

New Jersey State Employment and Training Commission

Chairman

John J. Heldrich

2001 Members

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Dana W. Berry, Executive Director, Starting Points for Children, Inc.
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Julio Sabater, President, Universal Communication Enterprise
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Henry A. Plotkin

October 2002

Honorable James E. McGreevey
Governor
State of New Jersey
State House
P. O. Box 001
Trenton, New Jersey 08625

Dear Governor McGreevey:

I am pleased to present you with the State Employment and Training Commission's 2001 Annual Report.

This year has marked significant progress in the implementation of the *Strategic Five-Year Unified State Plan for New Jersey's Workforce Investment System*. During the year, the Commission undertook several initiatives in support of the State Plan and the resultant One-Stop Workforce Investment System. These are described in the report. The activities of the Commission culminated in the preparation of a White Paper entitled, *New Jersey in Transition: The Crisis of the Workforce*. That Paper was intended to provide you and your Cabinet with a blueprint for positioning State government to make New Jersey's workforce investment system a cornerstone in the State's future economic health.

We are encouraged by your warm reception of the White Paper, and pledge our continued support to a progressively planned and integrated workforce investment system that will meet the needs of the State's students, job seekers, workers, and employers.

Sincerely,

John J. Heldrich
Chairman

New Jersey

State Employment and Training Commission

Annual Report — 2001

Overview

The State Employment and Training Commission (SETC) was established by State statute in 1989 as a public-private partnership to meet the challenge of developing a world-class workforce investment system for New Jersey. This bipartisan Commission accomplishes its purpose by sustaining the partnership that seeks to eliminate the parochialism that limits the capacity of government to be creative and responsive to the workforce demands of the 21st century.

The members of this Commission are drawn from the public and private sectors and are appointed by the Governor with the consent of the Senate. The membership includes four Cabinet officers representing the Departments of Community Affairs, Education, Human Services, and Labor. They join representatives from the State Assembly and Senate and members from the Commissions on Higher Education and on Commerce and Economic Growth. These public officials join with other Commission members from the private sector, unions, community-based organizations, and the general public to develop New Jersey's workforce policy agenda. A member from the business community chairs the Commission.

The purpose of the SETC is to develop a policy framework that will enable New Jersey to create a highly qualified workforce and workforce investment system. The SETC is the State Workforce Investment Board (WIB) under the federal Workforce Investment Act (WIA), and as such has specific responsibilities for ensuring that the policies it developed in the *Strategic Five-Year Unified State Plan for New Jersey's Workforce Investment System* are fully realized.

As the 21st century emerges, the work of the Commission becomes even more important for there is a greater recognition that the State's future economic development will be limited unless it produces a workforce

capable of occupying higher wage and higher skilled jobs. This issue is particularly pressing because nearly 40% of adults in New Jersey lack the basic skills that will allow them to fully participate in the higher wage and higher skilled sectors of this economy. When semi-skilled jobs were more abundant in manufacturing, with job and wage protection offered by unions, the relationships between skills and income were less direct. In this economy, there is an ineluctable relationship between what you know and what you earn — all projections about the future of the economy will only strengthen and reinforce this link, and thus, the economy will continue to reward those who are skilled, as it will ruthlessly punish those who are not.

The Commission strongly believes that the only way to remedy this problem is by creating a world-class workforce investment system. The Commission also believes that the consequence of not paying full attention to the workforce investment system is that we are in danger of producing a society in which the skilled do well economically and the unskilled do not. Such a two-tiered society of the rich and of the poor will not match the promise of American life. The vast constituency, including incumbent workers, dislocated workers, high school dropouts, displaced homemakers, and welfare recipients, who need a strong lifelong learning system, will be the victims. For these and other groups, a strong unified workforce investment system offers them their only hope of achieving economic self-sufficiency.

Guiding Principles

The State Employment and Training Commission has developed the following goals:

- Create a strategy for lifelong learning that makes it possible to continuously upgrade skills and meet the demands of the changing workplace to ensure a high quality of life for all New Jerseyans.
- Provide students, workers and others seeking employment with the ability to obtain good jobs at good wages.
- Create a statewide School-to-Career system that moves students to employment and enables all students to meet the challenges of the future labor market, linking schools closely with the employer community to provide relevant school-based and career-based experiences.

- Develop a welfare-to-work system, offering comprehensive services, which leads to economic self-sufficiency.
- Provide strategies that can strengthen the capacity of the workforce investment system to offer high quality, effective and valued services to mature and older workers.
- Furnish businesses with programs to improve the quality of the workforce to meet the challenge of the global economy.
- Assist all employers in transforming their sites into workplaces that maximize the skill and earning potential of their workers.
- Assure that the workforce investment system is closely tied to economic development efforts.
- Create a One-Stop Career Center system that offers universal access, customer choice and integration of services to meet the needs of individuals and businesses.
- Secure equal opportunity for obtaining skills for all citizens, including the economically disadvantaged, persons with disabilities, those for whom English is not the primary language, women, displaced homemakers, and racial and ethnic minorities.
- Provide up-to-date information on local, State and national labor market conditions and occupational outlooks to ensure that the public can make informed choices.
- Create a system that is accountable at the State, local and service provider levels through the establishment of real performance measures that are meaningful to both job seekers and employers.
- Involve local partners to ensure that local dynamics are represented in the State vision.

