

**Monmouth County Workforce Investment Board
Minutes of December 5, 2013**

Members Present

John Gagliano, Chairman
Wyatt Earp, Vice-Chairman
Frances Keane, Trustee
Violeta Peters, Trustee
Rachel Aumack
John Brown
Patti Carlesimo
John Ciufu
Drew deGanahl
Carolyn Ellington
John Genz
Stephen Hornik
Timothy McCorkell
Tim McMahon
Bill Phillips
Linda Silvers
Brian Wallace
Kathleen Weir

Members Absent

John Booth
Rob Connolly
Karl Lorch
Patricia Koziol
Dr. Maureen Murphy
Joseph Passiment
Susan Rakoci-Anderson
Linda Roma
Barry Semple
Jeff Schwartz
John Szeliga
Ben Waldron

Staff Present

Eileen Higgins
Dan Passarella
Lawrence Sternbach
Lucy Rivera

Guests

Jeff Shulman, NJDLWD
Debra Agresti, Affordable Housing
Alliance

CALL TO ORDER & READING OF PUBLIC MEETING LAW:

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

APPROVAL OF SEPTEMBER 11, 2013 MEETING MINUTES:

- *Patti Carlesimo made a motion to approve the September 11, 2013 minutes as written and distributed.*
- *Rachel Aumack 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 Debra Agresti from the Affordable Housing Alliance; she is considering becoming a member of the board, representing the Community Based Organization.
- Presented Frank Preston and Ambar Abelar with a plaque as a token of appreciation from the WIB for their years of service on the Board. Frank Preston will continue to be involved on WIB committees. Mr. Abelar was not able to attend – his plaque will be mailed.
- Met with Commissioner Wirths, SETC Chairman Dennis Bone and other WIB Chairs in Trenton on December 4th to talk about the certification process. The Commissioner had very good things to say about Monmouth County.
- Executive Board met once since the last full Membership Meeting, in November
 - Highlights from that meeting include:
 - Discussion regarding some policy issues; a subcommittee will meet with Eileen and staff to review and will make a recommendation at the next Exec Board meeting
 - Discussion regarding some businesses/industries to approach for new members – any suggestions, please let Bill Phillips know
 - Sandy Recovery Efforts continue and, as previously mentioned, grant was extended to January 29, 2014. An additional draw down was requested, and received, from LWD in the amount of \$800,000.
- The Annual Alumni Awards Luncheon was held October 17th at Branches in West Long Branch which was very successful. Speakers and recipients shared their story and how the programs under the WIB made a difference in their lives. Thank you to board members for their support in attending as well as underwriting the event.
- Attended the second “Go for the Gold” Work Readiness Program graduation on November 6th. 11 youth from the Asbury Park/Neptune area were recognized for their achievements.
- Working closely with SETC on WIB Recertification
 - Final certification is due to LWD in January of 2014
 - Currently have only two outstanding items – the Annual Report and some additional MOUs with our partners. The Annual Report (for Program Year 2012 – July 1, 2012 – June 30, 2013)
 - Anticipate having the application to Director Arnone for his signature by the end of next week
- SETC/Monmouth WIB Strategic Plan
 - WIB members were sent a link to the WIB three year plan, which is currently open for public comment
 - This is the beginning of the dialog for an updated Strategic Plan for the WIB and demonstrates how the WIB is aligned with the SETC’s Strategic Plan around four Core Value Areas:
 1. Driving Investments Based on Industry Needs
 2. Meeting Customers Where They Are

3. Equipping the Workforce for Employment
4. Increasing System Accountability

EXECUTIVE DIRECTOR'S REPORT: Eileen Higgins, Executive Director of the WIB highlighted the following:

Request for Proposals

- RFP for a mid-year WorkFirst NJ program was made available to the public with one response received by the Division
- Youth Committee has reviewed proposal and will offer their recommendation to the WIB

Hurricane Sandy

- Over 1100 clients seen just for this grant
- To date, 170 have been employed with 125 still working
- 39 sites include municipalities, non-profits and County
- Currently obligated all of the 1.2 million

SESP Grant

- Completed the State Energy Sector Partnership grant (SESP) for the Central Region of NJ. Obligated 100% of funds allocated to this grant
- Exceeded planned goals – serving a total of 156 unemployed and incumbent worker participants.
- Actual contracted OJT - 41
- Actual contracted classroom training – 115

Talent Networks

- Business Services Team continues to meet monthly with the Talent Networks to connect with some of the resources they have.
- Working with the Hospitality and Healthcare Network

Strategic Plan

- Announced that the contents of the WIB Strategic Plan was pulled from the World Café, Focus Groups, committee meetings and Monmouth County Division of Economic Development's Comprehensive Economic Strategy Development (CEDSD) study.
- WIB members are to reach out to Dan Passarella for any comments on the plan by January 4th.

