



BERGEN COUNTY WORKFORCE DEVELOPMENT BOARD

CONSENT AGENDA RESOLUTIONS

Meeting Date: December 3, 2025

RESOLUTION 2025-27

SUBJECT: APPROVAL OF BERGEN COUNTY LOCAL STRATEGIC PLAN UPDATE 2025

WHEREAS, the Bergen County Workforce Development Board (WDB) is required to draft a Local Strategic Plan every four years and conduct a modification or update mid-way through the planning cycle; and

WHEREAS, the Board has drafted the required update for 2025; and

WHEREAS, the draft plan was posted for a mandatory 30-day public comment period ending on December 2, 2025, during which time no comments were received;

NOW, THEREFORE, BE IT RESOLVED, that the Bergen County Workforce Development Board hereby approves the Bergen County Local Strategic Plan Update 2025 as distributed.

RESOLUTION 2025-28

SUBJECT: ACCEPTANCE OF WORKFIRST NEW JERSEY (WFNJ) FUNDS FOR FY 2026

WHEREAS, the New Jersey Department of Labor (NJDOLE) has issued a Notice of Award (NOA) allocating funds to the Bergen County Workforce Development Area for Fiscal Year 2026; and

WHEREAS, the allocation covers the period from October 1, 2025, to September 30, 2026; and

WHEREAS, the total allocation in the amount of \$826,400.00 is designated as follows:

- **WFNJ SNAP:** \$400,000.00 (Work Activities/Case Management)
- **WFNJ TANF:** \$426,400.00 (comprising \$420,400.00 for Work Activities/Case Management and \$6,000.00 for Work Verification);

I, Carol Polack, Business Manager, Bergen County Workforce Development Board, certify that the foregoing resolutions were duly adopted by the Bergen County Workforce Development Board at a properly noticed open meeting held on 12/03/2025.

Attest: _____

NOW, THEREFORE, BE IT RESOLVED, that the Bergen County Workforce Development Board hereby accepts the WFNJ funding allocation of \$826,400.00 for Fiscal Year 2026.

RESOLUTION 2025-29

SUBJECT: RECEIPT OF WFNJ NOA ADDENDUM AND CORRESPONDENCE REGARDING PERFORMANCE BENCHMARKS

WHEREAS, the NJDOL issued an addendum to the WFNJ Notice of Award outlining new program goals and outcomes for the FY 2026 funding period, including:

- Enrollment goals of 57 TANF participants and 53 SNAP participants;
- A requirement that at least 80% of all participants be placed in unsubsidized employment;
- A requirement that at least 60% of those placed in employment be retained for at least 180 days; and
- Mandatory submission of monthly WFNJ program dashboards; and

WHEREAS, the Garden State Employment and Training Association (GSETA) submitted a letter to the NJDOL on behalf of workforce development directors expressing concerns regarding the potential negative impact of these addendum requirements; and

WHEREAS, the NJDOL responded stating that while the benchmarks are ambitious, they are designed to reflect an aspiration to improve outcomes for individuals facing significant barriers, and advised Boards to account for potential costs related to staffing adjustments or RFPs in their budgets;

NOW, THEREFORE, BE IT RESOLVED, that the Bergen County Workforce Development Board acknowledges receipt of the NOA Addendum and the associated correspondence regarding these performance benchmarks.

RESOLUTION 2025-30

SUBJECT: RECEIPT OF DRAFT WDB ADMINISTRATION AND VENDOR BUDGETS

WHEREAS, the Bergen County Workforce Development Board has prepared the draft WDB Administrative budget; and

WHEREAS, the Board has received the draft vendor budgets for the following contracts:

- **Career Services:** Equus Workforce Solutions
- **One-Stop Operator:** Equus Workforce Solutions
- **WorkFirst New Jersey (WFNJ):** Equus Workforce Solutions

- **Out-of-School Youth:** Greater Bergen Community Action; and

WHEREAS, these budgets are currently pending final technical assistance from the NJDOL (scheduled for December 1, 2025) and final approval by the Bergen County Board of Commissioners, which is slated for the Commissioners' meeting on December 3, 2025;

NOW, THEREFORE, BE IT RESOLVED, that the Bergen County Workforce Development Board acknowledges receipt of the draft WDB Administration and Vendor budgets.

