



# NEWARK WORKFORCE DEVELOPMENT BOARD

## *Newark Workforce Development Quarterly Board Meeting*

Wednesday, June 6, 2018

The Priory

233 W Market Street, Newark, NJ

### **Meeting Minutes**

#### **Attendees:**

##### **Board Members:**

Mitch Cahn, Mitra Choudhury, Vesta Godwin Clark, Jerrah Crowder (On behalf of Rhonda Lewis) Joseph Epps, Danny Denis Gonzalez, Roxanne Hall (On behalf of Dr. Diane Hill), Chip Hallock, Barbara George Johnson, Jonathan Kobza, Zachary Lipner, Elizabeth McLilly, Angelique Morrison, Job Odeneye (On behalf of Sam Okparaeke) Safanya Searcy, Mahesh Shah and Shanequa Wilson

##### **Staff/Guests:**

Marsha Armstrong, Jasmyne Beckford, Kelli Bell-Taylor, Amina Bey, Ida Chimbay, Tom Bacote, Mark Buinauro, Sandra Bleckman, Al-Qadr Camillo, Lisa Cheng, Audrey Djabat-Dubois, Juan Gonzalez, Grace Hong, John W. Kennedy, DaVetta Lane, Nelan Lewin, Christine Lipsack, Michael Marchetti, Ray Martinelli, Orlando Mingo, Frank Preta, Rigoberto Salas, Frank Smallwood, Della Walker, Jr.

#### **Welcome & Opening Remarks:**

##### **Mitch Cahn – Chairperson, Newark Workforce Development Board**

Mitch Cahn (CEO, Unionwear, Chairperson, NWDB & Co-Chairperson, Business & Economic Development Committee) called the meeting to order. A roundtable roll call was conducted to introduce all meeting attendees. Mr. Cahn introduced Amina Bey (Executive Director, NWDB). Ms. Bey welcomed and thanked all attendees for attending NWDB's June 6<sup>th</sup> Quarterly Board Meeting. Ms. Bey welcomed and encouraged all attendees to participate in Newark 2020's Employer Engagement Meeting that will proceed after NWDB's Quarterly Board Meeting. Ms. Bey introduced the Summer 2018, NewarkWORKS College Program Interns and asked all



attendees to provide them with a few words of encouragement as they continue on their college education. Each and every intern introduced themselves and advised the committee their major and the college institute they are attending.

### **Newark & Essex County Joint Executive Committee Meeting**

#### **Vesta Godwin Clark, Vice-Chairperson, Newark Workforce Development Board**

Mr. Cahn introduced Vesta Godwin Clark (Director, St. James Social Services & Vice-Chair, NWDB). Ms. Clark gave a brief summary of each committee referencing the most recent minutes.

For the ***Business & Economic Development Committee***, Ms. Clark announced the committee's issues to address for 2018 are: (1) understanding, building relationship and best practice in utilizing ***Talent Networks & Development Centers*** (2) ***End to End Apprenticeship Program*** which is a pilot between Newark 2020 and Manufacturing Talent Network to place 50 candidates in high paying manufacturing jobs then export this model to other industries (3) ***Web Source for List of Job Fairs***, listing all job fairs that will aid in advertisement and result in successful outcome; this will help job seekers and employers (4) ***Matching Training Programs w/Job Availability***- the goal is to work with Talent Development Center to recommend and advise what residents need and what training programs are in demand.

In regards to the ***Disability Committee***, Ms. Clark advised about the ***Targeted Communities Technical Assistance Center (TCTAC)*** project, which is a project conducted by George Washington University which will take place in Newark. The committee agreed to serve as an advisory board for their project, therefore, TCTAC is a new agenda item the committee is addressing.

The purpose of ***TCTAC*** is to provide technical assistance (TA) to State Vocational Rehabilitation agencies and their partners to address barriers to Vocation Rehabilitation participation and competitive integrated employment of underserved groups of individuals with disabilities. The TA will provide on-site through long term service delivery relationship with local Vocational Rehabilitation agency personnel and community-based partners to high-leverage groups with national applicability in economically disadvantaged communities (targeted communities) identified by the Vocational Rehabilitation agency themselves.

One of the goals of the project is to connect individuals with disabilities and substance abuse issue to Division of Vocational Rehabilitation Services.



In regards to the *Education & Literacy Committee*, Ms. Clark stated that the committee's main issue to address is the TABE test which the State is requesting a newer version which increases the duration and the level of the test.

In regards to the *Youth Investment Council Committee*, Ms. Clark advised that the committee has three subcommittees which are: mentorship, business engagement and the YIC Closet.

