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## MEETING MINUTES

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**Type:** Bergen County WIB Quarterly Meeting    **Location:** Bergen County Building – Room 2E  
**Date:** Thursday, April 12, 2012    **Address:** One Bergen County Plaza, Hackensack NJ  
**Present:** See attached attendance sheets

**Distributed:** One-Stop Continuous Improvement Initiative Update Report; Marketing Success Story Sample; NJ Sharing Network News Release: Appointment of Jackie Lu Raia, Manager; Literacy Help Wanted June 2010 – Projections of Jobs and Education Requirements Through 2018; Bergen One-Stop Career Center Director’s Report; Bergen One-Stop Career Center Report; BCTS/WIA/WFNJ/Grants Accrued Expense & Obligation Report FY2012-PY2011 7/1/2011-6/30-/2012 as of 2/29/12; Board Assessment Questionnaire; Roles of a Local WIB: Key Areas for Action; SETC Local WIB Recertification Process: Key Activities and Outcomes Timeline; SETC Rule Adoptions 43 NJR 2618(a); SETC Rule Adoptions 43 NJR 2618(b); SETC 2014 Recertification 14pt Checklist; SETC Recertification Letter to County Executive (LEO)

**At 8:58am the meeting was begun**

- Introductions took place
- In accordance to public law, a public notice was placed
- The Pledge of Allegiance was said

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

- Approval of the January 12, 2012 minutes was requested and the motion to accept was passed. Corethia Oates made the motion and Ron Milon seconded the motion

➤ **Guest Introductions**

- Judy Formalarie - Senior Policy Analyst at State Employment and Training Commission (SETC); local WIBs are autonomous deciding what their labor needs are – power in local hands; SETC acts as state WIB liaison and advisor to oversee and monitor local WIBs in individual missions; SETC applauds volunteers and value their time and influence on workforce

➤ **Chairman Report - Jim Black**

- BCWIB actively looking to increase its membership; added new Business Development Committee Chair - Lou Weiss: significant private sector professional, CEO of WFM Project and Construction, Inc. (construction consulting firm), Commerce and Industry Association of New Jersey (CIANJ) Chairman of the Board
- One-Stop Director, Sal Mastroeni, announced retirement after last Executive Committee (EC) meeting (effective July 1, 2012); the WIB/One-Stop involves complicated processes and because of Sal we have passed every audit; no replacement announced yet; our recommendation is Donna Todd
- Addressed SETC recertification process; SETC will be implementing roles & responsibilities to all 17 independent WIBs who will have two years to conform; Bergen WIB seen by local and state as one of the best in the state; will be meeting with SETC reps for pre-recertification meeting in a few weeks to review measurements; BCWIB exceeding all local performance measurements
- Reviewing BCWIB bylaws and redesigning BCWIB website; thankful to our volunteers saving us actual costs because of their experience and volunteerism
- Reviewing member activity and attendance; we reserve the right to remove those who are low in attendance or are not actively participating

➤ **One Stop Operations Report – Randy Guthrie & Dimitri Miaoulis**

- Started Continuous Improvement Initiative analysis of One-Stop to identify gaps; Dimitri going through all facets with approval from state (seven department heads in Trenton); going through a series of meetings to get fresh perspective on operations; individuals doing great job but identifying challenges in information

workflow between departments; feedback will be reported back to the state; will have preliminary findings between now and next board meeting; distributed status report; Tammy Molinelli added that Continuous Improvement Initiative is beyond visionary and unique to Bergen and will be used as template for other WIBs in the state

➤ **Marketing and PR Committee Report – Annette Freund**

- The Marketing Committee has been working hard doing a total redesign of the website; Annette and Jayne Jacobson writing tons of copy, Carol Polack on website development with help from Interns and Charles Evans on project management
- Aggressively working on BCWIB marketing plan including with first focus on “why Bergen County” and second focus on “what is the WIB” and “what can the WIB do for me”; business representatives at the One-Stop providing great material for success stories which can be leverage on the web and in print
- Live presentation/review of beta-site still in development stage

