

**Bergen County Workforce Investment Board
Jim Black, Chair**

Meeting Minutes – July 14, 2011

Before the official start of the meeting, Jim Black, WIB Chair, stated a one “housekeeping” point.

- Members of the Board should sit at the front & side tables
- Public & guests sit at back of room
- Need to assess if we have a quorum.

At 9:20AM, the meeting was begun.

Chairman Jim Black stated:

- In accordance with public law, a public notice was placed.
- Committed the new agenda organized items clearly.

The meeting was opened by Chairman Jim Black, and the Pledge of Allegiance was said. Jim mentioned the Pledge of Allegiance will and can be said at all future meeting, even without a flag in the room. He also would like to see all Board members wear name tags at all future meetings.

- The minutes from the meeting of April 14th, 2011 – motion to accept.

Report from Executive Director – Tammy Molinelli:

- Six staff member were laid off – all WIB Staff due to a reduction in the budget
- Good direction of County Business Development, County wants feedback for their Master Plan
- Draft copy of SWOT Analysis – how well are we service business customers? How are we measuring placement? Results will be available in a few weeks.
- Successful Bergen WIB sponsored business symposium was held in June, focused on small businesses – Tracy McDaniel, keynote speaker from ChooseNJ – video to post on new website.
- WIB and Bergen Community College Mosaic Center sponsored a successful Job Fair. A breakdown on attendees, placement, and rate of employment to follow.
- Continue to support Burning Glass initiative to improve job matching in the State of NJ.
- Bergen WIB to pilot a job seekers program – Executive Board to research.
- Update website – want to make it user-friendly.
- New State WIB Director (SETC) to assist local boards – sector strategy/regional focus
- WIB Disability Committee – meet quarterly to discuss issues surrounding those with disabilities, training and employment
- Bergen WIB Youth Investment Council – programs in school/out of school funding – they will be meeting quarterly.
- Northern NJ Health Professions Pathway Grant to partner with WIB, moving forward with training and placement. Hired a part-time individual to go out into Bergen County to identify businesses in the Allied Health Care industry who want to take advantage of this grant and partner with WIB.
- Careers in Retail – video being worked on – to speak to clients for entry level positions through the CBJT Grant
- Redevelopment of literacy, disability, youth committees – every board member needs to participate on a committee; a strong board is needed to work with these organizations.
- Perkins Grants were reviewed – 3 recommendations completed for Bergen Community College, Bergen Technical School and Lodi High School.

- A success story about a woman who qualified for \$4,000 ITA toward training. Helped her complete the paperwork and she received an additional \$2,000. Every day at the One-Stop Career Center people are benefiting from the services the WIB is providing.
- Let's move forward - concentrate on work and partnerships.

Report from Committees:

One-Stop Committee Report – Randy Guthrie:

- Refer to handout – One-Stop executive committee met with the Department of Labor, finding few users of program. Recommendations for better ways to match job seekers with employers is needed. We, in Bergen County, along with Mercer and Camden Counties, have the opportunity to pilot a program for the Burning Glass technology to be used for our New Jersey job matching site. An orientation/kick-off meeting will be on 7/27/2011, to help shape Burning Glass technologies.
- Burning Glass has two phases:
 - 1) Create a portal for job seeker – help create a good resume
 - 2) Create a portal for business user – by the end of 2011, “We want to improve re-employment, not insure unemployment.”
- This data base was purchased by NJLWD and is funded by the state for 2 years. Our OSOS data base is lacking – information will be electronically merged with Burning Glass...more to follow.
- Refer to handout – How can we operate more effectively in three areas: adult, dislocated workers and youth. Bergen WIB is meeting or exceeding all our objectives and Federal performance measures, as mandated from the state.
- Looking for other ways to measure success – Board Members input is needed. We will be holding an adhoc committee meeting to review vendor performance and accountability.

Marketing Committee – Sal Mastroeni

- Symposium, mentioned by Tammy
- Charles Evans has redesigned website pages, changes to be made in third quarter.
- Sal Mastroeni added a paramount change to One-Stop, connecting unemployed to employers...Burning Glass looks at all aspects of skills, redirecting and matching skill sets.
- Martin Devaney referred to a letter to Freeholder Felice re: legislation needs to be mandated.
- Will WIB train PSG members? (Professional Services Group – high level networking group)
- Jim Black mentioned regular audits are expected by state and federal government. A new state auditor neglected to turn a page and entered incorrect information that resulted in a charge to the WIB. Sal Mastroeni questioned cost and pointed out the state's error. Letter of absolution was sent to all board members, no disallowed cost.
- WIB budget being scrutinized – The state double checked the budget and all was cleared.