THE WORK OF THE SETC

Major Activities in 2001

The White Paper

In October 2001, The State Employment and Training Commission issued a *White Paper: New Jersey in Transition — The Crisis of the Workforce*. Following is an excerpt:

Neither New Jersey nor the Nation has made the development, utilization, and growth of a skilled workforce a real priority. As a consequence, the skill development of major segments of the population is being neglected and is largely left to chance. We think the ramifications of this fact will have a detrimental effect on the future of New Jersey's economy. Simply put: Workforce Development is Economic Development. Therefore, to neglect workforce development is to neglect New Jersey's economic future.

To address these issues, we offer the following recommendations that are not meant to be inclusive, but are designed to establish a broad policy direction for the future:

1. The Governor and the Cabinet must make improving the quality of the workforce a core value. There is no substitute for leadership. The bureaucracy will respond to a clear and cohesive message, as will local agencies once they are convinced of the seriousness of purpose of the leadership. Such a message would find a resonance within the State since few would disagree with the idea that our economic future hinges in large part on the quality of our workforce.
2. New Jersey should transform the Department of Labor into the Department of Labor and Workforce Readiness that would be responsible for the integration of service delivery provided by all the "to work" funding streams. Currently, "to work" programs are scattered among half a dozen Departments and administered in

over 20 separate Divisions of those Departments. The mission of this consolidated Department would be to implement the policies developed under the broad authority of the Governor. The State Employment and Training Commission (SETC) would continue in its role of providing policy advice to the Governor.

3. New Jersey must make adult education and literacy a top priority. It is estimated that nearly half of the current workforce lacks the skills to participate fully in the growth sector of the economy. This “basic skills gap” must be bridged through a concerted effort by the State and localities. The State Council for Adult Literacy and Education Services’ State Plan should include recommendations for articulating links more effectively among the myriad of adult education providers throughout the State. At the local level, Workforce Investment Boards (WIBs) should be asked to do the same for their communities.
4. The private sector must play a lead role in shaping workforce policy. New Jersey must base its workforce preparation system on a demand-side strategy. That is, the direction of the workforce investment system must be based on the skill sets demanded by the employer community. This requires leadership from the employer community in communicating the skills it needs to compete in a high-skill and high-wage environment. For too long, the employer and workforce investment system have been operating with little reference to each other. Moreover, while there are individual programs throughout New Jersey where communication is excellent, overall the State lacks a cohesive and transparent system that provides for the flow of information about the workforce skills required by the economy. The workforce investment system must be organized so that the key growth sectors of the economy – telecommunications, pharmaceuticals, logistics, tourism, and manufacturing, et al. -- can easily communicate their needs and access the employment and training services. Simultaneously, the needs of the entrepreneurial sector must be fully integrated into the workforce investment system.
5. The quality and timeliness of labor market information must be improved. New Jersey is gifted with a strong labor market research capacity inside the Department of Labor. This asset must receive

additional funding to assure that its projections about the labor market can be more finely attuned to the rapidly transforming labor market. To meet this goal, all relevant agencies, including the Department of Labor, the Commission on Science and Technology, the New Jersey Technology Council, Prosperity New Jersey, and the Economic Development Authority, must collaborate with each other to produce the highest quality and most timely labor market information possible.

6. The connection between schools and the labor market must be strengthened. We propose the following series of initiatives, the net result of which will rebalance the system and address the academic and work needs of students.
 - a. Enhance teacher education and training: A comprehensive teacher education and professional development strategy that integrates labor market concerns with education's best practices and theory must be developed.
 - b. Improve labor market expertise of the colleges: The State should help establish centers for education and workplace connections within the State's colleges that bring together strategic thinkers from the academic side and the workplace side to develop and pilot promising ideas.
 - c. Support innovation: Create a program to fund and assist schools to implement best practices in connecting schools with the labor market, while ensuring high academic standards for student achievement.
 - d. Establish State funding for programs to maximize school-to-work opportunities: New Jersey received a five-year federal grant for this purpose, which has now expired. The State should support the continuation of this effort to assist students in making the transition to the world of work. This would include reform of the curriculum that would integrate the worlds of learning and of work.
 - e. Create an interactive website to assist the schools' understanding of the skills demanded and the opportunities

available in the evolving labor market. This sophisticated and interactive website would be primarily targeted to the K-12 system, but useful to others as well. The availability of such information would allow teachers, students, school board members, parents, administrators, and others to appreciate the remarkable diversity of jobs in the modern economy. It would also help the schools make curriculum and counseling decisions that would assist students and parents navigate the complexity of both today's and tomorrow's labor markets.

- f. Make Distance and On-Line learning readily available to upgrade the skills of the State's citizenry and provide the business community with the human resources they need to meet the challenges of a ruthlessly competitive and rapidly changing global economy. As a beginning, we recommend the establishment of a higher education consortium, led by the community colleges, charged with developing new methods of instruction for teachers and learners as well as innovative programs to directly link specific training to employer needs.
- g. Focus on assuring equal opportunity for all citizens to obtain the skills they need to reach their full potential and have the opportunity to succeed in the labor market. The State Employment and Training Commission has issued major reports on persons with disabilities and the problems women face in the education and job training system and intends to extend this analysis to racial minorities. To address these issues, the SETC will continue to make assuring diversity and opportunity for all in the workplace high priorities.

