

**Monmouth County Workforce Investment Board  
Minutes of June 6, 2013**

**Members Present**

John Gagliano, Chairman  
Wyatt Earp, Vice-Chairman  
Rachel Aumack  
John Booth  
Patti Carlesimo  
John Ciufo  
Drew deGanahl  
Carolyn Ellington  
John Genz  
Steve Hornik  
Pat Koziol  
Timothy McCorkell  
Tim McMahan  
Dr. Maureen Murphy  
Bill Phillips  
Frank Preston  
Susan Rakoci-Anderson  
Linda Roma  
Barry Semple  
Linda Silvers  
Brian Wallace  
Kathleen Weir

**Members Absent**

John Brown  
Rob Connolly  
Frances Keane  
Karl Lorch  
Joseph Passiment  
Violeta Peters  
Jeff Schwartz  
John Shea  
John Szeliga  
Ben Waldron

**Staff Present**

Eileen Higgins  
Dan Passarella  
Lawrence Sternbach  
Lucy Rivera

**Guests**

Serena DiMaso, Deputy Director  
Monmouth County Freeholder  
Jim Bollerman - Bollerman Realty

The meeting was held at the Asbury Park Senior Center, located at 1201 Springwood Avenue in Asbury Park, NJ. Paul McEvily, Associate Executive Director of Interfaith Neighbors, Inc. gave a brief presentation on all the services that are available to seniors at the center. The Asbury Park Senior Center and Kula Café are just a few of the many redevelopment projects that are taking place on the west side of Asbury Park.

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

- John Gagliano, Chairman of the WIB, called the meeting to order at 9:10 a.m. at the Asbury Park Senior Center.
- 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 by Lucy Rivera, and it was noted that sufficient number of WIB members were present to constitute a quorum.

**APPROVAL OF MARCH 21, 2013 MEETING MINUTES:**

- *Wyatt Earp made a motion to approve the March 21, 2013 minutes as written and distributed.*
- *Frank Preston seconded the motion, which was then unanimously approved.*

**CHAIRMAN'S EXECUTIVE COMMITTEE REPORT:** John Gagliano 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:
  - Freeholder Deputy Director, Serena DiMaso, who is the new WIB liaison.
  - Guest Jim Bollerman – Bollerman Real Estate Services and guest of Drew deGanahl.
- Expressed condolences to Susan Rakoci-Anderson on the passing of her father.
- Congratulations to WIB members for the following:
  - John Szeliga was honored by the Monmouth Ocean Foundation for Children with the Commitment to Autism Education Award.
  - Patti Carlesimo will be the next President of the Alliance for the Betterment of Citizens with Disabilities (ABCD)
  - Frank Preston and Advantage Career Institute which is now accredited by the Middle States Association of Colleges and Schools Commission on Secondary Schools.
- WIB Executive Board met in April and May, which included a tour of the Kula Café and the Monmouth Vocational School Culinary Education Center. Highlights from those meetings include:
  - The National Emergency Grant for Sandy was due to expire on April 29<sup>th</sup> – 6 months after the storm. The USDOL issued a no cost extension on the grant until January 29, 2014.
  - Attended the MODC Silver Gull Award Dinner where two former WIB Members were honored – Carl Lillvik and Tom Hayes, as well as Freeholder Tom Arnone.
  - Attended a Fort Monmouth tour on April 26<sup>th</sup>, which was sponsored by MODC
  - The Annual Partnership Awards Dinner was held on April 18<sup>th</sup> at McLoone's Pier House in Long Branch.
    - Once again the evening was a success – thank you to Tim McMahon, Vi Peters and Patti Carlesimo for their work.
    - Planning for next year's event will begin in the fall and WIB Members are encouraged to make recommendations for honorees.
  - Job Fair was held on April 19<sup>th</sup> and was a success. 110 employers greeted over 1,100 job seekers. One employer filled 20 job openings and then held an Open House in the Eatontown office for more positions.
  - The WIB has received the Notice of Obligations for Program Year 2013 funding (included in the meeting folders). The WIB was told to expect at least a 5% cut to funding but have actually received an increase in almost every area. No information received yet on Learning Link funding amount.

- As mandated by the SETC, every year at the annual June WIB meeting WIB members are required to sign a Conflict of Interest Policy, which were distributed for signature. All members that were present signed the Conflict of Interest Policy. Those who were absent from the meeting will be mailed the Conflict of Interest Policy for signature, which needs to be returned to the office as soon as possible.

**FREEHOLDER REMARKS:**

- Freeholder DiMaso congratulated the WIB on the success of the recent Job Fair.
- Taped two TV shows regarding WIB and the services offered the Monmouth County Division of Workforce Development.
- Will continue to work with and support the WIB.

