



Middlesex County Workforce Investment Board Meeting

Tuesday, April 28, 2015, 9:00 AM

Present: William Dennison (as designee for Gloria Aftanski), Roseann Bucciarelli, Kevin Duncan, Alan Fialka, Janice Fishbein, Lorrie Ginegaw, Daniel Henrickson, Gabriel Lavigne, Brian Loughlin, Maryann Lovas, Henrietta Wilson (as designee for Angela Mackaronis), Jose Montes, Naomi Vliet (as designee for Laura Morana), Susan Pasternack, James Perry, Julie Piano, Peter Reno, Ginny Romeo, Miriam Ruiz, Jill Schiff, Kathy Shaw, Bernice Proctor Venable, Joanne Vogel

Staff: Kevin Kurdziel, Nina Rios-Rivera, John Ross, Melinda Walton

Guests: Dan Frankel, Christina Herzog, Craig, Jez, Maureen O'Brien-Murphy, Jeff Shulman

- 1) **Call to Order and Pledge of Allegiance** Jill Schiff
- 2) **Roll Call**Joanne Vogel
- 3) **Welcome and Introductions**..... Jill Schiff
 - a) Compliance with Open Meeting Act.
Notice of this meeting was made pursuant to the Open Public meetings Act, NJSA 10:4-10
 - b) Approval of Minutes of the October 28, 2014 Meeting. Motion to accept the minutes as written was made by Dan Henrickson and seconded by Kathy Shaw. A vote was called with no nays and one abstention from Jose Montes and it was unanimously decided to accept the October 28, 2014 minutes as written.
 - c) Introduction of two new WIB members:
 - i) Jose Montes, CEO of the Puerto Rican Action Board replacing Iris Moncion
 - ii) Miriam Ruiz, WFNJ Program Director with Community Care Child Solutions, who is replacing Michelle Suskind who retired in February.
- 4) **Chairperson's Report** Jill Schiff
 - a) The upcoming changes taking effect July 1 with the implementation of the Workforce Innovation and Opportunity Act (WIOA):
 - i) The WIB's Executive and Planning committee will be meeting to review the new policies.
 - ii) One of the biggest changes will impact Youth by increasing the maximum age from 21 to 24.
 - iii) There will also be more emphasis on Career Pathways and increased input from local businesses.
 - iv) There is a requirement to regionalize WIBs for planning purposes.
 - v) The WIB membership will be reduced.
 - vi) There will be a presentation during this meeting by Christina Herzog from the SETC to explain the changes.
 - vii) The Executive Board will keep everyone updated and informed.

- b) The WIB is applying for a Department of Justice Second Chance grant to provide occupational training to men and women in our county jail. It is for three years with funding up to \$750,000 and it is anticipated that the WIB will collaborate with the jail and Middlesex County College.
- c) Ms. Schiff introduced the following guests at today's meeting: Maureen O'Brien Murphy and Christina Herzog from the SETC, Jeff Shulman from the NJ Department of Labor and Workforce Development, Craig Jez, the Business Representative from the NJ Dept. of Labor and Dan Frankel, Business Administrator, Sayreville and former WIB chairperson.

5) **Workforce Innovation and Opportunity Act**.....Christina Herzog, SETC

- a) Ms. Herzog gave a Power Point presentation concerning the upcoming transition from WIA to WIOA. She spoke about the new areas of focus, and summarized the timeline. The SETC has primary responsibility for planning and the rest is the implementation and operations aspects and is partnering with Labor and Workforce Development concerning receiving local input. She summarized the goals and key policies of the Workgroups that have been formed for the transition process.
- b) Some questions arising during the presentation were:
 - i) Recertification was received until 2016 for the WIB, will that carry over? We do not have to disband and there will be a way to formally request that that the certification still be in force.
 - ii) Procurement of One Stop Delivery System through a competitive bidding process and a possible conflict of interest if we are evaluating our own bid to be the supplier.
 - iii) Restructuring of WIB membership.
 - iv) Strategies relating to fitting the population with the jobs that are available now.

6) **Committee Reports**

- a) Youth Investment Council..... Susan Pasternack
 - i) Report was not delivered, please see the attached written summary that is made part of these minutes.
- b) LiteracyWilliam Dennison
 - i) Report was not delivered, please see the attached written summary that is made part of these minutes.
- c) Executive Jill Schiff
 - i) Information was given during the Chairperson's Report earlier in the meeting.
- d) One Stop Julie Piano
 - i) We have 511 ITAs and will be using all the funds for Program year 2014.
 - ii) The Learning Link received an additional \$110,000 and we have added another classroom in New Brunswick and hired a full time, seasonal instructor.
 - iii) The Unemployment Office in New Brunswick closed at the end of March. The only one for Middlesex County is the one in Perth Amboy. A concern is a decrease in our customers, but we will continue to work with our partners on customer flow.
 - iv) There is a need for more staff development to keep up with the upcoming changes.

