



# New Jersey State Employment and Training Commission

Dennis M. Bone, *Chairman*

Chris Christie, *Governor*

## State Employment and Training Commission

### Meeting Minutes

June 21, 2016

10 am – 12 noon

NJ Law Center, New Brunswick

#### I. Welcome & Introductions

Chairman Dennis Bone called the meeting to order at 10:07 am and welcomed members and guests to the NJ Law Center. Mr. Bone initiated roundtable introductions. Chairman Bone announced that, in accordance with the Open Public Meetings Act of 1978, notice of this meeting was submitted to the Trenton Times and Star Ledger and was posted on the SETC website. Chairman Bone announced the recent hospitalization of Commission member Joe McNamara and indicated that the thoughts and prayers of all SETC members and staff were with Mr. McNamara and his family. Chairman Bone reviewed the agenda for the meeting. The minutes from the May 3, 2016 SETC meeting were introduced. Steve Hornik made a motion to approve the minutes; the motion was seconded by Betsy Garlatti. The minutes were unanimously approved by voice vote.

#### II. Chairman's Report

Chairman Bone received very positive feedback on the High Quality Partnership Summit held on May 26, 2016. The summit was well executed and had great attendance. Deputy Commissioner Aaron Fichtner thanked the SETC for taking the lead in the summit and said he was very pleased to see stakeholders working together with barriers broken down to form great partnerships.

Monmouth County WDB Director Eileen Higgins provided an update on the GSETA Conference to be held September 14 – 15, 2016 in Atlantic City. The Conference will build on the High Quality Partnership Summit, focusing on innovation and expansion of working partnerships. Commission member Don Howard (representing Joe McNamara) is scheduled to speak at the conference about apprenticeship programs provided through the partnership between the Laborers' International Union of North America (LiUNA) and Jersey City. National speakers will also be featured at the GSETA Conference.

Chairman Bone announced the transition in SETC Acting Executive Director from Sheryl Hutchison to Gary Altman. Ms. Hutchison will remain Deputy Director. Chairman Bone thanked Ms. Hutchison for her dedication and hard work during the past 9 months and presented Ms. Hutchison with a certificate of appreciation.

Chairman Bone announced that the federal government has substantially approved New Jersey's Combined State Plan for WIOA, 2016; this will be discussed further in the presentation on the State Plan later in the agenda.

### III. Committee Presentations

#### a. Governance

##### i. Local WDB Certifications 2016

On behalf of the Governance Committee, Sheryl Hutchison presented the findings and recommendations for the 2016 certification of local Workforce Development Boards. Of the 17 local boards, nine (9) were recommended by the Governance Committee for full certification at this time. The remaining eight (8) boards were recommended for conditional certification, pending the completion of their certification requirements. These boards must provide the remaining documentation to the SETC by July 22, 2016 in order to be recommended for full certification in September. The Commission voted to approve the following WDB Certifications:

WDB	Certification	Motion	Seconded	Abstained
Atlantic County	Full	Harvey Nutter	Stephen Hornik	
Bergen County	Full	Teri Duda	Andrea Karsian	
Camden County	Full	Betsy Garlatti	Andrea Karsian	
Cumberland/Salem/CapeMay	Full	Harvey Nutter	Sen. Ronald Rice	
Gloucester County	Full	Sen. Ronald Rice	Marie Barry	
Morris-Sussex-Warren	Full	Julio Sabater	Sen. Ronald Rice	
Newark	Full	Teri Duda	Andrea Karsian	Julio Sabater
Ocean County	Full	Stephen Hornik	Sen. Ronald Rice	
Union County	Full	Teri Duda	Tapas Sen	Julio Sabater
Essex	Conditional	Teri Duda	Harvey Nutter	Julio Sabater Kendall Ademu-John
Greater Raritan	Conditional	Betsy Garlatti	Sen. Ronald Rice	
Hudson/Jersey City	Conditional	Stephen Hornik	Sen. Ronald Rice	Julio Sabater
Passaic County	Conditional	Teri Duda	Sen. Ronald Rice	Harvey Nutter Julio Sabater
Mercer County	Conditional	Marie Barry	Sen. Ronald Rice	
Middlesex County	Conditional	Julio Sabater	Stephen Hornik	
Monmouth County	Conditional	Tapas Sen	Sen. Ronald Rice	Stephen Hornik
Burlington County	Conditional	Teri Duda	Sen. Ronald Rice	

