

**Monmouth County Workforce Development Board  
Minutes of June 1, 2017**

**Members Present**

Fran Keane, Chairperson  
Robert Connolly, Vice-Chairman  
Patricia Carlesimo, Trustee  
Brian Wallace  
Debra Agresti  
John Booth  
John Brown  
Drew deGanahl  
John Gagliano  
Stephen Hornik, Sr.  
Renee Kurowski  
Tim McCorkell  
Violeta Peters  
William Phillips  
Linda Roma  
Jeff Schwartz  
Barry Semple  
Benjamin Waldron

**Members Absent**

John Ciufio  
Paul Dement  
Wyatt Earp  
Roseann Isasi  
Susan Rakoci-Anderson  
Lester Richens  
Christopher Ruisi  
Lorraine Scheibener  
Robert Shimko  
John Szeliga  
Maureen Murphy

**Guests**

Serena DiMaso  
Monmouth County Freeholder  
  
Marie Lucier-Woodruff  
Brookdale Community College  
  
Karen Escobedo  
New Jersey Natural Gas Company  
  
Myriam Casseus - Rutgers  
NJ Health Care Talent Network

**Staff Present**

Eileen Higgins  
Larry Sternbach  
Yolanda Taylor  
Lucy Rivera

**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 with sufficient number of WDB members were present to constitute a quorum.

**APPROVAL OF MINUTES:**

- ***Rob Connolly made a motion to approve the March 2, 2017 minutes as written and distributed; John Booth seconded the motion, which was then unanimously approved.***

**CHAIRMAN'S REPORT:**

- A Conflict of Interest Policy Form was distributed to each Board member. The Chairperson stated that each member needs to sign the current Conflict of Interest form, and noted that a new form will be developed and reviewed by the OCQA Committee that is compliant with the WIOA legislation. The new form will then need to be signed by the members once completed.
- Fran Keane, Chairperson of WDB; John Booth, WDB member; Eileen Higgins, Executive Director; Larry Sternbach, Deputy Director; and Yolanda Taylor, Supervisor of Contracts and Planning attended the National Association of Workforce Boards Annual Forum in March and reported to the members that it was informative with a focus on the WIOA programs.
- The Monmouth County WDB Local and Regional Plans were submitted to the State Employment and Training Commission (SETC) and the review was shared with staff. Staff will be meeting

with the regional partners to address the joint issues and will have the revisions to the Executive Committee in early July. Recommended changes to the local board plan will be reviewed by the Executive Committee and, once the final draft is accepted by the SETC, the final plan will be presented to the Board.

- The Executive Committee met on March 31<sup>st</sup> and May 4<sup>th</sup>
  - Discussed procurement of One-Stop Operator, as mandated by WIOA.
    - RFP was released in March with no responses; it was re-released again in April with no entity responding. Staff is researching the next steps as there needs to be a One-Stop Operator in place by July 1<sup>st</sup> as required by WIOA.
  - Discussed One-Stop Certification, process to be developed
    - The Oversight, Compliance and Quality Assurance (OCQA) Committee will be spearheading the One-Stop Certification by developing criteria and policies for a certified One-Stop.
  - Discussed the status of the new WIOA Performance Measures and requested a letter be sent to the SETC to renegotiate the numbers with USDOL, which was a recommendation of USDOL at the NAWB Forum.
  - Discussed the 2017 program year funding and requested a letter be sent to LWD from the WDB requesting funding notification in a timely manner.
- The Annual Partnership Dinner was held on April 6<sup>th</sup> at McLoone's Pier House in Long Branch. Chairperson Keane thanked the members who made this annual event so successful by either attending or sponsoring the event.
  - The WDB Chairperson recommended that a motion be made to approve a donation in the amount of \$4,500.00 for nine \$500 scholarships to the Brookdale Community College Foundation for the academic year of September 2017 through May 2018. This is a result of the funds from the Partnership Awards Dinner. **Rob Connolly made a motion to donate \$4,500 to the Brookdale Community College Foundation, second by Violeta Peters and unanimously approved. Linda Roma and Marie Lucier-Woodruff abstained from the vote.**
- Congratulated the following:
  - Tim McCorkell and the Monmouth County Vocational School for High Technology High School for ranking as the top high school in New Jersey and the #1 STEM high school in nation in the 2017 US News & World Report Best High Schools in America.
  - Eileen Higgins for receiving the Community Development Award from Community Affairs & Resource Center at their 7<sup>th</sup> Annual Gala on May 5<sup>th</sup>.

#### EXECUTIVE DIRECTOR'S REPORT:

- Monmouth County is working with the Central Region (Ocean, Mercer and Middlesex Counties) to coordinate the services to the customers.
- Eileen Higgins and Larry Sternbach attended a North Jersey Partners workshop on May 11<sup>th</sup>. Discussion included how to bring businesses together, educate WDB members and staff on the changes in WIOA.
- Eileen Higgins and Yolanda Taylor attended USDOL's 2017 WIOA National Convening in Washington, DC on May 23-25, 2017. Information presented included operational processes for implementation of WIOA.
- Received funding for Work First NJ for PY'17, and was notified by NJLWD that remaining Notices of Obligation would not be disseminated until the federal budget issues were resolved. Mrs. Higgins stated that on behalf of GSETA, she wrote a letter to the Aaron Fichtner, Commissioner of NJLWD for requesting authorization to use the balance of the current year's funding to allow for the continuation of services to clients, until the Notices of Obligation were received.