**NOMINATIONS:**

- At the March WIB meeting, John Szeliga was nominated to serve as Trustee for the period of July 1, 2013 through June 30, 2014. Due to other responsibilities, Mr. Szeliga will not be able to serve as Trustee, and therefore requested that his nomination be withdrawn at today's meeting.
- A motion to accept John Szeliga's nomination withdrawal was made by Wyatt Earp, second by Steve Hornik and unanimously approved.
- A motion was made by Frank Preston, second by Steve Hornik to nominate Frances Keane to the position of Trustee for the period of July 1, 2013 through June 30, 2014. The motion was unanimously approved.
- John Booth made a motion to close the nomination of candidates to serve as WIB officers for the period of July 1, 2013 through June 30, 2014, which was seconded by Wyatt Earp. All members present voted in favor of adopting the motion.

**ELECTION OF OFFICERS:**

- Following is the slate of officers to serve on the WIB for the period of July 1, 2013 through June 30, 2014:  

John Gagliano for the office of Chairman  
Wyatt Earp for the office of Vice-Chairman  
Violeta Peters for the office of Trustee  
Frances Keane for the office of Trustee
- A motion was then made by John Booth that the WIB adopt the above noted slate to serve as WIB officers for the period of July 1, 2013 through June 30, 2014. The motion was seconded by Steve Hornik and unanimously carried.

**EXECUTIVE DIRECTOR'S REPORT:** Eileen Higgins highlighted the following activities:

Request for Proposals:

- WorkFirst NJ and Youth Programs went out for bid for next year's program cycle (July 1, 2013 – June 30, 2014).
- Committees have reviewed proposals and will begin discussion with recommended vendors.
- The Monmouth County WIB was anticipating a 5% cut across the board due to sequestration, but did not happen.
- We are looking at programs to determine if we can provide some components in-house.

#### Hurricane Sandy:

- Over 900 clients seen just for this grant
- 168 were employed with 125 still working
- 36 sites include municipalities, non-profits and County
- Anticipate more municipalities to get involved now that the grant was extended
- Currently obligated all of the \$1.2 million
- Grant extended through January 29, 2014
  - Extension included a modification to the grant to lift the \$12,000 per worker salary cap to \$24,000.
  - Met with every grant recipient to discuss the extension – which will be granted until September 29 with a review to ensure work is Sandy related

#### National Guard Armory:

- Working with National Guard Armory in Sea Girt where over 20 buildings were damaged due to the storm.
  - They have a request for 100 workers and will primarily be looking to place National Guard and military members first.
  - The Commissioner of Labor recently held a press conference at the Armory in Sea Girt – staff has been working with LWD to certify eligible workers for this project.

#### GED Pilot Program:

- Began pilot program with Brookdale working with youth in Neptune and Asbury Park.
  - 10 – 15 youth
  - Working on GED and work readiness skills

#### SESP Grant:

- Continuing to oversee the State Energy Sector Partnership grant (SESP) for the Central Region of NJ. Appears to be on target to obligate all of the funds for this grant prior to the June 30, 2013 deadline; closely monitoring this grant and reporting to LWD on status.

#### Other Activities:

- Partnering with the Monmouth County Long Term Recovery Group
- Meeting with the Talent Networks to see how to partner with them
- Change to phone system – updated choices
- Distributed a flyer outlining a quick synopsis of the Business Services Incentives.

#### **WIB RECERTIFICATION:**

- Working closely with SETC on WIB Recertification
  - Final certification is due to LWD in January of 2014.
  - The May report had 15 areas that were evaluated – 7 are satisfactory, 7 have a caution and 1 is incomplete or unsatisfactory. The unsatisfactory identified as a 6<sup>th</sup> youth barrier will be addressed with a vote later in the meeting as well as some of the cautions with the by-laws revisions.
  - Next preliminary evaluation will be in July.

#### **WIB BY-LAWS:**

- A draft of the WIB By-Laws was emailed to all WIB members on May 8<sup>th</sup>.
- The proposed changes are as follows:
  - *Article II Section 5* – committee changes as previously approved by the WIB
  - *Article II Section 7* – change the Division of Employment and Training to the Division of Workforce Development to reflect change in division name.
  - *Article III Section 1* – include (who must be nominated from among the business members of the WIB) as recommended by the SETC.
  - *Article IV Section 4* – new section (each member will sign a Conflict of Interest Policy when first joining the board and will sign a renewal each year at the annual meeting of the board, as recommended by the SETC.
  - *Article IV Section 5* – renumbering to include change above.
- *A motion to approve the By-Laws as proposed was made by Frank Preston, second by Bill Phillips and unanimously approved.*

#### **PARTNERSHIP AWARDS:**

Tim McMahon, Co-Chairman of the Partnership Awards Committee presented the following:

- 92 tickets were sold
- Total profit of approximately \$1,945.00
- Currently a balance of approximately \$4,297.00 in the scholarship account.
- Recommendation to donate \$3,000.00 to Brookdale Community College Foundation for 6 scholarships at \$500.00 each for the academic year of September 2013 through May 2014.
- *Barry Sample made a motion to donate \$3,000 to the Brookdale Community College Foundation, second by Tim McCorkell and unanimously approved, with Dr. Maureen Murphy abstaining.*

#### **DASHBOARD:**

- Performance Measures – doing well in all 9 standards
- Still struggling with spending Youth monies; will look closely at this with next years' programs to better obligate the funds.

