

**Monmouth County Workforce Investment Board
Minutes of March 6, 2014**

Members Present

John Gagliano, Chairman
Frances Keane, Trustee
John Booth
John Brown
Patti Carlesimo
John Ciufo
Drew deGanahl
Carolyn Ellington
Stephen Hornik
Patricia Koziol
Timothy McCorkell
Dr. Maureen Murphy
Joseph Passiment
Bill Phillips
Susan Rakoci-Anderson
Linda Roma
Barry Semple
Jeff Schwartz
Linda Silvers
John Szeliga
Ben Waldron
Brian Wallace
Kathleen Weir

Members Absent

Rachel Aumack
Rob Connolly
Wyatt Earp
John Genz
Karl Lorch
Tim McMahon
Violeta Peters

Staff Present

Eileen Higgins
Dan Passarella
Lawrence Sternbach
Lucy Rivera

Guests

Jeff Shulman, NJDLWD
Debra Agresti, Affordable Housing
Alliance
Barbara Treacy, NJDLWD

CALL TO ORDER & READING OF PUBLIC MEETING LAW:

- John Gagliano, Chairman of the WIB, called the meeting to order at 10:05 a.m. in the Boardroom of the WIB 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 by Lucy Rivera, and it was noted that sufficient number of WIB members were present to constitute a quorum.

APPROVAL OF DECEMBER 5, 2013 MEETING MINUTES:

- *Drew deGanahl made a motion to approve the December 5, 2013 minutes as written and distributed.*
- *Brian Wallace seconded the motion, which was then unanimously approved.*

CHAIRMAN'S EXECUTIVE COMMITTEE REPORT: John Gagliano thanked those in attendance for taking the time from their busy schedules to be present, and asked those present to introduce themselves. The chairman then highlighted recent activity as follows:

- The Board of Chosen Freeholders had their reorganization and Freeholder Serena DiMaso will continue to be liaison to the WIB. Unfortunately, she was not able to attend the meeting due to another commitment.
- Introduced the following guests:
 - Debra Agresti from the Affordable Housing Alliance; was at last meeting and is possible new member for the board;
 - Jeff Schulman – LWD
- Announced that Violeta Peters will be honored by Community Affairs and Resource Center as Community Healthcare Leader on March 28th
- Met with Freeholder DiMaso and Eileen Higgins last month to update the Freeholder on the WIB and its programs. Freeholder DiMaso is very supportive of the WIB.
- Completed WIB Recertification
 - Two year process and Monmouth is in full compliance
 - Will begin next recertification process in June – again two year process
- Will be attending the next Go for the Gold graduation in April, hopefully joined by Freeholder DiMaso. Thanked WIB members, Tim McMahan and Rob Connolly, Linda Roma and Anne LaPorta from Brookdale for their participation with the youth during the interviewing and preparation process.
- Will be taping a session on the County’s “Monmouth in Focus” on March 7th to talk about the services that are available through the WIB funded programs.
- The next job fair is scheduled for April 4, 2014 from 10 AM to 1 PM. It will be held at the Collins Arena at Brookdale, a larger facility, which will allow for more employers than in the past. Currently there are over 85 employers registered. The County Public Information Department has sent a press release out requesting employers and will send another announcing the event to job seekers.
- The Executive Board met twice since the last full Membership Meeting, in December (January 16 and February 25)
 - Highlights from those meetings include:
 - In December the WIB received its performance measures for the current program year retro-active for the year that started July 1st with a substantial increase in youth numbers for one year. The WIB has crafted an appeal of the youth numbers as they believe it will be very difficult to attain the increase. Not confident that the appeal will be granted.
 - Discussed the Dashboard, which has some red performance measures as a result of the new numbers – will be further discussed later in the meeting.
 - Discussed policy regarding clients entering into debt for training and clients repeating or stacking credentials with a committee to meet and develop a policy regarding these

issues. The policy will be presented to the Executive Board and then the full board once developed.

