

**Monmouth County Workforce Development Board  
Minutes of December 1, 2016**

**Members Present**

Fran Keane, Chairperson  
Robert Connolly, Vice-Chairman  
Patricia Carlesimo, Trustee  
Brian Wallace, Trustee  
Debra Agresti  
John Booth  
John Brown  
Drew deGanahl  
Paul Dement  
John Gagliano  
Stephen Hornik, Sr.  
Timothy McCorkell  
Maureen Murphy  
Violeta Peters  
William Phillips  
Susan Rakoci-Anderson  
Barry Semple  
Benjamin Waldron

**Members Absent**

John Ciufu  
Wyatt Earp  
Roseann Isasi  
Linda Roma  
Christopher Ruisi  
Jeff Schwartz  
John Szeliga

**Staff Present**

Eileen Higgins  
Larry Sternbach  
Yolanda Taylor  
Lucy Rivera

**Guests**

Renee M. Kurowski  
New Jersey Resources  
  
David Joye, Monmouth County  
Office of Education  
  
Andrea Levandowski  
New Jersey State Library  
  
Donna Mansfield  
Monmouth County Library  
  
Rosemary Tamasi  
Monmouth County Library  
  
Monica Johnson  
Monmouth County Library

**CALL TO ORDER & READING OF PUBLIC MEETING LAW:**

- Fran Keane, Chairperson of the WDB, called the meeting to order at 10:05 a.m. at the WDB office in Eatontown, NJ.
- N.J. Provisions of the Public Meeting Law, Chapter 231, P.L. 1975, and its revisions, were satisfied by publication of a Public Notice in Asbury Park Press and the Star Ledger newspapers.

**ROLL CALL:**

- Attendance was taken and it was noted that sufficient number of WDB members were present to constitute a quorum.

**APPROVAL OF MINUTES:**

- ***Robert Connolly made a motion to approve the September 1, 2016 minutes as written and distributed; Brian Wallace seconded the motion, which was then unanimously approved.***

**CHAIRMAN'S REPORT:**

- Congratulated Barry Semple who was selected by the Garden State Employment and Training Association (GSETA) as their 2016 Public Service Award Recipient for his long career working with the adult learner in the workforce system.
- Also congratulated PepsiCo, who was also recognized by GSETA as the 2016 Corporate Partnership for their work with Monmouth and Middlesex Counties
- Thanked the staff for the following two successful events:
  - Job Fair on September 30<sup>th</sup>
    - 152 employers registered/approximately 1,000 attended
  - Alumni Awards on October 19<sup>th</sup>, the largest group of recipients from the workforce development partners to date.

- The 2016-2017 Budget was sent out to members to ratify; as of the deadline of 11/29, 17 of the 26 members responded, all in the affirmative
- Fran Keane and Eileen Higgins will be attending a Director’s meeting in December at Labor and Workforce Development in Trenton, meeting with Dennis Bone – Chair of SETC and Aaron Fichtner – Acting Commissioner of Labor
- The Executive Board met twice on October 6<sup>th</sup> and November 17<sup>th</sup>
  - Discussed procurement of One-Stop Operator, as mandated by law
  - Discussed One-Stop Certification, process to be developed
  - Reviewed and approved Youth Contracts awarded
- A Save-the-Date for the Partnership Awards Dinner will be emailed in January. Once again, the honorees from the following 5 categories will be recognized:
  - Business
  - Community Service
  - Education
  - Government
  - Organized Labor
- If anyone on the Board has a suggestion for a recipient, who has a significant role as a Partner with Workforce Development, names should be submitted to the WDB Chairperson for consideration.

#### EXECUTIVE DIRECTOR’S REPORT:

- The Regional Plan was completed and submitted to the State Employment & Training Commission (SETC) in October.
- Currently working on the Local Plan which will be submitted in draft form by December 15<sup>th</sup> to the SETC. Plan will be on the County website ([www.visitmonmouth.com](http://www.visitmonmouth.com)) on Monday, December 5<sup>th</sup> for public comments.
- Mrs. Higgins entertained a motion for Fran Keane, WDB Chairperson, to sign off on the draft Local Plan on behalf of the WDB. ***A motion was made by John Booth to authorize Fran Keane to sign off on the draft Local Plan on behalf of the WDB, seconded by Dr. Maureen Murphy. The motion was unanimously approved.***
- Eileen Higgins and Yolanda Taylor attended a Federal Reserve Training in September, titled, “How to Better Engage with Business Partners.

