



Workforce Development Board
County of Middlesex

Quarterly Meeting January 23, 2018

Present:	Roseann Bucciarelli, Anthony Capece, Sergo Corvil, Robert Davis, Luis De La Hoz, Alan Fialka, Dan Frankel, Naomi Vliet (as Designee for Yasim Hernandez-Manno,) Thomas Iveson, Gabriel Lavigne, Melyssa Lewis, Poo Lin, Elayne McClane, José Montes, Joseph Picone, John Ross, Miriam Ruiz, Kathy Shaw, Timothy Timberlake, Dianne Veilleux, Joanne Vogel
Excused:	Lisa Alexander, Bert Baron, Amy Bellisano, Angela Mackaronis, Brian Sant'Angelo, Jill Schiff, Christina Youngblood
Absent:	Gloria Aftanski, Kenneth Armwood, Brenda Jenifer
Staff:	Kevin Kurdziel, Shamara Gatling-Davila, Diane Seavers, Melinda Walton
Guests:	Yajaira "Jay" Torres, Maximo Vazquez

- **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 October 23, 2017 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 in 2018.
- **Chairperson's Report**
 - The member's breakfast in December was a great opportunity for members to meet and mingle with thanks to Craig Schlosser for helping with the arrangements.
 - We are still searching for new members who are empowered and engaged in the business community. Sectors especially needed are pharmaceutical, construction, and utilities.
 - Becoming a 501(c)(3) is something we are focusing on for practical reasons. It will allow us to raise funds outside of our federal grants which will have less restrictions on how we use that money.
 - The new Labor Commissioner is from Middlesex County and has an understanding of both employers and employee issues
 - The meeting schedule for the YAC has been changed to be closer to the full Board meetings since the committees are supposed to drive the Board meetings. A reminder that every Board member needs to be an active participant in at least one committee
 - We will probably be moving the Board's election of officers to the April meeting so that when there is a change in the officers, they will be in place for the start of the fiscal year instead of having to wait until almost a month later and three months for the next meeting.
 - The Office of Workforce Development has been working with our regional chairs to share "best practices" and to bring all four into line with each other. There is more power as a region than by individual county.
- **Director's Report**
 - We will be presenting our mid-year budget review today which will include a comparison to where we were at this time last year. We had significant cuts, but were able to maintain a consistent level of service to our customers. We will have to wait and see what happens next year. We are hoping funding will at least be flat,