- Sandy Recovery efforts continue and the NEG grant was extended to December 29, 2014 with no additional funds. The WIB has requested an additional \$2.2 million for the year and are waiting for a reply from NJLWD – who is submitting the request to USDOL.
- Discussed the need to change WorkFirst NJ contracts from 100% performance to 50% performance and 50% reimbursement to better acknowledge the cost of doing business with contracted vendors. This change was approved by the Executive Committee and the new RFP will reflect this change.
- Discussed the expenditures of funds, suggested some recruitment ideas and charged staff with monitoring this closely and proposing solutions to ensure programs are served and funds are spent appropriately.
- The NAWB Conference is scheduled for March 29th through April 1st in Washington, DC. Two WIB members and two staff will be attending.

NOMINATION OF OFFICERS: Bill Phillips, chair of the Ad Hoc Nominating Committee, presented the following slate for officers of the WIB for the period of July 1, 2014 through June 30, 2015:

- Chairperson: Frances Keane;
- Vice-Chairman: Wyatt Earp;
- two Trustees, Patricia Carlesimo and Tim McMahon

The floor was open for nominations for any additional WIB member to serve as an elected WIB officer; no further nominations were made.

Ben Waldron made a motion to close the nomination of candidates to serve as WIB officers for the period of July 1, 2014 through June 30, 2015, which was seconded by Steve Hornik. All members present voted in favor of adopting the motion. Elections for the officers will be held at the June Annual WIB meeting.

EXECUTIVE DIRECTOR'S REPORT: Eileen Higgins, Executive Director of the WIB highlighted the following:

- Hurricane Sandy NEG Grant has been extended through December 29, 2014 with no additional funding authorized
 - Almost 1150 clients were seen just for this grant
 - 320 were employed with 41 still working
 - 39 sites include municipalities, non-profits and County
 - Have received \$3,126,194 to date which is currently obligated
 - An additional \$360,000 since the last meeting, with an earmark included specifically for Union Beach.
- Meeting with the Talent Networks to see how to partner with them. There will be two forums: Healthcare at Brookdale Community College on April 10th and Hospitality Industry Week on March 17th-21st at IPlay America in Freehold. The WIB has been invited to participate on the panels.
- Partnership with The FoodBank
 - The WIB has partnered with The FoodBank of Monmouth and Ocean Counties' Vita Program, a program that offers free assistance with income tax preparation. The

program is offered on March 18th and April 1st between the hours of 4 and 8 PM at the WIB office in Eatontown.

- The FoodBank will also be offering a free enrollment event on March 25th from 4:30-8:00 PM for the Marketplace Health Insurance at the WIB office
- Continue to work closely with the Monmouth County Division of Social Services and revamping WFNJ program.
- Congratulated John Gagliano who will be honored on May 1st by the Monmouth-Ocean Development Council for the Economic Development Award.
- NJDLWD's audit team conducted file monitoring February 18th – 27th for youth and adult.
- Possibility of a location in Freehold – through partnership with United Way at no cost to the WIB.
- Open Houses are being conducted at the WIB office for Whole Foods – opening in Marlboro and Golden Corral – opening in Freehold.
- Working with Brookdale on several grants

DASHBOARD:

- Dashboard - financial snapshot through January 30, 2014 of a \$8,152,206 budget indicating funding obligation and available balance was included in the meeting folders
- Funding for the following has been 100% obligated:
 - TANF Transportation
 - Learning Link
 - Hurricane Sandy NEG
- Performance measures through February 12th - doing well, except for the Out-of-School youth literacy numeracy, which is currently at 70.6% vs. the goal of 77.6%. A possible solution would be to emphasize to vendors to add more basic skills programs.
- Included in the meeting folders was a comparison indicating the original vs. revised performance standards.
- Discussion was held regarding the increase in the performance rates half-way through the program year and how this increase will affect the WIB's performance standards.

COMMITTEE REPORTS:

Oversight, Compliance & Quality Assurance: John Booth, Chairman of the committee reported the following:

- The committee met on January 29th
- The committee now has a better handle on what they need to look at
 - Reviewed the results of the LWD Fiscal audit for PY 2012-2013
 - Reviewed and discussed the Dashboard
- Reviewed the list of SOPs that are needed for report preparation – these SOPs need to be periodically reviewed.
- Next meeting: March 26th

Awards Committee: Frances Keane, Co-Chairperson of the Awards Committee reported the following:

- Partnership Awards
 - The committee met on February 27th to start the planning process for the Partnership Awards

- The dinner is tentatively scheduled for May 14th from 6 to 9 PM
- Network Reception with heavy hors d'oeuvres
- Contract with DoubleTree in Tinton Falls as the venue
- Discussed possible nominations for the 5 categories
- The theme for this year's dinner will be: "Sandy – A Year of Gratitude"
- Ticket price will remain at \$65.00 per person
- Alumni Awards
 - The committee will be re-designing the Alumni Awards to create an interactive program; this event usually takes place in the fall.

