



New Jersey State Employment and Training Commission

Dennis M. Bone, *Chairman*

Chris Christie, *Governor*

State Employment and Training Commission Meeting Minutes

September 20, 2016

10 am – 12 noon

NJ Law Center, New Brunswick

I. Welcome & Introductions

Chairman Dennis Bone called the meeting to order at 10:04 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 reviewed the agenda for the meeting. The minutes from the June 21, 2016 meeting were introduced. Senator Rice made a motion to approve the minutes; the motion was seconded by Harvey Nutter. The minutes were unanimously approved by voice vote.

II. Chairman's Report

SETC Acting Executive Director Gary Altman reported on the State Council for Adult Literacy Education Services (SCALES) meeting held on September 7, 2016. Mr. Altman reported that the SCALES was preparing a literacy position paper to present to the SETC in the near future. SCALES was also given a presentation regarding Title II Adult Education programs under WIOA.

Chairman Bone introduced Sally Nadler as the new Chairperson to the Council on Gender Parity in Labor and Education. Ms. Nadler reported that the Gender Parity Council (GPC) will meet with the seven Talent Networks to focus on a gender lens workplan for these industries. The Talent Networks will provide presentations to the GPC over the next several months and the GPC will report back to the Commission once final report is prepared. Ms. Nadler updated the Commission on the *Million Women Mentors Summit* being held at Cisco Systems, Inc located in Iselin on September 30, 2016. Chairman Bone noted the worth of the GPC and thanked Chair Nadler for the ongoing efforts of the Council.

Chairman Bone announced the scheduling of mandatory “in-person” State Ethics Commission training on November 15, 2016 and encouraged all members and their designees to attend this meeting. Chairman Bone announced that the SETC meeting dates for 2017 were being prepared, and will be distributed at the November 15, 2016 meeting.

III. WIOA State Plan Update

SETC Deputy Executive Director Sheryl Hutchison provided a PowerPoint update on the Combined State Plan for the Workforce Innovation and Opportunity Act, 2016. New Jersey's Combined State Plan was "substantially approved" by USDOL/USDOE; a letter of approval was received on June 28, 2016. The letter included the results of the combined federal review of the Plan and identified 35 items to be addressed under: 1) Strategic and Operation Planning; 2) Title I Adult, Dislocated Worker and Youth Activities; 3) MSFW Program; 4) Title II: Adult Ed and Family Literacy Act and 5) Jobs for Veterans State Grant. A State Plan Review Workgroup met on August 23, 2016 to review the Plan revisions. Finding that no substantive policy changes were needed, the Plan revisions were completed on time, and submitted on August 31, 2016. The revised Plan is available on the SETC website homepage, at www.njsetc.net. The link to the homepage will be provided to members and stakeholders via e-mail.

Senator Rice remarked on the great team effort and quality of work done with the Combined State Plan. The leadership in this effort was remarkable. Chairman Bone also stated that this effort was very important and thanked the team for a job well done. Deputy Commissioner Fichtner thanked Sheryl Hutchison, and SETC members Daniel Frye and Tapas Sen for their dedication to this critical project.

IV. Governance

a. Local Workforce Development Board (WDB) Certifications 2016

Ms. Hutchison reported on the status of remaining local WDB certifications. The Governance Committee determined that five (5) local Workforce Development Boards have successfully completed the certification requirements and are recommended for full certification as of September 20, 2016. The Commission members voted to approve the full WDB certifications for these five (5) boards as follows:

WDB	Certification	Motion	Seconded	Abstained
Essex County	Full	Sally Nadler	Betsy Garlati	Senator Rice
Greater Raritan	Full	Harvey Nutter	Teri Duda	
Mercer County	Full	Teri Duda	Sen. Ronald Rice	Sally Nadler
Monmouth County	Full	Sen Ronald Rice	Melanie Willoughby	Stephen Hornik
Burlington County	Full	Tapas Sen	Harvey Nutter	

The remaining three (3) local WDBs, Hudson-Jersey City, Passaic County, and Middlesex County, will continue under conditional certification, pending the completion of their certification requirements. These local boards must provide remaining documentation to the SETC by October 14, 2016.

b. One-Stop Certification Policy (a)

Acting Executive Director Gary Altman provided an outline of proposed processes and standards for local boards to certify One-Stop Career Centers. The model of focus is on the Malcolm Baldrige seven (7) areas of success. The draft process and checklist were provided to local areas for comment and input; one comment was received and incorporated. The New Jersey Combined State Plan requires that local workforce areas competitively procure a One-Stop operator every

two (2) years; these standards should be considered in that selection process. A discussion regarding the One-Stop Career Center Certification followed, including the supervision of One-Stop Center staff. Sally Nadler stated that the guideline is very helpful and members discussed the timeline for One-Stop Operator competitive procurement. The local WDB Directors who were present expressed their appreciation for the ability to review checklist with their local Board to see what the local Board may want to add to these standards and requirements.

