



Workforce Development Board
County of Middlesex

Quarterly Meeting April 24, 2018

Present:	Gloria Aftanski, Lisa Alexander, Kenneth Armwood, Bert Baron, Amy Bellisano, Roseann Bucciarelli, Anthony Capece, Pedro Rodriguez (as Designee for Sergio Corvil,) Robert Davis, Alan Fialka, Dan Frankel, Mark Lanzi (as Designee for Yasim Hernandez-Manno,) Thomas Iveson, Brenda Jenifer, Gabriel Lavigne, Poo Lin, Roxane Teleck (as Designee for Angela Mackaronis,) Charles Wallace (as Designee for José Montes,) John Ross, Miriam Ruiz, Brian Sant'Angelo, Jill Schiff, Kathy Shaw, Christina Youngblood
Excused:	Joseph Picone, Timothy Timberlake, Joanne Vogel
Absent:	Luis De La Hoz, Melyssa Lewis, Elayne McLaine, Dianne Veilleux
Staff:	Kevin Kurdziel, Shamara Gatling-Davila, Barbara Heyward, Diane Seavers, Melinda Walton
Guests:	Tina Abhadi, Beth Conte, Justin Kolbensschlag, Constance Mace, Sean McDonald, Marc Schweitzer, Sabrina Sullivan, Gwen Wiggins, one illegible name on sign-in sheet.

- **Call to Order with Pledge of Allegiance and Introductions of Attendees.**
- **Open Public Meetings Act.** *The notice of this meeting, pursuant to the “Open Public Meetings Act” NJSA 10:4-10 has been complied with and shall be entered into the minutes of this meeting.*
- **Approve of the Minutes from the January 23, 2018 meeting.** A vote was called for by Kathy Shaw and seconded by Roseann Bucciarelli. The vote was unanimous for approval.
- **Welcome and Introductions** Each person present introduced themselves and mentioned something they were looking forward to as the weather has improved.
- **Chairperson’s Report**
 - Mr. Lavigne informed the Board he had met with representatives of Sansone Auto to discuss our involvement with them and their veterans and reentry programs and obtaining information from the Department of Labor concerning funding. Barbara Heyward also attended and the meeting went well. We hope to also be able to have a representative from Sansone join the Board.
 - NJ Reentry has opened an office in New Brunswick and we will be involved with their efforts.
 - The Strategic Plan is being worked on and we hope to have a shorter version of it put in place. As part of it, the committees will be revamped and each will have a chair and a vice chair
 - The new Commissioner of Labor (Rob Asaro-Angelo) would like to set up regular meetings with the DOL and GSETA administrators so they can work together better.
 - We had hoped to move the Board Officer elections to April this year, but were not able to. We hope to do so in the next program year. But, we will most likely be changing the officer’s terms to two (2) years starting with PY 18.
 - The SETC is working on finalizing state employment sectors and focusing on career pathways and stackable credentials.
 - Of particular interest is gender parity by sector which is being found to start at educational institutions.
 - A sample of the new Dashboard was available but only contains one year of information and only on the state level. Eventually it will be broken down into local areas and programs and will help us decide where to focus our efforts.
 - Becoming a 501(c)(3) is in progress. It will let us be more autonomous and allow us to apply for grants to use for special populations. Especially the undocumented, for which we cannot use Title I funds.