One-Stop Conference

The 2001 Statewide One-Stop Conference, *WIA and Beyond: Staying Ahead of Tomorrow*, was held December 11 and 12. In this fourth annual conference, more than 700 people were registered and over 550 participants attended each day. The conference focus was the importance of the workforce investment system to New Jersey's future.

Among the guest speakers at the Plenary session on the first day were: Raymond Bramucci, currently President of Instructional Systems, Inc., and former New Jersey Commissioner of Labor and Assistant Secretary of Labor, United States Department of Labor; Kirk W. Conover, Chair, Atlantic County Board of Chosen Freeholders; and, James W. Hughes, Dean, Edward J. Bloustein School of Planning & Public Policy, Rutgers, The State University of New Jersey.

Dean Hughes' comments were professionally noteworthy in his analysis of the "new economy" and the new economic outlook for New Jersey.

At the Plenary session on the second day of the conference, Stanley Carlson-Thies, Associate Director, Cabinet Center Affairs-The White House, Office of Faith-Based and Community Initiatives, spoke about engaging faith and community groups in workforce development.

More than 45 workshops touched on many aspects of New Jersey's workforce investment system by looking at the myriad of challenges faced in improving the quality of services offered by the One-Stop Career Center system. Workshops highlighted significant innovative programs and learning experiences for the conference attendees. An exhibit area was provided for the 25 participating, non-profit organizations to display information and materials. As in past years, these displays offered an excellent opportunity for participants to learn more about other organizations and to begin partnering with them.

Workshops included topics on the operations and programs involved at the One-Stop Career Centers, the federal Workforce Investment Act (WIA), economic development, adult literacy, youth councils and youth programs, education, welfare, gender parity, assistance for the population with disabilities, unions, labor market information, Consumer Report Card, performance measurements, customer satisfaction, and technology, among others.

Some highlights of the workshops were:

- A session focused on the transition to, and offered views on, a new Administration, delivered by a policy advisor of the Office of the Governor-Elect James E. McGreevey.

- The National Chairman of the Workforce Excellence Network presented a two-part session on the "Challenge of Change," which focused on the role of leaders in the workforce arena during these changing times.
- A two-part session was also presented on creating a new vision and mission for education.
- The national initiative, *Equipped for the Future (EFF) Content Standards*, is used as a tool for planning for basic skills services, and has been adopted by New Jersey. This initiative was featured at two sessions.

A major highlight at the conference was the opportunity for the conference attendees to visit the Mobile Career Development Van (The Big Purple Truck) brought to New Jersey from Minnesota. The Mobile Career Development Van is a state-of-the-art, totally self-contained, fully accessible leading technological computer lab with 12-computer workstations and Internet connection. The Minnesota Van has traveled across the United States to conferences demonstrating its features.

Equipped For the Future (EFF) Content Standards Training

The SETC conducted *Equipped For the Future (EFF) Content Standards* training sessions for regional WIB Literacy Committee members on June 19 and 21, to begin to educate the wider adult education community about EFF. The focus of this training was to help WIB Literacy Committee members and staff from each local area better understand EFF and how it can be integrated into the WIB literacy plan. EFF is a framework and set of standards that focus on what adults need to know and be able to do to perform in their roles as workers, citizens and community members, and parents and family members in the 21st century. The National Institute for Literacy funded the development of EFF to provide a common, results-oriented framework to guide adult literacy education. The State Employment and Training Commission and the State Council for Adult Literacy and Education Services adopted EFF as the strategic framework for adult education in the workforce investment system. As part of the preparation for the training, a brief questionnaire was sent to each invitee. Information about the current adult literacy system and suggestions on how to better integrate EFF into the system was collected. In total, 125 people attended the two training sessions.

The Department of Education at Rutgers University is training 30 adult educators in EFF and assisting the State Council for Adult Literacy and Education Services in developing its comprehensive state plan. With the adoption of the EFF standards, New Jersey, through the Commission's leadership, has taken a dramatic step in strongly linking literacy to the workplace. The State Council for Adult Literacy and Education Services continues to play the key role in overseeing this project.

Youth Summits

In partnership with the United States Department of Labor, the SETC conducted three regional Youth Summits on February 27, March 2, and March 13. The purpose of the Summits was to help Youth Investment Councils better understand their roles and responsibilities under the Workforce Investment Act and assist them with planning for a comprehensive youth development system in their local areas. There were approximately 85 in attendance at each Summit.

Youth One-Stop Training

On April 23, the SETC, in cooperation with the United States Department of Labor, held a one-day training session to discuss strategies to improve youth connections to the One-Stop system and build the capacity of One-Stops to serve youth effectively. The meeting, which was held at the Edison Job Corps Center, was attended by One-Stop Operators, Workforce Investment Board staff and youth staff, for a total of 50 in attendance.

Youth Summit — Leadership Development Youth Summit

The SETC and the United States Department of Labor (USDOL) convened a two-day Leadership Development Youth Summit on July 11 and 12. The Edison Job Corps hosted the Summit and they, along with the New Jersey Departments of Labor and State, helped the SETC and USDOL plan and conduct the session. Forty youth, who were involved with their local youth councils and/or accessed services from the local areas, attended the Summit along with ten adult representatives from Workforce Investment Board (WIB) areas. The goal of the Summit was to facilitate youth

involvement in local planning and decision-making on issues related to youth workforce investment and to encourage their participation on youth councils. The training provided opportunities for youth and adults to dialogue about youth development concerns, engage in hands-on experiential learning activities, and develop leadership, decision-making, problem-solving, and conflict resolution skills.

