



**Full Board Meeting
June 28, 2017
TREC, 55 Ludlow Street
Newark, NJ 07114
9:00 a.m. - 11:00 a.m.**

Meeting Minutes

Meeting Attendees: Tameka Allen, Tom Bacote, Jasmyne Beckford, Kelli Bell-Taylor, Amina Bey, Mitch Cahn, Towanna Campbell, Mitra Choudhury, Robert Clark, Vesta Godwin Clark, Susan Croce, Elizabeth Davis, Joseph Epps, Jason Frazier, Barbara George Johnson, Diane Hill, Davetta Lane, Zach Ingrid Coutino, Lipner, Morris Murray, Farag Seiam, Sereena Singh, John Taggart, Bhavna Tailor, Alleshka Torres-Velez, Ronald Wise, Sonja Williams, Tanya Wright

Welcome & Opening Remarks- Amina Bey- Executive Director of the NWDB

Amina brought forth greetings to the meeting attendees. She welcomed everyone to the TREC Center, a Newark Housing Authority property which offers coding, basketball camps, fitness centers, computer labs, classes for senior citizens and a number of other services and training to the community.

Mitch Cahn, NWDB Chairperson

Mitch Cahn introduced himself and a roundtable roll call of all meeting attendees was conducted.

Mitch asked for a motion to move the minutes from the last board meeting. The minutes were moved by Bhavna Tailor and seconded by Vesta.

NWDB Report- Amina Bey

The Workforce Innovation Opportunity act requires all One Stop Career Centers go out to bid for a One Stop Operator. The NWDB must put out an RFP and allow for a bid on the services. The state's failure to provide the needed technical assistance resulted in some confusion which ultimately delayed the process. Hopefully, the process will be completed by the end of July.

The Baraka Administration recently launched the Newark 2020 Initiative which is part of a larger initiative called Live Newark. The goal is to bring together the public and private sectors to build a partnership that hires native Newark residents. Anchor institutions and employers have committed to

provide projections of future job openings, job requirements and trainings so that the proper preparation is provided to native Newarkers. This is a huge opportunity to increase the procurement rate in the city. When the mayor took office, only 3% of services were procured in Newark. Amina advised that we must support our own city and we want people to be able to work here, live here, utilize recreational facilities, raise families here and receive a quality education in Newark. She added that there is a Newark 2020 website that will be linked to the NWDB and City of Newark websites. She encouraged everyone to visit the site. Amina stated that she will be reaching out to board members individually to get input and support. The Office of Public Information has a marketing campaign to get the information out to residents through mailings, newspapers, websites and flyer saturation of the One-Stop Centers, community based organizations and city events. The NWDB will be a supportive agency while Newark WORKS will be among a group of agencies who will be responsible for referring, support, track and case manage Newark residents through the process. The Baraka administration has and will continue to meet with community based organizations and residents throughout the city to relay the roles and benefits of this initiative. As more information becomes available, it will be shared.

My Brother's Keeper is an initiative put forth by President Obama. Job summits have been conducted throughout the country to find sustainable employment for young men of color, ages 16-30. The next summit will take place in October at the Prudential Center. The Newark Youth One Stop will be recruiting young men of color to assist them with work readiness, resume writing, soft skill building and job matching. Social services will be available to provide support services such as haircuts, grooming, childcare, transportation services and entrepreneurship.

NWDB Board Manual- Davetta Lane, Chief of Operations- NWDB

Mitch suggested that a one-liner about the Conflict of Interest should be added to the board manual clarifying the NWDB's position. He moves a motion to vote on approval of the NWDB Manual with the amendment to include the above stated. Mitra Choudhury moved the motion and it was seconded by Bhavna Tailor. The motion was approved.

Davetta advised that the financial disclosure statement policy and conflict of interest policy has been distributed. She requested that each form be signed and submitted to Kelli for our record.

The NWDB has been approved for the first phase of the certification process. The 2nd part of the process which examines many intricate details of the One Stop Center is due to the state by June 30th. Summer college interns are assisting with that process. Davetta advised that the agency is currently hosting five college interns and will host three high school interns in the coming weeks. The two college interns introduced themselves.

Jasmyne Beckford, Special Projects Coordinator- NWDB

The last floor plan adjustments with limited changes in terms of the budget have been submitted to the state. NJ Build is coming to an end; the program is finishing up with its last 6 clients. L&M has solicited the NWDB to recruit Newarkers for their construction trade initiative. Recruiting individuals who have valid drivers' license (a prerequisite for the program) has been a huge detriment to the Newark community. The matter is being further examined in an attempt to remove the barrier.

