



**Workforce Development Board**  
County of Middlesex

**Quarterly Meeting April 28, 2020**  
*(Held electronically through Zoom.)*

Members Present:	Gloria Aftanski, Kyle Anderson, Amy Bellisano, Marie Bonomassa, Roseann Bucciarelli, Carla Cefalo, Robert Davis, Dan Frankel, Paul Hiler, Thomas Iveson, Gabriel Lavigne, Melissa Lewis, Rich Liebler, Poo Lin, Elayne McLaine, Nicola Minott, Jose Montes, Miriam Ruiz, Jill Schiff, Craig Schlosser, Marc Schweitzer, Thomas Sommers, Timothy Timberlake, Diane Veilleux
Designees:	Roxane Teleck (for Angela Mackaronis)
Excused:	Ken Armwood, Bert Baron, Loyce Riggans, Brian Sant'Angelo
Absent:	Luis De La Hoz, Alan Fialka, Wendy Hornich, Joanne Vogel
Staff:	Jasmina Dizdarevic, Claudia Dorsch, Shamara Gatling-Davila, Barbara Heyward, Kevin Kurdziel, Martin Schamberger, Diane Seavers, Melinda Walton
Guests:	Amanda Bombino, Frank Daminai (for Alan Fialka – no longer with JFK), A number of people appeared in the Zoom window, but did not identify themselves.

- **Call to Order** ..... Gabriel Lavigne
  - Open Public Meetings Act. *The notice of this meeting, pursuant to the “Open Public Meetings Act” NJSA 10:4-10 has been complied with and shall be entered into the minutes of this meeting.*
  - *Since the meeting is being held virtually, all participants will be “muted” until they indicate they wish to speak and are acknowledged at the appropriate time, including the public comment time.*
- **Pledge of Allegiance**
- **Roll Call of Members** ..... Paul Hiler
- **Chairperson Report** ..... Gabriel Lavigne
  - The members were thanked for their commitment to the Board.
  - Going forward, what we do will become more and more important with over 1 million people in New Jersey claiming unemployment and higher unemployment rates nationally since the Great Depression.
- **CEO Report** ..... Kevin J. Kurdziel
  - The report was emailed ahead of time to members.
  - It was noted that there will be changes to the in-demand labor occupations when things start opening up again.
  - Board members are sharing their experience to help our customers, both employers and job seekers.
- **Approve of the Minutes from the January 28, 2020 Meeting** ..... Paul Hiler  
A motion to approve the minutes from the January 28<sup>th</sup> meeting was called for by Amy Bellisano and seconded by Melissa Lewis. The vote was called and was unanimous for approval as written with one abstention.
- **COVID-19 Impact on Workforce Development** ..... Kevin J. Kurdziel
  - The unemployment rate spiked from 2.9% in March to 17.9% in April with another large jump expected for May.
  - We expect this to drop after 39 weeks (26 + 13 weeks of unemployment benefits) and people return to employment.
  - There will be a shift in the labor market. Some things we are seeing now is a reduction in retail, logistics and distribution, and a rise in ecommerce and IT jobs being posted. We are watching for how it will impact the need for training.
  - It is possible that we could come out of this stronger.
  - We will be shifting from ITAs (Individual Training Accounts) to class-size training so more people can be trained at the same time.
- **One Stop Operator and WFNJ RFPs**
  - We were informed by the Purchasing Department that they were suspending bids temporarily, therefore we did not go out to bid with the prepared RFPs for these two items but will extend the current contracts for six months and put the RFPs out in the fall for January 1, 2021 starts.

