



**Full Board Meeting
September 7, 2016
The Waterfront, 2 Grafton Avenue
Newark, NJ 07104
9:00 a.m. - 11:00 a.m.**

Meeting Minutes

Meeting Attendees: Dhiren Amin, Eva Anochi, Tom Bacote, Jasmyne Beckford, Kelli Bell-Taylor, Amina Bey, Nela Blanco, Marcia Brown, Mitch Cahn, Apryl Caldwell, Al-Qadr Camillo, Bruna Carli, Mitra Choudhury, Vesta Godwin Clark, Susan Croce, Jerrah Crowder, Elizabeth Davis, Joseph Epps, Jason Frazier, Barbara George Johnson, Chip Hallock, Alturric Kenney, Jonathan Kobza, Calvin Ledford, Zachary Lipner, Orlando Mingo, Rahman Muhammad, Fred Murphy, Morris Murray, Beatrice Romao, Rigoberto Salas, Bhavna Tailor, Nicole Vazquez-Wise, Sonja Williams, Shanequa Wilson, Ronald Wise

Introductions- All

All meeting attendees and staff introduced themselves and articulated what businesses and/or organizations they represented.

Welcome & Opening Remarks

Amina Bey, Executive Director of the Newark Workforce Development Board (NWDB), welcomed all board members, meeting attendees and staff to the meeting. Ms. Bey acknowledged Deputy Mayor Rahman Muhammad. The meeting was held at the Waterfront, 2 Grafton Avenue in Newark, New Jersey. Mitch Cahn presented a motion to approve the minutes from the last meeting, minutes moved by Calvin Ledford and 2nd by Joseph Epps; motion was approved with corrections removing Jerrah Crowder from the list of attendees and edits to the financial report submitted by Susan Croce of Aurora Non-Profit Solutions. Vesta Godwin Clark welcomes everyone and stated that she looks forward to a productive meeting.

Executive Director Report

Amina Bey, Executive Director of NWDB

Ms. Bey welcomed Mr. Bacote, to the team and expressed that she looks forward to working with him and asked him to stand for acknowledgement.

NWDB Fundraiser

Ms. Bey thanked everyone who supported the fundraiser. She expressed heartfelt gratitude to event sponsors Newark Beth Israel Medical Center, PSEG, Aurora Non-Profit Solutions. Mayor Baraka and Deputy Mayor Rahman Muhammad were present and gave encouraging remarks at the event. The total profit has not yet been calculated. That amount will be shared at a later date.

Newark One Stop Temporary Closure

The center was closed for about two weeks due to pest control issues. The building is being leased by the State of New Jersey, Dept. of Labor and the City of Newark is a tenant. All burrows and entries have been sealed. The state has a company that will come in to clean the building. The extermination was recently completed and regular service will resume in the building on Sept 12th. She thanked the staff for not skipping a beat as far as providing service to customers and apologized for any inconveniences that were caused as a result of the issue.

Relocation

Ms. Bey advised that we have found a new home at 320-321 University Avenue. The city is looking to lease the property with the option to buy. There is a huge space within the 2 buildings. The city is looking to have other entities to occupy one building, while the One-Stop Center and additional City of Newark entities will occupy the other building. Computer training, food service and GED training will be among the in-house training programs so that we can save money and have more control on the outcomes of the money that we are spending on training. We will be able to host board meetings there with plenty of parking.

Ms. Bey informed the board that she would need their approval to enter into lease negotiations for the Newark One Stop Career Center (NOSCC). She clarified that although the contract would be signed by the City of Newark, the NWDB is the managing partner of the NOSCC so the board's approval is essential.

The NWDB is paying rent at 1008 Broad Street; the City of Newark is paying rent at 990, 500, and 828 Broad Street. We are looking to cut our overhead by bringing the agencies together. She mentioned that there is childcare space and stated that the city is looking for agencies that would like to be a tenant. There will also be a space for a "Dress for Success" closet. Ms. Bey advised that she is going to Trenton on a finance campaign tour to help offset the cost of the relocation. We will know exactly what that number is in the coming weeks. The projected timeline for the move is between Thanksgiving and Christmas. Details relating to HVAC and hours of operation are negotiable and leasing opportunities are available for businesses.

