



**Workforce Development Board**  
County of Middlesex

*Quarterly Meeting January 22, 2019*

Members Present:	Gloria Aftanski, Lisa Alexander, Kyle Anderson, Bert Baron, Amy Bellisano, Roseann Bucciarelli, Robert Davis, Dan Frankel, Paul Hiler, Thomas Iveson, Gabriel Lavigne, Melyssa Lewis, Miriam Ruiz, Brian Sant'Angelo, Jill Schiff, Marc Schweitzer, Kathy Shaw (via phone), Timothy Timberlake, Diane Veilleux, Christina Youngblood
Designees:	Nydia Pacheco (for Angela Mackaronis)
Excused:	Kenneth Armwood, Robert Davis, Dan Frankel, Gabriel Lavigne, Thomas Iveson, Poo Lin (Designee did not attend meeting), Joseph Picone, Joanne Vogel
Absent:	Tina Ahmadi, Anthony Capece, Luis DeLaHoz, Alan Fialka, Justin Kolbenschlag, Elayne McLaine, José Montes
Staff:	Kevin Kurdziel, Diane Seavers, Claudia Dorsch, Barbara Heyward, Martin Schamberger, Shamara Gatling-Davila, Melinda Walton
Guests:	Hsien-Min Chen, Tracey Maccia, Jennifer Moir, Liana Volpe, David Williams

Gabriel Lavigne, Chairperson, had an emergency and was not able to attend. Vice Chairperson, Amy Bellisano, acted as Chairperson in his place.

- **Call to Order** ..... Amy Bellisano
  - Pledge of Allegiance
  - 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.*
  - Roll Call..... Christina Youngblood
- **Approve of the Minutes from the October 23, 2018 meeting.** A vote was called for by Amy Bellisano and seconded by Kathy Shaw. The vote was unanimous for approval.
- **Director's Report**..... Kevin Kurdziel
 

Mr. Kurdziel presented to the members some of the highlights from 2018 including the very popular SkillUp™ Middlesex software being offered to the public, the successful restructuring of the Office Business Services Unit to the Business Engagement Team under Barbara Heyward, and our commitment to devote resources to staff training and development to assist customer efficiently. The unemployment rate continues to drop both nationally and here in Middlesex, even though we still have 14,000 residents out of work. We will be focusing on bringing the One Stop services out to the community in places they frequent.

Destination 2040, highlighting the county's long and short-term objectives for the next 20 years, was presented by Freeholder Director Ron Rios at the Freeholder Reorganization Meeting.

Mr. Kurdziel thanked the Board members for their participation on the Board and acknowledged our One Stop Partners and office staff.
- **Vo-Tech Career Exploration Presentation.** Dr. Tracey Maccio, Jennifer Moir, and David Williams, representatives from the Vo-Tech, gave a presentation on their Career Exploration Program. They explained that they partner with local businesses on this work-based learning program to give students that need independence and confidence some real-world experiences.
- **Mid-Year Budget Review** ..... Claudia Dorsch
 

A chart was included in the meeting packet that compares spending as of December 31 for PY17 and PY18. Ms. Dorsch reminded the members that our funding was decreased by 10% for PY 2017 and 7.3% for PY 2018 and that

we are trying to stretch less funds to provide the same level of service as in the past. We have cut spending as much as possible and transfer funds from one program to another as current needs dictate. We will also request more funds from the state in upcoming months. Without more funds, it is possible that we will be out of money and have to start a waiting list for clients. The ratio of 50/50 for overhead/client spending is being maintained as much as possible. Unfortunately, we are anticipating another funding cut for PY 2019. There is a formula used to determine funds and as the unemployment rate decreases, funding is also decreased. Mr. Kurdziel was pleased to tell the members that the recent audit of the fiscal area found no issues and in fact we were praised as a model county in the state. The new budget will be presented at the July meeting.

