

## Meeting Minutes

Type of Meeting: Bergen WIB Full Board  
Date: April 9, 2013  
Attendees: See attendance sheet  
Distributed: Agenda; Minutes; NJCC Building the Workforce Pipeline K-12 Education PowerPoint; NJCC The Principal's Office Workforce Posse Trifold Brochure; SETC WIB Certification 2014 Power Point; WIB Committee Reports; Accrued Expense & Obligation Report FY 2013/PY 2012 As of 3/31/2013; Provider Performance Chart; ITA/OJT Chart; One-Stop Analysis Sample Documentation

The regular meeting of the Bergen WIB was called to order at 9:07am on April 9, 2013 in the Commerce and Industry Association of NJ (CIANJ) conference room by Jim Black. Motion to approve the minutes of the previous regular meeting as amended was made by C. Oates, seconded by V. D'Elia and unanimously approved.

- J. Black opened meeting; announcement of public notice was said; Pledge of Allegiance was said; introductions took place and guests were introduced; John Galandak, CIANJ President and host welcomed the WIB
- Chief of Staff Jeanne Baratta gave update on County Executive Kathleen Donovan; Bergen County Certificates of Commendation were given to Carol Polack for her contributions to the WIB and Annette Freund for her Marketing Contributions to the WIB
- Was announced Committee Reports were sent electronically prior to meeting; D. Miaoulis and G. Janz gave update on One-Stop analysis and said a two-page summary will be sent to the Board; One-Stop Committee will make recommendations to the Board to resolve issues found and policies will be set for each "swim-lane"; by next meeting will have more to review; Board will have input and the final policy will govern the One-Stop
- A motion was made by C. Oates and seconded by V. D'Elia to amend the minutes of the last meeting adding that the adjournment was motioned by C. Oates and seconded by V. D'Elia was made and approved.
- Dana Egreczky from the NJ Chamber of Commerce Foundation gave presentation, "Building the Workforce Pipeline: K-12 Education; discussion took place after the presentation on employer needs, future projections, educational requirements, educational statistics of kids coming out of high school, and college graduation statistics; Learn Do Earn program was discussed
- Christina Herzog and Sheryl Hutchison of the NJ SETC gave presentation, "WIB Certification 2014"; J. Black followed up with Bergen's status on SETC Certification and 1<sup>st</sup> Progress Report; discussion on SETC certification followed; Bergen in great position and website is good practice; SETC looking at developing bylaws guidance; SETC looking to develop standard MOU; J. Black stated he will send SETC Roles & Responsibilities to the Board and share the SETC Progress Report
- WIB appointments status update was given by C. Polack and T. Zur; J. Baratta and T. Zur gave updates and discussion on new ordinance passed by Freeholders imposing new requirements on all County board appointments; both are aware of our need to get appointments through and assured they would see that they went through by July
- Discussion on officer terms and election took place; J. Black recused himself and R. Guthrie gave briefing on Executive Committee discussions that happened just prior to the Board meeting; R. Guthrie explained that due to new commitments he would not be able to succeed J. Black as Chair, as planned, and stated that the Executive Committee suggested looking for a 2<sup>nd</sup> Vice Chair; J. Black's comments were shared that he wishes to stay until the end of the year or possibly longer to see through projects and initiatives that were started at the WIB and his SETC committee involvement and that J. Black had not yet made up his mind yet and may resign in January if able to finish out the year; unanimous Executive Committee recommendation to the Board was for J. Black nomination for Chair through December 2013; was announced that T. Molinelli and C. Polack will start preparing a Nominations Committee and collect resumes; election to be held in July of this year; G. Janz stated that significant work should be finished before J. Black's resignation; W. Hecht requested officer job descriptions to be distributed to Board; T. Molinelli explained that J. Black's term officially expired June 30, 2012, election will be held in July, a nomination form will be distributed, resumes will be collected, a process will be developed, and volunteers needed for Nominating Committee



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## Bergen County Workforce Investment Board

60 State Street, Room 200B, Hackensack, NJ 07601

(201) 343-8830 | [www.bergenwib.org](http://www.bergenwib.org)

**Adjournment:** A motion by M. Peters seconded by C. Oates was made to adjourn the meeting was made. Meeting was adjourned at 11:00am by Jim Black. The next general meeting will be at 8:00am on July 9, 2013at One Bergen County Plaza, Room 2E in Hackensack.