Finance Committee – Steve Blumenthal and Sal Mastroeni:

- Refer to large handout – Notice of Obligation to make services available, monies to come from federal government. Explanation of budget – Workforce Investment Act – two year life expectancy... 80% of monies must be obligated by 6/30/2012, 20% can be carried over to the next year.
- All monies from Work First NJ must be obligated by 6/30/12 and spent by 12/2012. If not spent – must be returned to state.
- At next WIB Board meeting - the budget, finances and how the money has been spent, as of 6/2011 will be presented.
- Refer to handout – Net Income, includes the number of people who went thru WIB programs and trained individuals.
 - Goal is to find out where the money is spent. Are vendors doing a good job training clients? Were graduates in 2010 placed by vendors? How do we measure placement? How long to

place a graduate? Who were they placed with? A vendor review may be available by 9/2011.

- Comment from Hudson County WIB Chair: They actually let vendors go, following a state issued vendors report card.
- Sal Mastroeni stated WIB Board can vote not to use a vendor.
- Question: Can client select own vendor?
- Request for vendor list and acronym list.
- Jackie Lue Raia mentioned the goal is to train and place all clients, if client accepts placement – how do we make a client accept placement? If a client chooses not to be placed after training – should they be held responsible to pay for training? Training institutions are required to help place clients, as long as the client returns to the trainer to be placed.
- Schools are training individuals, but no jobs are available....Plan of Action with One-Stop is needed.

Report from Partners Committee – Walter Hecht:

- Revamping the Community Calendars
 - Sal Mastroeni stated the Workforce Learning Center monies are from UI Trust Fund, they were reduced, but still able to fund literacy labs and GED testing programs...they will be solvent.
 - Jim Black with Randy Guthrie mentioned a Webinar with a company that has resources of information about growing industries and employment opportunities...matching skills to jobs. Training opportunities...basic skills, computer skills...possible quick online training.
- Jim Black mentioned there is a lot going on. An operations review of One-Stop is needed. We need to combine all components and create a PLAN.
- Tammy Molinelli: EMSI – all information from county and community...

Report from Chair – Jim Black:

- A roll call, introductions and sign-in of all attendees was requested and conducted.
- Old business was brought up concerning the rules, roles & responsibilities of WIB and its board members. Refer to handout for NJSETC/WIB Member Handbook available on line. It was suggested each board member print out a copy, creating a binder for the next board meeting.
- A copy of the Bergen County Handbook and each Board member's contact information will be handed out at the next board meeting.
- Recent WIB staffing issues were mentioned. Jim stated due to county budget cuts the WIB staff was reduced. The WIB Executive Committee will meet to discuss the opportunity to hire one person that meets the needs and goals of WIB, for an administrative position. This position will be funded by WIA.
 - Renew the contract of Executive Director thru 2012...needs to speak to County Executive and provide the county with any information requested. Advice and council will be sought from SETC regarding staffing.
- Corethia Oates requested possible conference call access to future board and committee meetings. Jim will be sure to communicate to all before any plans are made.
- Jim intends to socialize with the SETC – everything WIB does is by the law – following the WIB Member Handbook. Refer to handout, re: Department of Labor e-mail referring transparency and integrity in all WIB policies, statutes, regulations and obligations as WIB Board members...operating by the rules.
- Jim thanked Etta, Randy, Dimitri, Charles, Annette, and Walter for their time and dedication to One-Stop and to the citizens of Bergen County. He also encouraged other board members to join at least one committee.
- Searching for chair for Business and Economic Development – a top priority to fill this position...needed to work with county...Jackie Lue Raia expressed interest.

- Tammy Moliinelli mentioned anyone at anytime can attend any committee meeting, all input is helpful...see Tammy for schedule of committee meetings.
- Jim Black announced his cell # 973-897-2885 and home # 973-839-1444, urging anyone with any questions to feel free to contact him. All other WIB members contact information will be made available and can be added to your binder.
- Question concerning staffing: cut by county...the WIB needs to identify core staff members and explore shared services.

Introduction of Resolutions (VOTE) – N/A

Unfinished Business – N/A

New Business:

- Jackie Lue Raia:
 - NJ Department of Labor and WIB sponsored a Veterans Workforce Event at Bergen Community College on 7/18/2011. Forty employers to attend.
 - Bergen Community College is offering a free food handlers certificate course and a security officer certification course, with partial scholarships available.

Public Comments:

- Female Bergen County Taxpayer and a former VP of a financial corporation:
 - Taxpayer also comes from a teaching background
 - Aware of the WIB, attended many meeting in the 1990's, in the Cherry Hill, NJ area.
 - Wants WIB should encourage volunteerism
 - Can volunteers man WIBs to cut costs?
 - Feels there is a lack of productivity
 - Hopes to get "more bang for her taxpayer bucks"
 - Need to train – employ – retain...are they trained properly to keep a position?
 - "Too many arms" – cut to reduce costs and training fees
 - WIB has proven its worth
 - Thanked the Board for the open meeting
- Response from Jim Black:
 - When Dennis Bone became new Chair of the SETC in 2008, he became active to make the private sector get more involved in the WIB's...got more people on board. Jim has seen much improvement, more direction and more people volunteer.
 - Jim thanked the taxpayer for her interest and comments, and asked her to add her name and contact information to the sign-in sheet. She said she would be happy to.

Meeting was adjourned @ 11:00am.