

Quarterly Meeting July 26, 2022
(Held electronically on Zoom.)

Members Present:	Gloria Aftanski, Marie Bonamassa, Sandy Castor, Joanne Coffaro, Robert Davis, Jorge Diaz, Dan Frankel, Sherri Goldberg, Paul Hiler, Gabriel Lavigne, Melyssa Lewis, Rich Liebler, Poo Lin, Elayne McClaine, Jose Montes, Miriam Ruiz, Jill Schiff, Marc Schweitzer, Thomas Sommers, Timothy Timberlake, Lourdes Valdes,
Designees:	Mark Lanzi (for Kyle Anderson), Nydia Pacheco (for Angela Mackaronis)
Excused:	Chanelle Scott McCullum
Absent:	Rich Liebler, Wes Petteway
Staff:	Jasmina Dizdarevic, Claudia Dorsch, Shamara Gatling-Davila, Kevin Kurdziel, Dennis McPartlan, Guerol Saintilma, Martin Schamberger, Melinda Walton
Guests:	Khalid Anjum, Elizabeth Conte, Barbara Stockton, Senia Cuevas, Anthea Williams

- I) **Call to Order**..... Lourdes Valdes
- II) **Open Meetings Public Record Act**
- a) *Notice of this meeting pursuant to the "Open Public Meetings Act" NJS 10:4 has been complied with and shall be entered into the minutes of this meeting. Please be advised that this meeting is being recorded for the purposes of accurately recording the minutes of this meeting.*
- III) **Roll Call of Officers** Paul Hiler
- IV) **Roll Call of Members** Paul Hiler
- a) Enough members are present for a quorum.
- V) **Public Comment**
- a) *This portion of the meetings is reserved for persons to address the Board on any matter not on this agenda, but under the jurisdiction of the Board. The Board Chair may respond briefly to statements made or questions posed or direct that question to another Board Member, Executive Director, or appropriate Board Staff. Members of the public will be allotted three minutes for their comments.*
- VI) **Presentations(s)**
- a) Disability Etiquette..... Marc Schweitzer, Barbara Stockton
- i) A Power Point presentation giving an overview of how to best work with people with disabilities when they come to us for services or for any business situation. The most important thing is to be respectful to the person and to rely on them for direction.
- ii) A copy of the presentation will be sent to all members.
- b) PY-2022 Budget Overview Claudia Dorsch
- i) A spreadsheet was sent to all before the meeting and Ms. Dorsch gave an explanation for each section.
- (1) Summary of Funding.
- (2) Budget – Line Items – and popular programs.
- (3) ITAs written.
- ii) The only reduction in funding was for the Learning Link but since we have a large carry-over it will not change things too much.
- iii) We have the ability to transfer funds between the line items.
- iv) Mr. Kurdziel mentioned that we will also have the opportunity to apply for other grants. However, we are still waiting for a response for our application for funds from the American Opportunity Act.
- v) A request was made for more details on employment rates as they pertain to the people in the top five popular programs so we can determine if we are receiving good returns on our investment. It will be supplied at the October meeting.
- vi) A half-way report will be given at the January 2023 meeting.
- VII) **Budget Approval** * Lourdes Valdes
- a) A motion to accept the budget and allow it to be inserted into the County Budget was made by Jorge Diaz, seconded by Jill Schiff. A vote was taken and the motion passed unanimously.

VIII) **Consent Agenda** * Lourdes Valdes

- a) A motion to accept the following was made by Jill Schiff and seconded by Jorge Diaz. A vote was taken and acceptance was unanimous.
 - i) Correspondence. No outside correspondence was received or sent during the previous quarter.
 - ii) Approval of the Minutes from the April 26, 2022 WDB meeting.
 - iii) Board Membership Updates. (*Reappointments, Resignations, Nominations, etc.*)
 - (1) Any members whose terms expired on June 30, 2022 agreed to return and were approved by the County Board of Commissioners for their respective two- or three- year terms as required by the SETC.
 - (2) Thomas Iverson resigned from the Board due to expanding business obligations.
 - (3) Jorge Diaz was appointed as the required representative from the newly renamed Middlesex County Magnet Schools.
 - iv) Committee Reports. All were emailed ahead of time as noted at the end of these minutes.

