



Joint Newark & Essex County Workforce Investment

Business & Economic Development Meeting

Wednesday, January 14, 2015

TELEPHONE CONFERENCE CALL

Conference call # 1-712-432-0375

Passcode 158497

9:00AM-10:30AM

Agenda

- I. Roll Call
- II. Approval of Minutes
- III. Committee Assignments
 - A. Business Identification
 - B. Business Outreach
 - C. Business Communication
 - D. Job Ready Job Seekers
 - E. Other
- IV. Meeting Schedule
- V. Next Steps



Joint Newark & Essex County Business and Economic Development Committee
Wednesday, January 14, 2015 at 9:00 am
Via Telephone Conference Call

Meeting Minutes

Attendees:

| | |
|------------------------|----------------------------|
| Adam Albanese | Joyce Wilson Harley |
| Kelli Bell-Taylor | Davetta Lane |
| Joyce Bryant | Dawn Marie Montgomery-Otis |
| Mitra Choudhury | Janine Schaeffer |
| Barbara George-Johnson | Willie Tolbert |

Meeting Called to Order: Chairperson Joyce Wilson Harley

For the sake of convenience, this meeting was conducted via telephone conference call at 9:06 am on Wednesday, January 14, 2014. Chairperson, Joyce Wilson Harley called the meeting to order. Kelli Bell-Taylor (NWIB) conducted roll call.

Motion, Approve December 10, 2014 Meeting Minutes

Dr. Harley asked if anyone had any objections or abstentions to the minutes from the last meeting. Minutes were uncontested by committee members. She called a motion to approve the minutes. Barbara George-Johnson moved the first motion for approval. Dawn Marie Montgomery-Otis seconded the motion.

Chairperson's Greetings

Dr. Harley gave greetings and thanked everyone for their participation in the conference call. She advised that some of the committee members would not be on the conference call because they were at Mayor Ras Baraka's Small Business Summit this morning.

Committee Business

Dr. Harley expressed that after reviewing the minutes from the last meeting, there were four items that stood out at her. As a result, she decided to break down committee into four sub-committees (Business Identification, Business Outreach, Business Communication and Job Readiness). She gave a brief description of the tasks of each sub-committee.

The Business Identification Sub-Committee will be tasked with identifying businesses in the Greater Newark area. Data collected by this committee will be used to identify the types and locations of businesses to be targeted.

Davetta Lane (NWIB) advised that the WIF Team can assist this sub-committee.

The Business Outreach Sub-Committee will focus its efforts on targeting identified businesses. A sales approach will be used to inform targeted businesses of job seekers. This team will be responsible for writing letters, making phone calls and the sort. Dr. Harley and Mitra Choudhury (ECC) will serve on this committee.

Davetta Lane will ask Ranice Bruce (NWIB Business Development Specialist) to serve on this sub-committee.

The Business Communication Committee will be tasked with keeping businesses informed of what the committee is doing in efforts to gain the trust of the Greater Newark business community. Barbara George-Johnson (Thomas Edison State College) will serve on this committee.

The Job Readiness Sub-Committee will be tasked with the responsibility of ensuring that job seekers possess both the soft and hard skills that appeal to employers. Joyce Bryant (Quality Dental School) helps to train people and she advised that she will speak to the recruiter from the dental school to possibly tap into some resources from her end. Bryant also expressed the importance of the job seekers' body language and the need to address this component of job readiness into this sub-committee. Willie Tolbert (Willie Tolbert & Associates) suggested that job seekers also need assistance with dressing for success and learning what employers look for when hiring. Joyce Bryant and Willie Tolbert will serve on this committee.

Dr. Harley is in receipt of the minutes from the former committee chairperson. She will be disbursing them soon and asked if anyone had any suggestions on sub-committees. No one had any suggestions. She reminds the committee of the next meeting which is scheduled for February 11, 2014. This committee meeting will also be a conference call. Please note that committee members may connect to all future conference calls by dialing conference call # 1-712-432-0375; passcode is 158497.

Davetta Lane (NWIB) informed the committee of a job fair scheduled for April 10, 2015. She suggested that the sub-committees could be extremely instrumental in its success. Ms. Lane also reminded the committee of the Joint WIB Board Retreat scheduled for March 5th and 6th 2015. Since the retreat is so close to the committee meeting (March 11th), she suggested that it be eliminated. Dr. Harley recommended that the committee could meet at the retreat. Davetta advised that she will provide more information to the committee after the planning meeting.

Dr. Harley informed the committee that she received two emails from two individuals who questioned why they were not on the contact list for the committee. She will forward that information to Davetta Lane. She asked if anyone wanted to weigh in on next steps. Committee

members were satisfied with the meeting and had no further suggestions or comments. Dr. Harley thanked everyone for their willingness to serve and called a motion for adjournment. Meeting adjourned.