Ms. Clark stated that both the YIC Closet and the Business Engagement Subcommittees are being addressed by their interns with special projects. In regards to business engagement subcommittee, their interns will prepare a brochure with all necessary information about the youth department, incentives and more in order to engage businesses. Ms. Clark advised all attendees that the YIC Closet will allow individuals to be dressed for any and all job interviews they may have.

In regards to the *Welfare to Work Committee*, Ms. Clark advised the committee will discuss Allocation along with the Request for Proposal summary in their next meeting. Ms. Clark stated that the committee discussed reduction in SNAP benefits and activity report for program year 2016.

### **NWDB Report:**

#### **One-Stop Relocation & Award Dinner- Executive Director, Amina Bey**

Amina Bey (Executive Director, NWDB) stated that after 3 years of discussing, planning and anticipating the relocation of all agencies into one building, NWDB, NewarkWORKS, Newark Youth One-Stop, Newark Career Training Center, State of New Jersey Department of Labor and Workforce Development: Division of Vocational Rehabilitation (DVR), Employment Services and Unemployment will relocate on or after Fall of 2018. Ms. Bey did advise that she has been working closely with the State, made multiple walk-throughs and conferences over-the-phone discussing the matter and even though many glitches were encountered the move seems closer than ever.

In regards to the Award Dinner, Ms. Bey advised the committee that she is planning on hosting an Award Dinner sometime in October 2018. Ms. Bey advised that the event is to award businesses who have helped Newark residents and individuals who have succeeded in the different programs such as: re-entry, youth, retention and adult dislocated. The Award Dinner is to honor businesses and committee members who have helped with moving Newark forward.



### **City of Newark Career Expo- Chief of Operations Officer, DaVetta Lane**

DaVetta Lane (Chief of Operations Officer, NWDB) announced NWDB is planning on hosting a career fair sometime in September 2018. The date and location is to be announced. Ms. Lane advised the expo will mirror but, not replicate the My Brother's Keeper Job Summit that was hosted in February 27, 2018 which had multiple vendors and services for job seekers. Ms. Lane also advised that the goal is to include the Talent Networks so they may engage and educate all attendees of the different programs and training opportunities available to the public.

### **North Jersey Partners- Special Projects Coordinator, Jasmyne Beckford**

Jasmyne Beckford (Special Projects Coordinator, NWDB) advised she was part of the panel for the Millennial event that took place at Montclair State University. Millennials discussed how they were able to advance in their jobs. Ms. Beckford advised the panel also discussed Millennials in the workforce and how businesses can attract and retain them. Another meeting will take place involving businesses to strategize on how to attract and retain Millennials as they will become a larger population in the workforce.

### **Newark2020- Work Readiness Program Coordinator, Della Walker, Jr.**

Della Walker (Work Readiness Program Coordinator, Della Walker) reported that as of April, they began Phase II of the HIRE segment of Newark 2020.

Ms. Walker advised the project's first goal was to launch the first Newark 2020 orientation designed to onboard jobseekers into the program and assist with navigating the job portal successfully. This new system has increased the number of engaged applicants by 30%. Ms. Walker advised they have systemized the intake and case management of Newark 2020 jobseekers to ensure that residents are contacted with 48 hours of registering and complete orientation within 1 week. Their first community HUB at New Community was launched in May, creating an additional location for residents to be serviced.

Ms. Walker advised Phase II marked a shift in their approach to the Newark 2020 project. They discovered through research and a deep analysis of the program to date, that HIRE Newark 2020 is a recruiting effort and should be approached as such. Ms. Walker stated The City is working with Newark Alliance to put policy and thought into action with measurable results. Ms. Walker reminded the committee that their focus at NewarkWORKS is to achieve the Mayor's vision of



2,020 HIRES by matching qualified jobseekers with great jobs within anchor institutions and community partners.

Ms. Walker advised their goal is to host positive recruitments and in-person interviews with each of the anchor institutions and community employers by July 2018. They have begun positive recruitments and on-the-spot interviews with Audible and Rutgers that have yielded 2-3 rounds of successful interviews and hires.

In an effort to recruit quality candidates, NewarkWORKS, in conjunction with Newark Global Shapers launched the Invisible Talent Campaign. The campaign is designed to attract college graduates between the ages of 21-30, who live in Newark, to join Newark 2020 and begin

applying for positions in the City of Newark. The campaign provides interview workshops for participants to increase their success when applying for positions.