Skill Demand Project

The State Employment and Training Commission and the Departments of Labor and Education have embarked on a landmark initiative to conduct a demand-side skill assessment of New Jersey's labor market and make the results of this assessment available to job seekers, employers, policymakers, and workforce investment system service providers. By working directly with employers from major sectors of the New Jersey economy, the SETC intends to identify and describe their current and future skill demands in the workplace, from entry-level to higher skilled positions. The project is being carried out by the Heldrich Center for Workforce Development at Rutgers University and is being conducted by consortia of WIBs in three geographic areas that blanket New Jersey.

This initiative will build upon the existing and high quality efforts of the Department of Labor's Labor Market Information team, adding another layer of detail to the portrait of New Jersey's labor market. By casting light on the dimensions of New Jersey's future workforce demand and tying that demand to the skill standards that have been defined at the national level, this study will directly assist all those in New Jersey concerned with workforce and economic development issues.

Distance Learning Grant

The New Jersey Department of Labor received a \$500,000 grant from the United States Department of Labor to establish a Distance Learning Program for single women who are parents. New Jersey was selected in part because it was the only State in the Union that had a Council on Gender Parity.

The purpose of the project is to determine how distance or on-line learning can enhance single mothers' job prospects. The target group for this pilot will be drawn from the ranks of the working poor, including former welfare recipients, who will be given the opportunity to engage in an on-line class or classes directed toward improving their employment potential. It is expected that the Council on Gender Parity in Labor and Education will play a key role in shaping this pilot program.

Literacy Plans and Local Plan Update

A major event this year was the passage of the Workplace Skills legislation, which will add approximately \$21 million for basic skills through the Supplemental Workforce Fund. The State Employment and Training Commission is legislatively charged with reviewing and evaluating the operations of programs supported by the Fund.

The legislation itself is an extension of the Workforce Development Partnership Program and the Commission worked with the Department of Labor to issue planning instructions, and with the Department of Education to establish performance measures. In October, the State Employment and Training Commission issued guidelines to Workforce Investment Boards (WIBs) outlining required components for their local literacy plan submission. Plans must reflect a collaborative effort led by the WIB Literacy Committee and provide a strategic direction for the local adult literacy delivery system.

In addition to planning for this major initiative, local areas were asked to perform a self-evaluation of their efforts to implement a One-Stop system and to update their local plans accordingly.

Consumer Report Card for Training Programs

Work is continuing in the development of the Consumer Report Card, and it is our goal to have actual performance data available sometime in the first half of 2003. Even at the early stages of the Report Card, we have received very positive comments from several outside groups, including the National Governors' Association, which has recognized the quality of the work that has been accomplished. The John J. Heldrich Center for

Workforce Development has been a valuable partner in helping to develop this very important initiative. It should be noted that when the Consumer Report Card becomes fully operational, both workforce investment customers and policymakers will be able to assess information regarding all providers of educational and training services approved by the State to receive funding.

SETC Legislation

A draft of legislation reauthorizing the SETC and establishing the Center for Occupational Employment Information (COEI), which was previously the State Occupational Information Coordinating Committee, was prepared in anticipation of passage next year. The law will guide the workforce investment system in its transformation to the One-Stop system envisioned in the *Strategic Five-Year Unified State Plan for New Jersey's Workforce Investment System*. Additionally, the law will formally establish the COEI and codify its role in relation to the Eligible Training Provider List and the Consumer Report Card.

SETC Website

In June, 2001, the SETC contracted with the New Jersey Institute of Technology (NJIT) to redesign the Commission's website located on the Department of Labor's site — WNJPIN (Workforce New Jersey Public Information System). Although the SETC site will still be linked to the WNJPIN site, it will have its own web address that will be determined early next year. The redesign will be user-friendly and include specific navigation buttons that link to other pages within the site, as well as to other informational sites.

The project began in the fall of 2001 to populate the pages of the website. The main selection buttons, with drop-down menus, include the following pages: Welcome, Commission, Publications, Workforce Investment Boards, Current News and Events, State Council for Adult Literacy Education Services, and the Council on Gender Parity in Labor and Education.

The site will be updated and changed as the redesign evolves over the next year.

Workforce Development Partnership Program Regulations

The SETC staff was instrumental in drafting regulations governing the Individual Training Grant and Literacy portions of the Workforce Development Partnership Program. The new regulations govern the program resulting from the establishment of the supplemental fund for basic skills, and update Individual Training Grant (ITG) regulations to promote One-Stop delivery of services.

THE WORK OF THE SETC

SETC Committees, Councils, and Task Forces

In 2001, the SETC focused on major initiatives through its Committees, Councils and Task Forces. These include:

Public Sector Planning Committee

Chair: Henry Plotkin, State Employment and Training Commission

Members: Philip Beardsley, Commission on Higher Education
Linda Bowker, Department of Community Affairs
Barbara DeGraaf, Department of Human Services
Tom Henry, Department of Education
Matthew McDermott, Department of Labor
Charlotte Tomaszewski, Commission on Commerce & Economic Growth
Diane Zompa, Department of Corrections

The Public Sector Planning Committee is composed of high-level officers from the Departments of Community Affairs, Education, Human Services, Labor, the Commission on Higher Education, Commission on Commerce and Economic Growth, and the Office of Management and Budget. Charged with the mission to oversee all interdepartmental plans at the State level, the Public Sector Committee also serves as a collaboration and governance entity.