- **Functional Supervision of Employment Services**..... Kevin J. Kurdziel
  - The WIOA act of 2014 sets up the WDB as taking the lead role in the local workforce areas which allows the Director/CEO of the Board at least partial functional supervision of the One Stop partners including the ES services in order to see that resources are deployed correctly. This will align us with the policies and regulations set in 2014.
  - We will also be coordinating more with the County.
  - Since the working relationship with ES is already good, this will not affect us too much. It is more of a shift on paper.
  - Official announcement is being postponed because of the current situation.
- **Extension of WDB Officer's Current Terms \*** ..... Gabe Lavigne and Kevin J. Kurdziel
  - Elections for WDB officers were scheduled to take place at this meeting, but the Executive Committee felt it appropriate to postpone them by extending the terms of the current officers until the end of the calendar year with elections taking place at a future meeting.
  - Gabriel Lavigne will step down as chairperson, but he will remain on the WDB as a member. Members were asked to talk to someone on the Executive Board if they are interested in running for any of the offices.
  - We are not yet certain if the newly elected officers will serve for the remaining 18 months of the two-year terms, or if we will extend it to a full two -years. We are leaning toward shortening the term, but are open to suggestions.
  - A motion to postpone the election and extend the terms of the current officers was made by Carla Cefalo, seconded by Paul Hiler. **The vote was called and passed Unanimously.**
- **Policy Resolution 2019-01 \***
  - This policy will make the awarding of Incumbent Worker Training funds more transparent and will allow us to work with more companies by requiring that the WDB approve all IWT programs to be funded.
  - It gives more guidance concerning any possible instances of conflicts of interest. Members with any sort of conflict will refrain from voting on the approval.
  - The Executive Board will share with the full membership as an agenda item at the next meeting. If a request comes in that needs immediate attention between meetings, the Executive Board will ask for the approval by email.
  - An addition of a phrase indicating that the action will be in accordance with WIOA regulations and the established procedures of the Workforce Development Board will be added to the proposed resolution to make clear that standard operating procedures are already in place to prevent any appearance of impropriety.
  - A motion to add the phrase above to the proposed resolution was made by Jose Montes, seconded by Amy Bellisano and a vote was called. **The motion to add the phrase was unanimous and the motion passed.**
  - **The vote to accept the resolution as amended will take place together with 2020-02.**
- **Resolution 2019-02 \***
  - This policy affirms an MOU with the American Reentry Initiative for use of the facilities/equipment at 550 Jersey Avenue.
  - We will also work in collaboration with the group on reentry projects.
  - A motion to accept Policy Resolution 2020-01 as amended and 2020-02 as written was made by Craig Schlosser and seconded by Marc Schweitzer. **The vote was called and the motions passed unanimously.**
- **Submission of Application for CAREERS GRANT**
  - The application for a part of this \$900,000 grant from the US Dept. of Justice was prepared by Millennium Strategies with us and American Reentry Initiative as project and case management with current office staff.
  - Rich Liebler volunteered to help with this project as he has extensive experience with reentry programs such as “Adopt a Returning Citizen” and he firmly feels that any efforts must start when someone enters the system, not when they are about to be released and to have employers involved, not just through the One Stops. There must be a holistic approach, not just a finding a job. Mental health, housing, all have to be considered and ready to go when they are released. Job shadowing could be a good transition and we have money for internships.
- **Old Business**
  - There are many reasons some might not want to return to jobs, even though businesses are still open.
    - receiving more money from UI and the supplement than if they return to a job.
    - fear factor concerning health.
    - possible staffing issues when things reopen, especially regarding limited hours.
    - there will be a shift in how we do business.
  - Jill Schiff announced that Construction Industry Career day has been cancelled for 2020.

- **New Business**
  - Two new members, Nicola Minott and Marie Bonomassa, were introduced.
  - Khalid Anjum, new Department Head for Business, Innovations, Education and Opportunity was in attendance and was introduced. He told the Board members that it was a great experience to be part of this group and thanked everyone for the opportunity. He appreciates the extent of the impact we have on the day to day lives of the citizens. His background is engineering and IT and he has been with the County for over 30 years.
  - Jessica Brigyoni was also introduced as Mr. Anjum's newly hired executive assistant.
  - We will be looking at upcoming reappointments to the WDB for those whose terms are expiring on June 30. We have to keep in mind the balance on the Board and that we need to keep business membership at 51% or more and part of in-demand industries.
  - If anyone has recommendations for new members for the Board from the business sector, please let us know.
  - It was requested that anyone who is not a member and is signed in using a phone number, or a name not recognized, to send an email when the meeting concludes to identify themselves.
- **Public Comment** None.
- **Adjournment** was motioned by Amy Bellisano, seconded by Roseann Bucciarelli and the meeting was adjourned.

**\*Action Items – vote taken.**

**Handouts:**

- Emailed ahead of the meeting:
  - Agenda
  - Minutes from January 28, 2020 meeting
  - Designee Form
  - Committee Reports
  - Proposed Resolutions 2019-01 and 2019-02
- In Meeting packet: No physical meeting packet. All were sent via email before the meeting.
  - Agenda
  - CEO Report
  - Operations Report
  - SkillUp™ Report
  - Business Engagement Team report

**The next meeting is scheduled for July 28, 2020 at 9:00 AM**  
**at the Middlesex County Fire Academy, Sayreville, NJ.**  
**Notice will be sent of any changes.**