- **WDB Committee Restructuring** ..... Kevin Kurdziel  
 After research and consideration, we will be restructuring our committees to more closely align with other Workforce Development Boards around the country. The changes will mostly be names, required membership, etc. One committee we will be adding is “Special Populations” which will incorporate the Reentry/Employment committee and be flexible and allow us to respond to emerging needs of many groups instead of focusing on one segment.
- **Amend By-Laws (WDB Committees)** ..... Kevin Kurdziel  
 In order to amend the By-Laws (which includes the committee structure,) a 30-day notice needs to be sent to the membership before a vote is taken. In this case, since it is a simple committee restructuring, not policy, we poled the members to allow us to waive the 30-day notice, and allow the email notification sent less than 30-days before, to act as notification of intention to call the vote for the revision. It was moved by Christina Youngblood and seconded by Marc Schweitzer. The vote was taken and passed unanimously.  
 The vote to amend the By-Laws with changes to the committee structure was moved by Kathy Shaw and seconded by Jill Schiff. The vote was taken and passed unanimously. The By-Laws will be changed in regards to committee structure as sent to the membership ahead of time.  
 We encourage all members to participate on committees. At the April meeting, members will be asked to select the committee(s) on which they wish to serve. It is possible to participate via conference call or Zoom meetings if time away from the office is an issue.
- **New Brunswick One Stop Career Center Lease** ..... Kevin Kurdziel  
 The lease on our office at 550 Jersey Avenue has two years left. We lease our space from the state DOL but county officials would like us to be located in downtown New Brunswick. That does present some logistical problems concerning parking, costs, etc., but will be looked at. If we do stay, we will be asking for building improvements or cost savings. Locating at the College is being looked at long-term.
- **Update on WDB Certification** ..... Shamara Gatling-Davila  
 Everything has been submitted and accepted and we are waiting for SETC approval. We are also working on updating the local plan.
- **Apprenticeship** ..... Kevin Kurdziel  
 We have provided letters of support for employers applying for the GAINS grant which is a registered apprenticeship program through the employers.  
 A pre-apprenticeship grant that would allow us to work with the county jail is being worked on. It would involve an agricultural program.
- **GSETA Training Institute** ..... Kevin Kurdziel  
 The Institute has not been active in a long time, but is being started up to provide current staff with training that will lead to Workforce Development credentials. This would be a cost savings to us, as GSETA will pay for some of it.
- **Old Business.** There was no old business to review.
- **New Business.** A number of members had upcoming events they wanted to share, including:
  - Jill Schiff – Construction Industry Career Day will take place on May 28 & 29 at the NJ Expo Center. The Office of Workforce Development will again have a booth.

- Mr. Kurdziel told the members that while the state has grouped the local areas into North, Central, and Sound (we belong to Central) we also have formed a partnership with the North region (which is already a 501(c)3) that will allow us to work with them on specific programs for that area.
- We are working on finding out if the government shutdown has affected workers in Middlesex and what we can do to help.
- We will be extending our contract with Middlesex County College as the One Stop Operator for PY 2019.
- Kathy Shaw is retiring as of April 1. While there will be some transition time, nothing has been announced yet.
- Marc Schweitzer announced that DVR is being restructured a bit and they will have a new marketing flyer that will be shared with members.
- Sergo Corvil said that PepsiCo is still looking to hire people.
- “On Ramp” is being replaced and options are being explored.
- **Public Comment.** None
- **Adjournment.** A motion to adjourn the meeting was called for by Amy Bellisano, seconded by Bert Baron, a vote was called and the meeting was adjourned.

**Handouts:**

- Emailed ahead of the meeting:
  - Agenda
  - Parking Permit
  - Minutes from October 23, 2018 meeting
  - Designee Form
  - Committee reports
  - Updated Meeting List
  - By-Laws revisions to be voted on
- In Meeting packet:
  - Agenda
  - ELITE Youth Report
  - Business Unit report
  - 2019 Meeting Schedule

**The next meeting will be April 23, 2019 at 9:00 AM in  
The Brunswick Room, Crabiell Hall, Middlesex County College.**