Agenda items included the WIB Budgets, Overview of the White Paper, Council on Gender Parity update, and State Council for Adult Literacy and Education Services update.

Council on Gender Parity in Labor and Education

Chair: **Dianne Mills McKay**

Members: **Christine Amalfe**, Gibbons, Del Deo, Dolan, Griffinger & Vecchione
Theresa Brown, Burlington County Board of Chosen Freeholders
Michele Darling, Prudential Insurance Company
Velvet Miller, Horizon Mercy
Patricia Palmeri, WISE Women's Center, Essex County College
Linda Stamato, Douglass College
John Tesoriero, Commission on Science and Technology

Agency Representatives:

Lisa Ashbaugh, Department of Human Services
Gary Nigh, Commission on Higher Education
Linda Bowker, Department of Community Affairs
Thomas Henry, Department of Education
Barbara Lee, School of Management and Labor Relations, Rutgers, The State University of New Jersey
Nancy Jusko, Commission on Commerce and Economic Growth
Virginia Pasqualini, Department of Labor
Henry Plotkin, State Employment and Training Commission

The Council on Gender Parity in Labor and Education was established by statute within the State Employment and Training Commission on September 12, 1999. Two reports, *Leveling the Playing Field* and *Balancing the Equation*, written by the Gender Equity Task Force, led to the formation of the Gender Parity Council. This Council is believed to be the first body of its kind in the nation. The Council oversees the State's efforts to provide gender equity in labor, education, and training. The Center for Women and Work, Rutgers, The State University of New Jersey, has been contracted as the research arm for the Council.

Council meetings were held in February, April, July, October, and December 2001.

On May 30, the Council held its second conference, "*A Woman's Place: Her Role in the New Economy*," at the Hyatt Regency Hotel in New Brunswick, New Jersey. The keynote speaker was Barbara A. Shailor, Dean, Douglass College, Rutgers, The State University of New Jersey, who

spoke about women and technology careers. There were 18 workshops presented on programs and best practices in New Jersey's schools and workplaces, which help attract and retain women in science, engineering, and technology. An interactive audience response session was conducted to assess the audience's knowledge and understanding of gender equity issues in science, engineering, and technology educational programs and workplaces.

There were two reports issued and presented at the May 30th conference to increase public understanding of the issue of gender equity in science, engineering, and technology. The first report, *Women and Work: Prospects for Parity in the New Economy*, documents the large gap between the occupational needs of the New Jersey labor force and the available skilled labor, and summarized the main reasons for the under-representation of women in science, engineering and technology fields. This report was prepared by Dr. Mary Gatta, Director of Research & Analysis, Center for Women and Work, Rutgers, The State University of New Jersey, for the Council. The second report commissioned by the Council, *Bridging the Gap: Gender Equity in Science, Engineering and Technology*, contains a more detailed discussion of the research regarding gender equity and is intended to be a resource that synthesizes the literature that the Council reviewed in its investigation of gender equity in science, engineering and technology. Dr. Mary Gatta and Dr. Mary Trigg, Center for Women and Work, Rutgers, The State University of New Jersey, wrote this report.

The Council is at the forefront of research issues on women in education and the workforce. An initiative has begun where the Council is collaborating with the John J. Heldrich Center for Workforce Development to provide long-term data collection on New Jersey workers. This data project will allow the Council to conduct original research on gender equity in New Jersey. The survey data and report will be released in the Fall of 2002. The Council has also helped to support the development of the Center for Women and Work's online library of resources on women and work.

Dianne Mills McKay, Chair, and Dr. Mary Gatta, gave presentations during the year in California, New Jersey, New York, Rhode Island, Texas, Washington, D.C., and St. Thomas, Virgin Islands, on the work of the Council and the research that has been done on gender equity in labor and

education. The Council also worked with national organizations such as the United States Department of Labor, National Council for Research on Women, and the Advancement of Women and Minorities in Science, Engineering and Technology to provide expert advice and research on educational and labor force opportunities for women.

Disability Issues Committee

Chair: **Thomas Jennings**, Department of Labor,
Division of Vocational Rehabilitation

Members: **Debbie Bain**, New Jersey State Rehabilitation Council
David DeNotaris, Commission for the Blind & Visually Impaired
Harriet Findlay, JFK Rehabilitation Institute, Vocational Rehabilitation
Department
Nicholas Gacos, Colorado Café Associates
Alice Hunnicutt, New Jersey State Rehabilitation Council
Paulette Laubsch, State Employment and Training Commission
Jody Levinson, Johnson & Johnson Health Care Systems
Sarah Mitchell, New Jersey Protection & Advocacy, Inc.
Henry Plotkin, State Employment and Training Commission

The Disability Issues Committee was established in April 2001 as a permanent Committee within the SETC. The Committee is responsible for developing policies and program strategies for individuals with disabilities in the workforce investment system. The Committee focuses its work on three areas. These areas are: 1) to ensure that the needs of the disabled are integrated into the One-Stop system; 2) to identify training needs and resources for those with disabilities; and, 3) to ensure workplace education includes the disabled community in its efforts.

Based on the committee's recommendations, comparable disability issues committees were established in the local areas.