#### b. Performance

##### i. Heldrich Evaluation Report

LWD Deputy Commissioner Aaron Fichtner opened the presentation of the Heldrich Evaluation of One-Stop Career Centers in New Jersey Report and introduced Dr. William Mabe. Dr. Mabe began with a brief background of the Evaluation Report conducted by The Heldrich Center in collaboration with Walter Rand Institute to identify areas for improvement in serving New Jersey job seekers. One thousand customer satisfaction surveys were distributed with a return rate of 20 percent. New Jersey One-Stops serve more than 260,000 job seekers per year, utilizing multiple funding streams with differing performance and reporting requirements, and involves the partnership of multiple state and local entities. The report concluded that there are eight areas for improvement: Diversity of One-Stop Center Operations; Streamline Training and Educational Processes; Customer Service; Technology Systems and Computer Literacy; Integration of the Talent Networks; Staffing, Staff Allocations and Staff Development; Jersey Job Club Expansion and Leadership Training; Coordination/Integration of One-Stop Services. The majority of these recommendations can be achieved through training and staff development, and strengthening systems for better workflow amongst all partner agencies. Members discussed the demographics of the One-Stop customers and those surveyed for the report; the data did not allow for cross-matching of respondents with low literacy levels, but data elements including gender, age and race were matched. Members also discussed the sample size; Dr.

Mabe indicated that a 20% response rate was adequate for data accuracy. It was noted that the report did not include extensive records from 2007-2012, and focused on WIOA funded programs, not including WorkFirst NJ or Welfare to Work/SNAP Employment & Training populations.

### **ii. LWD Areas for Action**

Deputy Commissioner Fichtner outlined the three major themes that LWD would focus on:

1. Responsibilities and roles of the One-Stop Partners, and moving to a locally driven One-Stop system, responsive to the needs of the local area, with state support.
2. Staff Development Training, for both Customer Service and Customer Satisfaction. LWD will partner with GSETA to make investments in LWD and partner staff.
3. Technology and IT Systems Design: The OnRamp job board is getting mixed reviews; this issue will be addressed in conjunction with the new Career Connections website. Training on the new website is happening for state, local and partner agency staff right now. Efforts include working with the library systems to build strong One-Stop partnerships with local areas.

### **iii. Local Area Perspective**

Allison Spinelli, Executive Director, Cumberland County Workforce Development spotlighted the local WDB Director perspective on the study. Ms. Spinelli indicated that the findings of the report accurately reflect the local area views on areas for improvement. A new approach is necessary to integrate One-Stop services with state partners. As an example, the Cumberland-Salem-Cape May workforce area is aligning its work with the Talent Networks sectors. Further, business outreach and business services are delivered using an integrated team of Employment Services interviewers, counselors and business services representatives, based on industry. Rather than having separated services, the area is aligning their staff activities with industry needs.

Commission members discussed the strength of the report, which included tremendous data resources and recommendations that should be pursued. Dr. Fichtner indicated LWD was already working to strengthen the One-Stop system and to implement these recommendations, many of which align directly with the strategies and priorities of the State Plan. LWD will follow-up on the recommendations and provide a report on action items and next steps at a subsequent meeting of the Commission. Chairman Bone reiterated that the Combined State Plan for WIOA places accountability and ownership with the local WDB; the local boards competitively select the One-Stop Operator and ensure the operator is meeting standards through One-Stop Career Centers (OSCC) Certification.

Senator Rice indicated that the State has the responsibility to oversee the OSCCs and to be responsive to staff needs. OSCC staff need to know they can report feedback to the local WDB and expect action. LWD should mandate these processes and enable front-line staff to drive better quality services. A member of the public attending the meeting, John Fugazzie, Hudson County-Jersey City WDB Director, stated that New Jersey needs third-party evaluations to examine programs from bottom to top and explore opportunities for programs redesign. Chairman Bone noted that the local WDB performance may be reviewed through the Performance Committee, and then identify areas for deeper examination. LWD Deputy Commissioner Fichtner indicated that new performance metrics data under WIOA will provide insight on where New Jersey's system currently stands, and where it needs to go. Commission member Andrea Karsian noted that Jersey Jobs Clubs are a powerful tool and the local employers can help facilitate these Jobs Clubs, which would also strengthen employer engagement with the system.

## **IV. WIOA State Plan Update**

SETC Deputy Director Sheryl Hutchison updated the Commission members on the WIOA Combined State Plan which was approved on March 29, 2016 and submitted to the federal government on April 1, 2016. Two stakeholder feedback sessions were held on May 16, 2016 in Union and Camden Counties, as informational sessions and an opportunity for further comment. Public comment continued to be accepted on the Plan

through May 31, 2016. Ms. Hutchison provided a PowerPoint presentation and a summary of the public comment received; the comments focused on Economic Development, Key Industries, Talent Development, Partner Considerations, and Individuals with Barriers to Employment. General comments and comments on the limited time for public comment were also included. The updated summary of public comment will be added to the State Plan. The USDOL Region 1 liaison has discussed draft points for possible plan revisions to be requested by USDOL/USDOE; a letter of “conditional” approval is anticipated, with requested revisions, within the next week. New Jersey will have until September 1 to make these revisions; none of these are expected to be substantial policy items, rather requirements for clarification or additional detail. The SETC will form a State Plan review group to look at the recommended changes. Commission member Dan Frye indicated his willingness to serve as a member of the review group. An updated State Plan will be provided to the Commission for consideration after September 1.