Food Bank

- Working with the Food Bank of Monmouth-Ocean Counties with VITA free tax preparation program, which is an IRS sponsored program that provides free tax preparation to low income individuals.
- This program is being launched in February 2014
- Will reach out to CPA students at Monmouth University to do this an internship

DASHBOARD:

- Dashboard current through October 30, 2013, which indicates where the monies were spent was included in the meeting folders
- Obligation of funds is good – Biggest hit was the Learning Link which dropped from \$123,000 to \$69,000
- Sandy NEG has been obligated – the WIB will request additional funding to continue to work with the municipalities and non-profits
- Performance Measures through November 25th doing well, except for youth placement

COMMITTEE REPORTS:

Awards Committee: Tim McMahon, Co-Chairperson of the Awards Committee reported the following:

Alumni Awards

- The Alumni Awards Luncheon held on October 17th at Branches in West Long Branch was a great success.
- 29 participants were honored with approximately 160 people attending the event.
- Thank you to all those WIB members that attended and so graciously took out a sponsorship to offset the cost of this event.
- Next year the committee will be re-designing the Alumni Awards to create an interactive program.

Partnership Awards

- The committee will meet in January 2014 to start the planning process for the Partnership Awards Dinner; committee will review award categories for the 2014 Partnership Awards
- The committee is looking for assistance from WIB members for candidates; if anyone has any suggestions, please submit candidates to Lucy Rivera.
- The theme for this year's dinner will be: "Sandy – A Year of Gratitude"

Basic Skills & Literacy: In the absence of Barry Semple, Chairman of the Basic Skills and Literacy Committee, Mr. Gagliano asked Dan Passarella to present the report.

- The Committee met on December 3rd.
- Conducted a single topic agenda on Core Value # 3 – Equipping the Workforce for Employment – of the 4 Core Values determined by the SETC.
- In-depth discussion of Core Value # 3 as it relates to Monmouth County's workforce
- Core Value # 3 will be an on-going topic for the next two committee meetings.
- Discussion on county-wide problems with literacy
- Looked at statistics of high school dropouts.
- A special meeting has been scheduled for January 28, 2014 to discuss and advocate on launching a family literacy program.
- Discussion on recruiting additional members to the committee.

Job Seeker: Tim McMahon, Chairperson of the Job Seeker Committee stated that the committee had met on November 13th and reported the following:

- Reviewed data of programs currently delivered to job seekers – mostly by the Division of Workforce development; need to include programs from all partners as is the WIB mission.
- Discussion on the following:
 - How to reach out to different pockets of people
 - What types of programs are being delivered
 - What kind of information is being generated
 - Who are the providers?
 - What can be done as a committee to expand services to the job seeker
 - Come up with innovative ideas to better serve the job seekers (such as Kula Café and Go for the Gold Program for youth)
 - Expand the Go for the Gold model to attract employers to hire adult and dislocated workers
 - Have in-depth training workshops to help prepare Job Seekers for Job Fairs and interviews
 - Research why businesses are not hiring the job seeker

- Conduct focus groups
- Discussion regarding additional members to the committee to include Social Services; Monmouth County Library; Talent Networks
- WIB participation in the Healthcare Talent Network and Hospitality Talent Network's Industry Week at Brookdale on March 17-21 for Hospitality and April 7-11 for Healthcare.

Welfare-to-Careers Subcommittee: Kathy Weir, Chairperson of the Welfare-to-Careers Subcommittee, reported that the committee met on October 15th and the following:

- Welfare-to-Careers Subcommittee will be meeting quarterly.
- Committee discussed work flow during the government shutdown.
- Committee discussed the need to increase the number of clients at CWEP or the number of CWEP sessions per month to address the back log of clients.
- Discussion on spending for last year
- 86 percent of the Work First Funding has been obligated, with some room for Individual Referral services unobligated (50) per year.

Membership/Outreach: Bill Phillips, Chairman of the Membership/Outreach Committee reported the following:

- The following WIB members were re-appointed to 3-year terms by the Freeholders
 - Robert Connolly, Jeffrey Schwartz, Maureen Murphy and Kathleen Weir were appointed on September 26th to three year terms ending on 9/28/16
 - Drew deGanahl and Linda Roma were appointed on October 10th to three year term ending on 10/14/15
 - Stephen Hornik was appointed on October 24th to a three year term ending on 10/27/16
 - Currently there are 5 private sector seats open

Oversight, Compliance & Quality Assurance: In the absence of John Booth, Chairman of the Oversight, Compliance & Quality Assurance Committee, Mr. Gagliano asked Dan Passarella to present the report.