Renovations and architectural plans will be a part of the agreement with the current owner and it would be a part of the lease including specific space requirements.

Mrs. Godwin Clark expressed that the relocation would be a positive change of environment for clients. Ms. Bey added that it will make a difference for clients and employees to come into an environment that is comfortable. The new space says something about who we are and what we do.

Mrs. Godwin Clark presented a motion for the NWDB to approve the negotiations for the relocation; Mitch Cahn seconded the motion. The motion passed; there was 1 vote against the motion and no abstentions.

Donation Grants

Ms. Bey thanked TD Bank and PSE&G for their donations to the Art of Code and Newark Education Training Fund Pilot Program.

Grant Associates

Grant Associates continues to insist that there is money owed to them and the judge is encouraging them to settle. We are in receipt of a notification that they will settle for \$95,000, which we do not have. We will be going to court.

Finance Report

Susan Croce, Aurora Non-Profit Solutions

Susan Croce advised that the audit for fiscal year ending June 30, 2016 will begin in September 2016. We are working on the budget for the current fiscal year, which will be discussed with the Executive Committee of the Board prior to presenting it to the full board in December 2016. Based upon preliminary numbers, the net operating deficit is projected to be \$76,000. Overall, total revenue for fiscal year June 30, 2016 was \$1.79 million of which 84% is from government sources compared to 90% in the previous year. Total expenses were \$1.87 million comprised of personnel, \$877,000; contracts, \$400,000; student stipends, \$96,700, and other expenses.

The WIF grant ends September 30, 2016 so the current budget will be less than the previous years. NWDB was awarded a \$200,000 grant from the State of New Jersey for NJ Build program. NWDB will seek more grants to diversify its funding sources to include non-government funds.

Mitch asked how much was set aside for Grant Associates. Susan advised that the legal fees are covered by insurance, but if a judgement is rendered NWDB would have to pay. \$10,000 has been set aside to cover the judgement.

Jason Frazier, Newark Works

Since the last meeting, Newark Works has received \$5.9 million in Notice of obligations. Adult funding decreased \$100,000 in comparison to last year, while there was a \$20,000 increase in dislocated adult worker and a \$20,000 increase in youth. He is working with Susan on the NWDB budget and they will be able to produce update at the next meeting. Jason stated that his biggest concern is how administrative costs and tracking is handled.

RFP Process

57 proposals have been received- 13 youth; 25 adult; 3 dislocated workers; 15 TANF; 1 GA/SNAP. Committees were set up to assess and evaluate each proposal. The executive committee made the final

determination. 5 youth contracts were accepted (3 in-school and 2 out-of-school programs); Adult and dislocated workers - nothing accepted yet; TANF and GA will be finalized in the coming week.

Of the five accepted, A&G Medical is new. The others include Jr. Entrepreneurial, Youthbuild, NCC, Rutgers R U Ready. Contracted vendors will be scaled down tremendously. All vendors were given criteria ahead of time. All of the recommendations were based on proposals, placement, outcome and billing practices. The next steps of the process include the review of contracts and execution of any adjustments needed. Denial letters will be sent out and the recommendations will be sent to the Municipal Council for approval. The total of the contracts for the five contracts is \$500,000. Amina commended Jason for doing a fabulous job.

NWDB Report

Jasmine Beckford

WIOA requires each local Workforce Development Board to develop and submit a comprehensive 4-year plan to the combined NJ State Plan to the governor through the SETC. The local plan must support the visions, goals and strategies described by the combined New Jersey State Plan. The local plan will be effective from July 2016 to June 30, 2020. Each local plan forms a portion of the regional plan. The SETC recently submitted instructions to local workforce development boards as to how to prepare to make plans under new WIOA regulations. These regulations include analysis of regional economic conditions, analysis of the workforce and knowledge and skills needed to meet local employment needs and consistency with the board strategic vision goals for preparing a skilled workforce. The local board coordinates education and workforce investment activity with relevant secondary and post-secondary education programs and how they will develop a competitive process that they use to award sub-grants and contracts in the local area for WIOA activities. A comprehensive plan will be submitted to the SETC by December 15th. The plan will be presented for review before submission.