IX) **New Business** Lourdes Valdes

- a) WIOA Local Governance Policy.
 - i) Mr. Kurdziel gave some background as to why a reorganization is taking place. When WIOA was enacted in 2014 there was a requirement to procure services for a One Stop Operator, Career Services, and Youth programs. The state of New Jersey did not give technical assistance and many areas did not fully comply. An audit found some things lacking and we are being given until 2024 to come into compliance.
 - ii) In order to do this correctly, the WDB will be bifurcated from the One Stop Operator, Career Services, and Youth with the WDB overseeing, mentoring, or giving assistance to those areas. The WDB will have a different Director from the Office of Career Opportunity once this is done. It is expected that procurement will take place in Spring 2023. The details are still being worked out as to how the County can respond to this procurement, but there is a chance that an outside agency could be the successful bidder which could mean that jobs of existing staff would be in jeopardy. In most cases, the local county is the only respondent, or the successful one because of their 40 plus years of experience in running the programs, but the process must be fair and in compliance with WIOA legislation. Outside agencies have been awarded the contracts already, so nothing is certain. EDSI, a workforce consulting firm, is running it in Ocean County now.
 - iii) Job security for our current staff is a large concern.
 - iv) The State will give technical assistant to each local area county by county this time.
 - v) As soon as we have new information, it will be passed on to Board members.
 - vi) When the RFP goes out, a team will have to review the proposals. It could be from WDB members or another County agency. Details have not been worked out yet. The RFP itself will have to be developed either by the WDB or by a consultant with a strong firewall.
 - vii) Going forward the WDB Director will not report to the same person the Office Director reports to.
 - viii) Everyone involved in this from the CEO to Board members to staff will be receiving training of some sort and we still need a lot of answers from the State.
 - ix) Although a local area can petition for a waiver because there are no other suitable agencies to run these programs, that situation does not exist in New Jersey and therefore no waiver will be sought.
- b) Human Resources Updates
 - i) We have lost a lot of staff over the last few months and a lot of reorganization has taken place to cover the gaps. There are nine vacancies at all levels and two planned retirements. We have three new hires starting in September, but still need to fill the other positions.
 - ii) The position of Deputy Director will not be filled because of the pending restructuring.
 - iii) One issue of concern is the discrepancy of salary levels between our office and the DOL for similar jobs which we will be looking to remedy with the cooperation of the County. A multifaceted approach to advertising the openings will be used.
- c) RFP Review Committee. Going forward, we would like to form a committee to review any RFPs we issue. Hopefully it will consist of at least five private-sector business members from the Board. Mr. Kurdziel will reach out to potential committee members soon.

X) **CEO and Chair Reports**

- a) Labor Statistics
 - i) NJ reclaimed all the jobs lost. 717,000 above February 2020.
 - ii) UI – Middlesex 3% (13,000); State 3.9%, US 3.6%
- b) The LinkedIn and Talent Insights contract is active. We will start with staff training and enhance our business outreach capabilities. LinkedIn Learning (formerly Linda.com) is a wide-range, online learning program which we hope to start using with WFNJ clients. We will still be using SkillUp™ Middlesex and Metrix but be able to provide more services this way.
- c) GSETA conference will be held virtually again this year on October 18 and 19. It is in the planning stages now with a lot of emphasis on Professional Development. An in-person conference is being planned for 2023.
- d) Our Master Agreement for PY 2022 will be approved at the August 18 County Board of Commissioners meeting.
- e) In order to comply with Local Governance requirements that our policies be posted on our website, we will be discussing a number of WDB policies at the October meeting that will need approval. Some will be older policies that need updating and some are internal policies that now need to be formalized with WDB approval.

XI) **Board Member Comments**

- a) Premier Virtual did not work out as expected, and will not be renewed.
- b) We do not control our social media posts so cannot really use it to post job openings. We use platforms like LinkedIn and Talent Insights which will give us more exposure but will still be County branded once they are launched in September. For immediate needs we use Instagram, Facebook, Guide by Cell, etc. Everyone is free to share this kind of information on their own social media accounts also.
- c) The meeting with the John Pulomena, the County Administrator, was helpful in explaining how much of the Indirect Costs we pay were being used to offset our share of the marketing campaign. Some changes for our Office were hinted at with more information to be shared at the October meeting.

XII) **Miscellaneous Filings and Reports**

- a) The Annual Report for PY 2021 is currently being worked on.
- b) There are no funding opportunities right now that are a good fit for us.
- c) The Local Plan needs updating and we will be starting on that soon

XIII) **Adjournment**

- a) A motion to adjourn was introduced by Marc Schweitzer, seconded by Jorge Diaz and the meeting was adjourned.

* **Action Item**

Handouts:

No physical meeting packet was prepared, all items were emailed ahead of the meeting:

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| ○ Agenda | ○ PY2022 Fiscal Report |
| ○ Minutes from April 26, 2022 meeting | ○ Operations Report |
| ○ Designee Form | ○ SkillUp™ Report |
| ○ Abilities, YAC, and Literacy Committee Reports | ○ DOL Dashboard |
| ○ Business Solutions Team Report | ○ WDB Policies |
| | ○ WDB Membership Directory |

The next meeting is scheduled for October 25, 2022 at 9:00 AM

More information will be sent before the meeting.