Ms. Walker advised during intake and registration process, they surveyed jobseekers on the types of support services needed for a successful job search. They indicated mock interview sessions, resume building, linked in profile assistance, and information sessions from anchor institutions.

Ms. Walker advised Newark Alliance will host a networking event / job fair in July for registered and potential Newark 2020 participants. Information on these events will be provided in the next few weeks.

### **NewarkWORKS:**

#### **2018 Request for Proposal- Director, Tom Bacote**

Mr. Cahn introduced Tom Bacote (Director, NewarkWORKS) and stated that he will advise all attendees about the 2018 Request for Proposal (RFP), however, Mr. Bacote discussed on launching a Summit that would change the unemployment rate drastically. Mr. Cahn however asked Mr. Bacote if he can report on the RFP and Mr. Bacote answered “no, I cannot”. Mr. Cahn asked for the RFP due date and Mr. Bacote was unable to answer as well as Orlando Mingo (Operations Manager, NewarkWORKS). Mitra Choudhury (Director, TREC & Committee Member, BEDC) was able to advise all attendees that the RFP due date is June 22, 2018. Mr. Mingo advised the RFP meeting had about 23 vendors.

During the discussion Barbara George Johnson (Committee Member, BEDC) proposed there be an additional committee that would focus strictly on policy. Ms. Johnson discussed that without



addressing policy, plans/goals cannot be met as it can or may affect each other and ultimately never reaching the desired outcome. Mr. Cahn as well as all present attendees agreed on the matter and Mr. Cahn proposed a motion to agree upon creating a Policy Committee and having Ms. Johnson be the assigned chairperson. Motion was presented, Ms. Johnson approved and Safanya Searcy seconded the motion.

Mr. Cahn asked all attendees who would want to be a member of the new committee and Ms. Choudhury, Mr. Bacote, Ms. Walker, Mr. Epps and Ms. Morrison all volunteered to join the Policy Committee.

### **NJ Department of Labor Monitoring- Director, Tom Bacote**

Mr. Bacote and Mr. Mingo were unable to report on the recent NJ Department of Labor monitoring, therefore, Ms. Bey reported out. Ms. Bey advised that the purpose of the monitoring was to review that the budget expenditure, total funding percentage and staffing funding source were utilized properly and that funding from training programs designed for the public were not misused. Ms. Bey advised NWDB staff, Jason Frazier (Chief Fiscal Officer, NewarkWORKS), Mr. Bacote and herself had one-on-one interviews with the monitor and no findings were found, however, this monitoring served as preparation for the Federal Government audit scheduled in August which will be much more extensive.

### **Committee Reports:**

#### **Business & Economic Development- Chairperson, Mitch Cahn**

Mr. Cahn advised that in their May meeting the committee choose the issues they want to address for 2018 which are: Talent Networks, End to End Apprenticeship Program, Post Placement Support, web source for job fairs and hiring events and matching training programs with job availability. Mr. Cahn also advised the committee will continue the 2016-2017 strategic plan of making resources accessible, promoting work readiness credentialing and fine-tuning Career Connections.



**Disability Committee- Division of Vocational Rehabilitation Services, Manager, Elizabeth McLilly**

Ms. McLilly advised the committee will host their annual employer engagement event in October. She also advised that through TCTAC 2 training sessions addressing poverty will be available at no cost. The training sessions will be made available for those interested on June 21<sup>st</sup> & 22<sup>nd</sup>.

**Youth Investment Council, Chairperson, Apryl Caldwell**

Ms. Caldwell added to Ms. Clark's Executive Committee report that currently the committee is excited about their YIC Closet and the next step is to have a grand opening, however, a date has to be coordinated with Sam Okparaeke (Director, ECWDB) and Amina Bey (Director, NWDB). Ms. Caldwell also advised the committee is in search of more committee members and that for the next meeting a representative from the Big Brother Big Sister will attend the next meeting to help the committee understand and address their mentorship subcommittee.

**Announcement, Other Issues & Adjournment:**

Ms. Bey advised all Board Members that she will coordinate a time and date to fit each Board Members schedule for one-one-one interviews to discuss their input and outlook on the committee and subcommittees they represent. Ms. Bey advised she will reach out sometime after the Federal audit in August to coordinate the one-on-on interviews.

Ms. Bey also announced that the next Board Meeting is scheduled for September 12, 2018 and that for the Joint Board Meeting in December she has invited the Commissioner and Assistant Commissioner of the New Jersey Department of Labor.

Mr. Cahn introduced a Motion to adjourn the meeting, Ms., Morrison approved the Motion and Mr. Epps seconded the Motion. Meeting adjourned.