

**Monmouth County Workforce Development Board
Minutes of September 7, 2017**

Members Present

Fran Keane, Chairperson
Robert Connolly, Vice-Chairman
Patricia Carlesimo, Trustee
Brian Wallace
Debra Agresti
John Booth
John Brown
John Ciufo
Drew deGanahl
Paul Dement
John Gagliano
Stephen Hornik, Sr.
Roseann Isasi
Renee Kurowski
Marie Lucier-Woodruff
Tim McCorkell
Violeta Peters
Susan Rakoci-Anderson
Lorraine Scheibener
Jeff Schwartz
Barry Semple
Benjamin Waldron

Members Absent

Wyatt Earp
Lester Richens
Robert Shimko
John Szeliga

Staff Present

Eileen Higgins
Larry Sternbach
Yolanda Taylor
Lucy Rivera

Guests

Serena DiMaso
Monmouth County Freeholder

Linda Roma
Brookdale Community College

Karen O'Neill
Brookdale Community College

David Joye, Department of Education,
Superintendent of School

Gabriel Lavigne, UBS Financial Services

CALL TO ORDER & READING OF PUBLIC MEETING LAW:

- Fran Keane, Chairperson of the WDB, called the meeting to order at 10:08 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 with sufficient number of WDB members were present to constitute a quorum.

APPROVAL OF MINUTES:

- ***Barry Semple made a motion to approve the June 1, 2017 minutes as written and distributed; Violeta Peters seconded the motion, which was then unanimously approved.***

CHAIRMAN'S REPORT:

- ANNOUNCEMENT:
 - Eileen Higgins announced that she has tendered her resignation to the County of Monmouth as the Executive Director of the Monmouth County Workforce Development Board and as Director of the Monmouth County Division of Workforce Development.

She has accepted a position as the CEO of the Girl Scouts of the Jersey Shore. Her last day of employment will be September 22, 2017.

- Ed Sampson, Director of Monmouth County Planning Division will take the lead in the selection of a new Director. Two members of the Workforce Development Board, John Booth and John Gagliano will take part in assisting with the recruitment of the new Director.

FREEHOLDER REMARKS:

- Congratulated Eileen Higgins on her new position with the Girl Scouts of the Jersey Shore.
- Thanked Eileen Higgins and the Workforce Development Board for their dedication in ensuring that the residents of Monmouth County get the best skills they need to secure employment.

EXECUTIVE DIRECTOR'S REPORT:

- GSETA Conference is scheduled for October 4th and 5th in Atlantic City. Mrs. Higgins indicated that Board members are welcomed to attend. If anyone is interested in attending, please let Lucy Rivera know, and she will do the registrations. All the awards have been consolidated to take place on October 4th. Linda Roma from Brookdale Community College and former WDB member was selected to receive the Public Service Award for her work with workforce development and will be honored at the conference.
- Alumni Awards Luncheon has been scheduled for Wednesday, October 18th at 11:30 AM at the DoubleTree in Tinton Falls. This year over 50 individuals have been nominated to be recognized for their successful participation in a One-Stop Training Program.

PY'17 FUNDING BUDGET:

- Funding was received from Department of Labor on June 30th – Total amount received is \$4,651,354 with an overall decrease of 16%. Biggest decreases were in WFNJ, Adult and Dislocated Worker, as well as a 20% decrease in Youth. Mrs. Higgins indicated that New Jersey's low unemployment rate has impacted the formula used for funding.
- Due to the decrease in funding the WDB committees will review the awarding of contracts to determine how to best serve the residents of the area.
- The Executive Committee reviewed and approved the budget and entertained that a motion be made to approve the budget in the amount of \$4,651,354 for the period of July 1, 2017 through June 30, 2018 for submission to the State Employment and Training Commission.
- ***A motion was made by John Booth to approve the PY'17 budget as presented, seconded by Steve Hornik and unanimously approved.***

DASHBOARD/PERFORMANCE MEASURES:

- Two separate dashboards were distributed detailing the following:
 - The financial status for PY'16 indicating an available balance as of June 30, 2017 of \$267,826, which will be carried over into PY'17; and
 - The financial status indicating the funding available for PY'17 for the period of July 1, 2017 through June 30, 2018.
- Performance measures data was presented in four (4 quarters) as requested by the Executive Committee. The measures detailed the WIA measures against the WIOA measures. Currently the percentages are good.

YOUTH PROGRAM PRESENTATION:

- Linda Roma and Karen O’Neill from Brookdale Community College gave a power point presentation on the coordinated process between Brookdale and the Monmouth County Division of Workforce Development on the Best Practices in Youth GED Program, which serves youth from 16-24 years old. Mrs. Roma indicated that Brookdale contracted for 75 youth; and currently there are 93 youth. Forty of those youth have already obtained their GED high school diploma.

COMMITTEE REPORTS:

- Youth Committee:
 - Committee met on August 29th and authorized Yolanda Taylor, Supervisor of Contracts and Planning to reach out to the existing vendors to renegotiate their contract to exercise a one-year extension. **Tim made a motion to exercise a one-year extension on various youth contracts as determined by the Youth Committee. Barry Semple second the motion and it was unanimously approved.**
- Welfare to Careers:
 - A Request for Proposal was released for WFNJ activities for 2017-2018. Upon review, the Committee is recommending that the following vendors be extended for one-year:
 - Brookdale Community College (Basic Remedial and GED for TANF/GA, ABAWD and SNAP population); and
 - Community Affairs and Resource Center (Group Job Search for TANF and GA population).
 - **Violeta Peters made a motion to extend the WFNJ contracts as presented. Barry second the motion, which was unanimously approved.**
- In the interest of time, other committee summary reports were not read verbatim, but were emailed to the Board prior to the meeting.

OTHER BUSINESS:

- Announcement that the One-Stop Career Center name has been changed to America Job Centers Network. This was written into the WIOA legislation and is now being enforced.
- Annual Report will include a synopsis what Mrs. Higgins did during her tenure as Executive Director of the Workforce Development Board.
- The offices of the Monmouth County Workforce Development and the Division of Workforce Development will be closed on September 14th, 15th and 18th due to the relocation of the offices at 17 Christopher Way in Eatontown. As of September 19, 2017 the new offices will be open for business. Therefore, the next meeting of the Workforce Development Board will be held at the new location.

COMMENTS FROM THE PUBLIC: None

UPCOMING EVENTS:

- Job Fair – September 29, 2017 – Collins Arena, Brookdale Community College
- Garden State Employment & Training Association (GSETA) Annual Conference – October 4-5, 2017 in Atlantic City.
- Alumni Awards – October 18, 2017, 11:30 AM – DoubleTree Hotel, Tinton Falls, NJ
- WDB Quarterly Board Meeting – December 7, 2017 – 17 Christopher Way, Eatontown, NJ

ADJOURNMENT: There being no further business to come before the WDB, the meeting was adjourned at 11:30 AM upon a motion from Drew deGanahl second by John Gagliano. Motion was unanimously approved.