➤ **Business & Economic Development Report – Lou Weiss**

- Working with Maggie Peters (Director - Bergen County Economic Development Corporation) and Tammy Molinelli on economic development reaching out to new businesses and working to keep existing businesses in Bergen County
- WIB Business Development Committee meeting weekly at the One-Stop Business Resource Center which includes Business Representatives, Employment Services, program and special population managers, business and education representatives; group is quickly melding together and has showed passion beyond expectations; developing business toolkit, success stories, business outreach database, metrics for jobseekers; reaching out to top 20 Bergen employers and developing 100 new business relationships by the end of the year to identify their needs

➤ **One-Stop Report – Donna Todd**

- Briefed on RFPs for In-School Youth program; of four applicants three were disqualified for various reasons; Project Aces received 100%; doing budget; waiting for NOOs from state and need to approve contracts; looking for WFNJ proposal readers; further details found in distributed Expense & Obligation Report, One-Stop Report and One-Stop Directors Report

➤ **Literacy Report (Special Partners) – Walter Hecht**

- Literate workforce important for any business (reading, language and computation); Literacy Committee meets to identify available resources and review stats; reviewed GED reports; distributed Georgetown paper Help Wanted – Projections of Jobs and Education Requirements Through 2018; focus needs to be on finding resources necessary in bringing workforce skills up to being employable; language problems identified with baseline workers; need to be proactive; state is looking at common core standards being implemented and aligning with career readiness; looking to develop literacy focus group with cross section of industries to identify literacy needs within their own domains

➤ **Executive Director Report - Tammy Molinelli**

- Working with Literacy Committee uncovering issues and collaborating with other agencies in the County
- Youth Investment Council meeting in May 18; looking at funding and program delivery to ensure they are meeting requirements
- Youth Service Council revealed increase in underage drinking; now spearheading ad-hoc group with other community leaders to identify causes and make recommendations including available resources
- Working with Freeholder Hermansen and Julia Orlando (Director - Bergen County Housing, Health and Human Services Center) in connecting homeless with programs and resources leading to employment
- Working with Disability Committee on developing employer marketing piece on benefits of hiring people with disabilities
- Jackie Lu Raia now with NJ Sharing Network; working with regional committee that will soon be meeting quarterly
- Reviewing bylaws and aligning them with SETC 14pts for recertification for consistency
- SETC approved preliminary budget in \$11k interdepartmental funds to be used for business development
- Main focus identifying gaps in workforce system and bringing more money into Bergen County through regional projects and consortiums; recently awarded \$5M H-1B Technical Skills Training Grant (NJIT is fiscal and administrative agent to manage grant); applied for \$5M Workforce Innovation Fund (WIF) Grant

with regional North Jersey Partners (NJP); website will keep everyone informed of money coming into the region

- Tony Corsi (Hudson County WIB Director/NJP Member) stated that NJP has scored under Tammy's leadership bringing in about \$40M in the past six years working as a region; feds forcing hand in "regional" labor markets and "regional" economies; what we do regionally helps locally; need to think regionally and act locally – more cooperative and less competitive
  - Meeting with new businesses weekly; met with Old Castle in Lyndhurst who wants to grow in Bergen and helping connecting them with resources, looking to do customized training
  - We are committed to the board and the individuals that serve on it; goal to have every member connected to a piece of what we do; asked that everyone complete the distributed board questionnaire
- **Comments from Freeholder Hermansen/WIB Liaison**
- Thankful to see what is going on at the WIB; very informative meeting; intend on moving forward in positive direction; communicating more with Tammy and the Board
- **Announcements**
- The Bergen County Workforce Investment Board will next meet on **Thursday, July 12 at 9:00am** at One Bergen County Plaza, Hackensack, Conference Room 2E

There being no old business or new business, a motion by Charles Mattson, seconded by Corethia Oates, to adjourn the BCWIB Quarterly Meeting at 11:08am was carried.

**Prepared by:** Carol Polack, May 14, 2012