



Director's Quarterly Report

The official start of my tenure as Director of the Hudson County/Jersey City Workforce Development Board began on June 3, 2019. Prior to that, the office was vacant since the departure of the former Director, John Fugazzie, who resigned effective May 31, 2018.

The first order of business was to assess the state of the Board in relation to the NJSETC, the oversight board created by the statutes to provide governance for local boards in the state of New Jersey (WIOA, WorkFirst NJ). This assessment covered areas which the Board needed to address to become fully functional moving forward. The following areas were focused on to set the tone of the work of the office of the Director:

- I.** *Develop a Workforce Development Board budget*
- II.** *Determine staffing needs as delineated by the NJSETC Resolution 2016-03*
- III.** *Set up the office of the Director*
- IV.** *Establish communication with JCETP, NJSETC, and NJDLWD*
- V.** *Ascertain status of HC/JC WDB in relation to NJSETC required activity*
- VI.** *Begin the restoration process of the HC/JC WDB Non-Profit Status*
- VII.** *Review prior year Annual Report to begin preparation of the current year (2019-2020) report*
- VIII.** *Review of Local Strategic Plan, to become familiar with the oversight direction of the Board over the two Local Workforce Development Areas*
- IX.** *Assess state of Board's website*
- X.** *Prepare calendar for quarterly meetings and the annual meeting of the board*
- XI.** *Establish and project goals for the upcoming year*

I. BUDGET PREPARATION

The WDB has been semi-functional since the departure of the Executive Director in May of 2018. As of July 1, 2018, the Board did not have an approved budget to ensure continuity of its functions relative to its stated mission. The Board did request from the County Administrator approval for the former Director to provide on a consulting basis, a set of deliverables, which the County authorized and paid out of the Office of the Director, Hudson County Department of Family Services.

A budget was prepared for the balance of PY 2018-2019 which covered one month (June) of operations for the Board. This budget was presented to the County Administrator and the Executive Committee of the Board at the meeting held with incoming Director in April 2019 at Eastern Millwork. A final budget for PY 2019-2020 was prepared for

review by the Fiscal Committee and the Executive Committee. The budget consisted of formula funding which was approved by the two One Stop Operators and the Hudson County Department of Family Services. The formula consisted of 33.33% (120,000) allocation from Jersey City Employment and Training Program, 33.33% (120,000) from Balance of County, and 33.33% (120,000) from WorkFirst, funding from the Hudson County Department of Family Services. A total budget of \$360,000 was submitted for review and approval to the full board at its August 8, 2019 Quarterly Meeting.

II. BOARD STAFFING

The NJ State Employment and Training Commission (NJSETC) prescribed the requisite staffing for local boards in Resolution 2016-03. The NJSETC established a minimum of staff for a fully functioning Board. It prescribed at a minimum, a full-time WDB Director, two full-time professional policy staff, and a full-time support staff person.

Given that the Board in the past 15 years (Private Industry Council (PIC) and the Workforce Investment Board (WIB)) had functioned with one staff person (full-time Director), the budget, which the Board approved on August 8, 2019, provided for a full-time Director, a full-time Administrative Assistant, and a full-time Planner/Grant Writer. As the Program Year progresses, and the need for additional staff is identified, the ensuing budget for 2020-2021 will reflect the additional staffing.

III. OFFICE OF THE DIRECTOR

One June 3, 2019, a meeting was held with the One-Stop Operator for the Balance of County Workforce Delivery Area, Mr. Robert Martinovich at the behest of County Administrator, Mr. Abraham Antun, to determine the WDB Director's space needs. The One-Stop Operator (OSO) approved the use of office space located in Room 6610 on the 6th Floor of the Hudson County Plaza, which would accommodate the Director, Administrative Assistant, filing cabinets, computer hardware, phones, scanners, and office supplies. This is all provided as an in-kind service to the Board, by the County. Any additional space needs will be determined in the future.

IV. ESTABLISH INTER COMMUNICATION WITH JCETP, NJ SETC, and NJDLWD

As a unified County and Municipal Workforce Development board for the Balance of County and Jersey City Local Workforce Areas (LWA), the WDB is unique in comparison to the other NJ local boards. Other local boards are single service delivery areas, whose focus and challenges differ from the HC/JC WDB. As a dual WDA entity, its equal partner, the City of Jersey City, is a vital component of the Board's composition. The City's Administrative entity, the Jersey City Employment and Training Program (JCETP), must be included in all board strategic planning, budgeting, and programmatic initiatives. Thus, communication with JCETP was immediately established with the acting Director, fiscal officer and program Director. The JCETP, as an autonomous

entity, agreed to host the Director's payroll, until such time as the Board is able to set up a fiscal structure to handle accounts and control activity.

The NJ State Employment and Training Commission is the statutory governance entity for all of the local Workforce Development Boards. It provides oversight, guidance and direction on all required Workforce Innovation and Opportunity Act (WIOA) activities. Communication was established on June 4, 2019 with the Director of the NJSETC, Mr. Gary Altman to advise him of the Directors appointment and to seek guidance on any compliance issues the Board needed to be updated on.

Similarly, the NJ Department of Labor and Workforce Development was contacted to advise of the Director's appointment, the establishment of lines of communication, and meet and greet staff of the NJLWD assigned to the tow local areas.

