

**Bergen County Workforce Investment Board  
Regular Quarterly Meeting  
One Bergen County Plaza (Room 2E), Hackensack, NJ 07601  
Jim Black, Chair**

**Meeting Minutes – January 12, 2012**

**At 9:10 AM, the meeting was begun**

- Chairman Jim Black extended a thank you to everyone for their successful 2011 efforts
- Introductions took place
- In accordance with public law, a public notice was placed
- The Pledge of Allegiance was said

**Members in attendance**

Jose Adames, Jim Black, Steve Blumenthal, Jerry Calabrese, Martin Devaney, Tom Eastwick, Charles Evans, Cynthia Forster, Annette Freund, Randy Guthrie, Walter Hecht, Marcia Karrow (Bernie Nangle), Tedd Kochman, Jackie Lue Raia, Sal Mastroeni, Dimitri Miaoulis, Ron Milon, Tammy Molinelli, Julia Orlando, Jim Thebery, Tom Toronto, Kathy Walsh

**Guests in attendance**

David Burnstein, Tony Corsi, Henry Leshner, Claire Scarano

**The meeting was called to order by Chairman Jim Black**

- Approval for the minutes from the meeting of October 13th, 2011 was requested and the motion to accept was passed. Randy Guthrie made the motion and Ron Milon seconded the motion

**Summary of 2011 from Chairman Jim Black**

- In 2011 we welcomed a new administration, freeholders and board members
- Even though unemployment rates remained high, Bergen County at 7.2% and nationally at 8.5%, the Bergen County WIB continued to meet or exceed their set goals in providing successful training for job seekers
- We reviewed performance measurements, set standard procedures, and formalized roles and responsibilities during the Bergen County WIB Executive Meeting held in February of 2011
- We passed all 2011 Federal and State audits
- We voted in the Executive Director and Staff and we would like to extend a special thanks to Bergen County Technical School's Business Administrator John Susino and Superintendent Dr. Howard Lerner for doing their part in this effort
- The powerful committees that we formed enabled us to be one of the finest WIB's in the state

**New Announcements from Chairman Jim Black**

- Because Steve Blumenthal has been promoted within the accounting firm for which he works he will continue serving on the Bergen County WIB but will have to step down from Vice Chair of Finance due to the time constraints of his new responsibilities
- In keeping with running the Bergen County WIB like a professional business, the board decided to create two Vice Chair positions: 1) Chair of Finance and Special Planning and 2) Chair of Operations, Business & Economic Development, and One Stop Oversight
- Request and the motion to appoint Randy Guthrie to Vice Chair of Operations was passed; Annette Freund made the motion and Tom Toronto seconded the motion; vote was taken and approved with all ayes and one nay (see attached)

- People added to the Bergen County WIB Executive Committee: Dimitri Miaoulis to Chair One Stop Operations, Charles Evans to Chair Marketing, Annette Freund to Co-Chair Special Partners, Lou Weiss to Chair Business & Economic Development, and Vice Chair of Finance is TBA
- Tammy Molinelli stated that she will report on the back end of the meeting after all committee reports

### **Reports from Committees:**

#### **Finance Committee – Steve Blumenthal and Sal Matroeni**

- Copies of the Accrued Expense & Obligation Report (July 1, 2011 thru June 30, 2012) were passed out, explained in detail, and discussed
- Copies of the Bergen County WIA Training List were passed out, explained, and discussed
- Workforce Learning Link performance was mentioned (available at One Stop Centers, the Workforce Learning Link provides interactive literacy training services to job seekers)
- Question was raised by Cindy Forster about cost per WIA participant and it was explained that effectiveness is based on actual cost per exiter which is approximately 8.5k per person against the State recommendation of 8k per person

#### **Strategic Planning – Tom Toronto**

- We successfully implemented our plan to become more “outward-bound” by meeting with employers to identify their needs and to get an understanding of how they view the WIB including the services that are available to them
- Continued community outreach will further streamline the process of connecting job seekers with potential employers through the resources available through the Bergen County WIB and One Stop
- Continue to open channels with Chambers of Commerce and the Commerce & Industry Association
- Continue to positively renovate the WIB’s reputation
- Tammy and Sabrina started a spreadsheet/baseline report of all business development contacts and results to help in these efforts; a copies the “Bergen County Business Activity List 2011-2012” were passed out and discussed
- This committee will continue under Chair Lou Weiss and connect WIB and EDC

#### **One Stop – Randy Guthrie**

- An update on marketing efforts of the OnRamp (Burning Glass) database was given and copies of a detailed written report were handed out
- Dimitri Miaoulis is working on the six sigma analysis of process flows with permission and participation by the Department of Labor to come up with new metrics; started in November and now in the development phase; he has interviewed persons, is analyzing data for challenges, creating a detailed list of process issues, and is working with the DOL to get unemployed persons into the database when they first become unemployed
- Charles Evans and the Interns are continuing their work on revamping the Bergen County WIB website which is the #1 goal of the marketing committee; they hope to have a demo site accessible by all board members for review and comments between February and April; website goals include quality content, social media, video content and a newsletter sign-up
- Randy discussed the Jobs4Jersey.com marketing program; the site intends to match job seekers with employers via a variety of online tools; business will be able to access the site as well and will have tools available unique to them; two dozen businesses have agreed to test the beta site; Kentucky and New Jersey will be rolling out the fully deployed site soon and it is currently being loaded up with resumes

#### **Partners Committee – Walter Hecht**

- Literacy Committee is focusing on targeting business needs within industries via a two prong approach: 1) create focus groups to develop partnerships and 2) develop a resource guide and white paper

- 2011 had 13,240 GED graduates with a NJ passing rate of 65.3%. 2,400 were tested in Bergen County
- Bergen Community College will hold its General Educational Development (GED) Graduation Ceremony on Friday, February 17 in the Anna Maria Ciccone Theatre at Bergen Community College
- The 2<sup>nd</sup> Annual Dance Extravaganza to benefit the Project Literacy of Bergen County and Carmen Pichardo Scholarship will be held on Saturday, January 28, 2012 at 5pm
- Jackie Lue Raia reported the Mosaic Center for Disability Employment placed 69 people into employment last year and 140 people to date
- Jackie also reported that the Employment Pathways Initiative Grant, a Community-Based Job Training grant awarded by the U.S. Department of Labor - Education and Training Administration may come to a close and they are looking for an extension
- The Veterans Re-Entering the Workforce event is being held on Wednesday, February 8, 2012

**Report from Executive Director – Tammy Molinelli**

- Announced that the Youth Investment Council will next meet on January 25, 2012
- The Annual Report is at the printers
- Will have H1B Visa Grant update in March
- GED testing centers are looking for computer donations
- Continued focusing on strategic plan and business development

**Old Business**

- None

**Meeting was adjourned @ 11:15pm.** Jim Thebery made the motion and Martin Devaney seconded the motion.

**Minutes submitted by:**

**Minutes approved by:**