Evaluation Committee

Chair: Arthur J. O'Neal

Members: Philip Beardsley, Commission on Higher Education
Paula Davis, HF Henderson Industries
Dana Egreczky, New Jersey State Chamber of Commerce
Len Feldman, Department of Human Services
Elaine Feller, Department of Community Affairs
JoAnn Hammill, Department of Labor
Tom Henry, Department of Education
Edward Jones, Lincoln Technical Institute
John Knoop, Lawson, Mardon, Wheaton, Inc.
Paulette Laubsch, State Employment & Training Commission
Joe Maag, Department of Human Services
Brian McAndrew, Monmouth County Vocational/Technical Schools
Rudolph Meyers, Department of Community Affairs
David Novak, State Employment and Training Commission
Harvey Nutter, Opportunities Industrialization Centers
Richard Pagano, Siemens Corporation
Brian Peters, Department of Labor
James Phillips, Department of Labor
Janice Pointer, Department of Labor
Vivien Shapiro, Department of Labor
Harry Stark, Highland Park
Charlotte Tomaszewski, Commission on Commerce & Economic Growth
Ralph Viviano, Richard Stockton College of New Jersey
Dan Will, Department of Labor
Greg Williams, Office of Legislative Services
Naomi Wish, Seton Hall University.

The Committee focused on overseeing the evaluation of the Workforce Development Partnership Program, and exploring methods to evaluate training vendors for the State Eligible Training Provider List and the Consumer Report Card.

State Council for Adult Literacy and Education Services

Chair: Donald J. Loff, PaineWebber

Members: Carmelita Acciola, Gloucester County College
Hal Beder, Rutgers, The State University of New Jersey
Mark B. Boyd, Department of Labor
Elizabeth Christopherson, New Jersey Network
Ana Cruz, Perth Amboy Adult School
Paula Davis, JADE Marketing Consultants
Nancy Fisher, Jewish Vocational Services
Vito Gagliardi, Department of Education
Charles Hance, Commission on Commerce and Economic Growth
Thomas Henry, Department of Education
Jane Kenny, Department of Community Affairs
Henry Plotkin, State Employment and Training Commission
Enrico Prata, Caldwell-West Caldwell Continuing Education Center
Julio Sabater, Universal Communication Enterprise
Barry Semple, New Jersey Association of Lifelong Learning
James W. Smith, Department of Human Services
James Sulton, Commission on Higher Education
Jack Terhune, Department of Corrections
Samuel Thompson, New Jersey Legislature
Nicholas Yovnello, Council of New Jersey College Local

The Council met four times during 2001, in January, March, May, and November. At the November meeting, a preliminary report on the Adult Literacy Funding and Delivery System was accepted. The report examines how the adult literacy system works and how funds flow from their source to the provider level. The first chart following graphically depicts the complexity and diffusion of the system.

When considering the major adult literacy initiatives administered by the various State agencies, the report conservatively estimates that approximately \$100 million is contributed to the system annually, serving approximately 100,000 people.

At the service delivery level, providers vie for funds from various sources. Therefore, services and programs are based not on need, but rather on the types of funding that programs can successfully attain. Each source of funding comes with its own eligibility requirements, accountability measures, application procedures, fiscal calendar, and reporting

requirements. The second chart following provides an example from the service provider's perspective of the perplexing nature of administering multiple programs with separate funding and reporting requirements.