Chairman Bone referred to Draft Policy Resolution: SETC #2016-14 NJ Local One-Stop Career Center Certification Process, as recommended by the Governance Committee. Chairman Bone discussed the draft checklist which had been e-mailed to members prior to meeting; he noted the areas of focus and evidence indicators. Chairman Bone indicated that the resolution establishes an ongoing task force to handle the certification process. Senator Rice noted that often local issues and politics were the cause of customer complaints at the One-Stop Centers. New Jersey must continue to move forward to address these issues.

Senator Rice made a motion to adopt the resolution; the motion was seconded by Harvey Nutter. The resolution was unanimously adopted by voice vote.

V. SETC Annual Report Requirement

Gary Altman provided an overview of the new requirement that the SETC provide an Annual Report to evaluate and project the state workforce needs, as proscribed by state law signed in January 2016. Chairman Bone asked SETC members to assist in the development of the Annual Report. Tapas Sen indicated that the report creation should follow a dynamic approach with intent to improve the system. SETC member Daniel Frye indicated that he has experience in this area, and offered to support this effort. SETC members Melanie Willoughby and Betsy Garlatti also volunteered to serve in this effort. Deputy Commissioner Fichtner indicated that this is an excellent opportunity to discuss the broader efforts of our partners and the NJ Department of Labor and Workforce Development (LWD) Office of Research and Information will provide data and support for this report. Senator Rice indicated that an ongoing report perhaps should be tracked by Rutgers, through an internship program or other means. Senator Rice also indicated that the Commission should report to Congress through government groups or local state groups, such as the National League of Cities and the National Black Caucus of State Legislators, to track resolutions that may be used by the Commission.

VI. Heldrich Evaluation Report: Action Plan Discussion

Deputy Commissioner Aaron Fichtner provided a follow-up to Dr. Bill Mabe's presentation to the Commission at its last meeting, regarding the Evaluation of One-Stop Career Centers in New Jersey Report conducted by The Heldrich Center. Dr. Fichtner stated that LWD takes the findings from the Heldrich report very seriously. The Deputy Commissioner asked that additional time be allocated on the November agenda to discuss the LWD response to the report in further detail. Dr. Fichtner took this opportunity to broadly discuss five (5) key findings from the Heldrich Report:

1. Occupational Training at the OSCC has a good foundation. Many customers are unemployed and/or underemployed and the training investment for these customers enables wage increases.

2. Jersey Jobs Clubs (JJC) are a promising practice that we need to expand and strengthen. The focus will be on standardizing the JJC and integrating them with Career Connections efforts. Training and development for the JJC leaders has begun, and partnerships have been formed with libraries as well.
3. Roles and Responsibilities: LWD has launched staff development training for approximately 800 staff, focusing on a locally-driven One-Stop Career Center system. Staff also received one-day training focused on the Career Connections service model and website. This training supports the clarification of local roles and responsibilities.
4. Strengthen Technology: This area focuses on better data and better customer service. LWD has launched Career Connections, with a full public roll-out planned for Autumn 2016. The Career Connections website will ultimately house a better job search tool.
5. Staff Development: A priority will be to provide both State and Local staff with access to high-quality training and education opportunities. One recent effort was LWD's partnership with the Garden State Employment and Training Association (GSETA) in its Annual Conference, held in Atlantic City last week. The two-day format included nationally-recognized speakers and USDOL representatives, and offered great learning opportunities for the workforce attendees from across the state.

Deputy Commissioner Fichtner stated that LWD takes the findings of the evaluation report very seriously and he looks forward to providing a more in-depth review at the next Commission meeting. Members discussed the customer surveys conducted as part of this evaluation, via mail, e-mail and focus groups; the customer responses were critical in helping LWD identify the strengths of the system, and any weaknesses which need to be corrected. Chairman Bone indicated that the Commission and LWD will continue to use data-driven efforts to improve our workforce services.