- **Director's Report**
 - Freeholder Armwood was welcomed to the meeting.
 - We are currently setting up for Program Year 2018 which involves Requests for Proposals (RFP), contracts, Memorandums of Understanding (MOU), etc. We do not have funding amounts yet, but think it may be the same as last year, but are making plans for various scenarios based on different funding amounts.
 - Diane Seavers will do a more detailed presentation on SkillUp™, but this has made us very visible to the public. It touches all residents and will be presented at the NJAC convention next month. It has also been featured on the television program "Spotlight on Middlesex," the Bert Baron morning radio show, and the County newsletter. It can help us do more with less funds.
 - The new Labor Commissioner, Robert-Asaro Angelo is open to working with us and building strong relationships with the Dept. of Labor. This morning he asked Mr. Kurdziel to tour the Kinkishario plant this afternoon with him. It is a rail car company we have been working with for two years
 - We want to put people back to work and create a world class workforce
 - Kathy Shaw brought up the subject of a program for welding apprenticeship in the County perhaps with the Vo Techs and Middlesex County College (MCC.) Jill Schiff noted that welding can be part of other certification programs.
- **Committee Reports** for Literacy, Youth were sent to members ahead of time. A motion to accept them was made by Kathy Shaw, seconded by Roseann Bucciarelli. A vote was taken and they were accepted unanimously
- **Labor Market Information.** Unemployment in the county was steady at 4.5% which is about 17,000 people. There was a very slight uptick probably caused by the post-holiday seasonal lag of 45-90 days in reporting. The national rate is 4.6%
- **New Jersey Department of Labor Update.** The new Commissioner is Robert-Asaro-Angelo, the Deputy Commissioner is Paul Yuen who comes from 27 years in the Department of labor and, the Assistant Commissioner of Workforce Development is now Hugh Bailey who comes from Philadelphia Works and Montgomery County, Maryland which are both innovative workforce development areas.
- **SkillUp™ Middlesex Report**
 - Diane Seavers noted that a presentation was given at a previous meeting explaining how the program works and a report giving some current usage statistics is part of the meeting packet. We currently have 13,090 people registered. This program can help us serve people not eligible for our grants.
 - Mr. Kurdziel said it might be possible to work with employers to develop a curriculum for their employees which could result in some cost reimbursement to us.
 - The CEO of Metric/NY Wired (which is the program we market as SkillUp™ Middlesex) was impressed with our marketing efforts.
- **Business Services Report**
 - There has been a distinct increase in the number of businesses we work with and in helping them see the value of working with Workforce Development. Many of them are major companies and we can do both traditional recruitments and "direct hire" events at their location to help forge relationships.
 - By following up on ITA students who were not placed by the training provider they were able to place 29 of 48 in jobs. Workforce Development and Employment Services are working collaboratively to put people to work.
- **One Stop Operations Report** for the third quarter of Program Year 2017 was given by John Ross.
 - WIOA - We are showing a 6.5% increase in Certifications, Assessments, and placements in training over third quarter PY 16 and have appointments scheduled into June at both One Stop locations using priority guidelines.
 - Learning Link - has a 37% increase. We were able to open a third Link in New Brunswick using three-week cycles and focusing on computer skills for the workplace. So far we have served 163 people in this third Learning Link. Middlesex County College has provided an excellent instructor.

- WFNJ – Both programs were recently monitored with positive results and both have been invited to submit Statements of Work for the next Program Year. Our staff has completed the takeover of case management for GA and SNAP participants from the State. We are able to provide more individualized services combining with the College and the Adult Learning center and have high expectations for higher placement rates through this collaboration.
- **One Stop Operator Procurement.** We are required to use a procurement process to hire a One Stop Operator, but think that requirement may be waived soon as it was in the past. We did receive two responses (Middlesex County College and The Work Place) which are currently under review. The Middlesex County Regional Chamber of Commerce did not submit a proposal to continue in this capacity. The new Operator will start on July 1, 2018
- **Policy Resolution MCOWD 2018-02** concerning giving priority services to Middlesex County residents as funds are running out for the current program year was supplied to the members ahead of time. It will also allow the Director to implement this policy whenever it is deemed necessary. A motion to add this policy was made by Kathy Shaw, seconded by Amy Bellisano and a vote was called for and passed unanimously.
- **Central Jersey Partners Update** We are working collaboratively with Mercer, Monmouth, and Ocean Counties on many projects and hope to be able to conserve some resources this way. Our first endeavor is a Technical Career centered Job Fair taking place on May 15 at Bell Works in Holmdel. Other ways we will be working together will be on monitoring and other ways to share costs. The group works well together and we intend to invite the other Board chairs to our next meeting.
- **Old/New Business** A number of members announced upcoming events from their organizations.
- **Member Comments** None
- **Public Comment** None
- **Adjournment**
- A motion to adjourn the meeting was called for by Kathy Shaw, seconded by Amy Bellisano, a vote was called and the meeting was adjourned.

Handouts:

- Emailed ahead of the meeting:
 - Agenda
 - Minutes from the January 23, 2018 meeting
 - Policy Resolution MCWDB 2018-02
 - Designee Form
 - Committee reports
- In Meeting packet:
 - Agenda
 - Policy Resolution MCWDB 2018-02
 - DOL Audit Letter
 - SkillUp™ Middlesex Report
 - Business Resource Center Quarterly Report
 - CDL Training Outcomes Report

The next meeting will be July 24, 2018 at 9:00 AM.