



**Full Board Meeting
March 8, 2017
Nico's Kitchen-NJPAC, 1 Center Street
Newark, NJ 07102
9:00 a.m. - 11:00 a.m.**

Meeting Minutes

Meeting Attendees: Natasha Allen, Tameka Allen, Eva Anochi, Tom Bacote, Jasmyne Beckford, Kelli Bell-Taylor, Amina Bey, Nela Blanco, Mitch Cahn, Apryl Caldwell, Towanna Campbell, Mitra Choudhury, Vesta Godwin Clark, Susan Croce, Jerrah Crowder, Elizabeth Davis, Kathy Downtin, Joseph Epps, Jason Frazier, Barbara George Johnson, Danny-Denise Gonzalez, Chip Hallock, Dexter Hendricks, Diane Hill, Vann Holland, Aziza Johnson, Jonathan Kobza, Davetta Lane, Orlando Mingo, Julius Montford, Angelique Morrison, Jeanetta Muhammad, Fred Murphy, Morris Murray Curtia Orr, Stephany Porter, Carmen Pichardo, Karen Richards, Angelica Richardson, Rigoberto Salas, Safanya Searcy, Lynn Sternstein, John Taggart, Bhavna Tailor, Joseph Tettah, Cheryl Tisdale, Alleshka Torres-Velez, Raymond Vaccari, Nicole Vazquez-Wise, Sonja Williams, Tanya Wright

Welcome & Opening Remarks- Mitch Cahn (NWDB Chairperson) and Vesta Godwin-Clark (NWDB Co-Chairperson)

Mitch Cahn and Vesta Godwin-Clark welcomed everyone and expressed special thanks to the New Jersey Talent Networks for attending the meeting. A roundtable roll call 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. Mitch advised that we have not had board secretary since DawnMarie Otis-Montgomery's resignation from the board. Mitra Choudhury nominated Danny Denise Gonzalez and Safanya Searcy seconded the motion. Danny accepted the nomination to serve as NWDB Board Secretary.

NWDB Report- Davetta Lane, Chief of Operations- NWDB

The local plans were submitted to the SETC on Dec 15th and the plan was accepted, which was part of the NWDB certification. The local, regional and committee strategic plans can be reviewed on the NWDB website. Under the WIOA legislation, the NWDB must procure a One-Stop Operator. Part of that process includes putting out an RFP and voting on applicants at the next quarterly board meeting.

Firewalls must be created and we will be asking for all board members to sign an updated Conflict-of-Interest Form.

Under the direction of Deputy Mayor Rahman Muhammad, we are trying to obtain a mobile unit to be used as a Mobile One-Stop Center. Career and employment services will be offered inside the 12 station unit. The point of this initiative is to bring One-Stop services to the community to offer services to residents who may not be able to get to the One-Stop Career Center. There is currently a Workforce Development Board in Maryland that uses a mobile unit. The NWDB team is planning a trip to observe how their unit operates and to gain an idea of maintenance and operating cost. The NWDB is seeking funding from the Department of Labor and developers within the City of Newark.

Newark WORKS has begun their RFP Process. Davetta introduced Tameka Allen who is the new Program Vendor Administrator for Newark WORKS.

Davetta expressed how proud she was to partner with the New Jersey Talent Networks because they have access to employers that we are trying to gain access to for the benefit of Newark's workforce.

Davetta acknowledged Tameka Allen (Welfare to Work Committee), Alleshka Velez (Business & Economic Development Committee and Literacy Committee), Stephany Porter (Disabilities Issues Committee), Towanna Campbell (Disabilities Issues Committee), Aziza Johnson (Youth Investment Council Committee) and Kathy Downtin (Business & Economic Development Committee) who are new members to the Newark & Essex County Workforce Development Board Committees.