**APPROVAL OF YOUTH CONTRACTS:**

- Tim McCorkell, Chairman of the Youth Committee entertained a motion to approve the In-School and Out-of-School Youth Contracts based on the recommendations of the Review Committee.
- The following chart indicates the contracts that were awarded for In-School Youth activities for the period of October 17, 2016 through September 30, 2017 for the total amount of \$158,671.
- ***A motion was made by Rob Connolly to accept the recommendations to award the In-School Contracts as presented, second by John Booth and unanimously approved.***

Organization	Program	Min # to be served/LOS	Cost per participant	Approved Budget
Freehold Regional High School District	Work Experience, Job Readiness Skills / Special Needs	15	\$2,962	\$44,430
Boys and Girls Club of Monmouth County	Work Experience, Job Readiness Skills	3	\$3,583	\$10,749
Keansburg School District	Work Experience, Job Readiness Skills	10	\$2,649	\$26,490
The Rugby School	Work Experience, Job Readiness Skills / Special Needs	7	\$5,246	\$36,722
The Sportzfarm Foundation	Mentoring, Academic Tutoring/ College Prep, Job Readiness Skills	8	\$5,035	\$40,280
TOTAL		43		\$158,671

- The following chart indicates the contracts that were awarded for the Out-of-School Youth activities for the period of October 17, 2016 through September 30, 2017 for the total amount of \$544,630.
- ***A motion was made by Steve Hornik to accept the recommendations to award the Out-of-School Contracts as presented, second by Bill Phillips and unanimously approved. Dr. Maureen Murphy abstained from the vote.***

Organization	Program	Min # to be served/LOS	Cost per participant	Approved Budget
Interfaith Neighbors, Inc.	Work Experience, Job Readiness Skills	14	\$6,070	\$84,980
Waters and Sims Employment Services	Hospitality Training/ Job Readiness Skills	14	\$5,650	\$79,100
Brookdale Community College	GED Preparation and Tutoring/ Job Readiness Skills	75	\$5,074	\$380,550
TOTAL		103		\$544,630

- The above contracts reflect the 75% Out-of-School and 25% In-School as mandated by WIOA regulations.

**DASHBOARD:**

- Included in the meeting folders was a copy of the dashboard, which details the funds that have been obligated to date.
- The new performance measures were just released
- The OCQA Committee will be looking at the dashboard to ensure the new requirements are met.

**COMMITTEE REPORTS:**

- Basic Skills & Literacy:

- The Basic Skills & Literacy Committee has been rescheduled for January 13, 2017
  - The committee will be responsible for the Literacy Plan.
- Business Services:
  - Continue to assist businesses recruit 50 to 70 workers a month
  - Hold open houses 3 to 4 times a week
  - Continue to develop OJT contracts
  - Next Joint Committee meeting is scheduled for January 11, 2017
- Membership:
  - Karen Escobedo resigned from the board due to a change in her responsibilities - Renee Kurowski from NJ Resources has been approved by the Board of Freeholders to replace Karen in that private sector seat.
  - Continued efforts to increase participation from the private sector on the board.
  - Committees are to come up with a mission statement by January and email it to Lucy Rivera
  - There is 1 labor and 2 private sector seats to be filled on the board.
- STPWD:
  - Continue to meet jointly with the Business and Job Seeker Committees
  - Continued efforts to educate businesses on the benefits of hiring people with disabilities.
- Youth Committee:
  - Next Youth Committee is scheduled for December 13, 2016.
- Welfare-to-Careers Subcommittee
  - Next Welfare-to-Careers Committee meeting is scheduled for December 7, 2016.
  - Looking for a volunteer to chair this committee.

**OTHER BUSINESS:**

- The Monmouth County Libraries are now partnering with the Department of Labor to bring Career Connects to the libraries. Several representatives from the libraries that were present at the meeting expressed that they are very happy to be able to offer the Career Connections at various branches throughout Monmouth County and they look forward to a long term working relationship between the Workforce Development Board, Monmouth County One-Stop and the Department of Labor.

**COMMENTS FROM THE PUBLIC: None**

**NEXT MEETING DATE:** Thursday, March 2, 2017 @ 10:00 a.m. at the WDB office in Eatontown.

**ADJOURNMENT:** *There being no further business to come before the WDB, the meeting was adjourned at 10:50 a.m. upon a motion by Rob Connolly second by Steve Hornik. Motion was unanimously approved.*