Financial Report-Susan Croce, Aurora Nonprofit Solutions

The fiscal year is almost over and the agency is preparing for the August audit. The Newark WORKS budget will be prepared once the revenue numbers come in. The agency started with a \$1.2 million dollar budget with \$1.1 million dollars in expenses which includes the resource sharing with the City of Newark. It is projected that there will be a \$50,000 deficit. It is also projected that next year the budget will be close to what it is this year and we will probably have an operating deficit. We must come up with a way to come up with \$100,000 dollars to supplement federal grants. Private foundations are a great source for fundraising. She suggested that it would be helpful if the agency could come up with a service that could create revenue. There should be a budget submitted to the executive committee of the board to be presented at the next board meeting. There has been communication with the state of NJ in regards to the 2014 audit funding. Although, the legal case with Grant Associates was settled for \$10,000, there are still questions being raised about the \$300,000. Information has been provided to and is continuously requested by the state. As many know, the issues that the agency has been fighting goes back to the previous administration. Susan suggested that another letter be submitted to the state by July 17th to have the matter resolved. Amina advised that the concern is that the state has come back with questions about the \$300,000 to justify the workforce funding cut in training and salaries which is problematic. Susan mentioned that the agency has applied for several grants and none of them have been approved. She suspects that this is a result of the above mentioned \$300,000 on the audit statement.

Newark WORKS, Financial Report- Jason Frazier, Newark WORKS Chief Financial Officer

The agency received \$1.1 million in WFNJ funds this year, which is a \$229,000 decrease from program year 2016. It is believed that the cut is due to a decrease in the WFNJ population in the State of New Jersey which impacted all local areas. The notice of obligation for WIOA funds has not yet been received, but should be received by June 30, 2017. July will be a jam packed month.

Update of vendor contracts- On May 12, 2017, a total of 43 RFPS were submitted to Newark WORKS; 17 youth, 14 adult and 12 WFNJ. Review committees are being established to determine who will receive grants. All determinations should be made by the middle of July.

Jason advised that recently the State DOL audit on June 5th was successful. About 6 or 7 findings were knocked off an audit report with 13 findings. The other findings were ahead of the curve, but on the right track of remediation.

Newark WORKS Report- Tom Bacote, Director

The overall goal is to decrease the city's unemployment rate by half by October 2018. This time last year, the unemployment rate was 8%. To reach the goal, 4700 plus residents must be placed into full-time employment. So far this year, 1526 Newarkers have been placed and Newark's unemployment rate is 6.3%.

One of the new program components that will be implemented to bring departments together, four career expos will be held in each ward, every quarter. So far, 625 residents participated in the last two career expos. The next series will occur in October.

The TABE test is aimed at getting residents proficient. Today, 56% of test takers need basic skills proficiency which is progress from last year. A Tabe Test app is being launched and will help residents to take home and practice skills.

Newark Workforce on Wheels will serve as a mobile One-Stop. It will have 6 work stations, a 42 inch monitor and workforce services will be taken into communities throughout the city.

Many residents have been rejected at the point of interview so the agency has been working diligently with its partners to provide work readiness skills to residents. Any residents seeking job placement must take a work readiness class and 281 clients have been graduated from the program.

Sub-Committee Reports

Business & Economic Development Committee (Mitchell Cahn)

The committee is working to help Career Connections to be more effective. He committed to post a job for Unionwear and bragged that he was able to post several factory jobs, but did not get any responses. He suggested that it isn't that the site isn't working, but that it is possible that the masses are not using the site. He said that there is a push to work with the One Stops to direct job seekers to the actual site.

The committee is looking to partner with NJBIA to certify the work readiness credential.

The committee is working on making the website a little more user friendly.

Disability Issues Committee (Elizabeth Davis)

An affair is being held honoring employers who hire individuals with disabilities at Mayfair Farms at 8:30 a.m. on June 29th.

Youth Investment Council Committee (Sonja Williams)

The Mentorship Programs is moving a bit slow as a sub-committee. They are working on a brochure to be presented to employers to encourage them to hire Newark youth.

The YIC Closet is complete. It will be run by the youth. Dress for Success Initiative and the ribbon cutting ceremony will take place soon. The Youth Closet is located at 50 S. Clinton Street. Mr. Epps suggested that churches may be a great source. Vesta has committed to donate 700 hangers. Donations of professional interview attire is graciously being accepted. They may be dropped off to 50 S. Clinton Street or picked up.

Welfare to Work Committee (Joe Epps) Ray Vaccari and John Taggart will be coming in to present to the committee about career path possibilities in an attempt to broaden the base of opportunities for clients. Howard Weiss is working on a survey which will be given to clients to provide feedback on the services that they are receiving. Al Bundy mentioned creating an app to be able to keep the lines of communication open between clients and the administrator as to not get lost in the process.

Hire Newark Program- Zac Lipner, Newark Beth Israel Medical Center

Zac advised that the program graduated its 3rd class last month. All 20 graduates have jobs. Of the 55 people that have graduated, 95% of them are employed. Many of them have moved up from per diem to part-time and full time employment with promotions. The program has received great press coverage. He stated that as an agency, Barnabas Health is committed to help Newarkers obtain jobs. He added that their agency is also looking for partner employers to assist in hiring program graduates. Barnabas Health has committed to 350 job commitment to hire Newarkers in the Mayor's 2020 Initiative. The program is a 5 week boot camp which includes group sessions, community coaching and consulting, business tours, health training, community service programs, a social service fair and a job fair. The managers and business partners are committed to helping the people in the program.

The next class is tentatively scheduled for September.

This concluded the business for this board meeting. Mitch presented a motion to adjourn the meeting. Joe Epps moved a motion to adjourn and Barbara George Johnson seconded the adjournment. The meeting was adjourned.