Jasmyne Beckford, Special Projects Coordinator- NWDB

NJ Build Grant

A Construction Trade Recruitment is being held on March 17th through a partnership with L&M Development. The goal of this initiative is to assist L&M with staffing on their projects at Georgia King Village and 540 Broad Street, as well as to help assist pre-screened individuals into union membership and apprenticeships. Interested individuals may be referred to 1008 Broad Street in Newark. Since we've been awarded this grant, we want to make sure we are able to offer construction training and apprenticeships to our residents. After reviewing some of our reports, we found that a lot of men, especially ex-offenders, were either not interested in training or did not complete training. We wanted to be able to offer them a training that would be beneficial to them overall that would essentially lead to sustainable employment. We are also forming relationships with some of the unions, so we hope this will segue into not only training and pre-apprenticeships but also an opportunity for them to join a union as well. We anticipate following up with you all regarding the grant.

Aviation Mechanics Program

United Airlines is in need of aviation maintenance technicians which is not currently an in-demand occupational training. The NWDB is working with the Department of Labor to have it approved so that so that we can be a leading partner by helping to fulfil those needs.

Financial Report-Susan Croce, Aurora Nonprofit Solutions

Grant Associates initially offered to settle the pending lawsuit for \$95,000. They recently signed a release to settle for \$10,000. The case will be dismissed with prejudice and removed from the court

dockets. The NWDB budget is \$1.3 million dollars this year. There is an operating deficit of \$85,000 for the current fiscal year which will hopefully shrink by the end of the fiscal year. Ninety-two percent of the funding is through state and federal funding and only ten percent of that is applied to administrative expenses. Any and all donations are welcome.

Vesta commended Aurora for their hard work in winning the lawsuit.

Newark WORKS- Tom Bacote, Director

The agency takes its numbers seriously and one of its goals is to cut the unemployment rates in half by October 2018. The agency is pushing to hire 4,720 people by October 2018 in order to reach that goal. The Hire Newark Expo Series was designed to bring department services to community centers and places of worship in the community. The agency has been working with about 60 clients a day to do interview prep through the Job Readiness Program. In response to many clients not obtaining the proficiency level of 8.0 on the Tabe Test, the agency has mandated a Two-Hour Tabe Test Prep Course. So far, 303 re-entry clients have been serviced in the 2017 Program Year through services such as job readiness, job placement, resume assistance and housing referrals. The main goal of the Youth One Stop is to increase employment by twenty percent and to cultivate business relationships that will open opportunities for open recruitment.

ECWDB Report, Julius Montford, Deputy Director of Essex County Department of Training and Employment

The Essex County Local Plan has been submitted and approved. They are seeking a One-Stop Manager. The agency is also looking to develop dual enrollment between WIOA and TANF. They are meeting with Newark Works and DTE to collaborate efforts. Essex County is looking at mobile unit to help offer services to residents that Newark may not be able to handle. The RFP is being developed for upcoming training with the new school approval regulations. More will be done to address the low literacy population while attempting to push clients towards career paths. There is still funding for WIOA. The GED process was altered. This past year, 26 individuals who believed that they could pass the GED test sat for the test, and seventy-five percent of them passed without taking the Tabe Test. Julius expressed that we must begin to think differently and we must give clients the opportunity to succeed.

Sub-Committee Reports

Business & Economic Development Committee (Mitchell Cahn)

The BEDC is focused on bringing job prospects and employers together. Last year the committee created a directory of resources designed for employers who hire the Newark and Essex County workforce. The directory is available on the NWDB webpage. The committee is looking to expand the directory by adding more employers and by promoting it through the Talent Networks. Another major goal is to take deep dive into Career Connections to bring together employers, developers and track the progress. The BEDC will be looking into how well it works in theory and in practice. Lastly, the committee will continue to push for the work readiness credential.

Education and Literacy Committee (Tanya Wright)

The grant has been in continuation, the Essex County literacy consortium consisting of 9 agencies will be applying as a group. They have been working closely with One Stops to help prepare for jobs. They are reviewing local plans to ensure that the needs are being met.

Disability Issues Committee (Elizabeth Davis)

An employer recognition event is tentatively scheduled for June 27th at Mayfair Farms. The committee is seeking sponsors and companies that hire individuals with disabilities. Disability Resource Training will be offered to the One-Stop Staff in Newark and Essex.

Youth Investment Council (Sonja Williams)

The YIC Closet will serve as a place where youth can get clothing to prepare for job interviews. It also provides them with an entrepreneurship opportunity through managing and operating the establishment. Mentorship opportunities are being made to help connect youth with established organizations. The committee is also in the process of creating a brochure that connects employers and youth.