VII. Talent Alignment – Transition Plan: Establishment of Career Pathways Task Force

The NJ Talent Pipeline Policy Academy members provided a presentation on the efforts, achievements and top lessons learned by the Policy Academy, supported by a grant from the National Governor's Association, over the past two years. The Policy Academy members recommended the formation of a task force to continue the Policy Academy work. The task force creates a formalized process that provides the opportunity for state education and workforce agencies to continue to align strategies and investments to support career pathways, using the common definition included in the Combined State Plan; these pathways will be focused on the state's key industries and the task force will utilize many sources of data to determine priorities and strategies. Membership will consist of senior representatives from LWD, the NJ Department of Education (DOE) and the NJ Office of the Secretary of Higher Education (OSHE); an SETC representative from business and industry; a local representative from secondary education; a local representative from higher education and a local WDB representative. Michelle Safrin asked whether data to be reviewed by the task force includes under-served youth and foster children; the Policy Academy team indicated that the data is exchanged between the Department of Children and Families (DCF) and DOE. Commission members discussed the need to connect this information with the customers being served, and to ensure that targeted populations, such as justice-involved youth, are included. It was noted that under WIOA, an older youth may be up to 24 years of age. Sally Nadler, chair of the Gender Parity Council, indicated that the Council could provide data to assist with services to women and girls. Senator Rice reiterated the fact that blacks, minorities and women are still

underserved; the intent of WIOA is to increase vocational opportunities and apprenticeship programs, and we must ensure that the pathways are inclusionary, not exclusionary. Senator Rice also suggested that the construction/trades industry should be part of a bigger conversation and suggested a gathering of key partners to start the conversation, and then potentially hold a meeting with legislators. Chairman Bone indicated that WIOA has increased the focus on apprenticeships as part of career pathways, and that the New Jersey vision is that all residents will be served. Chairman Bone indicated the importance of getting decision-makers to the table to advance this conversation. Melanie Willoughby made a motion to create the Task Force, as outlined in the proposal; Senator Rice seconded the motion. The creation of the Career Pathways Task Force was unanimously adopted by voice vote.

VIII. Public Comment & Adjournment

No public comments were made. Chairman Bone asked members to take a moment to remember Joseph McNamara, a long-serving member of the Commission, who contributed in many critical ways to the improvement of the workforce system in New Jersey. He will be remembered as a friend and stalwart supporter of the Commission's work. The meeting was adjourned at 12:13 pm.

Next SETC Meeting:

Tuesday, November 15, 2016

10 am – 12 pm

NJ Law Center, 1 Constitution Square, New Brunswick

STATE EMPLOYMENT AND TRAINING COMMISSION MEETING ATTENDEES

September 20, 2016

PRESENT MEMBERS and ALTERNATES

Barry, Marie (for Hesper)	Nadler, Sally
Bone, Dennis	Nivins, Marsha (for Berry)
Brown, Kevin	Nutter, Harvey
Butler, Kate (for Richman)	Rice, Ronald
Duda, Teri	Safrin, Michele (for Blake)
Fichtner, Aaron (for Wirths)	Sen, Tapas
Frye, Daniel (for Connolly)	Willoughby, Melanie
Garlatti, Betsy (for Hendricks)	
Hornik, Stephen	

ABSENT MEMBERS

Carey, Michael	Reisser, Clifford
Donnadio, John	Sabater, Julio
Ferrera, Anthony	Trezza, Joann
Gacos, Nicholas	Wade, Carolyn Carter
Karsian, Andrea	Wise, Robert
Levinson, Jody	Wowkanech, Charles
Orsen, Melissa	

OTHER ATTENDEES

Alarion, Isabel	Lane, Davetta
Arvind, Padma	Levandowski, Andrea
Boronkas, Michele	Lowery, Rhonda
Custard, Donna	Makely, Greg
Fugazzie, John	Makle-Ridley, Lanisha
Gatling-Davila, Shamara	Mickens, Felix
Janz, Greg	Molinelli, Tammy
Jean-Baptiste, Jecrois	Piano, Julie
Kocsis, Violet	Rajput, Riaz
Koppstein, Nantanee	Schmidt, Sarah
Kurdziel, Kevin	Starghill, Catherine

SETC STAFF

Altman, Gary
Hutchison, Sheryl
O'Brien Murphy, Maureen
Sliwinski, Janet