



COUNTY OF MERCER  
**Workforce Development Board**  
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**Virgen Velez**  
Acting Director,  
Workforce Development Board

## **Executive Committee ♦ December 20, 2017**

### **MCCC Conference Center**

### **Meeting Minutes**

**Attendance:** Jim Purcell, WDB Chair; & Keith Secrest (One Stop/Oversight) attended in person. Scott Needham (Adv. Manufacturing), Scott Clemmensen (Health Care) Nina Melker (YIC) & Ayesha Hamilton (at large) participated via conference call.

**Staff:** Virgen Velez, Acting WDB Director

**One Stop Operator Issues** – a meeting will be held at 11:00 today with the WorkPlace to discuss their OSO contract responsibilities. Both Jim & Keith, Cahir & Vice-Chair respectively will attend. It is hoped that they will have good ideas and the contract is the platform to bring up those ideas. One of their responsibilities will be to provide monthly reports and to review processes & procedures.

**WDB New Members** – discussion on how to market the WDB to other employers. Suggested potential members include representatives from Dress for Success, PSE&G, Hutchinson Industries, and from warehousing i.e. Matrix, Borens. We will review materials from other WDB's as we compile our marketing materials.

**Oversight Responsibility** – Jim provided an explanation of the responsibilities of the Oversight Committee which includes review of training vendor performance to make determination if vendors should continue; review program operations to ensure things are going in accordance with federal & State rules, regulations, the Act, etc. This expanded role of the Executive Committee will help all committees to have a better understanding as it is where we get into the numbers, review expenditures, etc. By executive action, Jim is revising the executive Committee to become the Oversight Committee. Also by executive action Keith Secrest, as vice chair, will become the chair of the newly revised Oversight Committee.

**Meeting Schedule:** meetings will be held the week prior to the General Meeting in person and/or via conference call. Next meeting is scheduled for January 23 as the general meeting is January 29, 2018

**IFA** – Infrastructure Agreement is being prepared by the WDB acting director that will outline all costs associated with the One Stop at 26 Yard Ave. It will include costs to be borne by the County (MCOTES), and the various LWD programs to include Wagner-Peyser, UI, DVR, TRADE, Business Services, OJT Writer, Wage & Hour, and Veterans Services.

Announcements/Events –

- Virgen in her capacity as MCOTES (Mercer County Office of Training & Employment Services) has been invited to attend the County Executive's Cabinet meetings.
- Ayesha Hamilton has been serving on the Governor's Transition Team for Workforce Development
- Career Fair – date has been finalized for March 7<sup>th</sup> at the Cure Arena (formerly Sun Bank Arena). Invitations to employers will be sent next month. Charles Whalen will contact the unions
- CIAP (Construction Industry Advancement Program) is an organization we should partner with as they are involved in transportation and construction and have many employment opportunities with career pathways.

**NEXT MEETING: TBD**