RESOLUTION 2025-31

SUBJECT: RECEIPT OF LOCAL AREA CONTRACT (WIOA SUBGRANT AGREEMENT)

WHEREAS, the NJDOL awards funds to each Local Area; and

WHEREAS, the County of Bergen serves as the pass-through entity and subrecipient for these funds, holding overall accountability for the grant; and

WHEREAS, the Bergen County Workforce Development Board acts under the County of Bergen to administer these funds; and

WHEREAS, the Workforce Innovation and Opportunity Act (WIOA) Subgrant Agreement is the legally binding document necessary to carry out specific workforce activities and services, including General Provisions, Standard Assurances and Certifications, and sub-recipient agreement details for WIOA funds, WFNJ funds, and WIOA Reporting and Data Analysis funds;

NOW, THEREFORE, BE IT RESOLVED, that the Bergen County Workforce Development Board acknowledges receipt of the Local Area Contract.

RESOLUTION 2025-32

SUBJECT: RECEIPT OF BOARD MEMBERSHIP UPDATES

WHEREAS, the Bergen County Workforce Development Board is committed to maintaining a robust and compliant membership composition; and

WHEREAS, the Board wishes to acknowledge the resignation of Jackie Lue Raia after 18 years of dedicated service; and

WHEREAS, the updates provided indicate that expiring members should expect outreach from the Board and/or the County Executive's office to discuss re-appointments; and

WHEREAS, a list of prospective board members recommended for appointment has been received;

NOW, THEREFORE, BE IT RESOLVED, that the Bergen County Workforce Development Board acknowledges receipt of the report on Board membership updates, resignations, and prospective appointments.

RESOLUTION 2025-33

SUBJECT: APPROVAL OF MINUTES FROM SEPTEMBER 3, 2025

WHEREAS, the Bergen County Workforce Development Board held a meeting on September 3, 2025; and

WHEREAS, the minutes of said meeting have been distributed to the Board for review;

NOW, THEREFORE, BE IT RESOLVED, that the Bergen County Workforce Development Board hereby approves the minutes of the September 3, 2025, meeting.

RESOLUTION 2025-34

SUBJECT: RECEIPT OF EXECUTED DOCUMENTS AND AGREEMENTS

WHEREAS, the Bergen County Workforce Development Board requires various agreements and Memoranda of Understanding (MOUs) to operate effectively;

NOW, THEREFORE, BE IT RESOLVED, that the Bergen County Workforce Development Board acknowledges receipt of copies of the following executed (or pending execution where noted) documents:

1. **Professional Services Agreement:** Jane Armstrong, Consultant, for the period October 1, 2025, to completion of services or one year from initiation, not to exceed \$17,500.00.
2. **Shared Services Agreement:** Between Bergen WDB and Bergen County Technical Schools Board of Education, authorizing the subcontracting of services of Level 1-3 Technicians along with Technology Support Services on a part-time basis, effective July 1, 2025, through June 30, 2026.
 - **Fixed Flat Fee:** \$10,000 total for the contract period.
 - **Hourly Rates (As Needed):**
 - *Level I (Desktop Support):* \$90.00/hr (Normal Business Hours) | \$140.00/hr (After Hours/Weekends)
 - *Level II (Server Admin):* \$105.00/hr (Normal Business Hours) | \$155.00/hr (After Hours/Weekends)
 - *Level III (Network Admin):* \$120.00/hr (Normal Business Hours) | \$170.00/hr (After Hours/Weekends)

- **Payment Terms:** Bergen Tech submits vouchers monthly; WDB must reimburse before the first day of the following month.
- 3. **Memorandum of Understanding (MOU):** Between the Board of Education of the Vocational Schools in the County of Bergen and the Bergen WDB, effective July 1, 2025, through June 30, 2026. The Vocational Schools permit T. Molinelli and C. Polack to work for the Board, and the County agrees to reimburse the Vocational Schools for their salaries, benefits, and stipends.
- 4. **Memorandum of Understanding (MOU):** Between the WDB and the Bergen County Department of Human Services for Administration and Performance Monitoring of the WFNJ Program, effective July 1, 2025, to December 31, 2025, for a total of \$20,000.00.
- 5. **Fiscal Agent Agreement (Partially Executed):** Acknowledging that the County of Bergen assumed the role of fiscal agent for the WDB from the Bergen County Technical Schools effective July 1, 2025 (awaiting County Executive signature).

RESOLUTION 2025-35

SUBJECT: APPROVAL OF UPDATED ONE-STOP PARTNERS MEMORANDUM OF UNDERSTANDING (MOU)

WHEREAS, the One-Stop Partners MOU has been updated to reflect changes regarding new partners and vendors; and

WHEREAS, the updated MOU has been reviewed by all partners and all necessary edits have been incorporated;

NOW, THEREFORE, BE IT RESOLVED, that the Bergen County Workforce Development Board approves the updated One-Stop Partners MOU and authorizes its distribution for partner signatures.