V. STATUS OF HC/JC IN RELATION TO NJSETC REQUIRED ACTIVITY

When the Workforce Innovation Opportunity Act (WIOA) replaced the Workforce Investment Act (WIA) in 2014, the act required the State Board, NJSETC along with the Governor, to designate existing local workforce Development areas, recognize existing local boards, and put in place a formal process to approve the local areas, certify the local boards, develop a procurement process for selection for One-Stop Operators, and certify the One-Stop Centers. Required immediate actions to be taken by the local board for the following:

1. Request formal WDA designation by the Governor, which was done in 2016.
2. Certification of the sitting Board by the NJSETC-which was done in 2015.
3. Development of the procurement process for the selection of One-Stop Operators, done in 2017-RFP covered 2-year contact period
4. Development of Local Strategic Plan – Due by December of 2017 – Draft of Plan was submitted on August 2017 and rejected by NJSETC and NJDLWD, letter detailing findings and setting guidelines for corrections was sent to former Director and Chair on November 2017
5. Provide required documentation for the certification of the local board
6. Develop process for the certification of the two one-stop centers

On June 4, 2019 a meeting was setup at the Schools of Technology Career Development Center with the Director of the NJSETC, Mr. Gary Altman, Steve Smith, One-Stop Center Director, and the WDB Director to discuss the state of the Board compliance with the required actions. At the meeting on June 7, 2019, Mr. Altman informed us that the Board is not in compliance with the required local strategic plan for the two local areas, the Board certification, and the two one-stop center certifications. We were advised that modifications to the plan were due at the end of June 2019. Also, he advised us that the Board should concentrate on the findings to the draft plan and the modifications to the plan which the NJSETC would consider extending the due date, now that the Board has a Director in place.

The certification of the Board would be addressed after the plan modifications are submitted by October 31, 2019. The development of the One-Stop Center Certification of Process will occur simultaneous with the Board certification.

VI. HC/JC NON-PROFIT STATUS

The Board's 501.(c)(3) non-profit status was allowed to lapse in August 2017 by the former Director. Despite reminders to the Board during his tenure, it was not given the priority it deserved!

The lack of this non-profit status has relegated the Board's authority to an advisory capacity. This is due to not being able to have a corporate structure, which enables it to hire and fire staff, setup accounts and controls structure, bank accounts to receive and disburse funds, payroll, and contracting activity. Lack of these functions has forced the Board to negotiate placing the staff in other entities' payroll which it does not control.

To ensure that the Board has the capacity to set up these mechanisms in the future, we have prepared the application for the restoration of the non-profit status before the end of the next quarter of this Program Year.

VII. ANNUAL REPORTS

Annual reports are a required activity described in the statute (WIOA), which the Board is to prepare every Program year. These reports are mandated to be available for the Board's Annual Meeting, where it is discussed and approved.

The last annual report found in the database is for Program Year 2013-2014. No other Annual Reports were presented to the Board since that time.

In order to correct this oversight, we have convened a One-Stop Partners Committee Meeting and required the One-Stop Operators to prepare and submit the performance metrics to the Director's office by September 20, 2019, in order to prepare the Annual Report.

VIII. LOCAL AREA STRATEGIC PLAN

The Board was required by WIOA, under the direction of the NJSETC, to have an approved strategic plan by the end of 2017. It represents the road map by which the Board would oversee the strategies which the two Workforce Development Areas would put in effect from 2016 through 2020. These strategies would guide the One-Stop (America's Job Centers) in the expenditure and development of programs and services for the City and County's workforce system.

A draft of the HC/JC Workforce Development Local Area Strategic Plan was submitted in August 2017. This draft was not approved, and the list of findings provided to the Board was not responded to, causing the HC/JC WDB to be in non-compliance. This is now being worked on by the new Director and the staff.

On August 8, 2019, the Board approved a contract with Kairos Development Group (Resolution 2019-07) to work with the Director and Millennium Strategies to correct the findings and provide the modifications required by the NJSETC to ensure compliance. The corrected and modified plan will be submitted on schedule, October 31, 2019.

IX. ASSESS THE STATE OF THE BOARD'S WEBSITE

The NJSETC requires all local boards to develop a website as a tool for workforce development in the local areas. As of July 1, 2018, the HC/JC WDB does not have an operational website.

To correct this, the Director has researched and worked with the Hudson County Division of Planning GIS Staff person, Daryl Krasnuk to develop an RFP to secure a vendor for the website development. It is expected that the Board will be able to select a vendor by the end of 2019.

X. CALENDAR OF BOARD MEETINGS

The Board has four quarterly meetings every Program year. The Program Year begins on July and ends on June of the following year. It is recommended that the year be divided into five meetings, where in the fifth meeting is designated the Annual Meeting, where the annual report is reviewed and where Election of Officers can be scheduled on alternate years. By doing this, the Board will not neglect the scheduled annual report review.

XI. GOALS FOR THE NEXT QUARTER:

1. Complete the work on the 2016-2020 strategic plan
2. Begin the planning phase for the 2020-2024 strategic plan development
3. Continue gathering documentation to secure the Board certification
4. Develop monitoring templates to evaluate and certify the One-Stops
5. Develop RFP for selection of One-Stop Operators
6. Setup the annual calendar for the Board
7. Approve Board of non-profit status
8. Coordinate selection of Planner for the Board
9. Attend local meetings: the Board of Chosen Freeholders, Municipal Council, NJSETC and NJDLWD
10. Continue to monitor for grant and funding opportunities and engage the Board on efforts to secure the funding.
11. Insure the Board is in compliance with all the requirements of NJSETC and NJDLWD

These goals will be worked on simultaneously, given the nature of importance, and will be reported on in the next Director Quarterly Report.