



Newark Workforce Investment Board Meeting

Wednesday, June 10, 2015 at 9:00 am

Meeting Minutes

Attendees:

Adam Albanese	Susan Croce	DawnMarie Montgomery-Otis
Mayor Ras Baraka	Elizabeth Davis	Fred Murphy
Kelli Bell-Taylor	Joe Epps	Morris Murphy
Amina Bey	Tamikah Gilmore	Kimberly Ostrowski
Marcia Brown	Ralph T. Grant	William Parrish
Jill Burden	Stephanie Harris-Kuiper	Gina Platino
Mitch Cahn	Genna Jones	Farag H. Seiam
Al-Qadr Camillo	Penny Joseph	Bahvna Tailor
Mitra Choudhury	Davetta Lane	Rasheedah Ziyad
Vesta Godwin Clark	Tolu Lanrewaju	Poo Lin
Adrianna Crawford	Zachary Lipner	Orlando Mingo
		Yuemeng Zhang

Greetings: Amina Bey, Executive Director-NWIB

Ms. Bey brought greetings and thanked everyone who attended the Joint WIB Retreat on May 27th. She acknowledged how thoroughly impressed Mayor Baraka and County Executive Joe DiVincenzo were with the retreat. Ms. Bey also expressed that we had representation from the State of New Jersey Department of Labor. A roundtable roll call was conducted to introduce all meeting attendees. She conveyed that as the WIB closes out its first year, there would be some changes made to the board structure. She mentioned that the change in legislation, which was brought forth by WIOA, doesn't require workforce boards to be as large as they have been in the past. She affirmed that the number of current board members will be decreased based on individuals who are totally inactive. The forty seven member board should be closer to twenty five members, but max at thirty five board members. Ms. Bey communicated that it becomes difficult for the state to see us as fully engaged when we have about twenty inactive board members. She petitioned the board members to, at the very least, attend the quarterly full meetings where voting, major presentations and committee information is reported. She admitted that participation at these meetings would be a great blessing; she is aware that the position of a board member is voluntary and that work schedules can be demanding.

A roundtable rollcall of all meeting attendees is conducted. Ms. Bey introduced Penny Joseph, Chairperson of the NWIB and Vesta Godwin-Clark, Co-Chairperson of the NWIB. Mrs. Joseph welcomed Mayor Baraka. She then stressed the importance of the work that the board is charged with in getting Newarkers work-ready. Mrs. Clark emphasized the importance of member participation at committee meetings because that is where the work of the committee occurs. She communicated that Mayor Baraka's presence was a true indication that putting residents to work is high on the agenda.

Committee Reports

Education and Literacy Committee- Stephanie Harris Kuiper

Mrs. Kuiper conveyed how effective the retreat was in enabling committee members to brainstorm, set an agreed agenda, clarify its mission and examine WIOA benchmarks. The committee was also able to formulate strategies to address foreseeable challenges such as GED and Work First Training. She spoke about the need for a bridge to be developed with the school system to ensure that our students are up to par and able to compete in the global economy.

Business & Economic Development- Mitch Cahn

Mr. Cahn relayed that the retreat gave committee members an opportunity to come up with tangible goals and ways to implement them. The committee has planned to package Newark's workforce and workforce system so that it can be marketed a variety of markets; to large scale employment opportunities in and outside of Newark, new businesses moving to Newark and to existing businesses that are expanding. The package will show how the workforce system can train potential hires and screen them for soft skills and provide placement services. It would also aim to package federal, state and other hiring incentives such as OJT funds and other hiring grants. The committee plans to work with local, state and New Jersey Transit authorities to ensure that transportation options are available to our workforce. The printed package will contain testimonials from success stories and will be showcased on the website of the NWIB and the NCEDC websites. Currently, the committee is collecting data to make a strong base at Newark's workforce and workforce system to become key selling points for the city.

Disability Committee- Elizabeth Davis

Mrs. Davis stated that the committee's purpose was to ensure that individuals with disabilities have universal access to the services of the One-Stop. She spoke of how the retreat gave the committee and opportunity to formulate goals while identifying the impact of WIOA. The committee has collectively decided to incorporate social media into the area of disability to help drive its mission. The committee also identified the need to provide educational training for One-Stop staff.

Youth Investment Council- Amina Bey

Ms. Bey reported out on this committee in the absence of Co-Chairperson Sonja Williams. This summer, the SYETP has expanded from providing summer employment opportunities for 1500, in previous years to putting over 2500 young people to work. One of the main goals of the WIB is to obtain additional outside funding sources since funding from the Department of Labor is extremely limited. Ms. Bey further communicated that the City of Newark had received its Notice of Obligation, which is \$800,000 less than it has been in previous years. She relayed that the priorities of this committee include expanding employment opportunities for out of school youth, making education a priority and making linkages between the Education and Literacy Committee, Business and Economic Development Committee and the Youth Investment Council Committee.

Agency Reports

Aurora Nonprofit Solutions-Susan Croce

Mrs. Croce reported that the audit was completed and submitted to the federal government on time. She said that electronic copies of the audit would be submitted to board members. Once the 990 audit is complete, that will be available as well.

The opinion rendered in the audit report is unmodified; there are no material misstatements. She mentioned that the audit has changed in recent years. It states that management is responsible for preparation of financial statements and design of internal controls. Auditors are responsible for expressing opinions on financial

statements. The report of internal controls shows that there are no deficiencies or material statements. It was discovered that there wasn't a sub-grantee contract between Newark Works and the Newark WIB. The corrective action to be taken is the WIB must work with Newark Works to ensure that there is an up to date written sub-grantee agreement. Another finding was that there was a one-time payment made towards start costs, considered an unallowable pre-grant expense. The corrective action to be taken is to ensure that spending is in the contract administrative system to ensure that contracts are written in compliance with federal regulations and are monitored against the terms conditions and specifications of a contract of performance measures.

Mrs. Croce reveals that this current year, the WIB has been dependent on federal funding and the challenge has been restricted funds and limitations with spending.

NWIB Board Business

A suggestion was made to add the Conflict of Interest Form to the NWIB Board Manual.

Mrs. Godwin-Clark clarified that the packets do not contain the full manual. They however only include the items that will be voted on at the meeting. William Parrish asked that the NWIB Board Manual be received and accepted. Bahvna Taylor moved the motion and Joe Epps seconded the motion.

Mrs. Joseph stressed the importance of participation and attendance. She moved a motion enabling removal of board members for lack of participation.

DawnMarie Montgomery-Otis made a suggestion that the option of conference call in be made available to board and committee members so that if they are physically unable to attend a meetings, they are still able to participate.

Mrs. Joseph discussed important dates. She asked everyone to support the upcoming NWIB Rooftop Fundraiser Reception to be held at Hotel Indigo on September 1, 2015 by becoming a sponsor, purchasing a ticket and bringing a friend or two. The next NWIB Board Meeting will be held on September 9th at 9 a.m.

Tolu discussed the forms that were distributed regarding the WIF Grant.

Ms. Bey informed everyone that the NWIB Facebook page is up and running. She asked everyone to check the page out and like the page for updates on upcoming events and photos of the WIB Retreat. She also shared that the NWIB official website is under construction and in the process of being revamped.

Mrs. Joseph thanked everyone for their continued support and participation. She made a motion for adjournment. Meeting was adjourned.