



**Workforce Development Board**  
County of Middlesex

*Quarterly Meeting October 22, 2019*

Members Present:	Gloria Aftanski, Bert Baron, Roseann Bucciarelli, Carla Cefalo, Robert Davis, Paul Hiler, Wendy Hornich, Thomas Iveson, Gabriel Lavigne, Rich Liebler, Poo Lin, Elayne McLaine, Jose Montes, Loyce Riggins, Miriam Ruiz, Jill Schiff, Thomas Sommers, Joanne Vogel
Designees:	Elizabeth Conte (for Timothy Timberlake), Dawn Lystad (for Dianne Veilleux), Roxane Teleck (for Angela Mackaronis), Naomi Vliet (for Kyle Anderson),
Excused:	Amy Bellisano, Dan Frankel, Melyssa Lewis, Craig Schlosser, Timothy Timberlake
Absent:	Sergo Corvil, Luis De La Hoz, Alan Fialka, Brian Sant'Angelo,
Staff:	Kevin Kurdziel, Diane Seavers, Claudia Dorsch, Barbara Heyward, Martin Schamberger, Shamara Gatling-Davila, Melinda Walton Eliana Adrian, Jasmina Dizdarevic, Robert Masterson, Carmen Mercado, Nicole Montero, LaToya Perry, Stephanie Proveaux, Michael Scalice, Jacob Scheck, Lynn Valenty, David Williams, Helina Wisniewski
Guests:	Padma Arvind, Juan Gonzalez, Nicola Minott, Sabrina Sullivan, Gwen Wiggins, Anthea Williams, Lynn Witkowski

- **Call to Order** ..... Gabriel Lavigne
  - Pledge of Allegiance
  - Member Introductions. Kevin Kurdziel introduced staff members from the Office of Workforce Development who were attending today's meeting.
  - Open Public Meetings Act. *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.*
- **Approve of the Minutes from the July 23, 2019 Meeting** ..... Gabriel Lavigne
  - A vote was called for by Carla Cefalo and seconded by Paul Hiler. The vote was unanimous for approval as written.
- **Member Committee Selection** ..... Kevin J. Kurdziel
  - Most of the work of the Board takes place at the committee level so it is important that all members participate on at least one committee. There is information in today's meeting packet and members of the Board are encouraged to send us their selection. In many cases, you will be able to phone in to participate.
- **Nomination and Election, Secretary** ..... Gabriel Lavigne
  - A motion was made by Jill Schiff to accept the recommendation of Paul Hiler to fill the remaining portion of Christina Youngblood's position of secretary as she is unable to continue on the Board. It was seconded by Robert Davis. The vote was called and it was passed unanimously.
- **Chairperson's Report** ..... Gabriel Lavigne
  - We are still actively seeking board members from the private sector. Ideally they would be HR representatives from in-demand occupations, such as health and pharma, or any of the larger companies located in the County.
- **Director's Report** ..... Kevin J. Kurdziel
  - The overall economy is strong, with Middlesex on par with the state and slightly better than the national average. Despite reports that there is a labor shortage, with 13,800 people in Middlesex County seeking work we need to reach out to them with assistance.
  - Information from the recent Heldrich study was shared with the members because it will have a bearing on the Board's strategic plan. The County will be working on an Economic Development Marketing campaign which will impact our programs. Many changes will be happening in the next several months.
  - We need to recruit more members from the private business sector. They should be decision makers in the companies.

- **Economic/Workforce Development Competitiveness Study** ..... Kevin J. Kurdziel
  - The Heldrich study, as relevant to Middlesex County, is included in the strategic plan. Dr. Van Horn may present some of the findings at the January Board meeting.
  - Our economy is still strong in the usual areas and is growing.
  - Recommendations:
    - Strengthen Board membership with in-demand industries
    - Establish ourselves as a 501(c)(3) which will help enhance fund raising to make up the loss of funding due to lower unemployment and give more autonomy to the Board.
    - Create County focused industry sector panels. Use what the state is doing as a model.
    - Establish satellite career centers throughout County (libraries, faith based, etc.)
- **WDB Strategic Plan 2020/Destination 2040** ..... Kevin J. Kurdziel
  - We are holding off on the strategic plan in order to fold it into Destination 2040.
  - Show how the WDB is implementing plans.
  - Form a task force to develop the strategic plan.
- **Economic Development Marketing Campaign** ..... Kevin J. Kurdziel
  - The County continues to work with Top Right on building the brand and visibility
  - Phase 1 was educating the public on what a County does.
  - Phase 2 will focus on economic development such as identifying and attracting businesses. Some target industries are advanced manufacturing, autonomous vehicles, food innovation, and life sciences.
  - The WDB needs to be prepared to be proactive by anticipating and training to meet the demands of employers.
- **2018 Annual Report** ..... Kevin J. Kurdziel
  - The Annual Report should be out by the end of December.
  - The format has been streamlined. It contains more infographics instead of narrative and is more “user friendly.”
- **New Brunswick One Stop Relocation** ..... Kevin J. Kurdziel
  - Plans are moving ahead for a relocation to the Wellness Deck.
  - Meetings have been held with the Asst. Commissioner of Labor and architects.
  - There are 18 months left on our lease at 550 Jersey Avenue.
- **Next Gen Industry Partnership** ..... Kevin J. Kurdziel
  - The structure consists of Industry Panels organized by Juan Gonzalez of the DOL.
  - The purpose is to engage businesses to let the DOL know what they need and get “select partners” involved where appropriate.
  - The Central Region has designated manufacturing as one area of focus. This format is being used nationally. We might try to replicate this on a local level and identify sectors here.
  - The Talent Networks will no longer exist.
- **Operations Update** ..... Diane Seavers
  - There is now a focus on reentry. Staff is going “behind the wall” to offer programs in “soft skills” at the Youth Correctional Facility and will also offer support at the adult level.
  - We are trying to bring One Stop services to meet people where they are by July 2020.
  - The Reset program is ongoing to address the opioid problems and is about half-way completed. The goal is employment, not just training, but MCC offers some short term training to facilitate obtaining employment.
  - We have been asked to provide additional services, but no extra funding was offered. We will have to ask the DOL for additional money.
  - Rich Liebler mentioned they have received a GAINS grant and would like us to partner with him. We may be able to offer IWT.
  - The Workforce Learning Link is still offering expanded basic computer classes and needs more candidates to enroll.
  - Youth Programs:
    - We are working with youth shelters, correctional facilities, and probation.
    - MCC offers Occupational Therapy and HSE classes.
    - We need sites for work-based learning. It was suggested that we use the phrase “job shadowing.”
- **2020 Meeting Schedule** ..... Kevin J. Kurdziel
  - Next year’s meeting schedules are included in the meeting packet.

- **Old Business/New Business**
  - Since it is important to our area to get an accurate count, we are working on the “Census Complete Count” initiative and are assisting them in recruiting local workers. Online responses are encouraged. Roseanne Bucciarelli added that they are recruiting on the campus.
- **Adjournment** was motioned by Roseann Bucciarelli, seconded by Carla Cefalo and the meeting was adjourned.

**Handouts:**

- Emailed ahead of the meeting:
  - Agenda
  - Minutes from July 23, 2019 meeting
  - Designee Form
  - Committee Reports
  - MCC Parking Pass & Map
- In Meeting packet:
  - Agenda
  - Operations Report
  - SkillUp™ Report
  - Business Engagement Team report
  - “Call to Action” article
  - WDB Committee information
  - 2020 WDB Meeting schedule

**The next meeting will be January 28, 2020 at 9:00 AM  
in the Brunswick Room, Crabiel Hall, Middlesex County College.**