



**Workforce Development Board**  
County of Middlesex

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

Members Present:	Gloria Aftanski, Kyle Anderson, Amy Bellisano, Marie Bonamassa, Roseann Bucciarelli, Carla Cefalo, 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,
Designees:	Roxane Teleck (for Angela Mackaronis)
Excused:	Ken Armwood
Absent:	Robert Davis, Loyce Riggans, Diane Veilleux, Joanne Vogel
Staff:	Claudia Dorsch, Shamara Gatling-Davila, Barbara Heyward, Kevin Kurdziel, Martin Schamberger, Diane Seavers, Melinda Walton
Guests:	Padma Arvind, Amanda Bombino, Juan Gonzalez, Sabrina Sullivan, Gwen Wiggins, Anthea Williams,

- **Call to Order** ..... Gabriel Lavigne
  - (a) Pledge of Allegiance
  - (b) Roll Call ..... Paul Hiler
  - (c) Open Meetings Public Record Act. *Notice of this meeting pursuant to the “Open Public Meetings Act” NJSA 10:4 has been complied with and shall be entered into the minutes of this meeting.*
  - (d) Statement of Decorum. *Although this meeting is being held virtually, the manner in which the meeting is conducted has not changed. The public will be given an opportunity to make comments toward the end of the meeting. We ask that all meeting participants mute themselves to minimize background noise. This meeting is being recorded.*
- **Approve of the Minutes from the April 28, 2020 Meeting** ..... Paul Hiler
  - A motion to approve the minutes from the April 28<sup>th</sup> meeting was called for by Marc Schweitzer and seconded by Amy Bellisano. The vote was called and was unanimous for approval as written.
- **Re-engagement of Career One-Stop Centers** ..... Kevin Kurdziel
  - The state plans to re-open their offices on August 10. No one from the public will be admitted which is why they are referring to it as “re-engagement” not re-opening.
  - Nothing will really change for our Office. We have been back in the office on a rotating schedule since July 6 for virtual services only. We will await the DOL decision on when to open for some “in person services,” which we think will not be until at least the end of the year.
  - The County still needs to provide us with some needed items to open safely.
  - WDB Directors, DVR representatives, and ES managers have been meeting in the various counties to give recommendations to the NJ DOL on safe ways to reopen.
  - Our office has its own COVID-19 Task Force to help with our implementation and to make recommendations.
- **WDB Directors Committee** ..... Kevin Kurdziel
  - WDB Directors statewide were meeting daily to discuss the “new normal” and how we could continue to provide services virtually with an eye to developing strategies in the future. Best practices were shared and meeting like this brought some directors who were not that active into the group to share knowledge.
  - It will continue to meet twice weekly and will advocate with our elected officials regarding statewide policies.
  - Out of this has emerged the NJ WDB Council as a committee of GSETA.
- **Reimagining Workforce Development** ..... Diane Seavers
  - There will be changes in how we deliver services. It affects not just WIOA, but all of our programs and services.
  - A GSETA Committee will address some of these issues and a “tool kit” will be available on the newly revamped GSETA website as soon as possible.
- **COVID-19 Response Sub-Committee** ..... Gabriel Lavigne and Kevin Kurdziel
  - This committee will consist of members of the community, Board members, and private sector representatives.
  - We would especially like representation from the education and business members of this Board.

- Currently the members are Michelle Campbell, MCC, Carla Cefalo, Middlesex Co, Office of Business Engagement, Joseph Criscuolo, Township of East Brunswick, Melyssa Lewis, HSAC Middlesex County, Matthew DiBartolo, Hackensack Meridian, Barbara Heyward, Middlesex Co, Office of Career Opportunity, Elayne McClaine, SBDC-Rutgers, Ron Lichtenberger, Washington Prime (invited) and Gabe Lavigne is an ex-officio member and we would like one more from the private sector.

- **Nomination/Election of Officers\*** ..... Gloria Aftanski

- Because of a schedule conflict, this item was taken out of order on the agenda.
- The normal procedure for election of officers was followed and a motion was made to approve the slate recommended by the By-Laws committee for officers for Program Years 2020 and 2021 by Carla Cefalo and seconded by March Schweitzer.
- There were no nominations from the floor. The motion to accept the slate as presented was made by Melissa Lewis and seconded by Marc Schweitzer.
- The vote was called with it being unanimous in favor with abstentions by the three nominees.
- The officers for Program Years 2020 and 2021 will remain the same with Gabriel Lavigne as Chairperson, Amy Bellisano as Vice Chairperson, and Paul Hiler as Secretary.
- The re-elected officers were congratulated and thanked for their acceptance of leadership positions on the Board. Kevin Kurdziel added that it has been a pleasure working with them and the Board and is looking forward to the next few years.