New Jersey Talent Networks

Overview

Talent Networks are strategic partnerships of employers, educators, and workforce development professionals working together to strengthen the workforce for their industries. Their focus is on the state's seven key industries: Advanced Manufacturing (NJIT), Financial Services (African American Chamber of Commerce in Trenton), Health Care (Rutgers University), Life Sciences (housed at Bio NJ), Retail, Hospitality & Tourism (Farleigh Dickinson and Stockman College), Technology (NJIT) and Transportation, Logistics & Distribution (Essex County College and NJIT). These networks of industry experts, led by colleges, universities, and business organizations, have collaborated with employers, educational institutions, and workforce organizations to find out employers' needs. Targeted Industry Partnerships (TIPS) have been created in three regions of the state to look into needs assessment, career pathways and outreach. The state has a \$5 million fund for special projects for innovative ideas and if approved, the project can gain funding.

Advanced Manufacturing, Ray Vacarri

Manufacturing is a \$33 billion dollar industry in New Jersey. The problem is that for the last 30-40 years there has been a negative perception about manufacturing. Trade skills training is needed in high schools and we must start earlier. MechaFORCE, Dream It Do It and the Build it Better Challenge are programs that were all designed to educate youth, parents and educators about the opportunities in the manufacturing industry. On March 22nd there will be a webinar hosted by the Department of Labor for teachers and counselors for career paths for high school students on career paths in advanced manufacturing. Machine operators, machine mechanics, engineers and designers, welders, technical sales, machine operators, quality validation, accountants and customer service representatives and food processors are all needed in the industry. The basic skills needed for this industry are soft skills, math skills, safety and quality control.

TLD- Transportation, Logistics and Distribution, Carmen Pichardo & John Taggart

In the State of New Jersey, the TLD is split into two sectors; the transportation component is where you find port jobs, long and short haul trucking companies; the logistics component involves third party production, packaging and distribution. The concentration of jobs are in North Jersey at Newark Liberty International Airport and at the port. There is also a concentration of jobs in South Jersey at the ports of Gloucester, Camden and Parsippany. The employment opportunities in transportation logistics include baggage handling, baggage claims, inventory, supplies, maintenance, planning, forecasting and warehousing distribution. Apprenticeship and mentoring is significant in trying relay available opportunities to the community. Bergen, Essex and Hudson Counties are helping to drive the field forward. The push is to identify high school students who are interested in this industry early, they can get rewarding shadowing opportunities with partnering companies through apprenticeships and mentoring.

Financial Services, Cheryl Tisdale

Financial services is a major field in New Jersey's economy and serves as an important function of every industry. Entry-level occupational listings in Essex County include tellers, sales agents and customer service representatives. The skills in greatest demand for these positions are customer service, Microsoft Excel, sales and Microsoft suite. There are some high level experienced financial occupational positions in Essex County for hybrid positions, CFA and CPA designation. Employers in this industry have relayed that they are seeking a universal pool of qualified skilled candidates, internships, on the job training, industry valued credentials and early entry finance experience exposure to current technologies. Through TIP meetings, it was confirmed that the Retail Talent Network pool of applicants have transferrable skills that prove to be beneficial in the financial industry. This year the industry gained approval to pilot an industry valued credentials program targeting urban high school students. Through this program, students are able to obtain up to 18 transferrable college credits. Currently, they are looking to partner with an urban school that has a financial program of study.