#### **COMMITTEE REPORTS:**

**Basic Skills & Literacy:** Barry Semple, Chairman of the Committee presented the following:

- Committee met on March 5, 2013
- Discussion on the new GED exam to take effect January 1, 2014. Brookdale Community College was a pilot for the new test and reports are that it is going well. The State is deciding which version of the GED exam will be used in New Jersey.
- Update on the Brookdale Community College pilot GED program that began in May providing youth with a full day GED Prep experience out of the Neptune location.
- Consortium Partner reports included:
  - LADACIN very active with new Title II clients.
  - Literacy Volunteers' 30 year anniversary celebration will be on May 2<sup>nd</sup>.
  - NJ Employment Service basic skills training numbers are going well.
  - Hispanic Affairs' service level to date was 189 clients.
- Next meeting will include a presentation of the new Title II Consortium Application and a Year End report on the Learning Link Program in Eatontown.
- *Next Meeting:* 9:00 a.m. on June 4<sup>th</sup>

**Welfare-to-Careers:** Kathy Weir, Chairperson of the Committee presented the following:

- Committee met on March 19, 2013
- Announced that the Welfare to Careers committee was combined with the Job Seekers committee, therefore WTC is now a subcommittee. Will continue to meet on an as needed basis.
  
- The RFP for Welfare to Work Activities was released on April 6<sup>th</sup>. The following are the four primary goals within the new RFP that DWD is looking to focus upon:
  - Improve Case Management activities
    - DWD is looking to build a better relationship with DSS.
    - Looking at system before talking with clients.
    - Deliberate conversation with clients about next activities.
    - Face to face review with every client coming into program.
  - Increase Activities and availability
    - Would like to begin all activities on the first of the month to alleviate interruption of services.
    - Would like for most activities to be open entry.
    - Increased activity sites means increased vision by case managers and staff.
  - Improve Community Work Experience Activity
    - Improve the current program
    - Increase the no show rate
  - Increase Literacy and Credential Attainment
    - Hoping to get some GED activities
    - This is a needed activity with TANF/GA clients
  
- The enrollment of General Assistance (GA) clients has increased. Programs have increased their levels of service. GA enrollment seems to have picked up.

**Youth Council:** Tim McCorkell, Chairman of the Youth Council reported the following:

- Committee met on April 24, 2013
- Reviewed progress of contracts for the 2012-2013 program year.
- Reviewed performance data. Yearly, the WIB is measured on the performance measures of their youth programs. Measurements are based on Youth Placement, Youth Attainment, and Youth literacy improvement. Last year, as a county, Monmouth fell within the yellow which means is a cautionary level for Youth Placement. Currently, the county is doing very well with all measures.
- Reviewed the January 2013 desktop review of the current youth contracts. The desktop review is another monitoring tool that is being used to monitor contracts internally rather than going out to visit sites. Site visit are still done, however this type of review allows for close oversight.
- A Bidders Conference for contracts 2013 – 2014 was held on 4/15/2013. There was representation from 19 different agencies, organizations, or school districts that were in attendance. The proposals came in on Wednesday, May 15<sup>th</sup> and the proposals will be reviewed by the review committee during the last week of May and the first week of June.
- The State has given the counties the opportunity to have a 6<sup>th</sup> barrier for youth eligibility. In Monmouth County, the WIB has chosen the 6<sup>th</sup> barrier as *“A high school graduate or GED*

*recipient who has not held a full time regular job for more than 3 consecutive months and lacks work readiness skill necessary to obtain and retain substantial employment.” As mandated by the SETC, the WIB needs to approve the above mentioned 6<sup>th</sup> youth barrier.*

- *Tim McCorkell made a motion to approve the 6<sup>th</sup> youth barrier as “A high school graduate or GED recipient who has not held a full time regular job for more than 3 consecutive months and lacks work readiness skill necessary to obtain and retain substantial employment.” The motion was second by John Booth and unanimously approved.*
- The Go for the Gold program held its first graduation ceremony at the Kula Café in Asbury Park which was a huge success. 7 youth participated in the ceremony and more are set to graduate in June. Program has been given the green light to move Countywide. Will have the minimum academic progress and attendance and behavior requirements. There will be regional events so that the entire county will be able to participate. Work Readiness credential will be embedded in each program.
- Currently looking for a youth to serve on the Youth Council. Until then, the WIB will remain out of compliance.
- The next meeting of the Youth Council will be held at 2:00 pm. on June 25, 2013 and August 27, 2013.

