

**Monmouth County Workforce Development Board  
Minutes of March 1, 2018**

**Members Present**

Fran Keane, Chairperson  
Robert Connolly, Vice-Chairman  
Patricia Carlesimo, Trustee  
Brian Wallace, Trustee  
John Booth  
John Brown  
Drew deGanahl  
Paul Dement  
John Gagliano  
Roseann Isasi  
Renee Kurowski  
Marie Lucier-Woodruff  
Tim McCorkell  
Violeta Peters  
Susan Rakoci-Anderson  
Barry Semple  
Robert Shimko  
Benjamin Waldron

**Members Absent**

Debra Agresti  
John Ciufu  
Wyatt Earp  
Stephen Hornik  
Lorraine Scheibener  
Jeffrey Schwartz  
John Szeliga

**Staff Present**

Larry Sternbach  
Yolanda Taylor  
Lucy Rivera  
Joan Desmarais

**Guests**

Catherine Carroll, NJLWD  
Sharon Cypress, NJLWD  
Gale Spak, NJIT  
Beth Kujan, Tech Advisory Network  
Stacy Forman, RHT Talent Network  
Kane Pappas, RHT Talent Network  
Sereena Singh, Healthcare TN  
Scott Shanes, BCC

**CALL TO ORDER & READING OF PUBLIC MEETING LAW:**

- Fran Keane, Chairperson of the WDB, called the meeting to order at 10:03 a.m. at the WDB office in Eatontown, NJ.
- N.J. Provisions of the Public Meeting Law, Chapter 231, P.L. 1975, and its revisions, were satisfied by publication of a Public Notice in Asbury Park Press and the Star Ledger newspapers.

**ROLL CALL:**

- Attendance was taken with sufficient number of WDB members present to constitute a quorum.

**APPROVAL OF MINUTES:**

- ***Robert Connolly made a motion to approve the December 7, 2017 minutes as written and distributed; John Booth seconded the motion, which was then unanimously approved.***

**CHAIRPERSON'S REPORT:**

- **Board Engagement:**
  - As members of the Workforce Development Board, the Chairperson reminded members that they are advocates for the work that they do by serving on the WDB board and that WDB members are the voice in the community to educate and speak about the One-Stops, training, and business partnerships.

- Several ways of being more engaged on the WDB is not only by attending the meetings, but also by participating on the various committees and also by attending and supporting the two major events of the WDB, which are the Partnership Awards Dinner and the Alumni Awards Luncheon.

#### **NJ TALENT NETWORK PRESENTATION:**

- In response to a request from the Monmouth County Workforce Development Board, the New Jersey Talent Networks were invited to give a brief presentation.
- The Talent Networks were launched in 2011 and are considered the architects that meet with businesses and organizations to gather firsthand information on the industry and assess their needs. The Talent Networks share that information with the Talent Development Centers, who are considered the “builders” who then develop curriculum and instruction programs based on the information gathered from the businesses. The overall goal is to build a skilled, competitive workforce by helping people find pathways to careers.
- The three major Talent Network sectors in Monmouth County are: Healthcare; Technology; and Retail, Hospitality and Tourism.
- The presentation was very informative and WDB members were encouraged to attend monthly local meetings of each of the talent networks for more insight.

#### **EXECUTIVE DIRECTOR'S REPORT:**

- PY' Annual Report:
  - A copy of the PY'15 Annual Report was distributed to the Board.
  - Staff is currently working on PY'16 Annual Report which will be distributed at the next general board meeting of the WDB.
- Local Plan Update:
  - The local plan was submitted twice – received response from the State Employment and Training Commission asking for revisions – the revisions will be made and plan is anticipated to be re-submitted by next week.
- Incumbent Worker Training:
  - The Executive Committee recently approved an Incumbent Worker Training Policy for Monmouth County. According to WIOA Law, 20% of Adult and Dislocated Worker funds can be spent on Incumbent Worker Training, which means training can now be provided to the workforce that is currently employed.
  - Looking to engage with members of the Workforce Development Board in order to open up employment opportunities within their company and/or partners.
- Nomination of Officers for 2018-2020
  - The Executive Committee at their meeting of February 1, 2018 made recommendations as specified in the WDB's By-Laws. The Director announced that the committee is nominating the following to serve as officers of the WDB for the period of July 1, 2018 through June 30, 2020: Robert Connolly, Chairman; Roseann Isasi, Vice-Chairman; Patricia Carlesimo, Trustee; and Brian Wallace, Trustee.