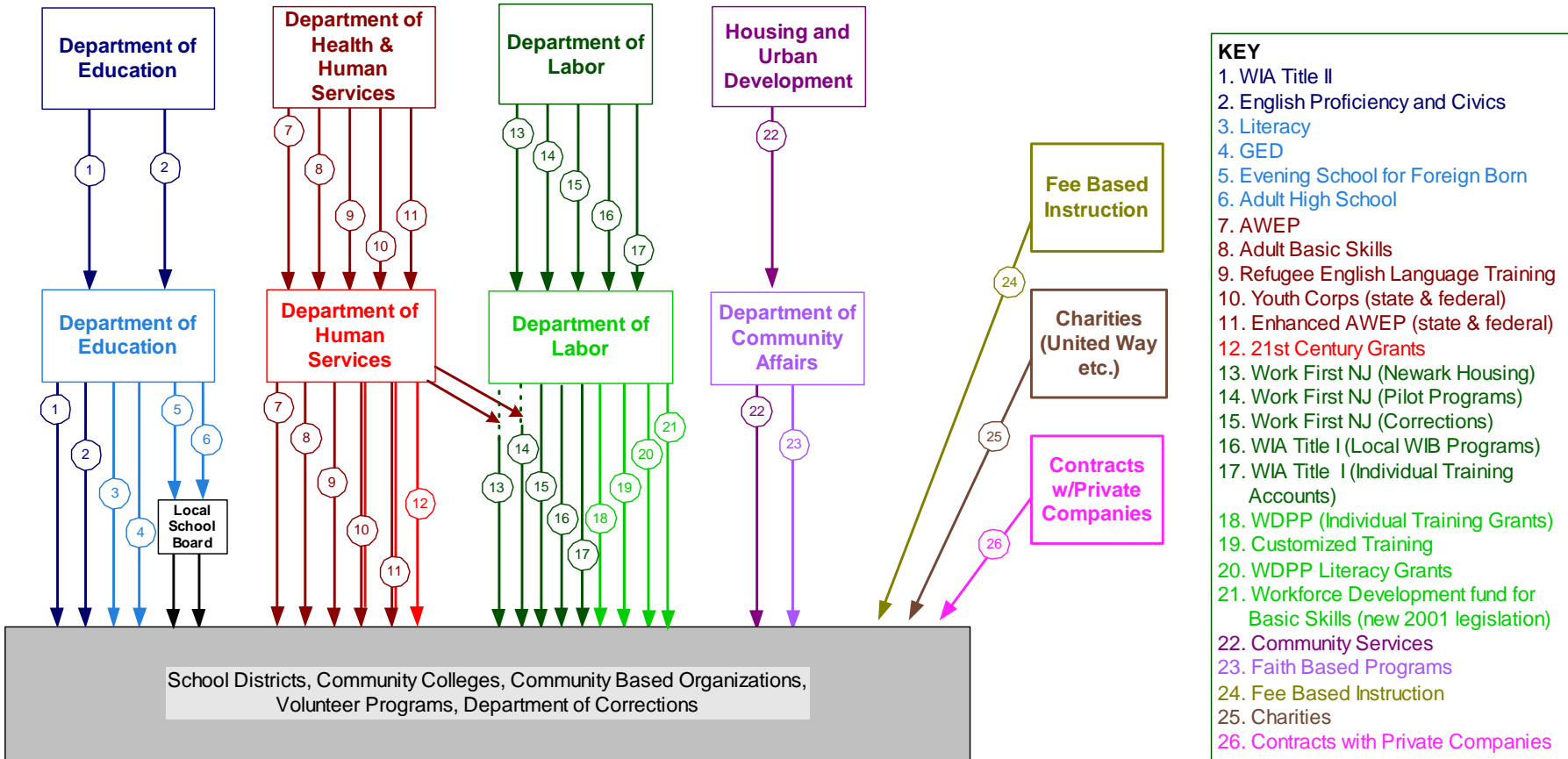
In addition, the report also contains the following findings:

- The system is diffuse and complex with no central coordination. There are at least 26 different and independent funding streams in four State Departments and three non-governmental sources.
- Most providers receive funds from more than one source and, therefore, must comply with the regulations and requirements of their multiple grants.
- The system is further complicated in that there are circumstances where funds originate with one State Department but are administered by another, or where funds go from the State to local school board control, and from there to the providers.

Among the report's recommendations is a call for the consolidation of programs under one State agency. The State Council for Adult Literacy Education Services will present the report in 2002.

Funding for Adult Literacy and Basic Education

FEDERAL
STATE
PROVIDERS



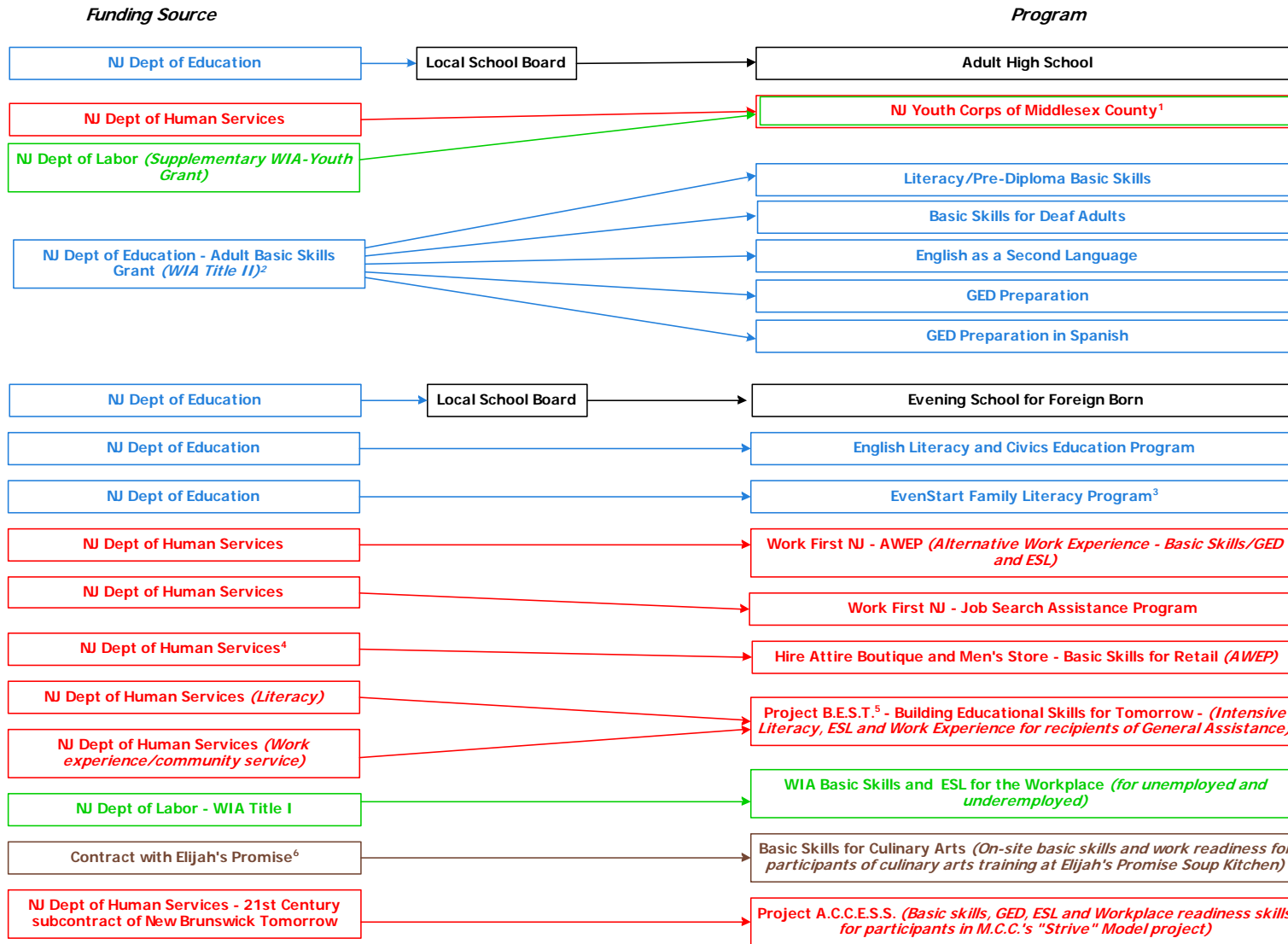
- KEY**
1. WIA Title II
 2. English Proficiency and Civics
 3. Literacy
 4. GED
 5. Evening School for Foreign Born
 6. Adult High School
 7. AWEP
 8. Adult Basic Skills
 9. Refugee English Language Training
 10. Youth Corps (state & federal)
 11. Enhanced AWEP (state & federal)
 12. 21st Century Grants
 13. Work First NJ (Newark Housing)
 14. Work First NJ (Pilot Programs)
 15. Work First NJ (Corrections)
 16. WIA Title I (Local WIB Programs)
 17. WIA Title I (Individual Training Accounts)
 18. WDPP (Individual Training Grants)
 19. Customized Training
 20. WDPP Literacy Grants
 21. Workforce Development fund for Basic Skills (new 2001 legislation)
 22. Community Services
 23. Faith Based Programs
 24. Fee Based Instruction
 25. Charities
 26. Contracts with Private Companies

