



Workforce Development Board
County of Middlesex

Quarterly Meeting July 23, 2019

Members Present:	Kyle Anderson, Amy Bellisano, Roseann Bucciarelli, Carla Cefalo, Robert Davis, Dan Frankel, Paul Hiler, Thomas Iveson, Gabriel Lavigne, Melyssa Lewis, Rich Liebler, Poo Lin, Elayne McLaine, Jose Montes, Brian Sant'Angelo, Jill Schiff, Craig Schlosser, Marc Schweitzer, Thomas Sommers, Timothy Timberlake, Dianne Veilleux
Designees:	Roxane Teleck (for Angela Mackaronis)
Excused:	Kenneth Armwood, Bert Baron, Wendy Hornich, Thomas Iveson, Loyce Riggans, Miriam Ruiz, Joanne Vogel
Absent:	Gloria Aftanski, Sergo Corvil, Luis De La Hoz, Alan Fialka,
Staff:	Kevin Kurdziel, Diane Seavers, Claudia Dorsch, Barbara Heyward, Martin Schamberger, Shamara Gatling-Davila, Melinda Walton Hilda Alonso, Tina Brigino, Juan DeJesus, Breanne Denault, Tanesha Lewis, Margarita Mercado, Lori Miranda, Tatiana Molina
Guests:	Liana Volpe, Amanda Bombino

- **Call to Order** Gabriel Lavigne
 - 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.*
 - Swearing-In of New Members Gabriel Lavigne
 - Roll Call and Introduction of Members Gabriel Lavigne
- **Approve of the Minutes from the July 23, 2019 Meeting.** A vote was called for by Mark Schweitzer and seconded by Amy Bellisano. The vote was unanimous for approval.
- **Chairperson's Report** Gabriel Lavigne
 - The Annual GSETA Conference will take place in October. A lot of information can be obtained at this conference and Board members are encouraged to attend. Details will be sent by email.
 - Board committees are being looked at and will be organized and streamlined in the near future.
 - Some attendance issues have been addressed.
 - New members for the Board, as always, are being sought. Especially in the private, for profit sector such as pharma.
 - Since Christina Youngblood did not renew her membership on the Board, we are in search of a new secretary from among the business members to fill her unexpired term.
- **Director's Report** Kevin J. Kurdziel
 - Claudia Dorsch, Workforce Development Senior Fiscal Officer will present the PY19 Budget for approval. Since a slight increase in funding was received, we will not have to significantly cut costs. The allocated funding for incumbent worker training and transitional jobs will help us in placing our priority populations into jobs.
 - Middlesex County unemployment rate is 2.5% which is well below the NJ rate of 3.9% and national rate of 3.6%. Our County economy remains strong, but we must keep in mind that the unemployment rate still does not count all unemployed people and we must continue to help those affected, especially in urban areas, who need our help. The Special Populations Committee will focus on that.
 - We continue to work with the Heldrich Center on the Economic and Workforce Development competitiveness project which will be the foundation for developing a new strategic plan for this board.
 - The workforce development staff was acknowledged for helping make the programs a reality by their commitment and dedication.
- **PY2019 Budget Presentation*** Claudia Dorsch
 - A copy of the budget along with comparisons to previous years was supplied to all members in the meeting packet.
 - It was explained that although we received approximately the same amount of funding, we carried in significantly less from PY18 than we had been doing for a few years, so we will have less money to spend in PY19. We hope to be able to serve more, with less money, by making use of incumbent worker training (IWT), transitional jobs programs, and writing fewer ITAs. The state does not like to see more than 20% carried in from the previous program year, but that will

probably not be a problem this year. If we do not use the IWT funds budgeted, we can reallocate the money to other programs. We would like to rebalance, so that the budget reflects at least 50% of funding going directly to client services.