- Since there was no response to the One-Stop Procurement RFP, Eileen Higgins recommended that the Board authorize Fran Keane, WDB Chairperson to act on behalf of the WDB to proceed with the One-Stop Procurement process, which has to be operational by July 1<sup>st</sup>. ***Barry Semple made a motion to authorize the Chairperson to act on behalf of the WDB on the One-Stop Procurement process, second by John Booth and unanimously approved.***

#### **DASHBOARD/PERFORMANCE MEASURES:**

- Included in the meeting folders was a copy of the dashboard, which details the funds that have been received for PY'2016. Dashboard also details funds obligated as of April 30, 2017.
- The WDB Directors met with the Commissioner of Labor to request the performance measures be renegotiated with USDOL; USDOL indicated at the NAWB conference that they would consider a request from the states.

#### **FREEHOLDER REMARKS:**

- Serena DiMaso, Monmouth County Board of Chosen Freeholders and Fran Keane, Chairperson of the WDB presented a Certificate of Appreciation on behalf of the Freeholders and an award on behalf of the Workforce Development Board to the following WDB members for their years of service on the WDB:
  - Karen Escobedo
  - Maureen Murphy
  - Bill Phillips
  - Linda Roma
  - Christopher Ruisi

#### **COMMITTEE REPORTS:**

- Business Services
  - The Business Services, Job Seeker and Services to People with Disabilities Committees continue to meet jointly on a quarterly basis.
  - The Spring Job Fair was held on April 21<sup>st</sup> at the Collins Arena at Brookdale with approximately 140 employers and 850 job seekers. The next Job Fair is scheduled for September
  - Roseann Isasi will be the new Chairperson of the Job Seeker Committee.
- Membership:
  - Bill Phillips is currently working on the Board Orientation which will be presented at the 9:00 AM, an hour before the General Board meeting.
- Oversight, Monitoring & Quality Assurance:
  - The committee recommended that the following be shared at the next OCQA meeting:
    - Performance measure comparison with other counties in the Central Region;
    - A list of all Monmouth County partners
    - Standard Operating Procedures (SOP) for the budget
- Welfare-to-Careers:
  - A WFNJ Request for Proposals was released to provide services to eligible WorkFirst NJ participants. The RFP is due back on June 7<sup>th</sup> – a Review Committee will be convened.
- Youth Committee:
  - A Youth Job Fair was held on March 18<sup>th</sup> in Asbury Park. It was very well received with a good quality of candidates.
  - Youth orientations continue to be held twice a month with good attendance.

**OTHER BUSINESS:** None

**COMMENTS FROM THE PUBLIC:** None

**UPCOMING EVENTS:**

- Next Full WDB Board Meeting - 10:00 AM on Thursday, September 7, 2017 at the WDB office in Eatontown.
- 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

**ADJOURNMENT:** *There being no further business to come before the WDB, the meeting was adjourned at 11:20 AM upon a motion from Robert Connolly second by Violeta Peters. Motion was unanimously approved.*

## COMMITTEE REPORTS:

- **Awards Committee:**
  - The Annual Partnership Awards Dinner is scheduled for April 6<sup>th</sup> at McLoone's in Long Branch - Invitations have been mailed.
- **Basic Skills & Literacy:**
  - The Basic Skills & Literacy Committee met on February 23<sup>rd</sup>.
  - The Department of Labor is pushing for combining Title II funds with TANF and SNAP.
  - Large waiting lists - managed enrollment is taking a toll on participants getting into literacy programs.
- **Business Services:**
  - Youth Job Fair – March 18<sup>th</sup> at the Salvation Army in Asbury Park
  - Spring Job Fair – April 21<sup>st</sup> at Brookdale Community College
- **Membership:**
  - The following WDB member terms will end on June 30, 2017:
    - John Booth, John Ciufo, Paul Dement, and Benjamin Waldron will be recommended to the Freeholders for re-appointment.
    - Bill Phillips, Linda Roma and Chris Ruisi have opted to resign from the WDB.
    - Waiting to hear from Steve Hornik.
  - There is 1 labor and 2 private sector seats to be filled on the board.
  - Currently working on the orientation PowerPoint presentation for new members.
- **Oversight, Compliance & Quality Assurance:**
  - Met on January 19<sup>th</sup> and discussed the roles and responsibilities of the OCQA Committee.
  - Next meeting is scheduled for March 30, 2017
- **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:**
  - Met on February 14<sup>th</sup> – discussed concerns regarding spending the funding.
  - Go-for-the Gold Celebration is being planned for early April 2017.
  - Youth Job Fair will be held on March 18<sup>th</sup> in Asbury Park.
  - Next Youth Committee is scheduled for April 11, 2017
- **Welfare-to-Careers Subcommittee**
  - Next Welfare-to-Careers Committee meeting is scheduled for March 14, 2017.
  - Looking for a volunteer to chair this committee.

## COMMENTS FROM THE PUBLIC: None

**NEXT MEETING DATE:** Thursday, June 1, 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 11:20 a.m. upon a motion by Drew deGanahl second by Ben Waldron. Motion was unanimously approved.*