

# MINUTES

## **WDB Executive Committee Meeting**

**May 2, 2017**

Attendees: Dr. Chris Irving WIB Director, Everton Scott Chair, Cynthia Miller, Beth Marmolejos, Sue Ronga, Erica Crenshaw,

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### **Welcome and Introductions**

Chris Irving called the meeting to order at 10:10 a.m.

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### **Workforce Development Board Director's Report**

Dr. Chris Irving apprised the committee there are 2-3 items that will be discussed at today's meeting which are the following:

- **Update Strategic Plan**

Frank Robinson of Kairos Development Group noted the Strategic Plan has been completed that follows all of the state guidelines and questions required. The plan is not a shelf plan because Kairos worked with the committee, performed interviews with people that work within this environment, clients and all of the people who work here. Kairos received all of the ideas and filtered the input.

Frank noted the plan is unique to Passaic County set for the next four years to drive the county forward in the area of Workforce Development. The Strategic Plan has the 5 New Jersey Themes and the goal under each of the themes that were created by working with the Strategic Planning sub-committee. Frank extended a thank you to all who participated and noted it was pleasant working with Dr. Chris Irving and his staff. The plan is thorough that hit all of the highlights and addressed the most important issues unique to Passaic County, the challenges and dove into the statistics for Passaic County. The Strategic Plan should have no problem passing any state criteria and all the addendums will be attached

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as well. Frank noted if there are questions to please give Kairos a call.

**Procurement Process of One-Stop Operator & RFP**

Dr. Irving noted that it has been a pleasure working with Frank and his firm because they have delivered a Strategic Plan which is a document he is proud of and work with the Executive Committee and staff on how to make the plan a true living document because what happens with the One-Stop should be driven by what is in the Strategic Plan. Dr. Irving noted he will meet with Lauren and the One-Stop staff to review the plan so everyone will be on the same page for where we are heading for next fiscal year which starts on July 1, 2017.

Dr. Irving noted there was a conference call on May 1, 2017 with the State, Everton Scott, and Beth Marmolejos in reference to the One-Stop procurement process where there will have to be a selection committee to evaluate the RFPs in an effort to forward the recommendations to the Executive Committee and the Board who will make the final decision. Dr. Irving noted the WDB will have to schedule an emergency meeting in May to certify the appointment of the One-Stop Operator.

The state guidelines has made it very clear that the procurement process to select the One-Stop Operator is a WDB Board function and if the guidelines is not followed the state has the right to nullify and/or void the approval. Dr. Irving noted the state was asked to give some level of communication to the lawyers on the procurement process which have not been received yet so he can be clear on how to proceed at this time.

Dr. Irving reviewed the RFP for New Jersey One-Stop Operators Management Services with the committee members to explain everything written in red will need to be completed and page 9 is the technical assistance piece but the RFP is completed and ready to move forward to meet the deadline for July 1, 2017.

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Committee asked if it is possible to have a meeting with Human Services which the Freeholders is a part of, have a representative from the state on conference call, have the meeting at the Freeholders office with all pertinent partners and the lawyers to make sure we are all on the same page.

Dr. Irving noted what may has to happen is to send out an email of the conversation with the state and cc everyone and all pertinent partners so that everyone understands where we are. Dr. Irving will have a conversation with the Freeholders prior to sending out the email to ask if the course of action is acceptable to all and the Executive Board. Everton Scott will reach out to the Freeholders and report back to the Executive Committee.

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**Wrap-Up**

Announcements

The meeting concluded at 10:51 a.m.

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