- It was explained that we undergo a number of audits each year, one by the County, one by the State and four by the DOL on monitoring, procurement, American Job Center and WFNJ. Kevin Kurdziel added that the last fiscal audit was in December 2018 but the results were not available yet. It was held up for a while because of previously discussed questions concerning the indirect costs charged to the grant by the County and is being discussed between the County Administration and the DOL.
- Mr. Kurdziel explained that while we say the Freeholders approve the budget, in reality they are really only approving insertion of the funds (amending) the County budget. They do not approve how we use the money. The Board itself approves the budget and how it is spent.
- * A vote to approve the budget as presented was called for, proposed by Amy Bellisano, seconded by Jose Montes and was passed unanimously.
- **Destination 2040 Middlesex County Master Plan** Kevin J. Kurdziel
 - The County Master Plan has not been updated since the id-1970's.
 - A Public Outreach Engagement Team has taken input from over 1,000 resident concerning transportation, open space, and education.
 - A closer link will be developed with municipalities.
- **Local and Regional Plans** Shamara Gatling-Davila
 - The Local Plan was submitted in May, the Regional was posted online and both will go before the Freeholders on August 15. No public comment was received on either.
 - These plans are actually updates to the four-year plans that were submitted and approved two years ago. There may also be some minor updates next year.
- **RESET/Pathways to Recovers** Diane Seavers
 - We are partners with MCC, Woodbridge Township and Mainstream Recovery in a grant funded program to help those affected by the opioid crisis in any way. Of the \$650,000 received by Middlesex County, our share is \$35,000, with Woodbridge as the lead; we are supplying staff in order to guide people to the right programs. It is a first for us in this area. The ultimate goal of the program (June 2019 – November 2020) is to find the participants employment, but realize that some training may be needed to achieve that goal. We are required to serve, and place in jobs that are retained for at least six months, 100 clients. In order to meet that goal, we estimate that we will have to work with at least 300 or more, but are nowhere near those figures yet. Some adjustments may need to be made.
 - Employers need to be shown the benefits of employing those in recovery and need encouragement to try. Sansone has already given a letter of support and is utilizing GAINS grants to form auto apprenticeships. Rich Liebler recommended that employers learn to mentor these employees and even show them that steady employment leads to medical plans that can help in their recovery. We will be sending referrals and MCC intend to hold information sessions and possibly have potential job candidates in attendance. Craig Schlosser said the Middlesex County Regional Chamber of Commerce (MCRCC) could distribute some information to its members.
- **Middlesex County Parole Reentry Task Force** Kevin J. Kurdziel
 - This task force was started by former Freeholder James Polos three or four years ago and now Bob Kantor from the Parole Board is getting it up and running again. A few meetings have already been held and the search is on for more members and organizations to help out.
 - Meetings will be quarterly. Information from this task force will be shared with our Special Populations committee so as to not duplicate efforts.
 - One goal will be to create a reentry network and resource directory.
- **GSETA Conference** Kevin J. Kurdziel
 - Board members are encouraged to attend. Information will be sent.
 - SkillUp™ Middlesex will be presented.
- **Old Business**
 - Rich Liebler emphasized that the biggest mistake made is to not start planning for what happens upon discharge sooner. Mr. Kurdziel agreed that discharge planning should start upon entering. We are now going “behind the wall” to work with individuals and will be bringing SkillUp™ to inmates who will be given some limited internet access to use this program and the Dept. of Corrections has allowed some job fairs to take place. The concept of a “reverse” job fair in which

employers would come to meet with possible employees who would present themselves to the employers was discussed. Apprenticeships are one of the best ways to ease someone back so they have a job right away. We are developing a pool of employers who are willing to hire reentry clients and have already been holding job fairs specifically with these employers.

- Mr. Kurdziel discussed the Office's possible move to the Wellness Deck. Our current lease expires in 18 months and this is the best option seen so far. The BDE will be moving to the Performing Arts Center in the fall.

- **New Business**

- As previously announced, we need someone to fill the role of secretary of the Board. This will be for one year to fill Christina Youngblood's unexpired term. Please let Gabriel Lavigne or Kevin Kurdziel know if you are interested.
- Roseanne Bucciarelli told the members of two grants programs that the college will be participating in:
 - Allied Health with 14 other community colleges and health related organizations
 - Advanced Manufacturing with Morris Community College as the lead.
- Craig Schlosser reminded everyone of the Largest Networking Party taking place on September 16.
- Gabriel Lavigne said Elijah's Promise will be holding a stakeholder meeting to rewrite their strategic plan and a "song kitchen" this week-end.
- The Business Summit will take place at Rutgers on October 15.

- **Old Business.** There was no old business to review.

- **Public Comment.** None

- **Adjournment.** A motion to adjourn the meeting was called for and seconded, a vote was called and the meeting was adjourned.

Handouts:

- Emailed ahead of the meeting:
 - Agenda
 - Minutes from April 23, 2019 meeting
 - Directions to MC Fire Academy
 - Designee Form
 - Committee Reports
- In Meeting packet:
 - Agenda
 - PY 2019 Budget
 - Updated Membership Directory
 - Operations/SkillUp™ Report
 - Business Engagement Team report

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