NJ Build

Jasmine Beckford

15 people were chosen during the interview process. The goal is to repeat the interview process in which we collaborated with Local 55 and Urban League. The hope is to have 40 individuals gainfully employed and actively part of the union. Those participants Through that program, we have women included in the construction trades program.

Next Committee Meetings

Business & Economic Development Committee-

10/6/16 at ECC at 303 University Avenue in Newark, NJ, 4th Floor Multi-Purpose Room (9 a.m.-11 a.m.)

Disability Issues Committee-

10/5/16 at Goodwill Industries, 400 Supor Blvd. in Harrison, NJ (9:30 a.m.-11:30 a.m.)

Literacy Committee Meeting-

9/19/16 at Jewish Vocation Services, 111 Prospect Street in East Orange, NJ (10 a.m. to 12 p.m.)

Welfare to Work-

10/11/16 at 50 S. Clinton Street, Room 2070 in East Orange, NJ (10 a.m. to 12 p.m.)

Youth Investment Council-

9/8/16 at 50 S. Clinton Street, 5th Floor Conference Room in East Orange, NJ (2:30 p.m.)

Comments

Mr. Epps provided an update about unpaid interns from Rutgers University. He advised that Juniors and Seniors will have the opportunity to work with the board to get a sense of what public service careers are all about. They will be receiving college credits through an independent study program by working a maximum of ten hours weekly with the NWDB. This experience will help give them a sense of what public service is all about. By the end of the month, a link will be set up to view resumes of students. Davetta will be able to choose and be able to determine who can come aboard. This will provide support to the board and give back to students.

Mr. Epps also informed the committee of a job readiness certification. He shared that earlier this year, he saw a segment on 60 Minutes on STRIVE International. Their model is accepted by majority of businesses. On August 17th, Mr. Epps met with Apryl Caldwell, Howard Weiss and Jennifer Gonzalez to attempt to start a STRIVE Pilot program for job readiness certification in Newark. This has the possibility to become a model to present to the State of New Jersey which will allow for local flexibility. He requested representation from two individuals from the City of Newark. This differs from the work readiness credential because it is a self-help program that has been in place for about 30 years. The placement rate is 45-60 percent. Even though programs might offer placement, this is proven and has universal incentive. Mitra added that another difference is that they train the trainer while work readiness, you train the participant to take the exam. STRIVE is more military. Bhavna Tailor mentioned that Career Edge has the same model as STRIVE, but they are cost effective and have about 70-80 percent placement.

Mitch advised that 600 to 800 jobs are projected on Passaic Avenue with the new development in Kearny, NJ. He recommended that the board should reach out to the mall management entity in regards to that strip in Kearny which will house about 25 new stores over the next year.

Mitra shared that Morris Murray and Montague had been working on jobs in warehousing. Retail is getting smaller, while whole warehousing is getting bigger. Many of these jobs start at 12 per hour.

Apryl Caldwell mentioned that ECWDB is at the same phase as Newark in its RFP process. Some of the contracts have been selected and once details are finalized, that information will be shared.

Marcia Brown shared that Dr. Kevin Lyons is building manufacturing businesses in Newark and the goal is to extend the business profiles to gain procurement initiatives that were not there previously. Growing procurement opportunities for existing businesses has created new job opportunities. She suggested that he come before the board to present and will send Amina his contact information.

Jonathan Kobza explained that many manufacturing companies stay in this area because it is difficult to move from this area and find the bodies to hire 700 workers. He stressed that there are many manufacturing opportunities available, but we must get this message to our young workforce.

Mitch advised that the last board produced a manufacturing pamphlet and he would share it with the board at the next meeting.

Business for this meeting was concluding. Mr. Cahn filed a motion to adjourn; Mrs. Godwin Clark seconded. Meeting adjourned.

Next Meeting:

**Joint Newark & Essex County WDB Meeting
Thursday, December 15, 2016
Nanina's in the Park
540 Mill Street in Belleville, NJ**