

## *Newark Workforce Development Board*

### *Executive Committee Meeting*

Wednesday, January 30, 2019

990 Broad Street, Newark, NJ 07102

### *Meeting Minutes*

#### **Attendees:**

Jasmyne Beckford, Amina Bey, Mitch Cahn, Ida Chimbay, Susan Croce, Vesta Godwin Clark and Danny Denise-Gonzalez.

#### **New Board Chairperson**

Amina thanked everyone for attending the first meeting of the year.

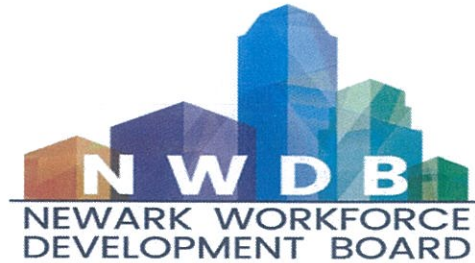
Mitch Cahn (Chairperson, NWDB & BEDC) advised he will no longer continue his role as the current Chairperson of the Board and Business Economic & Development Committee due to the minimum wage increase that is affecting his company, therefore, he needs to dedicate more of his time and focus to his business.

#### **United States and State of New Jersey Department of Labor Monitoring Review:**

#### **Board Monitoring of the One-Stop/NewarkWORKS - Executive Director, NWDB- Amina Bey**

The United States and the State of New Jersey Department of Labor have issued findings. Ms. Bey advised prior to today's meeting, Ida Chimbay (Executive Assistant, NWDB) emailed the corrective action plan and timeline. Between now and July the agency will respond to all the findings which mostly surrounds policies, policy development, monitoring and oversight. One of the citing was that the board has not been monitoring the One-Stop including fiscal monitoring. Ms. Bey advised an outside consultant may be contracted to monitor the One-Stop on behalf of the board. Monitoring entails that the board physically visit the One-Stop and review customer flow, visit vendors to review contract compliance, review files and more.

By June 2019 a monitoring review must have been completed and be presented at the next board meeting for approval. Two monitoring reviews must be done by the end of 2019.



All the policies are being updated which include Infrastructure Agreement, cost allocation plan, monitoring and regarding travel reimbursement.

**Fiscal Report- Aurora, Accountant, Susan Croce**

Ms. Croce advised the NWDB audit is complete with no findings. The personnel manual was updated in order to be in compliance with the new updates regarding sick leave.

**Strengthening the Joint Committees, Executive Director, Amina Bey**

Ms. Bey advised the strongest committee for Newark is Business Economic & Development Committee and for Essex is the Disability Committee. Part of the issue is having chairpersons who are present for each meeting, but not participating. After having one-on-one conversations with each designated chairperson they seem committed to the committee's mission but, in each meeting they are not participating, engaging or monitoring the committee in the direction that is needed in order to see change/success.

Ms. Bey advised they were advised they need to be more vocal/stronger advocate and that she may consider others for replacement.

Too many initiatives and goals need to be addressed, pushed and advocated at each committee and not having the correct individual will deter Newark from prospering.

Ms. Gonzalez suggested that each chairperson be given or advised on the tasks/duties to be accomplished by the end of the year and if they cannot comply than they must consider stepping down.

Another strategy will be to schedule a meeting with the executive committee to verbalize the requirements and expectations to chair a committee.

**Newark Workforce Development Board Planned Events:**

I. NWDB Planned Events:

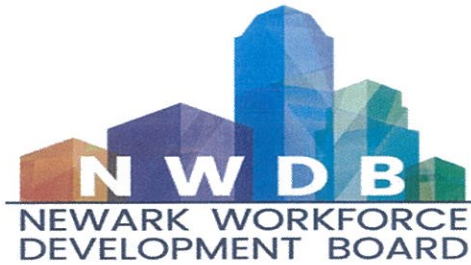
***A. NWDB Business Breakfast – Newark is Open for Business!***

***📅 Thursday, April 11, 2019 – 9am to 11am***

Create resource guide for Newark Businesses with information from the NWDB, Affirmative Action, Department of Economic Development, Newark Community Economic Development Corporation and Newark Alliance that outlines the many benefits of doing business in and with the City of Newark – including hiring Newark Residents through NewarkWORKS

***B. NewarkWORKS Graduation Ceremony***

***📅 Monday, June 24, 2019 – 6pm to 9pm***



Celebrate and acknowledge the residents who have completed training programs through NewarkWORKS, and the staff who have assisted them in obtaining their goals

**C. *Newark Summer Youth Program Kick-Off Event***

✚ **Monday, July 8, 2019 – 10am to 12pm**

Mayor Ras J. Baraka will address the 3,000 youth who will be working in the program

**D. *Mayor's Office of Workforce Development Career Expo***

✚ **Thursday, September 12, 2019 – 10am to 3pm**

Provide employment, training and educational opportunities to Newark Residents

**Goals and Objectives:**

- A. Fundraising- Ms. Bey advised part of the responsibility of the board is to assist in fundraising and not advise what grants are available. Ms. Bey advised creating a fundraising committee.
- B. Increase Board Member participation- Ms. Bey advised the attendees to brain storm ways or give ideas on how to accomplish this objective.

Meeting adjourned due to the snow storm.