- Discussion on Audit Report
 - OCQA requested a plan on how the audit is addressed – at the November 20th meeting the Director presented the committee with a synopsis of the LWD fiscal findings for the committee to review and comment.
 - Following this discussion, committee members were going to review the document in depth and send their comments and recommendations to Eileen Higgins.
- Standard Operating Procedures
 - Continued discussion on SOPs; WIB member, Pat Koziol continues to assist with the development of SOPs for the entire agency and is currently developing a template.
 - All SOPs specifically mentioned in the audit will be completed before the next audit, which is anticipated in March
- Draft SETC Strategic Plan
 - The committee reviewed a draft copy of the SETC 3-Year Strategic Plan which was presented at the November 20th meeting.
 - The plan will focus primarily around the 4 state defined core values
- Monitoring Report & Schedule

- Administrator of Contracts and Planning summarized the September and October monitoring activities and findings and provided a snapshot of the monitoring schedule for November 2013 through January 2014.
- Dashboard
 - Administrator of Contracts and Planning distributed the dashboard, which indicates the financial obligation from 7/1/13-9/30/13. 69% of the total funding allocation has been obligated to date.

Services to People with Disabilities: Patti Carlesimo, Chairperson of the Services to People with Disabilities Committee reported the following:

- Discussion on the national program College of Direct Support, a web based training program for direct support professionals and others who support individuals with disabilities
 - Local colleges offer up to 6 to 9 credits for those who complete the curriculum; will reach out to Brookdale to coordinate a meeting regarding feasibility of credits
- Each WIB committee will share parts of the Strategic Plan
 - Plan needs to be aligned with the following 4 SETC's Core Values:
 - 1) Driving Investments Based on Industry Needs
 - 2) Meeting Job Seekers Where They Are
 - 3) Equipping the Workforce for Employment
 - 4) Increasing System Accountability

Challenges:

- How does the STPWD meet the objectives under the 4 Core Values
- What specific skills are employers looking for so that clients can be identified
- What changes have to be made to educate employers on hiring people with disabilities

YOUTH COUNCIL – Tim McCorkell, Chairman of the Youth Council reported the following:

- Reviewed performance data. The WIB is measured on the performance measures of our youth programs. Measurements are based on Youth Placement, Youth Attainment, and Youth literacy improvement.
- Committee discussed spending level, shortfalls and current level for several contracts from the 2012-2013 year. The committee has made recommendations on some of the procedures to ensure under-spending does not occur this program year.
- Monitoring visits are being conducted on a monthly basis; to date Asbury Park High School, Boys and Girls Club and Waters and Sims have been monitored. A desktop review will be conducted in December/January on all subcontractors.
- An Out of School Youth GED RFP was released on Wednesday, Sept 11th. One (1) Proposal was received on October 16th from Henkels & McCoy for a "Steps to Success" program, which will provide GED preparation and occupational training in retail customer service and computer skills training. The amount of the contract is \$92,000 to serve a minimum of 20 youth.
- Tim McCorkell entertained a motion to approve a youth contract with Henkels & McCoy for a program to begin December 13, 2013 in the amount of \$92,000 to serve a minimum of 20 Out-of-School youth as proposed and reviewed by the Youth Council. ***Steve Hornik made a motion,***

seconded by Violeta Peters to approve the youth contract with Henkels and McCoy in the amount of \$92,000. This motion is contingent on receipt of proof of New Jersey Department of Labor and Workforce Development approval.

- The Go for the Gold program has been given the green light to be held countywide. The Business Services team will work with employers throughout the County to generate interest and engage employers. Looking to work with programs in the Freehold and Long Branch area.

OTHER BUSINESS:

- John Ciufo, Director of the Monmouth County Office of Economic Development announced that the County has undertaken a Comprehensive Economic Development Study (CEDs) to help to guide and grow economic development in Monmouth County for years to come. The document will be finalized in January and will be available on the County website www.visitmonmouth.com for public review and comment.
- John Brown said that the NJ Job Club located in Neptune is looking for volunteers to hold Mock Interviews. Mr. Brown will email the information to Eileen Higgins
- Frank Preston congratulated Larry Sternbach, Business Development on a presentation he made at the Monmouth-Ocean Development Council

Comments from the Public: None

Next Meeting Date: Thursday, March 6th @ 10:00 a.m. at the WIB Office in Eatontown.

Adjournment: There being no further business to come before the WIB, the meeting was adjourned at 11:20 a.m. ***upon a motion by Steve Hornik, second by John Brown. Motion was unanimously approved.***