

# ***Newark and Essex Workforce Development Quarterly Board Meeting***

Wednesday, June 10, 2019  
Essex County College- Training Inc.

## **Meeting Minutes**

### **Attendees:**

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

Michellene Davis (Chair), Joseph Epps, Aisha Glover, Danny Denise Gonzalez (Secretary), Roxanne Hall (Dr Diane Hill's Interim), Chip Hallock, Dexter Hendricks, Jonathan Kobza, Elizabeth McLilly, Morris Murray, Joy Adesumola Olabegi, Bhavna Tailor & Shanequa Wilson

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

Tameka Allen, Eva Anochi, Sadiayah Bailey, Jasmyne Beckford, Kelli Bell-Taylor, Amina Bey, Mitch Cahn, Towanna Campbell, Ida Chimbay, Susan Croce, Jason Frazier, Davetta Lane, Dan Leon, Orlando Mingo, Sweet Nieves, Curtia Orr, Josephine Richardson, Frank Smallwood, Sonja Williams, Tanya Wright and Gracie Ye.

#### **Opening- Newark Workforce Development Board- Executive Director, Amina Bey**

Ms. Bey thanked all attendees for their time and attendance. Amina advised Vesta Godwin Clark, Vice-Chair was unable to attend due to a family illness. Amina turned the meeting over to Interim-Chair, Michellene Davis and Secretary, Danny Denise Gonzalez. Ms. Davis began the meeting by reading the Sunshine Law. Motion to approve the March 13, 2019 minutes was approved by Bhavna Tailor and seconded by Joy Adesumola Olagbegi.

#### **Newark Workforce Development Board Report – Executive Director, NWDB, Amina Bey**

- **Small Business Resources and Workforce Solutions Summit**

**Thursday, October 17, 2019 – 8:30 am to 2:30 pm**

The event is a collaboration between Essex County and Newark Workforce Development Boards and Essex County Office of Small Business Development and Affirmative Action (SBDAA). The purpose of the summit is to discuss synergy and linkages between economic development and workforce development. Amina advised Bhavna Tailor will go in depth about the collaboration with Essex County Workforce Development Board when the committees reports out.

- **NewarkWORKS Graduation Ceremony - Monday, June 24, 2019**

Mayor Ras J. Baraka will celebrate and honor the residents who have completed training programs through NewarkWORKS, and the staff who have assisted them on the path to self-sufficiency

- **Newark Summer Youth Program Kick-Off Event - Monday, July 8, 2019**  
Mayor Ras J. Baraka will address the 3,000 youth who will be working in the 6-week summer employment program as well as the staff, employers and funders of the summer component.

**NWDB, Chief Operations Officer, DaVetta Lane:**

Ms. Lane advised that she discussed in the March Board meeting that the Department of Labor conducted a monitoring review and a corrective action plan was requested. She updated the Equal Employment Opportunity Policy and the On Boarding Policy as requested. Ms. Lane advised that both policies were updated was submitted to the Department of Labor to satisfy the findings.

Ms. Lane advised the local and regional plans were updated and uploaded to [www.NewarkWDB.org](http://www.NewarkWDB.org). Ms. Lane requested that everyone visit the website to review the local and regional plans and provide feedback as it is open to public comment until June 27<sup>th</sup>. Ms. Lane advise by June 30<sup>th</sup> she must submit the plans to SETC for approval.

**NWDB Financial Report- Aurora Nonprofit Solutions, Susan Croce:**

The State of New Jersey, Department of Labor and Workforce Development, will be conducting an onsite fiscal review of the NWDB on June 24<sup>th</sup> and 25<sup>th</sup>.

The NWDB's fiscal monitoring of NewarkWORKS will be conducted by Holman Frenia Allison, PC, and is scheduled for the week of July 15<sup>th</sup>. The fiscal monitoring tool, developed in-house, was submitted and approved by the State.

The NWDB's financial audit for fiscal year ended on June 30, 2019 has not been scheduled with Holman Frenia Allison, PC., it should commence by September 2019.

For the period ending April 30, 2019, total revenues are \$457k (\$630K with in-kind donations), and total expenses are \$469K (\$642K with in-kind donations) for a decrease in net assets of \$12K.

Both revenues and expenses are less than budget for the ten months ending on April 30, 2019. Total revenues are 72% of budget, \$457K compared to the budgeted amount \$636K, and total expenses are 74% of budget, \$469K compared to the budgeted amount \$636K.

Expenses lower than budget include personnel at 90%, facility costs at 38%, consumable at 59%, consultants at 51% and other costs at 73%. Personnel expenses are lower than budget because fringe benefits are lower than projected. The budget assumed that the NWDB would have moved to a new location, a new resource sharing agreement would have been implemented. The consultant line is lower because there were no legal or grant writing costs incurred.

Total cash as of April 30, 2019 is \$178K of which \$33K is restricted for the Shani Baraka's Women's Center. NWDB is acting as the fiscal agent for funds received from the Healthcare Foundation of New Jersey. In addition, the temporary restricted net asset balance is \$19K so the actual unrestricted cash available for operations is \$126K. Accounts receivable is \$168K from WIOA reimbursements.

**Motion to approve the fiscal report was approved by Jonathan Kobza and seconded by Joseph Epps.**

## **NewarkWORKS Budget and Financial Report, Chief Fiscal Officer, Jason, Frazier:**

Mr. Frazier provided a USDOL/NJDOL Monitoring Review update. He advised during June 2018, NWDB/NewarkWORKS was selected as a local area to participate in consolidated monitoring.

NWDB/NewarkWORKS received a total of fourteen comments relating to the monitoring and prepared and submitted a Corrective Action Plan (CAP) to address and remediate findings identified.

