MINUTES

Quarterly WIB Meeting
September 21, 2016
Attendees: Chris Irving Executive Director, Everton Scott WIB Chair, Dorothy Singletery, Bernadette Tiernan, John DePalma, Dr. Lorenzo Puertas, Susan Ronga, Davidene Alpart, Barry Ford, Joshua Frazier, Yvonne Zuidema, Lori Friedman, Pastor Carolyn McCombs, Janet Aguilar, Andera Newton, Dennis Callen, Alan Concha, Kristen Holton, Harvey Nutter, Rosemary Petrizzo, Dr. Steven Rose, Mike Powell, Joseph Cheff, Lourdes Cortez, Darlene DeRitter, Allyn Geneta, Deborah Hoffman, Marcia McNeel, Jackie Trejos, Elizabeth Cruz, Duwan Bogert, Sonia Rosado

Opening & Introductions:
The meeting was called to order at 9:40 a.m. by Everton Scott WDB Chair.

Everton Scott extended a thank you to all of the members and introduced Dr. Christopher Irving with congratulations.

Everton Scott apprised the Board of the following:

- Unemployment in Passaic County is 7.0 ratio and the economy is on the rise and New Jersey is still lagging behind the national trend.

- Everton Scott noted that there is still a lot of work for the Workforce Development Board and the One-Stop Career Center to do in terms in getting people employed and bring the employers into the field to make the connections between employers and potential employees to move our county forward but noted that there is a population in Passaic County for some reason we are finding it hard to get employed.

- Everton Scott noted that as a Workforce Development Board the focus is on the entire stream of unemployed individuals including those with PhDs' as well as those that do not have high school diploma looking at the broad spectrum including those that are at the bottom of the income scale who need added attention. As you come across manufacturers and other businesses that are able to potentially hire someone talk with them and talk with other Workforce Development Boards and One-Stop Career Centers and hopefully by the end of this year or beginning of next year the employment rate for Passaic County will be 3.9% or 4% so that we can say that we contributed to Passaic County.
Minutes
Minutes from May 17, 2016 were reviewed. Harvey Nutter Executive Director of Greater Paterson OIC moved to approve the minutes. Ailyne Geneta Director of Wanaque Rehabilitation Nursing Center second the motion. Sonia Rosado Abstained. All were in favor and the motion was carried.

Disability Committee
Dr. Christopher Irving reported the following:

- The Disability Committee is scheduled to meet in two weeks and the goal is to revamp and reinstitute many of the initiatives for this year which includes recognizing the businesses, employers and employees who service and work with individuals that have special needs and disabilities.

- The Committee will continue to partnership with William Paterson University and the Dare to Dream Program that was hosted this year with over 300 students in attendance across the Northern New Jersey with special needs or a disability who help empower others.

- Dr. Chris Irving extended a thank you to Bernadette Tiernan and her team for the work that they do and noted that the goal & purpose of the Disability Committee is to continue to make residents of Passaic County and employers aware of the resources that are available for disabled individuals. Under the WIOA there is a great deal of language relative to the importance of employing, training and working with individuals that may have special needs.

Faith-Based Committee
Pastor Carolyn McCombs Founder of New Destiny Family Center reported the following:

- The 10th Annual Faith-Based Conference was phenomenal and the Committee had a souvenir journal where 42 ads were purchased and noted for the first time the conference had 91 participants pre-registered in advance and over 100 participated.

- The format was well received which included the "Overcomers" Panel that was a representation of work the non-profits are doing in the community. Candidates told their story on how they overcame incarceration, not having a GED who later went on to college, overcame a disability and now earning a good living wage. Lauren Murphy also shared her testimony as one of the panel facilitators.

- The Immigration Panel which is on video and will be posted on the WDB website Pastor Carolyn
encouraged the members to review if anyone wishes to know the state of what is going on right now. Adenah Bayoh co-owner of IHOP who is an amazing women was the keynote speaker.

- For the first time the evaluations rated the entire conference from a score of 1-5 where (1) is the lowest and (5) is the highest scored all 5's across the board 100% (Excellent) which was the outcome of the event.
- In terms of moving forward there is a conversation around our youth from 16-25 years old due to so many are unemployed or stuck. The Faith-Based Committee was thinking about working with the Youth & Education Committee for the next conference concentrating on the youth and a focus on immigration.

Everton Scott asked what is it that needs to be done with the youth population. Is it with the schools, where do we need to spend our time and our effort? At what point is intervention necessary and understands that we cannot capture everybody but if we could get the number up to at least 85% of the youth which is a discussion the WDB will have moving forward.

