



Workforce Development Board
County of Middlesex

Quarterly Meeting July 24, 2018

Members Present:	Gloria Aftanski, Lisa Alexander, Kyle Anderson, Bert Baron, Robert Davis, Alan Fialka, Dan Frankel, Brenda Jenifer, Gabriel Lavigne, Melissa Lewis, Poo Lin, José Montes, Miriam Ruiz, Marc Schweitzer, Kathy Shaw, Timothy Timberlake, Christina Youngblood
Designees:	Alberta Jaeger (for Roseann Bucciarelli,) Pedro Rodriguez (for Sergio Corvil,) Roxanne Teleck (for Angela Mackaronis,)
Excused:	Tina Ahmadi, Kenneth Armwood, Amy Bellisano, Anthony Capece, Thomas Iveson, Justin Kolbenschlag, Joseph Picone, Brian Sant'Angelo, Jill Schiff, Joanne Vogel
Absent:	Luis De La Hoz, Elayne McLaine, Dianne Veilleux
Staff:	Kevin Kurdziel, Claudia Dorsch, Shamara Gatling-Davila, Martin Schamberger, Melinda Walton
Guests:	Hsien-Min Chen, Sabrina Sullivan, Liana Volpe, Jasmine Kaur Rongoola

- **Call to Order**
 - Pledge of Allegiance
 - Introductions of Attendees.
 - Open Public Meetings Act. *The notice of this meeting, pursuant to the "Open Public Meetings Act" NJSIA 10:4-10 has been complied with and shall be entered into the minutes of this meeting.*
- **Approve of the Minutes from the April 24, 2018 meeting.** A vote was called for by Kathy Shaw and seconded by Pedro Rodriguez. The vote was unanimous for approval.
- **Chairperson's Report**
 - Mr. Lavigne announced that the Middlesex County College as the One Stop Operator was represented by Martin Schamberger who was in attendance.
 - From now on, committees will have official Vice Chairpersons who do not have to be members of the Board. Chairpersons of all committees are automatically on the Executive Board, but Vice Chairpersons will not be unless they are also a member of the Board. Every Board member must sit on at least one committee. If someone does not volunteer, they will be assigned to one. We are looking into the possibility of using "Go to Meeting" to help members attend the meetings.
 - It was requested that members give input about what they think should be expected of Board members. We are in need of more business members. One target industry should be Pharma.
 - The GSETA Conference takes place in early October. It would be a good idea to attend at least some of it if you can.
- **Director's Report**
 - The PY 2018 Budget will be presented today. As for the last four years, we have seen a reduction in funding (7% this year) for a total of 25%. This year we had to reduce our staff by two because we could no longer cover the cuts by attrition and conservative accounting.
 - We have also experienced robust business expansion with a number of new companies opening facilities.
 - The Office of Workforce Development is looking to relocate the office to a more accessible and business focused location.
 - The One Stop Operator was awarded to Middlesex County College and started on July 1. Some of the projects they will undertake will be the updated of Standard Operating Procedures for the Office, translation of key marketing material, and the recertification of the Board and One Stop.

- Mr. Kurdziel also announced that he was now a Trustee of GSETA and would be working on figuring out what direction the organization should take.
- **WDB Website** is up and running at www.mcwdb.org. We have cleared permission from the SETC. This will give us the ability to immediately post information for both the public and Board members. It will include the annual reports, meeting minutes, etc. and will contain a link to the County website.
- **WDB Advisory Groups** Many of the committees will now be referred to as Advisory Groups in an attempt to retool and rebrand them. This will also be keeping more in line with what they actually do.
- **PY 2018 Budget Presentation** was given by Claudia Dorsch, Senior Fiscal Office of the Office of Workforce Development.
 - A handout was in the meeting packet and explained in detail showing the cuts in funding over the last few years and the reduction in spending implemented in PY 17. We were able to keep serving customers until the end of April long after many other counties had already run out of funds.
 - The plan to help us serve more people with less funds is to use ITAs as a last resort, have more people use SkillUp™ for training, fund more Incumbent Worker Training programs, and classroom/group instruction. We will also be researching alternative funding possibilities such as the talent networks. ITAs will have lower funding caps and be limited to labor demand occupations with credentials and stricter billing policies so funds can be de-obligated if necessary.
 - Expenses are almost evenly split between clients and administration and we hope to be able to increase the percentage spent on clients with some of these new policies. It will be a “tight year” for all counties.
 - Questions from Board members about the number of staff and the funding formulas were answered. Each state allocates funds by County depending on how much they receive from the federal government and it is based on the local unemployment rates. We have to keep an adequate number of staff to serve clients through fluctuating funding.
 - Other sources of funds may be available as we become a 501(c) 3 both ourselves and through the Central New Jersey Region and we will also look into the National Emergency Grants when appropriate.
- **Strategic Plan Update.** When all the committees give feedback, a template for the Plan will be drawn up by the Governance, Planning, and Performance Advisory Group and will hopefully be discussed at the October Board meeting. They will do revisions and include achievable priorities while keeping it concise (4-5 pages.) The plan will line up with WIOA regulations and will address the needs of the local area.
- **By-Law Amendments** The draft of the proposed revisions was sent to everyone over 30 days ago as required, and a quick summary of the key changes were given. The Chair called for a motion to accept the revisions and it was called for by Kathy Shaw, seconded by Alan Fialka, a vote was taken and passed unanimously.
- **PY 2018 Budget Approval** A motion to accept the Budget as presented was called for by the Chair, made by Kathy Shaw and seconded by Ala Fialka. The vote was taken and passed unanimously.
- **Election of Officers for PY 2018 and PY 2019** Gabriel Lavigne, Board Chair, handed over the meeting to Gloria Aftanski as a representative of the By-Laws Committee to run the election process. The slate was presented and a call was made for a motion to accept the proposed slate. The motion was made by Tim Timberlake, seconded by Poo Lin and the vote was taken and passed unanimously. The officers for the next two Program Years will be: Gabriel Lavigne, Chairperson, Amy Bellisano, Vice Chairperson, and Christina Youngblood, Secretary. The meeting was then handed back to Board Chair, Gabriel Lavigne.
- **Old Business.** There was no old business to review.
- **New Business**
 - Kathy Shaw reminded the members of the County’s presence on social media such as LinkedIn, Facebook, and the Economic Development portal on the County website. RWJ Barnabas announced the opening of a public/private venture of a long-term care facility recently. We are morphing to meet the needs of businesses and residents focusing on supply chain managements. Included in the meeting packet was a service locator card that agencies could use to direct the public to services they offer.
 - Kevin Kurdziel thanked the board members on the positive impact and contributions they make.

- Tim Timberlake informed the members about the New Brunswick Adult Learning Center graduation
- Pedro Rodrigues informed the Board that Pepsi was holding interviews soon for a number of positions.
- **Public Comment** None
- **Adjournment** A motion to adjourn the meeting was called for by Kathy Shaw, seconded by Alan Fialka, a vote was called and the meeting was adjourned.

Handouts:

- Emailed ahead of the meeting:
 - Agenda
 - Minutes from the April 24, 2018 meeting
 - Code of Ethics Form
 - Designee Form
 - Committee reports
 - Election paperwork
 - Absentee Ballot
 - By-Laws Revision Draft
- In Meeting packet:
 - Agenda
 - Paper Ballot
 - Member List
 - Member Directory
 - PY 2018 Budget
 - YAC Report
 - Business Unit report

The next meeting will be October 23, 2018 at 9:00 AM.