

**Monmouth County Workforce Development Board
Minutes of September 6, 2018**

Members Present

Robert Connolly, Vice-Chairman
Patricia Carlesimo, Trustee
Brian Wallace, Trustee
Debra Agresti
John Booth
John Brown
Drew deGanahl
Paul Dement
Wyatt Earp
John Gagliano
Stephen Hornik
Fran Keane
Renee Kurowski
Tim McCorkell
Violeta Peters
Susan Rakoci-Anderson
Jeff Schwartz
Barry Semple
Robert Shimko
David Stout
Benjamin Waldron

Members Absent

John Ciufo
Roseann Isasi
Lorraine Scheibener
John Szeliga

Guests

Christopher Femiano, Madison Marquette
Lisa Cheng, Rutgers
Sharon Hartman, NJDLWD

Staff Present

Larry Sternbach
Yolanda Taylor
Lucy Rivera
Joan Desmarais

CALL TO ORDER & READING OF PUBLIC MEETING LAW:

- Robert Connolly, Chairman of the WDB, called the meeting to order at 10:07 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 present to constitute a quorum.

APPROVAL OF MINUTES:

- Ben Waldron made a motion to approve the June 7, 2018 minutes as written and distributed; Violeta Peters seconded the motion, which was then unanimously approved with David Stout and Chris Femiano abstaining from the vote

CHAIRMAN'S EXECUTIVE COMMITTEE REPORT: Robert Connolly thanked all those in attendance for taking the time from their busy schedules to be present, and asked those present to introduce themselves. The chairman then highlighted recent activity as follows:

- Welcomed the following:
 - Prospective new member, Christopher Femiano, Director of Operations –Madison Marquette Real Estate Services.

- Executive Board met twice over the summer in July and August. Highlights from those meetings included:
 - WDB BUDGET:
 - A total allocation in the amount \$4,553,336 for PY'18 was received on July 1st by NJ Department of Labor – there's been a significant reduction in the budget in the last two years.
 - There was an increase in the Workfirst New Jersey funding of \$137,884.
 - It is mandated by the State Employment and Training Commission (SETC) that the annual WDB budget be approved by the WDB.
 - Included in the meeting folders was a line item breakdown of the total operating budget and where the monies are being appropriated.
 - The total operating budget was presented to the WDB Executive Committee and the Oversight, Compliance and Quality Assurance Committee, and upon their recommendation it was presented to the full WDB board for approval. ***A motion to approve the PY'18 budget as presented was made by John Booth and seconded by Patricia Carlesimo. The motion was unanimously approved.***
 - MEMORANDUM OF UNDERSTANDING:
 - As mandated by WIOA Law, a Memorandum of Understanding between the County and the Workforce Development Board for the period of July 1, 2018 through June 30, 2023 was signed in August by Thomas Arnone, Director of the Monmouth County Freeholders and Robert Connolly, Chairman of the Workforce Development Board.
 - 501c3 UPDATE:
 - Still a work in progress – staff met with County to discuss exploring the possibility of becoming a 501c3. The County Administrator will have a conversation with County Counsel. A follow-up meeting will be scheduled with the County on September 21st. More information to follow.

EXECUTIVE DIRECTOR'S REPORT:

- WDB CERTIFICATION:
 - As per the State Employment and Training Commission (SETC) the Workforce Development Board is required to be re-certified every two years.
 - Currently in the process of working on the required certification materials that need to be provided to SETC.
 - The WDB certification is due by December 1st, but the WDB's goal is have everything in place by November 1st.
- LOCAL PLAN:
 - The local plan was re-submitted to the SETC in March. Received a letter from SETC dated August 10, 2018 approving the plan. As a condition of this approval, the final plan must be updated with the following changes:
 - Clarification of the One-Stop Partner Services Matrix; and
 - Clarification that the WDB has a majority of 13 business members.
- FINAL DASHBOARD:
 - PY 2017 funding has been almost 100% obligated in Adult, Dislocated Worker and Youth – Any unobligated funding in these programs will be carried over into PY'18.