## **V. WIOA Implementation Updates**

SETC Acting Executive Director Gary Altman announced the Combined State Plan Implementation meeting to be held June 27 and 28, 2016 at The College of New Jersey. Topics to be addressed with local area and state staff include: Functional Alignment (coordination of services); Talent Networks/TDCs; Welfare Reform; One-Stop Operator Procurement; and One-Stop Career Center Certifications. Mr. Altman noted that regional and local planning efforts are underway; the regional plans will be developed first, and then local plans will be created in alignment with the regional plans. Finally, the SETC legislation is being reviewed for amendments so that it is in alignment with WIOA law.

Chairman Bone asked the members to share their thoughts on priorities discussed today, and ideas for future Commission meetings. Andrea Karsian reported that the SETC Council on Gender Parity in Labor and Education had elected Sally Nadler as its chair and had developed a work plan, including putting a gender lens on the Talent Networks. Chairman Bone noted the effort to better align the Gender Parity Council work with the SETC’s areas of focus and thanked Ms. Karsian for her update. Marie Barry thanked Chairman Bone, on behalf of Commissioner Hespe and the Department of Education, for his remarks at the State Board of Education meeting on June 1, 2016; the meeting focused on Career and Technical Education and Chairman Bone’s remarks not only outlined the current workforce needs, but offered insight into future workforce development and challenged the education partners to prepare students to think differently. Julio Sabater recently attended a Health Care Talent Network meeting in the Northern region, and encouraged all SETC members, WDB Directors and local partners to attend these meetings, as they provide great opportunity for employer engagement and discussion. Teri Duda indicated the importance of focusing on all areas of literacy, including reading, writing and communication skills, especially for youth. Chairman Bone asked that an update be provided at the next meeting on the Heldrich Evaluation Report; Dr. Aaron Fichtner agreed and reported on Career Connections activities and the launch of the new website. Dr. Fichtner also discussed the upcoming release of the Industry-Valued Credentials List. Finally, he noted the ongoing work of the Policy Academy, and the convening of grantees in Richmond, VA this week; the New Jersey team will be able to share the incredible inter-agency collaboration that this effort has fostered in our state.

## **VI. Public Comment and Adjournment**

No public comments were made. The meeting was adjourned at 12:01 pm.

### **Next SETC Meeting:**

Tuesday, September 20, 2016

10 am – 12 pm

NJ Law Center, 1 Constitution Square, New Brunswick

**STATE EMPLOYMENT AND TRAINING COMMISSION MEETING ATTENDEES**

**June 21, 2016**

<b><u>PRESENT MEMBERS and ALTERNATES</u></b>	
Ademu-John, Kendell (for Nadler) Barry, Marie (for Hespe) Bone, Dennis M. Butler, Kate (for Richman) Duda, Teri Fichtner, Aaron (for Wirths) Frye, Dan (for Connolly) Garlatti, Betsy (for Hendricks) Hornik, Stephen Howard, Don (for McNamara)	Karsian, Andrea Mickens, Felix (for Brown) Nutter, Harvey Rice, Ronald L.Sabater, Julio Safrin, Michele (for Blake) Sen, Tapas
<b><u>ABSENT MEMBERS</u></b>	
Carey, Michael Donnadio, John Ferrera,Anthony Gacos, Nicholas Hespe, David Levinson, Jody Orsen, Melissa	Reisser, Clifford Trezza, Joann Wade, Carolyn Carter Willoughby, Melanie Wise, Robert Wowkanech, Charles
<b><u>OTHER ATTENDEES</u></b>	
Akli, James Alarcon, Isabel Anderson, Linda Aspili, Alan Custard, Donna Fugazzie, John Gazzara, Joe Hala, Joanne Higgins, Eileen Hunnicutt, Alice Klein, Michael Koppstein,Nantanee Lee, Mimi Lowery, Rhonda Mabe, Bill	Maddocks, John Molinelli,Tammy Mombo, Mien Piano, Julie Rajput, Riaz Ramsay, David Richardson, Nils Scalia, Donna Schmidt, Sarah Spinelli, Allison Stoller, Jeff Swartz, Jeffrey Tremml, Bernard Watts, Amy Welch, Anthony
<b><u>SETC STAFF</u></b>	
Altman, Gary Hutchison, Sheryl Lew, Kirk Obrien Murphy, Maureen Sliwinski, Janet	