**Oversight, Compliance & Quality Assurance Report:** John Booth, Chairman of the Committee reported the following:

- The Committee met on April 25, 2013.
- Discussed the status of the WIB website with Monmouth County. Committee requested a breakout of the County Indirect Costs detailing what is included.
- Monitoring department presented the following findings for the months of February, March and April:
  - 19 Hurricane Sandy visits with no deficiencies.
  - 3 Youth Program visits, 1 with a corrective action based on significant under spending
  - Staff provided a detailed explanation and demonstration of monitoring procedures and report formats.
- Discussed the procurement and contracting process which began in March. The committee asked for copy of procurement policies.
- Committee requested that they receive an updated WIB Strategic Plan.
- Planning presented a brief summary on performance standards indicating improvements in Youth Placement outcomes from the last report.
- The next meeting of the Oversight, Compliance and Quality Assurance is scheduled for July 17, 2013.

**Business Services:** In the absence of the Co-Chairpersons, Mr. Gagliano asked that Eileen present the report. Eileen Higgins reported the following:

- The committee met on May 1, 2013.
- Super storm Sandy National Emergency Grant was extended through January 29<sup>th</sup>, 2014
  - Monmouth County has contracts with 37 municipalities and non-profits
  - 178 people have been put back to work through the NEG (most in the State)
- State Energy Sector Partnership Grant (“Green Energy Grant”) ending on June 30, 2013

- 41 people in On-the-Job Training programs
- 27 people enrolled in Classroom Training programs
- 42 incumbent workers enrolled in Classroom Training through their employers
- Job Fairs
  - Spring Job Fair that was held on April 19<sup>th</sup> a success.
    - 120 employers and resource providers attended (one employer hired 20 candidates)
    - 1150 job seekers attended
  - Fall Job Fair scheduled for September 20<sup>th</sup>
    - Several suggestions were made by the BSC members to improve future Job Fairs
    - Pre-Job Fair workshops to better prepare job seekers
    - Hold on-site resume workshop

**Services to People with Disabilities:** Patricia Carlesimo, Chairperson of the committee reported the following:

- The committee met on May 22, 2013
- Reviewed the SETC report on WIB recertification
  - The committee reviewed the report and its findings, and discussed the ones pertaining to this committee. These included holding regular meetings and submitting minutes in a timely manner.
- Meeting Schedule
  - The STPWD will meet on a quarterly basis.
  - A recommendation was made to use meeting wizard.com for the next meeting with the hope that this will result in better attendance.
- Committee Members
  - Contact members that have not recently attended the meetings – inquire if they are still interested in participating on the committee
  - Recruitment of new members
    - Jim Bollerman
    - Commission for the Blind
    - Mental Health Association
- Staff Training
  - The committee discussed training for staff that work with individuals with disabilities and spoke specifically about the College of Direct Support.
  - Reach out to Dr. Murphy, President of Brookdale Community College, to explore her knowledge of the College of Direct Support (a DDD web-based training program for direct service professionals who support people with disabilities).
  - Patti will reach out to Colleen McLaughlin from the Boggs Center UMDNJ about the College of Direct Support and the activities of other WIBs related to that training.
  - Reach out to Michele Martin on doing a presentation to the WIB on the key employment barriers that people with disabilities face.
- The next meeting of the Services to People with Disabilities will be announced.

**Membership Committee:** Bill Phillips, Chairman of the committee reported the following:

- Ambar Abelar resigned from the WIB effective May 29, 2013
- On May 23, 2013, Joseph F. Passiment, Monmouth County Superintendent of Schools was appointed to the WIB by the Monmouth County Board of Chosen Freeholders to a three year term ending on May 26, 2016.
- There are currently 4 vacancies on the WIB

**OTHER BUSINESS:** Freeholder DiMaso and Thomas Arnone won the primary for their party and will be running for office at the November election.

**COMMENTS FROM THE PUBLIC:** None

**NEXT MEETING DATE:** 10:00 a.m. on September 11<sup>th</sup> in the conference room of the WIB office, located at 145 Wyckoff Road, Suite 201 in Eatontown.

**ADJOURNMENT:** *There being no further business to come before the WIB, the meeting was adjourned at 10:38 a.m. upon a motion by Steve Hornik, second by Frank Preston. Motion was unanimously approved.*