTION**

**Resolution No. 2022-40: Resolution of the Union County Workforce Development Board Awarding Contracts for the Provision of Work First New Jersey Programs.**

**Chairman James Brady** requested a motion to approve **Resolution No. 2022-40**. **Teresa Soto Vega** made a motion to approve **Resolution No. 2022-40**. **Erich Peters** seconded the motion. The motion was approved unanimously.

**Dr. Kamran Tasharofi, Dr. Lisa Hiscano, and Tina Earley abstained from Resolution No. 2022-40.**

**BOARD  
ACTION**

**Resolution No. 2022-41: Resolution of the UCWDB Awarding a Contract for the Provision of Simon Youth Academy Operator—WIOA Out-of-School Youth Services.**

Chairman Brady discussed the Simon Youth Academy graduation and its impact on him, hearing the graduates overcome barriers. He urged other board members to attend the graduation.

**Chairman James Brady** requested a motion to approve **Resolution No. 2022-41**. **Stan Robinson Jr** made a motion to approve **Resolution No. 2022-41**. **Gloria Dunham** seconded the motion. The motion was approved unanimously.

**Gwen Ryan abstained from Resolution No. 2022-41.**

**BOARD  
ACTION**

**Resolution No. 2022-42: Resolution of the Union County Workforce Development Board Adopting Workforce Innovation and Opportunity Act Policies and Procedures.**

**Chairman James Brady** requested a motion to approve **Resolution No. 2022-42**. **Dr. Kamran Tasharofi** made a motion to approve **Resolution No. 2022-42**. **Richard Capac** seconded the motion. The motion was approved unanimously.

VI. **American Job Center Report**

Robert Croom reviewed the American Job Center presentation, which included client services, job fairs, youth services, and apprenticeship opportunities delivered by the American Job Centers and the partners within the network for the current program year. The report submitted by AJC Director Robert Croom

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is attached to these minutes. Robert Croom discussed the Port Authority Job fair, a collaboration with Hillary McCarron, and is waiting for results from the employers on who was hired and the next steps. Robert Croom provided details on the Inclusive Hiring event that was initiated by Commissioner Sergio Granados.

Commissioner Sergio Granados asked why an employee was dedicated to contacting vendors weekly for payments. Robert Croom mentioned that the employee had been given additional responsibility, and it was to prompt vendors to submit their invoices for payment. Commissioner Sergio Granados asked Robert Croom to explain the vendor invoice submission process. Robert Croom explained the new process and the need to ensure vendors comply with the new submission deadline, which went from 90 days to 45 days. Perle Almeida added feedback regarding the delays in CDL schools submitting invoices due to testing delays. Dr. Lisa Hiscano shared her concern about the narrowing payment window for the job placement due to the requirement of obtaining employment verification information. Director Rivera mentioned that vendors were given 15 months to comply with the contract requirements in the past, which is a significant change for them. Director Rivera informed Dr. Lisa Hiscano that nothing contractually prohibits us from providing payments after six months of placements. Amy Wagner asked if the Workforce Development Board issues the employment verification requirement or if it is a WIOA requirement. Director Rivera mentioned that this was one initiative he wanted to streamline and will look into it further. Melissa Lespinasse asked that all vendors continue to submit the invoices as soon as possible so the payment can be processed immediately.

Stan Robinson Jr. congratulated Robert Croom on getting the orientation on the county website and asked if the American Job Center was looking to develop an app. Robert Croom mentioned that clients could view the orientation on their phones without needing an app since it's a short video.

**VII. Old Business**

No Public Comments

**VIII. New Business**

Director Rivera mentioned there would be an election for the new chair, vice chair, and secretary, and anyone interested in running for those positions could speak to him. Director Rivera said he would not attend the December 7 meeting as he will be at a conference, but Meredith Barracato, Lisa Bonanno, and Amy Wagner will be at the next meeting.

**IX. Public Comments**

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Gloria Dunham asked Dr. Hiscano to discuss the Supply Chain symposium at Union College. Dr. Hiscano discussed the event and the statewide initiatives among the various community colleges.

Chairman Brady congratulated Amy Wagner on a successful *Women In the Business* event he attended, which had great speakers and a large turnout.

X. **Adjournment**

The meeting was adjourned by Chairman James Brady at 9:55 am.

**Meeting Schedule:**

**9:00 AM, Wednesday, December 7, 2022**

**Location:**

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