- but we are planning in case it lowered again. There is the possibility that some funds that were diverted by the previous administration to programs that operated at the state level could be returned to the local areas.
- Governor Phil Murphy has already spoken about Workforce Development and we believe that he will take a proactive approach to it. The new Labor commissioner, Robert Asaro-Angelo is a Middlesex County resident and has a lot of experience from the US DOL under the Obama administration. Plans to meet with him are being arranged. Mr. Kurdziel also wanted to express his thanks to the previous DOL Commissioner, Aaron Fichtner and other officials for their help and guidance through the years.
 - We have met with our CNJ partners on potential partnerships and collaborations including a regional job fair and consistent vendor policies and monitoring. We also plan on being more receptive to actually placing clients in jobs across county borders to meet the needs of businesses.
 - SkillUp Middlesex is a computer based learning platform that will be launched later this month that will help us to provide an educated and qualified workforce for businesses in the area. It is also being used by the County for staff professional development which will save some money for them.
- **PY 2017 Mid-Year Budget Review**
 - A handout was in the packet that compared our income and expenses to this point in PY 16.
 - Funding overall was down about \$1,000,000. One program, Workforce Learning Link, received more money so the cut to other programs was actually more than \$1,000,000.
 - Our disbursement and obligations are approximately the same as this time last year, but because of the cuts, it means that we could run out of funds sooner. It will be closely watched and there are things we can do to help. More funds can be requested and we can make some transfers between funds to allocate them as needed and we are in the process of de-obligating some items so the money can be used. We have also held down overhead costs as much as possible.
 - If necessary, we may introduce a policy resolution in April to temporarily limit ITAs to Middlesex County residents and not allow, or limit, retraining. While we can work with people from any area of the country, the Board can limit how we use the funds by placing their own restrictions for their area by adopting policies doing so. This only affects the ITAs we write, not any of the programs run by Employment Services.
 - It is important that people have access to training that leads to industry recognized credential. SkillUp should help with that.
 - **Infrastructure Funding Agreement**
 - We met with our One Stop Partners in the Fall to document the usage of the physical shared space, technology, etc. to make sure costs were allocated appropriately. There was only a slight difference in usage and expense so we are considering it a “wash.” We are awaiting approval from the State to make this a part of our MOU and it will be reviewed each year.
 - **WDB Strategic Plan 2018-2021**
 - In order to achieve our goals, the Board members need to be engaged and empowered.
 - The older strategic plans more closely followed the WIA requirements and We would like the plan to be shorter. A survey should be taken of Board members to see if anyone has experience in writing Strategic Plans and include them on the committee actually writing the plan.
 - The Executive Committee should brainstorm and other committees can be formed to work on the topics and ideas to include in the plan. Possibly a representative from each committee should be part of the group writing the Strategic Plan. But, the focus should stay on the plan and not include extraneous issues.
 - Another suggestion was to have the re-established Governance, Planning, and Performance Committee come up with a framework for the Plan before bringing it to the entire Board and the Local Plan could be a good place to start. However, it may require a longer time to do this and not be ready in time for the April meeting.
 - The fact that the WDB under WIOA is now a governing body, not just advisory, should help move things along more quickly.

- A focus should be to engage the employer and bring in job seekers.
- **Governance, Planning, and Performance Committee**
 - The Executive Committee will be meeting to decide exactly what this committee will be responsible for.
 - Members will be appointed or volunteers taken.
- **Amend the Middlesex County Demand Occupation List**
 - This amendment will add Construction and Utilities jobs to the list that determines what kind of training clients can go to.
 - Mr. Kurdziel explained that it will not have too much of an immediate impact on the number of ITAs that can be written for other occupations because there are not a lot of training providers for it yet, but it will help going forward.
 - The Demand Occupation List for the County can be amended by the Board at any time.
 - A vote to approve Policy Proposal MCOWD 2018-01 was called for by Kathy Shaw and seconded by José Montes. The vote to approve was unanimous and the Policy was approved.
- **Procurement Update**
 - Even though most of our contracts do not expire until June 30, the process of procurement will begin shortly so everything can be in place for the beginning of PY 18.
 - We are working closely with the CNJ partners so that the same Master Agreement can be used by all four counties.
 - Other items that need to be procured are the WFNJ contracts, the One Stop Operator, Youth Programs, and WFNJ Programs.
 - The basic process is that the RFP is placed on the County Purchasing Portal, bids are taken, evaluated, and awarded.
- **Old/New Business**
 - Incumbent Worker Training update
 - The fifth program should be in place soon.
 - We can use up to 20% of our Adult/Dislocated Worker funds, but have used less.
 - Thanks go to Middlesex County College and Roseann Bucciarelli and Nick DeMateo for helping with these programs. The college provides much of the training.
 - These help us meet the WIOA requirement of having a high quality relationship with employers.
 - IWTs represent a proactive rather than reactive approach by saving and creating jobs.
 - Employers provide a share of the funding for programs in their companies.
 - The next SETC meeting is Monday, January 29 and Board members are encouraged to attend.
- **Public Comment/Non-Agenda Items** None.
- **Adjournment**
- A motion to adjourn the meeting was called for by Kathy Shaw, seconded by José Montes, a vote was called and the meeting was adjourned.

Handouts:

- Emailed ahead of the meeting:
 - Agenda
 - Minutes from the October 23, 2017 meeting
 - Designee Form
 - Committee reports
- In Meeting packet:
 - Agenda
 - OWD Fiscal Report
 - Chart of Board and Committee meetings for 2018

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