- 2017 funding for other programs (TANF, GA/SNAP, Smart Steps, TANF Transportation and Workforce Learning Link) were 100% obligated.
- Received an allocation of \$4,553,336 for PY 2018 - \$161,398 less than 2017. Handout detailed the obligation of PY 2018 funding as of July 31, 2018.
- PERFORMANCE MEASURES:
 - Included in the meeting folders was a handout detailing the Performance Measures for Monmouth County for 2018-2019, as established by the Federal government to measure the performance for Adult, Dislocated Workers, Youth and Wagner-Peyser Programs.
 - ***A motion to approve the 2018-2019 Monmouth County WDB Performance Measures was made by Barry Semple and seconded by Robert Connolly. The motion was unanimously approved.***
 - *Currently there is no dashboard available to measure the performance standards for PY'17 because data will not be available until October 2019 .*
 - There are currently statewide issues with the migration of data from AOSOS to Futureworks.
- ANNOUNCEMENTS:
 - STAFF TRAINING:
 - As part of an initiative to further offer training to staff, Mr. Sternbach announced that both Loren Jackson, Youth Counselor and Pamela Shepherd, Fiscal Supervisor with the Division of Workforce Development completed a one year Certified Public Management course at Rutgers. They were asked to do capstone projects to recommend what they would do to change the workforce system. Loren Jackson's capstone project was to create a Youth Career Center, and Pamela Shepherd's capstone was to extend office hours in order to serve the public who can't get to our office during the day. Mr. Sternbach announced that both of the projects will be implemented by the Monmouth County Division of Workforce Development.
 - APPRENTICESHIP NETWORK:
 - Met with Hugh Bailey, Assistant Commissioner – New Jersey Department of Labor and Workforce Development – he announced that the state is starting a \$30 million dollar New Jersey Apprenticeship Network. More information to follow as it unfolds.
 - OPIOID CRISIS:
 - The Department of Mental Health and Addiction Services has proposed a \$100 million dollar grant to the federal government to address the opioid crisis in New Jersey. \$5 million dollars will be earmarked for labor and workforce development to address hiring process, incumbent workers and how the opioid crisis has impacted the workforce and employers.
 - NEW MEMBER ORIENTATION:
 - The new member orientation powerpoint presentation has been completed and will be emailed to all the WDB members.

COMMITTEE REPORTS:

- Membership Committee: John Gagliano, Chairman of the committee reported the following:
 - Currently the WDB membership is in compliance as per SETC requirements.

- In order to add diversity to the Board and to keep with the sector strategies established for Monmouth County, the Membership Committee has recruited the following individuals:
 - Chris Femiano, Director of Operations – Madison Marquette Real Estate Services
 - William Salcedo, Executive Director – Big Brothers Big Sisters of Monmouth and Middlesex Counties
 - Pete Gioacchini, Vice President of Talent Selection, Solutions & Services – Hackensack Meridian Health Human Resources
 - The above individuals will be forwarded to the Monmouth County Board of Chosen Freeholders for WDB appointment.
- Awards Committee: Violeta Peters, Chairperson of the committee reported the following:
 - The Alumni Awards Luncheon is scheduled for Wednesday, October 24, 2018 at the Jumping Brook Country Club in Neptune. This event highlights the work of the One-Stop partners.
 - All WDB members are encouraged to attend this event.
- Basic Skills & Literacy: Barry Semple, Chairman of the committee reported the following:
 - In addition to Title II programs in Monmouth County, the Monmouth County libraries have received significant grants.
 - Discussion concerning ideas to be presented to the SETC on how Title II can be more integrated with all the other titles under WIOA.
 - Next Meeting: September 13, 2018
- Business Services: Drew deGanahl, Chairperson of the committee reported the following
 - Requesting Names of Companies from WDB members in order to meet with them and
 - Next Meeting: September 25, 2018
- Job Seeker: In the absence of Roseann Isasi, Chairperson of the Committee, Larry Sternbach reported the following:
 - Provide DWD Counselors with assessment tools
 - Spoke about the Sector strategies and how to better provide client for those jobs
 - Reach out to Retailers
 - Next Meeting: September 25, 2018
- Oversight, Compliance and Quality Assurance Committee: John Booth, Chairman of the Committee reported the following:
 - Mr. Booth asked the board to refer to the Summary of Committees, included in the meeting folders, which detailed the OCQA Committee Meeting of August 30, 2018.
 - Next meeting: October 17, 2018
- Services to People with Disabilities: Patti Carlesimo, Chairperson of the Committee reported the following:
 - Clarification from the previous June 7, 2018 minutes – Clarify the issue of drug testing - Not that LADACIN does not want to do drug testing – it's that it's one more step in the hiring process.
 - Next meeting: September 25, 2018
- Welfare-to-Careers:
 - Did not meet over the Summer
 - Next meeting: September 11, 2018

- Youth Council: Tim McCorkell, Chairperson of the committee reported the following:
 - Reviewed all in-school and out-of-school youth contracts which will expire on September 30, 2018
 - Discussed the issue of a Request for Proposal which will be due back on September 18th. The RFP will be focused on GED and Work Experience for out-of-school youth only.
 - Next meeting: October 9, 2018.

COMMENTS FROM THE PUBLIC: None

UPCOMING EVENTS:

- Fall Job Fair – September 28, 2018 – Brookdale Collins Arena
- GSETA Conference – October 3-4, 2018 – Bally’s, Atlantic City
- WDB Alumni Awards Luncheon – October 24, 2018 – Jumping Brook Country Club, Neptune
- WDB Meeting – December 6, 2018 – 10:00 AM – WDB Office, Eatontown

ADJOURNMENT:

- ***There being no further business to come before the WDB, the meeting was adjourned at 11:05 AM upon a motion from Ben Waldron. The motion was seconded by Violeta Peters and unanimously approved.***