Retail and Hospitality, Kane Pappas

Overall one in four jobs falls in this industry. There is most certainly a soft skills dilemma because the industry is customer service focused. Skills sought for this industry include scheduling, customer service, CPR, AED certification, communication skills, creativity, organization and physical demand. Some organizations that fall under the umbrella of the Retail and Hospitality Talent Network include hotels, restaurants, tourism organizations, gyms, gas stations, convenient stores, furniture and home stores, clothing companies, merchandise stores and the list goes on. The food services component of the industry deals with both large corporations and any establishment serving food and beverages. Most positions in this field are entry level positions which are easily transferrable to other industries. Most of the jobs that are difficult to fill in this field are those that are labor intensive. On April 18th a business networking event will be held at the Renaissance Meadowlands Hotel in Rutherford, NJ. The function will serve as a quarterly meeting of industry partners to discuss the trends, challenges and to formulate strategies to move the industry forward. They will also be brought together to come up with funding projects. The re-entry population fits within this particular sector. The Newark Liberty International Airport is hosting a Hospitality Job Fair on April 5th at the Ramada Hotel. Job readiness training will be offered for the event. Those clients who attend the training will be given a yellow lapel pen which will

be identifiable by employers who will generally give preference to them. Retail sales, retail sales supervisor, food service workers and food service supervisors are among the most in-demand positions in Essex County. Trends show that an organization like Amazon will take away from brick and mortar establishments like Macy's or Walmart. This industry is attempting to find innovative ways to provide incentives for employers to train seasonal workers through training dollars.

Healthcare, McKenzie Moran

The GAP Analysis was prepared at the industry TIP Meeting. It identifies the needs in the northern region such as creating a standardization through curriculum pathways to ensure that workers are properly trained. Pathways and apprenticeships is another area that industry partners are examining to come up with innovative strategies to gain training dollars. This network is one of the largest employment sectors in NJ. The hospitals provide \$1 billion in healthcare across the board employing 500,000 people. The industry has three major sectors: home care, hospital care and ambulatory care. The most growing industry is home care. Mental health is coming into the forefront of the industry. The TDC is looking to train community health workers to be licensed social workers, licensed clinical social workers and crisis counselors. The talent network is also working with University Hospital to move EMT's to paramedics involving both apprenticeship and classroom training. They are proposing this as a pilot program in Newark, Paterson, Jersey City and Camden. Medical coding and billing is another increasingly important field because of how it relates to the sub-coding in a clinical environment. The TDC has been encouraging customer care, critical thinking, professionalism, time management, multi-tasking, crisis management, and computer skills. The capability of cross training is also growing. The top trends in the industry are rapid increase in home health aide, CNA's, behavior/ mental healthcare and outpatient facilities aiding in pushing patients healthcare management.

Technology, Joe Tettah

This industry acts as a consultant to the other talent networks. Its role is to understand the talent trends. Cyber security and robotics are among the industry's major trends that need to be further developed to help meet employer's needs. The Newark Stem Coalition Grant is currently being used in Newark and it prepares high school students for careers in STEM fields. The Department of Education has also offered the Stem Grant to two New Jersey high schools. A technology based curriculum is offered to students at Freehold and Ocean Township High Schools and upon completion of the program students will receive credentials and be career ready. The idea is to ensure that there are different pathways to get into the technology industry.

City of Newark Report, Amina Bey, Executive Director (NWDB)

Amina thanked everyone for their support and participation. Our hope is to be able to use all the information that has been shared to move Newark's workforce forward in job creation and training.

The Mayor's Newark 2020 Initiative to have 2,020 residents hired in Newark anchor institutions by 2020. It goes hand in hand with the "HIRE Newark Initiative" which encourages that any businesses coming to Newark should hire Newarkers. Currently, only 18 percent of the people who work, live in Newark. We will be reaching out to everyone to help ensure that all Newarkers have the opportunity to live by Hire Newark.

The Women's Resource Center will be opening at 300 Clinton Avenue this Spring. This 12,000 square foot facility will provide services for women in crisis and offer re-entry services for women in transition. Many community partners that will be setting up and working with us. Programs and services will include employment assistance, training, healthcare services, food banking and a wide range of resources will be available. She asked that if anyone has helpful resources that may be beneficial to this initiative, to please share them.

One-Stop Relocation-The City of Newark is still in negotiation. We are prayerful that we will be able to conclude and hopefully be able to move by May.

Nicole Vasquez-Wise will be leaving the NWDB and is transitioning to a position with another organization.

The Mayor's State of the City Address will be on Monday, March 20, 2017 at 6pm at NJPAC.

A motion to adjourn the meeting was presented and moved. Meeting adjourned.

The next meeting is scheduled for Wednesday, June 28th at 9 a.m.