Basic Skills & Literacy: Barry Semple, Chairman of the Basic Skills and Literacy Committee reported that several meetings had to be cancelled due to the weather. He reported the following:

- Waiting for state to approve Memorandum of Understanding for GED testing centers.
- Next meeting: March 11th

Job Seeker: In the absence of Tim McMahon, Chairperson of the Job Seeker Committee, John Gagliano asked Eileen Higgins to present the report.

- The Committee met on January 15th
- Focus of the committee is to align with LWD's Strategic Plan Core Value # 3 "Meeting the Job Seeker Where They Are"
- Reviewed some of the services and resources that are available to the job seeker
- Discussed the possibility of offering services outside the agency i.e., Monmouth County Library where clients feel most comfortable
- There is a need to develop social media as a tool for outreach
- Continue to work with the Talent Networks.

Welfare-to-Careers Subcommittee: Kathy Weir, Chairperson of the Welfare-to-Careers Subcommittee, reported the following:

- Committee is looking to change contract reimbursement from 100% performance based to 50% performance and 50% cost reimbursement. This change was approved at the Executive Board meeting on February 25th.
- Work Group met on February 27th to address some very specific programmatic tactics to improve the TANF participation rate. Discussion included:
 - Case manager/vendor seamless handoffs between each activity;
 - Vendor open entry for all program except for Group Job Search'
 - Establish a monthly case management meeting with the Division of Workforce Development re: e-time and participation rate improvement.
- Next Meeting: March 18, 2014

Membership/Outreach: Bill Phillips, Chairman of the Membership/Outreach Committee reported the following:

- Frances Keane was re-appointed to a three-year term by the Board of Chosen Freeholders on January 23rd.

- John Szeliga and Barry Semple are both scheduled for re-appointment by the Board of Chosen Freeholders at the meeting of March 27th.

Services to People with Disabilities: Patti Carlesimo, Chairperson of the Services to People with Disabilities Committee reported the following:

- Meetings were cancelled on January 18th and February 19th due to weather conditions and scheduling conflicts.

YOUTH COUNCIL – Tim McCorkell, Chairman of the Youth Council reported the following:

- The new youth performance standards were distributed and a lengthy discussion was held on their attainability. A written appeal was made to SETC as the youth numbers will difficult to achieve and sustain.
- The Literacy/Numeracy performance is currently below the new standard. The new goal of 77.6% of plan will be a challenge and extremely difficult to achieve for the out-of-school population.
- In December Henkels & McCoy was awarded a contract for an Out-of-School GED program – they are awaiting State site approval before the program can start.
- Committee proposed changing contracts from 50/50 In-School/Out-of-School to the federally mandated 70% In-School and 30% Out-of-School, as the Out-of-School population has been very difficult to serve in the County. The WIB Executive Board approved to return to the Federal guidelines of 70% In-School and 30% Out-of-School, while striving to meet the 50%/50% goal.
- New RFPs for Youth and Work First NJ will be released on April 8th and will be available through the Monmouth County Purchasing Department in Freehold.
- The next Go-for-the Gold program will start on March 10th at the Kula Café in Asbury Park with graduation on April 3rd.
- Next Meeting: April 22, 2014

OTHER BUSINESS:

- John Ciufu, Director of the Monmouth County Department of Economic Development, announced that the Made in Monmouth Event will be held on April 12th at Monmouth University and the County is partnering with municipalities to hold business roundtable meetings
- Barbara Treacy spoke about facilitating the OJT program through the State office in Neptune for Monmouth County.

Comments from the Public: None

Next Meeting Date: Thursday, June 5th @ 10:00 a.m. at the WIB Office in Eatontown.

Adjournment: There being no further business to come before the WIB, the meeting was adjourned at 11:20 a.m. *upon a motion by John Szeliga, second by Ben Waldron. Motion was unanimously approved.*