



Bergen County Workforce Investment Board Jim Black, Chair

*The WIB Board will meet quarterly, the second Thursday of each month from
9:00 –11:00 A.M. January, April, July and October at the
County Building 1 Bergen Plaza, Room 2E, Hackensack, NJ*

2011 Meeting Dates: January 13th, April 14th, July 14th, October 13th

Minutes January 13, 2011 – reviewed July 6th 2011

Board Member Attendees: Jim Black, Steve Blumenthal, Jerry Calabrese, Vince D'Elia, Martin Devaney, Tom Eastwick, Cynthia Forster, Freeholder John Felice, Annette Freund, Randy Guthrie, Walter Hecht, Tedd Kochman, Janice Lavin, Jane Linter, Sal Mastroeni, Dimitri Miaoulis, Corethia Oates, Jim Thebery, Kathy Walsh,

Other Attendees: Tammy Molinelli, Tony Corsi, Sharon Rosario; Representing the Bergen County Superintendents office, Bernie Nangle; Representing Marcia Karrow, Figen Tabacki; Representing Allan DeGiulio, Susan Rose; Aide to Freeholder Felice, Sheri Hensley, Claire Scarano, Greer Galgano, Andrea Schaffel

Chairman Jim Black stated that in accordance with public law, a public notice was placed.

Jim welcomed everyone and wished all a Happy New Year.

Jim introduced Freeholder elect John Felice and his aide Susan Rose.

Introductions were made.

Jim asked for a motion to approve the minutes from the October 13, 2010 Board Meeting. Walter Hecht made the motion and Janice Levin seconded the motion.

WIB Chair Report

Jim stated the SETC sets direction of the WIB in New Jersey. WIB's were established in 1998 via Federal Workforce Investment Act. Jim sits on the Governance Committee of the SETC. Dennis Bone, President of Verizon, is the Chair. There are 17 WIB areas in the State of NJ. Newark and Essex each have a WIB and some areas have combined WIB's. (i.e.: Morris/Sussex/Warren and Cumberland/Salem). WIB's must have 37 members – 19 private sector and 18 public sector.

There was a random Federal review in Middlesex County. The WIB areas must meet Federal performance measures. If WIB's are out of compliance, they can be sanctioned where there would be a loss of money or dismemberment of the Board.

The SETC is bringing WIB Chair's together to see how WIB's are operating. They formed a governance committee to set the structure for WIB's based on WIA. Some WIB Directors are unsure of who to report to.

WIB's are being encouraged to get more involved with business. The WIB Board will take a more active role in planning for business development.

Jim added the SETC is putting together a WIB roles and responsibilities document to include:

- Business
- One Stop Operations
- Procurement
- Planning
- Staffing
- Marketing
- Executive Committee

The SETC will share this document with the Local Elected Officials. (LEO)

The SETC is looking at Bergen as a role model. John Mitchel the new Freeholder and Mary Ellen Clark, the new Assistant Commissioner at the DOLWD attended an Executive Committee and One Stop Committee Meeting on January 6th.

Jim thanked the Board and Committee members for all their hard work. He thanked Tammy, Sal, Randy, Steve and Walter. He added the committees are what drive the Board. The WIB should run like a business.

Jim noted the Executive committee has reorganized the WIB Committees. They are:

1. Executive Committee, Jim Black, Chair
2. Finance Committee, Steve Blumenthal, Chair –Focus on Budget
3. Business Development Committee - still in development
4. One Stop Committee, Randy Guthrie, Chair – Focus on performance measures
5. Partnership Committee: Walter Hecht, Chair – focus on special populations:
 - Youth
 - Literacy
 - Disability

Jim stated that the structure for WIB Board meetings will be:

- Chair Report
- Executive Director Report
- Committee Reports

WIB Executive Director

Tammy said we are at a place we want to be. Tammy read a letter Jim Black received from Dennis Bone, the Chair of the State Employment and Training Commission, complimenting him on a job well done.

Tammy said there is \$54,500 from the DOLWD for business development in Bergen. The plan was developed and vetted out by the WIB OS committee and the WIB Executive Committee.

Tammy noted there is a Crestron recruitment taking place the week of January 17th. Last month 10 individuals were trained and placed at Crestron through bulk training dollars.

Tammy said we need to look at how we can go into the marketplace and provide services to the business customer using a single point of contact model. WIB's role is to do business development, but not Economic Development.

Tammy stated the WIB's are legally responsible for oversight of all WIA money. WIB's shouldn't be held accountable for all One Stop Partners if we have no ability to influence or make change within those agencies.

Tammy is working with Randy to define develop "win-win" agreements outlining WIB staff roles and responsibilities.

She is speaking with local officials and the County Planning and Economic Development Director.

Tammy will continue to chair North Jersey Partners which is comprised of eight county WIB and One Stop Operators.

Randy Guthrie - One Stop Operations Committee

The Committee is looking at the workforce process. Randy acknowledged the committee members, Charles Evans, Dimitri Miaoulis, Sal Mastroeni, Tammy Molinelli and Annette Freund.

Randy noted that the committee met with Freeholder Mitchell and Assistant Commissioner Mary Ellen Clark.

Randy distributed a report the One Stop Committee presented to Mary Ellen Clark.

Randy noted the system only touches a small percentage of the unemployed population. Sal added that of 9300 unemployed individuals the One Stop saw less than 1000.

We need to match the needs of the employer and the job seeker.

Randy talked about Burning Glass, the system the State is working on bringing together the job seeker and employer. Burning Glass has artificial intelligence and spider technology. The committee told Mary Ellen Clark that Bergen would like to pilot Burning Glass. Charles Evans is looking into learning more about Burning Glass.

Tammy added that interviewers and business representatives will be trained on consultative selling and business development skills.

The burning glass technology was presented.

Cynthia asked if there was a component for the job seeker. Randy said yes and that this technology will help the job seeker develop a resume.

Randy stated that the committee was going to view a demo of Burning Glass. If anyone was interested in viewing the demo they should contact Randy.

Freeholder Felice stated during the pilot we want to measure it and we need to see outcomes.

Steve Blumenthal - Fiscal Committee

Committee began meeting in May to develop a more “user friendly” budget.

Steve distributed a handout on the budget.

The funding stream goes to the County Executive and then to the Bergen County Technical Schools and then to the WIB.

Board members on the finance committee are Steve, Etta Denk, Sal Mastroeni and Tammy Molinelli.

The goal -are people getting jobs.

The finance committee will get more involved in the budget. Currently Sal and the Technical school complete the budgets. The committee will review if the funds are being spent correctly.

Jim stated the finance committee could use more members so please contact Steve to become involved.

Sal Mastroeni - One Stop Operations

Sal explained the budget.

Jim requested a quarterly report be submitted on the number of people served each quarter at the One Stop.

Kathy added that it is important to understand the parameters for spending the money. It is very different in the public and private sector. We also need to understand the population we are dealing with.

Walter added that it would be helpful to understand the contractual obligation the client has with the One Stop.

Sal raised the serious issue of parking and signage at the One Stop with the Freeholder Representative.

Sal noted there are four Literacy Lab's. They are located:

- One Stop
- BCC/Ciarco Learning Center
- Bergen CAP Garfield
- Youth Resource Center

Jim stated that as per the WIB Bi-Laws if Members do not attend meetings they will be removed from the Board.

Jim asked Andrea to send him the attendance for the past years meetings.