- v) The new regulations will be placing more emphasis on “stackable credentials” and we held a Vendor Fair earlier this year to explain this to the schools we use.
- vi) Core and Intensive services are being dropped and clients will enter directly into training.
- vii) Forms are being redone to reflect new requirements.
- viii) The auditors from Washington scheduled for the New Brunswick office on April 30 have cancelled.

7) WFNJ John Ross

- a) The Middlesex County College (MCC) and New Brunswick Adult Learning Center (NBALC) programs have been reviewed and corrective actions plans were given. There were some excess funds in these programs which have been reallocated to other programs for WFNJ customers.
- b) Each vendor will have their operating budgets modified to provide a computer literacy program for General Assistance clients at MCC and modifications to the High School Equivalency program with NBALC.
- c) A decision will be made within two weeks whether or not to issue a Request for Proposals for FY-16 or extend existing Agreements for an additional year.
- d) TANF Participation rate is averaging 4 percentage points higher than last year. This is due to reducing the number of clients in non-countable activities and the Bd. Of Social Services having greater efficiency in processing cases. Efforts are being made to address non-compliance.
- e) The County has received notification of Block Grant funding for FY-16 for Transportation. The County’s response is due by June 1 and efforts are ongoing to meet that deadline. WFNJ funding will not be known until June.

8) Business Development UnitNina Rios-Rivera

- a) The report was emailed ahead of time.
- b) Craig Jez was introduced as the new State Business Services Representative
- c) We held a very successful Job Fair in Woodbridge in March. Almost 70 employers and over 1,000 job seekers attended and it received a lot of media coverage.
- d) We held 106 Recruitments, but the number of clients attending has dropped off significantly. We question if it is because of the quality or type of the jobs, the email blast or people just not interested.
- e) There have been 21 seminars held in the BDU (13 Entrepreneurship, 8 Resume/Interview/Job Search) at the One Stop and in the public libraries. We are adding Learning Link and Learning Link for job search techniques.
- f) We have met with the ES manager about bringing in more people.
- g) The Vendor Fair held earlier this year was proactive effort to educate the training providers about the new regulations, especially credential based programs, and was well received.
- h) The BDU will be attending a Business Job Fair in Princeton on May 2.
- i) We are currently doing a number of library presentations, but that could change if the new DOL grants duplicate our efforts.
- j) In July they will attend the Hispanic Business Expo at the Pines Manor.

9) Director’s Report..... Kevin Kurdziel

- a) The WIB members were thanked for being so active in Middlesex County and playing such a key role for future planning and development in a true public/private partnership. They see to it that the constituents receive quality services from the Office of Workforce Development.
- b) He has been meeting with WIB stakeholders in the government and our external partners
- c) Unemployment rate is fluctuating but is optimistic looking forward. We can’t let our guard down because while people are getting back to work, it is a different economy. Outlooks need to change about jobs and benefits, etc.
- d) Goals:
 - i) Enhance marketing efforts. People don’t know us. We will try to improve this by rebranding our office and targeting the markets we want to serve. A Marketing Committee has been put together to work on this.
 - ii) Establish simple, easy monthly report for WIB members. It will give a snapshot of the data and how we are performing.
 - iii) Increase recruitments for out of school youth. We have been working exclusively with “out of school” youth, but now but are looking at ways to bring in even more by perhaps creating a “One Stop for Youth.”
 - iv) Working on a grant for setting up a program working with the county jail and MCC for providing a service not otherwise available to those incarcerated. It will also benefit public safety to help former inmates to get back to work when released.
 - v) After WIOA is in place, we will work more on establishing a 501(c)(3) arm of the Board.

10) WIB Committee Reorganization..... Jill Schiff

- a) See the attached chart for suggestion on a new Committee structure.
- b) The Youth Investment Council is no longer mandated and will be disbanded and a separate Youth committee will be set up.
- c) A new Program Development Committee will be added so that structure is in place when new opportunities arise.
- d) The Governance, Planning and Performance Committee will replace the Planning Committee.
- e) Business Outreach will be replaced by Economic and Business Development Committee.
- f) A questions was raised if the committees had to be changed immediately or if they could transition through the year and be in place by July 2016. Both Kathy Shaw and Bernice Proctor Venable offered that they thought it should be done this year.
- g) A vote was called by Kathy Shaw to reorganize the committee structure and seconded by Bernice Proctor Venable. The vote was taken and passed unanimously with no abstentions.