RESOLUTION 2025-36

SUBJECT: RECEIPT OF MONITORING REPORTS

WHEREAS, ongoing monitoring is essential for ensuring compliance and performance quality;

NOW, THEREFORE, BE IT RESOLVED, that the Bergen County Workforce Development Board acknowledges receipt of the following monitoring reports:

1. NJDOL PY24 Monitoring Report of RESEA – Exit Interview Report.
2. NJDOL PY24/FY25 WIOA Title I and RESEA Consolidated Compliance Monitoring Report.

3. Bergen WDB Monitoring Report of the One-Stop Operator (Equus), including the Executive Summary and Equus Response and Corrective Action Plan.
4. Internal Partner Performance Report - PY25 October.
5. WIOA Primary Indicators Performance Summary PY25 Quarter 1.

RESOLUTION 2025-37

SUBJECT: APPROVAL OF ITA PARTICIPANT CRITERIA WAIVER POLICY

WHEREAS, the Board has determined that the previous policy regarding Individual Training Accounts (ITAs) lacked flexibility regarding the minimum basic skills (reading and math) score requirements to enter grant-funded training; and

WHEREAS, a new policy has been developed to define the procedure and criteria for waiving these minimum score requirements on a case-by-case basis for eligible participants in Adult, Dislocated Worker, and Out-of-School Youth programs under WIOA; and

WHEREAS, the draft policy was vetted and approved by the Workforce Education Committee, which recommends full Board approval;

NOW, THEREFORE, BE IT RESOLVED, that the Bergen County Workforce Development Board hereby approves the ITA Participant Criteria Waiver Policy, effective immediately.

RESOLUTION 2025-38

SUBJECT: APPROVAL OF GRIEVANCE AND COMPLAINT PROCEDURES POLICY

WHEREAS, the Bergen County Job Center (One-Stop Career Center) and Local Workforce Development Board must maintain compliance with 20 CFR 683.600 and State mandates; and

WHEREAS, the Board wishes to formally adopt the New Jersey Unified One-Stop Career Center Customer Complaint Procedure (as promulgated in NJWIN WD-PY22-9) as official local policy to ensure due process and appeal procedures; and

WHEREAS, all updated Complaint Specialists and Equal Opportunity Officers (EOOs) have been verified; and

WHEREAS, NJDOL guidance mandates that all One-Stop staff must adhere to the definitions, timelines, and logging requirements contained within said procedure;

NOW, THEREFORE, BE IT RESOLVED, that the Bergen County Workforce Development Board formally adopts the New Jersey Unified One-Stop Career Center Customer Complaint Procedure effective immediately.

RESOLUTION 2025-39

SUBJECT: RECEIPT OF EXECUTED VENDOR CONTRACTS FOR PY 2025

WHEREAS, the Bergen County Workforce Development Board and the County of Bergen (CLEO) authorized the procurement of Career Services, One-Stop Operator services, and Out-of-School Youth services; and

WHEREAS, the agreements for these services have been fully executed;

NOW, THEREFORE, BE IT RESOLVED, that the Bergen County Workforce Development Board acknowledges receipt of the following executed vendor contracts for the period of July 1, 2025, through June 30, 2026:

1. **Equus Workforce Solutions – Career Services Provider**
 - **Contract #:** WIOA BC-CSP-25-007
 - **Amount:** Not to exceed \$4,500,000.00 (comprising \$4,298,909.00 in costs and up to \$201,090.90 in profit).
2. **Equus Workforce Solutions – One-Stop Operator**
 - **Contract #:** WIOA BC-OSO-25-006
 - **Amount:** Not to exceed \$150,000.00.
3. **Greater Bergen Community Action, Inc. (GBCA) – Out-of-School Youth Services**
 - **Contract #:** WIOA BC-OSY-25-08
 - **Amount:** Not to exceed \$1,390,000.00.

RESOLUTION 2025-40

SUBJECT: RECEIPT OF DRAFT COST ALLOCATION PLAN

WHEREAS, the Workforce Innovation and Opportunity Act (WIOA) requires that Costs be allocated to the benefiting cost objectives; and

WHEREAS, the County Treasurer has reviewed and approved the draft Cost Allocation Plan; and

WHEREAS, the draft plan is currently under review by County Counsel; and

WHEREAS, upon approval by County Counsel and subsequent signature by the County Treasurer, the plan will be considered fully executed; and

WHEREAS, the fully executed plan will be shared with the New Jersey Department of Labor (NJDOL) for the purposes of the fiscal audit;

NOW, THEREFORE, BE IT RESOLVED, that the Bergen County Workforce Development Board acknowledges receipt of the draft Cost Allocation Plan and the process for its final execution and submission.