



Workforce Development Board
County of Middlesex

Quarterly Meeting January 28, 2020

Members Present:	Gloria Aftanski, Kyle Anderson, Bert Baron, Roseann Bucciarelli, Carla Cefalo, Dan Frankel, Paul Hiler, Gabriel Lavigne, Rich Liebler, Poo Lin, Loyce Riggins, Miriam Ruiz, Brian Sant'Angelo, Jill Schiff, Craig Schlosser, Thomas Sommers, Timothy Timberlake, Joanne Vogel
Designees:	Elizabeth Conte (for Marc Schweitzer), Roxane Teleck (for Angela Mackaronis), Cyndie Williams (for Thomas Iveson)
Excused:	Amy Bellisano, Wendy Hornich, Jose Montes
Absent:	Robert Davis, Luis De La Hoz, Alan Fialka, Melissa Lewis, Elayne McLaine, Dianne Veilleux, Joanne Vogel
Staff:	Jasmina Dizdarevic, Claudia Dorsch, Shamara Gatling-Davila, Barbara Heyward, Kevin Kurdziel, Martin Schamberger, Diane Seavers, Melinda Walton
Guests:	Amanda Bombino, Hsien-min Chen, Lillian Cortes, Juan Gonzalez, Ram Know, Brian Kulas, Nicola Minott, Briane Peters, Lawrence Steinbach, Manish Subermanian, Gwen Wiggans, Anthea Williams

- **Call to Order** Gabriel Lavigne
 - Pledge of Allegiance
 - Member Introductions
 - 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.*
- **Approve of the Minutes from the October 22, 2019 Meeting** Gabriel Lavigne
 - A vote was called for by Carla Cefalo and seconded by Roseann Bucciarelli. The vote was unanimous for approval as written.
- **Chairperson’s Report** Gabriel Lavigne
 - Unemployment statistics for the US and NJ were shared showing that although the NJ rate is slightly up at 3.5%, Middlesex County remained flat at its lowest of 2.9% and December employment numbers are up, as expected.
 - Plans will have to be made to replace retiring workers and for an uptick in the number of healthcare jobs created as Baby Boomers retire at a rate of 10,000 a day.
 - As usual, we are still actively seeking new members, especially in the in-demand sectors. We would appreciate if anyone has a connection with Hackensack Meridian or Robert Wood Johnson to let us know.
 - 2019 average earnings up 3%.
 - Elections for the WDB Executive Board will take place at the April meeting. If anyone is interested in being an officer on this Board, please let us know. Appropriate notices will be sent out notifying members of these elections
- **Director’s Report** Kevin J. Kurdziel
 - Going forward, the Director’s report will be included in the meeting packet with only a brief summary given at the meeting.
 - There are a number of organizational changes at the County level that impact our Office and they are summarized in the written report.
 - The new name for our office will be Office of Career Opportunity with some title changes for the WDB staff to be more in line with terms used in businesses.
 - Jasmina Dizdarevic, as the newly appointed WDB Planner, will work with grant writers from Millennium Strategies on identifying and applying for grant opportunities as a source of additional funding.
- **Mid-Program Year Budget Presentation** Claudia Dorsch
 - The chart included in the meeting packet was a comparison of funding and spending as of December 31 for PY 18 and PY 19 showing a slight increase in overall funding.
 - The number of ITAs written half-way through PY 19 is down from PY 18, partially because of a new strategy in place to stretch the availability of this funding throughout the entire year. Half the funding is for use during the first two quarters and half during the second two. This will cut down on the amount of time at the end of program year that no funds will remain for ITAs.