Healthcare Advisory Committee
Alyne Geneta Director Wanaque Rehabilitation Nursing Center/Admissions & Marketing reported the following:

- The Committee hosted the Annual Healthcare Student Career Fair in May and the feedback that was compiled from the surveys were positive. Overall the student enjoyed the speakers as well as the workshops.
- The Committee will be hosting a Healthcare Job Fair on October 21, 2016 collaborating with the One-Stop Career Center with hopes of sending flyers out to all of the Healthcare facilities around the area of any businesses looking to hire Home Health Aids or Certified Nursing Aids.
- The Healthcare Committee is currently discussing hosting another Healthcare Student Career Fair in March of 2017.

Youth & Education Committee
Susan Ronga Program Director Paterson Adult & Continuing Education reported the following:

- The Paterson Adult School hosted a Career Job Fair which was very well received but was not geared toward the out-of-school youth and would like to partner with the Healthcare providers to help secure jobs and the Faith-Based Committee to help mentor the youth with hopes of bringing it all
together and possibly have a meeting in regards to the youth.

- The Adult School has received an EPA Trail Grant during the summer and if anyone is interested in hiking in the area near Costello Pool and around the race way are welcome to take the trail.
- Susan Ronga noted the interest in combining the efforts to host a career fair, job fair or recruitment and combine everything into a one day event. The problem is how we reach the youth to make them aware that we do care about them, how we get them to come to us because we do want to help meet more of their needs.
- Susan Ronga noted that on the adult side of the program there is 300 clients on the waiting list for ESL, ABA, and Literacy classes. If anyone have a need for clients due to not getting the required recruitment there is an abundance of clients who will be contacted as people progress.

Everton Scott noted that PSE&G is currently hiring and if anyone knows of someone looking for employment. Davidene Alpart noted that all jobs are sent out to make everyone aware.

---

### WDB Directors’ Report

#### WIOA Transition Presentation

Dr. Christopher Irving stated that the WDB’s over the summer had a great deal of work and over the last few months a lot of time was spent in Trenton, New Brunswick, and with the regional WDBs and would like to discuss a few action items that were mentioned prior to the break. Then discuss some action items that will need a motion to move forward. The following was reported: (See Handout)

#### WDB Re-Certification

- WDB have completed all the elements listed:
  - Board Membership 51%
  - Youth Transition Plan
  - Local Area Designation
  - Approval of prior Year Budgets
  - Local Performance Measure
  - Partner MOU
  - MOU between the Board and Freeholders

#### Strategic Plan Process

Dr. Chris Irving noted the new Strategic Plan is due by January 31, 2017 WDB will begin the procurement process and inviting the stakeholders and previous committee members for a vision meeting.

- The WDB have 5 months to complete the Strategic Plan process guidance (September 2016) - with a
clearly articulated vision and/or guiding principles derived from country stakeholders to drive the strategic process.

- **Identify Goals & Priorities** (October 15, 2016) – agreed upon high level Goals and priorities. Increased knowledge for WDB staff about various services and programs being offered to clients at all levels which will be critical.

- **Develop & Disseminate Plan** (October 15 – January 15, 2017) – a strategic plan to guide the work of the WDB for the next three years is adopted in draft form through the stakeholders group and one-on-one meetings.

- **Adoption/Implementation** (January 15, 2017) – a revised strategic plan is adopted and made widely available. During that time the plan will be made available on the WDB website for public comments per WIOA.

**Board Action - Dr. Christopher Irving need a motion to adopt WDB Strategic Plan Guidelines and begin procurement of consultant.** Deborah Hoffman, Director Passaic County Economic Development made the motion to adopt the guidelines for procurement of consultant to Draft the Strategic Plan. Lourdes Cortez President/CEO North Jersey Credit Union second the motion. All were in favor. Motion was carried.

**Q&A**

**Will there be a public hearing?** Dr. Chris Irving noted that the plan will have to go on the WDB website for public comments not necessarily a public hearing.

**Annual Report 2015-2016**

- WDB awaiting guidance from SETC on format.
- Performance and placement data has been received from the One-Stop Career Center.
- WDB staff is currently organizing WDB committee activity in narrative form for 2015-2016.
- Annual report draft will be completed before the December holiday break.

**One-Stop Career Center Certification**

- WDB currently have no idea what the format will look like however there will be a certification process by the end of the year.
- One-Stop will be called American Job Centers and will be comprised of Director, One-Stop Operator, DVRS and members of the Board to ensure that there are high functioning American Job Centers.
Dr. Chris Irving noted that the Board will receive notice or memorandum of the process as soon as the WDB receives the guidelines.

WDB 2016-2017 Budget
Dr. Chris Irving noted that the Budget priorities are as follows: (See handouts)

- Reflect marketing goal and plan for WDB staff.
- The consultant line was added back to the budget this year for the procurement of the Strategic Plan and other projects.
- Resources have been shifted to reflect the priorities of sub-committees.
- State mandated policy staff is not reflected in the salary line at this time.