- The floor was then opened for any WDB member to nominate another WDB member to serve as an elected WIB officer. ***There being none, nominations were closed by a motion from Ben Waldron, seconded by John Gagliano. All members present voted in favor of adopting the motion.*** Elections for the uncontested offices to serve as WDB officers for the period of July 1, 2018 through June 30, 2020 will be held at the June WDB meeting.
- Membership Update
  - The WDB is currently in compliance with WIOA requirements - 52% of the members are from businesses. WIOA law allows on a local level for members to be counted in two different categories. Therefore, Patricia Carlesimo, Executive Director of LADACIN Network will be counted as a business and as a community based organization.
  - The following WDB member appointment terms will end on June 30, 2018: John Brown, Drew deGanahl, Wyatt Earp, Rene Kurowski, John Gagliano, Violeta Peters, Susan Rakoci-Anderson, Barry Semple and John Szeliga. Members were advised that if they are interested in being re-appointed to the WDB, they should contact Lucy Rivera, who will send the information to the Freeholders for approval.
  - An announcement was made that John Gagliano has agreed to Chair the Membership Committee.
- Partnership Awards
  - The Partnership Awards Dinner is scheduled for April 19<sup>th</sup> at Branches in West Long Branch. The cost of the dinner is \$75.00 per person.
  - Violeta Peters, Chairperson announced that included in the meeting folders is a copy of the invitation. She indicated that new this year is an opportunity to place an ad. Also included in the meeting folders was a copy of the ad journal/sponsorship form. She encouraged all WDB members to support this event.
- Dashboard/Performance Measures:
  - Included in the meeting folders was a copy of the reformatted dashboard which details the financial status through January 31, 2018 for both PY 2016 and PY 2017.
  - Reported on the 2<sup>nd</sup> Quarter – currently in the red, which means performance is below the planned performance measure. It was reported that other workforce development areas in the State are also in the red.

#### **COMMITTEE REPORTS:**

- Awards Committee met on January 8<sup>th</sup>, January 29<sup>th</sup> and February 12<sup>th</sup>. Discussion included the following:
  - The Partnership Awards Dinner is scheduled for April 19<sup>th</sup> at Branches Catering in West Long Branch.
  - Invitations have been both emailed and hard copies of been mailed.
  - New this year will be an Ad Journal.
  - Looking for 100% participation from the WDB.
  - **Next Meeting:** March 21, 2018 @ 8:30 AM

- Basic Skills & Literacy Committee met on December 14, 2017. Discussion included the following:
  - Discussed the Integrated Education Training (IET) as mandated by WIOA, which requires that all students that are enrolled in civic classes be enrolled in a training program.
  - Discussion on ways to better braid all the resources that are available to clients.
  - **Next Meeting:** March 8, 2018 @ 9 AM
- Business Services, Job Seeker & Services to People with Disabilities Committee:
  - These committees meet jointly on a quarterly basis. The meeting that was scheduled for November 14, 2017 was cancelled.
  - **Next Meeting:** March 28, 2018 @ 8:30 AM
- Membership Committee:
  - John Gagliano volunteered to chair this committee.
  - **Next Meeting:** TBD
- Oversight, Compliance & Quality Assurance Committee met on January 18, 2018. Discussion included the following:
  - Recommended that the PowerPoint presentation of the WDB Orientation be updated and presented at the next OCQA meeting for approval.
  - Recommended that the WDB By-Laws be updated and presented at the next OCQA meeting in April.
  - There was typographical error in the OCQA Committee Report – under the Monitoring Report – bullet 3 reads “As of December 2018, 11 on-site visits have been conducted with no corrective actions.” It should read: “As of December 2018, 11 on-site visits have been conducted with no corrective actions required.”
  - **Next meeting:** April 12, 2018 @ 8:30 AM
- Welfare-to-Careers Subcommittee met on January 9, 2018. Discussion included the following:
  - Discussion centered around the decreased referral rate for WorkFirst NJ due to a decline in the number of clients referred from MCDSS.
  - As of January 1<sup>st</sup>, Monmouth County SCAT is the transportation provider for TANF clients through a partnership with the Monmouth County Division of Transportation. Contract amount is \$80,699 to provide service up to 45 unduplicated clients per calendar year.
  - Currently, planning is underway for the contract period of service from July 1, 2018 through June 30, 2019. An RFP will be made available sometime in March/April 2018.
  - **Next Meeting:** March 13, 2018 @ 3 PM
- Youth Committee met on February 13, 2018. Discussion included the following:
  - Current in-school and out-of-school programs are progressing well. Students are achieving credentials, GEDs and paid work experience.
  - Current youth contracts end on September 30, 2018 and they are on their final extensions. No additional extensions are available. There will be a new procurement for the 2018-2019 program year.
  - **Next Meeting:** April 11, 2018 @ 3 PM

**OTHER BUSINESS:**

- The Executive Director introduced Scott Shanes from Brookdale Community College. Scott has taken the role of the One-Stop Operator as mandated by WIOA Law. Scott currently works 20 hours per week at the WDB office in Eatontown.
- A board survey was distributed to the WDB.

**COMMENTS FROM THE PUBLIC:** None

**UPCOMING EVENTS:**

- 2018 NAWB Conference – March 24-27, 2018 – Washington, DC
- Spring Job Fair – April 13, 2018 – Collins Arena, Brookdale Community College
- Partnership Awards Dinner – April 19, 2018 – Branches Catering, West Long Branch, NJ
- WDB Quarterly Board Meeting – June 7, 2018 – 17 Christopher Way, Eatontown, NJ

**ADJOURNMENT:** *There being no further business to come before the WDB, the meeting was adjourned at 11:30 AM upon a motion from Violeta Peters. The motion was seconded by Robert Connolly and unanimously approved.*