- Rich Liebler asked if there was any way to get more funds for the GAINS grant for the 35 special population apprentices in his program. The current funding only lasted for ½ year. Kevin Kurdziel replied that this could fall under incumbent worker training and could be discussed.
- Timothy Timberlake asked if there was any information available about the success of the use of ITAs. Diane Seavers responded saying that she would be presenting some of that information later in the meeting and that going forward we hope to have that information in a more timely manner with the CRM being developed by the County.
- **Economic/Workforce Development Competitiveness Study** Kevin Kurdziel
 - The PowerPoint presentation given for the Heldrich study was shown to the WDB members and sent to everyone after the meeting. The County paid for this study and it will be included in their short- and long-term planning through Destination 2040.
 - Some items that may affect the WDB are:
 - It is becoming a job seekers market with a surplus of jobs.
 - We need to work closer with small and mid-size businesses who make up the largest actual number of employers even though larger businesses employ more people. Heldrich defines “small” business in Middlesex County as 500 or less employees.
 - The Heldrich recommendation that we form a 501(c)(3) will hopefully move forward soon. We may put out an RFQ for a consultant to write the proposal.
 - We aim to create a state-of-the-art One Stop Career Center and open SkillUp™ connection sites in local areas that would almost be satellite One Stop Centers. We do not have any additional funding for this, but the County may be willing to contribute toward this effort.
 - With all the changes, we need to clarify where a new company to Middlesex County can turn for information and help. This will be done through the newly formed County Business Engagement Team.
 - Sector Panels are being started by the State and we will work with them before we bring that concept to the local level.
 - Our job will be to bring employees to the companies, but this process needs to be started earlier on in the process than it is now and potential employees need to be better prepared from the start. The County has formed a new Department of Transportation which will address the transportation issues.
 - During 2020, we hope to be able to recruit more “decision makers” from companies for WDB membership.
- **Current WIOA Performance** Diane Seavers
 - In addition to the Operations report in the packet, a presentation was given comparing our performance half-way through PY18 and PY19.
 - Goals are set by the US Dept. of Labor and we are accountable as well to the State. These goals, and how they are decided upon, was explained. We are meeting some of them right now and our MIS team under Barbara Heyward, is working on keeping our data clean and accurate, which is improving tremendously the percentage of our goals being met, which will be reflected in future reports. Since credentials are now an important goal, we will only send customers to training if a credential is the end result.
- **Discussion Committee Meeting Schedule** Gabe Lavigne and Kevin J. Kurdziel
 - We want to limit the amount of meetings to reduce redundancy and the amount of time members have to attend meetings for the Board.
 - We will be keeping the required committees: Executive, Literacy, Operations & Planning (One Stop), and the Disability Committee run by JFK that a staff member attends representing the Board.
 - Being folded into the Operations Committee will be the Business Engagement and Special Populations Committees.
 - Committees will all meet the month prior to the Board meeting so a current report can be shared at the quarterly Board meetings, except for the Executive Board that meets two weeks prior to the main meetings.
- **New Business**
 - Rich Liebler explained a new program, “Adopt a Returning Citizen” and put out a request that employers volunteer to take part in it.
 - The “Career Connections” program is being phased out and will be replaced by “New Jersey One Stop Career Initiatives” this year. More information can be found on the state web site.
 - The County is now using Millennium Strategies to identify grant opportunities and will pass on any pertinent information to Board members.

- Other members informed us about events being held in the upcoming months such as the HR Summit through the Middlesex County Chamber of Commerce and the annual Construction Industry Career Day in May. ESAC this year will be held in May in Atlantic City.
- **Old Business**
 - We are still working with Census 2020 on recruitments
 - The New Brunswick Public Library received some grant fund to run workshops on computer skills for job seekers.
- **Adjournment** was motioned by Craig Schlosser, seconded by Paul Hiler and the meeting was adjourned.

Handouts:

- Emailed ahead of the meeting:
 - Agenda
 - Minutes from October 22, 2019 meeting
 - Designee Form
 - Committee Reports
 - MCC Parking Pass & Map
- In Meeting packet:
 - Agenda
 - Director's Report
 - Operations Report
 - SkillUp™ Report
 - Business Engagement Team report
- Sent after the meeting:
 - Heldrich Study Power Point Presentation

**The next meeting will be April 28, 2020 at 9:00 AM
in the Brunswick Room, Crabiel Hall, Middlesex County College.**