Per the submitted CAP, all findings are scheduled to be fully remediated by October 2019. NWDB/NewarkWORKS is currently on-track to meet remediation target dates and are actively working to ensure all items are remediated by the established target date.

### **Current Year Funding:**

- Program Year 2017 WIOA Funding (7/1/2017-6/30/2019)
  - WIOA Funding (Adult, Dislocated Worker & Youth) expected to be fully expended by 6/30/2019 in accordance with grant regulations.
- Program Year 2017 WFNJ Funding fully expended as of 12/31/2018.
- Program Year 2018 WIOA Funding (7/1/2018-6/30/2020)
  - Minimum of 80% budget obligated in accordance with grant regulations.
  - WIOA Summer Youth Employment Pilot Program- \$325K awarded in February 2019 to employ 160 Newark youth residents, at a rate of \$10.50 for eight weeks (240 hrs. total).
    - Funds required to be fully expended by September 2019.
- Program Year 2019 WFNJ Funding (7/1/2018-12/31/2019)
  - Program Year 2018 should be 100% obligated as of June 30, 2019 to be fully liquidated by 12/31/2019.

### **Program Year 2019- Funding:**

- Program Year 2019 WIOA Funding:
  - Per LWD notice dated 5/10/2019, NWDB received preliminary PY19 WIOA Funding totaling \$4.9M.
- Program Year 2019 WFNJ Funding (7/1/2019-12/31/2020)
  - Per LWD notice dated 5/24/2019, NWDB was not awarded PY19 WFNJ funding. This is primarily due to LWD's decisions to consolidate and streamline vocational training services for Newark's WFNJ population through the pre-existing Essex County infrastructure.
  - During PY19 NewarkWORKS will only provide supportive services to WFNJ population.
    - NewarkWORKS and Essex County continue to collectively partner to draft and obtain LWD approval of the "Essex County and City of Newark WFNJ & SNAP Employment & Training consolidated Plan" which will detail the supportive services NOSCC will provide to WFNJ participants on a referral basis.

**PY19 Preliminary Budget Allocations:**

- Mr. Frazier advised the allocations are primarily upon PY18 Budget allocations, however, additional adjustments are required to appropriately account for significant current year considerations, including:
  - Increases in PY19 WIOA Funding
  - 100% decrease in PY19 WFNJ funding
  - Immediate need to repurpose WFNJ staff to WIOA functions and corresponding salary/fringe budget impacts
  - Preliminary discussions with NWDB regarding PY19 strategic direction, etc.

**The financial report and fiscal report was approved by Joseph Epps and Seconded by Bhavna Tailor**

**NewarkWORKS Operations Report & Request for Proposals, One-Stop Operator, Orlando Mingo:**

Mr. Mingo advised the Newark One-Stop Service Center serviced over **3,658** customers as of April 2019. These customers may have been seen by our One-Stop Partners for Employment Services, Unemployment Services, Division of Vocational Rehabilitation or NewarkWORKS Staff.

Of those services, below are descriptions of the various opportunities our NewarkWORKS staff provided them:

**Training by Funding Stream**

**Training Completed**

Adult	105	Adult	55
Dislocated Worker	60	Dislocated Worker	22
GA/SNAP	142	GA/SNAP	93
TANF	6	TANF	5
Youth	28	Youth	9
<b>Total</b>	<b>341</b>	<b>Total</b>	<b>184</b>

**Provider Placements**

**Top Five Training Programs**

Adult	3	Information Technology	54
Dislocated Worker	2	CDL	38
GA/SNAP	5	Certified Medical Assistant	10
TANF	10	Patient Care Technician	15
Youth	19	HVAC I & II	7
<b>Total</b>	<b>29</b>		

There are a total of 568 customers who were given the Test for Adult Basic Education (TABE). 144 customers were tested for their High School Equivalency/G.E. D exams, 125 of those customers received their High School Equivalency Diploma.

**One-Stop Operation report was approved by Joseph Epps and seconded by Jonathan Kobza.**

**Committee Report Update:**

**Policy Committee, NWDB, Special Projects Coordinator- Jasmyne Beckford**

Ms. Beckford advised the committee is currently reviewing the First Source Ordinance. She advised the committee is focused on addressing the tracking system due to the antiquated method currently used and that worksites are hiring Newark residents.

**Youth Investment Council Committee, NWDB's Special Projects Coordinator & Co-Chairperson, Jasmyne Beckford:**

Ms. Beckford advised Apryl Caldwell (YIC, Chairperson) and herself are taking a new approach on behalf of the committee. They updated the strategic plan, invited representatives from USDOL to their meetings and asked for more participation.

**Literacy Committee, Co-Chairperson, Tanya Wright:**

Ms. Wright advised the committee met on May 1<sup>st</sup> and as of July 1<sup>st</sup> the CASAS exam will be used and testing will commence which will replace TABE Exam. Ms. Wright advised the CASAS Exam appears to be user friendly. Participants must pay online before taking the test, this brought concern in regards to TANF/GA population.

**Disability Committee, Co-Chairperson, Elizabeth McLilly:**

Ms. McLilly (Manager, Division of Vocation Rehabilitation Services) advised they will be having another Breakfast Employer Recognition event in October. Ms. McLilly requested that NWDB make a contribution to the event.

**Business & Economic Development Committee, Co-Chairperson, Bhavna Tailor:**

Ms. Tailor advised the committee has been working with both Newark & Essex County Workforce Development Boards to coordinate an event that will take place in October. The purpose of the event is to reach out to small businesses to discuss services and connect with workforce development. Flyer is in the works and will be distributed when all approvals have been met.

Motion to adjourn meeting was approved by Shanequa Wilson and seconded by Joseph Epps.  
Meeting Adjourned.

**The next meeting Wednesday, September 11, 2019**