Q&A
Is it possible to be educated on the process of the budget and explain in terms of operating expenses where the revenue comes from? Dr. Chris Irving explained that Davidene Alpart will share a more detail report on the budget but mentioned that based on the performance data and the industry market funding is deployed to local areas which comes to the WDB Director in way of the Freeholders by which the funding is divided between One-Stop and the WDB Board. Dr. Chris Irving noted that he formulates the WDB Budget and the One-Stop Budget is based on what they do.

Davidene Alpart Program Manager Workforce Development Career Center of Passaic County gave an overview of the One-Stop Budget. The following was reported

- The members were directed to review the PCWDC Area Contract which identifies where the funding is allocated Local entity and Workfirst NJ Operating Entity.
- The area contract identifies the funding levels by source which is WIOA/Federal Funds and State Funds then distributed to the programs such as Adult Training, Dislocated Worker, Youth Training, Temporary Assistance to Needy family (TANF), General Assistance (GA), Workforce Learning Links and others.
- Then the Notice Of Obligations (NOO) are put together and sent to the state and becomes the operating budget. Davidene talked about the contracted service which some are through Request for Proposal (RFP) – Youth Programs, Individual Training Accounts (ITAs), TANF/GA and WIA needs that is also reflected in the overall budget and a portion of the funds is allocated to the Workforce Development Board.
Q&A
Recommendation in reference to the Annual Report is to possibly include success stories. Dr. Chris Irving agreed that makes sense because the success stories could highlight the services that are available, what the services look like and what we are doing.

Board Action - Dr. Christopher Irving need a motion to adopt Workforce Development Board and the One-Stop Career Center
Budget 2016-2017, Susan Ronga, Program Director Paterson Adult Continuing Education made the motion to adopt both the WDB and One-Stop Budget 2016-2017. Lourdes Cortez President/CEO North Jersey Credit Union second the motion. All were in favor. Motion was carried.

One-Stop Operator’s Report
Due to the absence of Lauren Murphy, Director of the One-Stop Career Center Davidene Alpart Program Manager reported the following:

2015-2016 Budget/Program Update
• Davidene Alpart explained how the budget is translated into resources, activities, jobs and training that is available for individuals that the One-Stop serve.
• Hosted a Job Fair at William Paterson University in collaboration with One-Stop staff and DVRS staff which over 300 job seekers attended and 44 employers. Resources was distributed as well as workshops in social media and resume writing.
• Davidene Alpart talked about an initiative called Mathematica Policy Research is a program that received a grant in collaboration with Washington Capitol Research Corporation and the Department of Labor which is a study of institutions such as American Job Centers. A representative will come to observe the daily operations and interview the staff. This will be a comprehensive research project and hopefully the One-Stop will have the results and able to share with the Board at the next meeting.
• Davidene Alpart talked about the ongoing programs which started July 1, 2016 - the youth programs are filling up and continuing to certify new youth coming in. One-Stop working diligently with the out-of-school youth on getting their GED and using many different strategies to recruit the youth by working with the faith-based organizations, the school districts and community based organizations which is disengaged and very hard population to reach and keep.
- Davidene Alpart mention the Summer Youth Program which is a year round program that begins with the work experience and segway into workshops working with the in-school youth and out-of-school youth. Everyone in the program are identified to determine what services each individual require to pursue their goals. Some out-of-school youth may attend college the One-Stop continue to follow the youth, some may go into occupational training programs. The in-school-youth we try to help them stay in school to complete their high school diploma, get their credentials to start looking at careers and move forward.

- Davidene Alpart noted that this year the Summer Youth Program hired 238 youth which was considerably less than in the past due to the WIOA which states that 75% of the funds must be allocated for out-of-school youth and 25% allocated for in-school-youth. Passaic County always used more funding for the out-of-school youth which was the reasoning for reducing the number hired. The youth were employed throughout Passaic County at 52 employers and 79 work sites as junior counselors, clerical, receptionist, maintenance, labor jobs, landscaping help, road work and recreation aids. Each youth received a task list and asked to do a self-evaluation and begin to develop a resume.

- Davidene Alpart noted that the program is now in the second phase of the program which is following up and going out to the schools to offer workshops, other resources to keep them engage to get their diploma which is a drop-out prevention.

- Davidene Alpart noted that the Welfare to Work program is also running and the vendors have been extremely cooperative and coordinated with the One-Stop and in a positive place.

---

**Adjournment**
Meeting was adjourned at 11:01 a.m.

**Next Meeting Scheduled: TBD**