



Workforce Development Board
County of Middlesex

Quarterly Meeting – July 25, 2017

Present: Candace Crane (as Designee for Gloria Aftanski,) Bert Baron, Roseann Bucciarelli, Sergo Corvil, Ingrid Coutinho, Robert Davis, Luis De La Hoz, Alan Fialka, Gabriel Lavigne, Poo Lin, Roxanne Teleck (as designee for Angela Mackaronis,) Elayne McLaine, Charles Wallace (as Designee for Jose Montes), Joseph Picone, Miriam Ruiz, Brian Sant’Angelo, Jill Schiff, Kathy Shaw, Tim Timberlake, Christina Youngblood

Staff: Kevin Kurdziel, Shamara Gatling-Davila, Barbara Heyward, John Ross, Craig Schlosser, Diane Seavers, Melinda Walton

Guests: Claudia Dorsch, Amanda Mondale, Monica Schrananog, Sereena Singh

Call to Order with Pledge of Allegiance and Roll Call

Welcome and Introductions

- The notice of this meeting, pursuant to the “Open Public Meetings Act” NJS 10:4-10 has been complied with and shall be entered into the minutes of this meeting.
- A motion was made by Kathy Shaw to accept the minutes of the April 24, 2017 as written and forwarded to the members by email ahead of the meeting. It was seconded by Robert Davis, a vote was taken, passed, and the minutes were accepted.

Chairperson’s Report

- Ms. Schiff summarized Program Year 2017 noting that major projects and initiatives were completed and we now have full implementation of the Workforce Innovation and Opportunity Act.
- We expect the Local Plan to be approved and work continues with our Partners to develop the Regional Plan.
- Middlesex County is the first local area to establish an Incumbent Worker Training program.
- A One Stop Operator was selected by competitive procurement as required by WIOA.
- Unemployment in Middlesex County is at the lowest in many years at 3.8%.
- Upcoming changes include a significant cut in funding and a transition in state government.
- Ms. Schiff will remain on the Board but has stepped down as Chairperson. She thanked everyone for making it easy during her 14 years on the board and many terms as Chair. It was a wonderful, eye-opening education.

Director’s Report

- Mr. Kurdziel thanked Ms. Schiff for her service to the Board and said his three years here could not have been done without her support.
- New membership binders are/will be given to all members present today.
- Diane Seavers has been our Deputy Director for 10 months.
- Bernice Venable will be receiving the Public Service Award at the GSETA conference.
- We have received cuts of \$1.2MM, but Claudia Dorsch has worked hard to make it work and will present the budget later in the meeting. We will still do our best to provide services to as many as possible.

- The GSETA retreat addressed how they can focus their efforts in New Jersey and redesign itself. Mr. Kurdziel will head the Legislative Committee which will give Workforce Development a strong voice in Trenton.

Committee Reports were sent to members ahead of the meeting. There were no questions or comments on any of the reports.

Budget (Report given by Claudia Dorsch, Senior Fiscal Office, Middlesex County Office of Workforce Development)

- A chart was given out comparing PY 16 to PY17 showing significant funding cuts received for PY 17.
- Costs were mostly in overhead and administrative areas so we would be able to keep service levels the same. And, we will try to de-obligate some contracts in order to free up funds that will not be used.
- A close eye will be kept on expenditures and the budget and we may have to have a waiting list for services later in the year. We will request more funds from the state in the spring; sometimes they are given.
- Diane Seavers said there are still some funds available for Incumbent Worker Training and a few companies have expressed an interest in the program.
- A motion to accept the budget as presented was made by Luis De La Hoz, seconded by Kathy Shaw and a vote taken. It passed unanimously with no abstentions.

Approval of Policy Resolutions

- Five proposed policies were discussed during the Executive Committee meeting on July 11 and sent to the membership to review before today's meeting for any comments or questions. They will be voted on together as a consent agenda.
- The policies are:
 - 2017-03 Designation of Funds for Transitional Jobs
 - 2017-05 Designation of Local Demand Occupations PY 2017
 - 2017-06 Revised Procedures for Appointment of Board Members
 - 2017-07 Youth Supportive Services
 - 2017-08 Youth Wages
- A motion was made by Kathy Shaw to accept and adopt the policies as written in the proposal, seconded by Ingrid Coutinho and a vote was called. The vote unanimously accepted all the proposed policies with no abstentions.

Nomination/Election of Officers

- The proposed slate of officers developed by the By-Laws committee and supplied to the membership before the meeting is:
 - Chairperson Gabriel Lavigne
 - Vice Chairperson Amy Bellisano
 - Secretary Ingrid Coutinho
- A motion was made by Kathy Shaw to approve the nominations as presented. There were no nominations from the floor and a motion was made by Roseann Bucciarelli and seconded by Charles Wallace to accept the slate as presented.
- The chair requested that the body accept the slate by acclamation. The motion was made by Miriam Ruiz, seconded by Robert Davis and the vote was taken and the slate was accepted unanimously with no abstentions.

Public Comment/Non-Agenda Items

- Jill Schiff thanked everyone for their support of the Construction Industry Career Day recently held. The Office of Workforce Development had a table at the event and it will be held again.

- Gabriel Lavigne announced the event “Hub City Sounds” which is sponsored the by New Brunswick Cultural Center and Johnson & Johnson and will send members more information.
- The Office will be holding another Job Fair in Old Bridge on September 14 and a Veterans Job/Services Fair in Sayreville on November 2.
- Kathy Shaw reminded everyone of the Business Summit being planned for September 18 at the Rutgers Visitor’s Center. A number of agencies are taking part.

Adjournment of Executive Session

- A motion to adjourn the public portion of the meeting was called for by Roseann Bucciarelli and the meeting was closed to the public and entered an executive session.

Handouts:

- Emailed ahead of the meeting:
 - Agenda
 - Minutes from the April 25, 2017 meeting
 - Designee Form
 - Proposed Slate of Officers
 - Absentee Ballot
 - Committee reports
 - Proposed Policy Resolutions
 - 2017-03 Designation of Funds for Transitional Jobs
 - 2017-05 Designation of Local Demand Occupations PY 2017
 - 2017-06 Revised Procedures for Appointment of Board Members
 - 2017-07 Youth Supportive Services
 - 2017-08 Youth Wages
- Emailed ahead of the meeting and in the meeting packets:
 - Agenda
- In Meeting packet:
 - WDB Consolidated Report
 - Business Brochures

The next meeting will be October 24, 2017 at 9:00 AM.