- **Budget Presentation PY 2020** ..... Claudia Dorsch

- A spreadsheet with financial information for the last few years was emailed to members ahead of time and a summary was presented at the meeting.
- It was also explained that even though the Board of Freeholders approves our budget, they are only approving that it is inserted into the County budget, they do not approve how the money is used, the WDB does that.
- We did receive cuts in all areas this year and have also not yet received any information about WFNJ funding.
- There was almost \$400,000 in carry over funds that will help us for a while. Since the pandemic, we did not write as many ITAs, so have some funds left that were allocated for that.
- While we are at a higher level of overhead/staff costs (58.1%), we are trying hard to bring that down and have let two staff members go and had one retire. It was pointed out that those costs are fixed and hard to lower on short notice and that ours are not excessive and we are maintaining good control of our administrative costs.
- The topic of the high amount of indirect costs was brought up and members were told that the Executive Board had written to the County Administrator requesting additional information and questioning why such a large amount (approximately \$500,000) of this grant was being used to pay County costs. An answer has not yet been received. In the past, state auditors have also questioned this and the answer received was that it is calculated by a consultant group which is also used by other counties. However, Middlesex does pay the highest amount in the state. Members would like to know what other counties are paying. We will be facing a "tsunami" of people needing our help soon and would like to retain as much money as possible to do what we are supposed to do. Regulations state that grant funds should not be used excessively for indirect costs. If we receive any responses, we will let the Board know. A financial update will be presented again at the January 2021 meeting.

- **Motion to Adopt Consent Agenda for Resolutions PY20-01-R, PY20-02-R, PY20-03-R and PY20-04-R \*** ... Gabriel Lavigne

- The proposed Resolutions were emailed to all members before the meeting and were summarized here. A motion was made by Elayne McLaine to accept the Resolutions, seconded by Marie Bonamassa and a vote was called. **It passed unanimously and all resolutions were adopted.**

- **Resolution PY-20-01-R \*** would allow the Office to offer services including obtaining documents and signatures through virtual means such as Zoom and DocuSign..... Gabriel Lavigne

- **Resolution PY-20-02-R \*** establishes the WDB as a 501(c)(3)..... Gabriel Lavigne

- **Resolution PY-20-03-R \*** gives Board approval of the PY20 budget..... Gabriel Lavigne.

- **Resolution PY-20-04-R \*** gives Board approval of the PY20 Master Agreement for ITAs..... Gabriel Lavigne

- **By-Law Update Discussion** ..... Gabriel Lavigne and Kevin Kurdziel

- We will need to update the WDB By-Laws for a number of reasons including the inclusion of 501(c) (3) status and to conform to changes to WIOA and SETC policies.
- Additional members of the Board may be appointed to the By-Laws committee to help with these updates.

- Changes will be presented to the Board before the October meeting in order to vote on them.
- **Funding Opportunities** ..... Kevin Kurdziel and Diane Seavers
  - There are a number of funding opportunities available and we will apply for any that are appropriate.
  - The USDOL has announced a \$20MM grant available to areas affected by COVID19. New Jersey was awarded \$8MM of which \$3MM will be available to local areas through a competitive process. The money is to be used for additional ITAs and the NGO encourages the WDBs to collaborate. We will be working with the Greater Raritan WDB and hope to see the details before July 31.
- **Old Business** ..... Gabriel Lavigne
- **New Business** ..... Gabriel Lavigne
  - Gabriel Lavigne spoke about the Rutgers Economic Rebound Study and the economic shutdown from the COVID-19 response and how devastating it has been. He requested that members reach out with any ideas they have on making a change locally.
  - Kevin Kurdziel gave the unemployment statistics showing the rate up to 16% from 2.9% at the beginning of the year with over 120,000 Middlesex County residents out of work. We will be flooded soon. As other counties are doing, we need to prepare for this in the fall.
  - The medical community expects a resurgence in the fall and is gearing up for it, including hiring medical staff.
  - The GAINS grant, which was very helpful for the apprenticeship programs, may not be available again this year as funds are directed more towards training as people try to reenter the workforce.
  - One member asked if the Board would be approving any changes in HR policies relating to response to this health crisis. They would probably be able to enhance what the County is already setting up and fight for better PPE, etc.
- **Public Comment.** None.
- **Adjournment** was motioned by Craig Schlosser, seconded by Paul Hiler and the meeting was adjourned.

**\*Action Items – vote taken.**

**Handouts:**

- Emailed ahead of the meeting:
 

<ul style="list-style-type: none"> <li>○ Agenda</li> <li>○ Minutes from April 28, 2020 meeting</li> <li>○ Designee Form</li> <li>○ Proxy Form</li> </ul>	<ul style="list-style-type: none"> <li>○ Committee Reports</li> <li>○ Proposed Resolutions PY20-01-R, PY20-02-R, PY20-03-R, and PY20-04-R</li> </ul>
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- In Meeting packet: No physical meeting packet. All were sent via email before the meeting.
 

<ul style="list-style-type: none"> <li>○ Agenda</li> <li>○ Director's Report</li> </ul>	<ul style="list-style-type: none"> <li>○ Operations Report</li> <li>○ SkillUp™ Report</li> </ul>
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**The next meeting is scheduled for October 27, 2020 at 9:00 AM**

**More information will be sent before the meeting.**