11) Creation of Program Development Committee..... Jill Schiff

- a) This was covered under the reorganization of item 10 on the agenda and was approved with the vote.

12) Member Comments

- a) Kathy Shaw plans to demo the County Website at the next meeting and explained some of the new features. They are starting to use Constant Contact and Sales Force to get out County information
- b) Kevin Kurdziel told everyone we were planning our next job fair for June 3 in Old Bridge and some others in the fall and thanked Dan Henrickson, Bert Baron of WCTC, and Greater Media for the coverage of the last job fair in Woodbridge.

13) **Public Comments** – none.

14) **Adjournment** - A motion was made by James Perry to adjourn, a vote was taken and the meeting was adjourned.

Attachments (made part of the minutes)

- Youth Investment Council Report (Attachment 1)
- Literacy Committee Report (Attachment 2)
- Proposed new WIB Committee Structure (Attachment 3)

Handouts

Emailed ahead of time:

- Agenda
- Minutes of October 28, 2014 WIB meeting
- WIB Report (including Contracts Written and School Matrix)
- Performance Report
- Placement Report
- Business Development Unit Report

In packet:

- Agenda
- 2015 Meeting Dates
- WIA vs WIOA Literacy Comparison
- Proposed new WIB Committee structure

The next meeting of the Workforce Investment Board will be July 28, 2015.

Literacy Committee Notes WIB Meeting – April 28, 2015

- Literacy Instruction at the lower skills levels (functional literacy level) is still an area that needs to be addressed.
- High School Equivalency (HSE) – Test Assessing Secondary Completion (TASC): Both New Brunswick Adult Learning Center and Perth Amboy Adult School use the TASC test for HSE. TASC results for 2014 for testing centers are now available. A report on “Items that Present the Greatest Achievement Gap Between Passing and Non-Passing TASC Test Examinees” was made available to testing centers.
- Workforce Learning Links – Additional funds were received for the current program year. Additional basic computer literacy classes are now held at the New Brunswick One Stop. HSE instruction are also now available at the Workforce Learning Links.

Youth Report for WIB Meeting
April 28, 2015

1. Preparations for WIOA continues; staff is prepping for the new regulations to begin July 1, 2015.
2. We will be maintaining and recording WIA data (performance measures) as well as WIOA data and (performance measures) for the transition year.
3. So far to date 32 participants and members of their families are being invited to participate in a High School Equivalency graduation ceremony on the evening of June 10th at Middlesex County College.
4. Recruitment and outreach for all WIA Youth Programs are ongoing. This includes but is not limited to: Attending Career Fairs, Community Events in New Brunswick, Perth Amboy and Woodbridge; Youth Conferences for at risk perspective participants, DCP&P, Probation, healthcare facilities, teen centers, etc.

After dropping off and meeting with area schools our youth coordinators are being asked to return to the school districts and do presentations about our programs.

5. WIA requirements were 30 % Out of School and 70 % in School. WIOA requires 75% of the funding be spent on Out of School programs making Middlesex ahead of the curve.

Although this poses some challenges the age range is changing to 16 – 24 as opposed to 16 – 21 and youth in need of a high school equivalency diploma will not have to provide income for eligibility. This will make it easier to serve disadvantaged youth.

6. We were recently asked to do a power point presentation to One Stop Operators throughout the State on our Out of School Youth Programs. We are one of the few counties within the State that operates a 100% Out of School program.
7. For WIOA 20 % of the overall youth budget is going to be allocated to work experience opportunities. We are asking for help from the Board to speak to businesses and employers that will offer work experience to youth.

The students will be paid for the first three months by the program. We are still in need of restaurants for students coming out of culinary and baking, clerical, medical assistants and office, and pharmacy technicians. Any assistance would greatly be appreciated.

At the last meeting we asked for HVAC. We secured a worksite for one of our youth with a local plumbing company. The employer just informed us he is making him a permanent offer once his work experience is completed.

Four of our youth recently completed training in Networking Administration and were picked up by an employer through our NB and Perth Amboy Youth One Stop making \$600.00 per week.

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Proposed WIOA Committee Structure

Current Committee	Proposed	Comments
Business Outreach	Economic Development & Business Services	Greater emphasis on Economic Development
Disability	Disability	No Significant Changes
Executive	Executive	No Significant changes
Literacy	Literacy	No significant changes
N/A	Program Development	Special Funding Streams
One Stop Collaborative	One Stop Collaborative	Some membership may change due to WIOA
Planning	Governance, Planning, & Performance	Aligns Closer With WIOA
Youth Investment	Youth Services	YIC no longer mandated, membership will change