Note: Each line represents a funding stream. The streams within a particular state department may be, and most are, managed by different agencies, divisions or offices and in many cases are governed by different state and federal laws and regulations. Providers can apply for grants and receive funding from any one or more of the funding streams. Most receive funding from multiple sources which means different application procedures, deadlines, reporting requirements and different student eligibility criteria for each grant.

Note: Each department is represented by a color. Darker shades represent federal funds and lighter shades represent state funds.

Draft 11/13/01 State Master Plan Study

New Brunswick Public Schools - Adult Learning Center



¹ Co-sponsored with UMDNJ

² In Consortium with East Brunswick and South River

³ Co-sponsored with UMDNJ/CARRI Program

⁴ Formerly a Dept of Labor Grant

⁵ Formerly a Dept of Labor WIA grant, moved to a Dept. of Human Services Work First grant

⁶ Formerly part of WIA Basic Skills and ESL for the Workplace

SETC Chronology: 2001

During the year, the SETC was involved in various activities. The following calendar provides a chronology of those activities where SETC staff participated.

JANUARY 2001

- 2 Workforce Investment Act (WIA) Performance Standards Meeting, Trenton
- 3 Federal Audit Meeting, Trenton
- 5 Technical Steering Group for the Consumer Report Card Meeting, Trenton
- 10 State Council for Adult Literacy and Education Services (SCALES) Meeting, Trenton
- 12 Eligible Training Provider List/Consumer Report Card (ETPL/CRC) Training Committee, Trenton
- 16 One-Stop Orientation for Business Service Representatives, Trenton
- 17 Workforce Development Partnership (WDP) Evaluation Meeting, Trenton
- 18 Workforce Investment Board (WIB) Directors' Meeting, Piscataway
- 19 Workforce Investment Act Customer Satisfaction, Trenton
- 22 Literacy Retreat, Trenton
- 23 SETC Meeting, Piscataway
- 26 Workforce Investment Act Customer Satisfaction, Trenton
- 31 Eligible Training Provider List/Consumer Report Card Training Committee Meeting, Trenton

FEBRUARY

- 9 State Employer Council, Trenton
- 15 Workforce Investment Board Directors' Meeting, Trenton
- 20 SETC Executive Committee Meeting, New Brunswick
- 21 Consumer Report Card Meeting, Trenton
- 22 Workforce Investment Act Performance Measures Meeting, Trenton
Consumer Report Card Website Meeting, New Brunswick
- 27 Youth Summit — South, New Jersey Youth Investment Council Regional Meeting, Mt. Laurel
- 28 Council on Gender Parity in Labor and Education Meeting, New Brunswick

MARCH

- 1 State Council for Adult Literacy and Education Services Steering Committee, Princeton
Workforce Investment Act Customer Satisfaction Meeting, Trenton
- 2 Youth Summit — Central, New Jersey Youth Investment Council Regional Meeting, East Windsor
- 7 One-Stop Operating System and Eligible Training Provider List Meeting, Trenton

- Center for Occupational Employment Information Legislation Meeting, Trenton
- 12 Workforce Investment Board Directors Meeting, Trenton
- 13 Youth Summit — North, New Jersey Youth Investment Council Regional Meeting, Newark
- 14 State Council for Adult Literacy and Education Services Meeting, Trenton
- 21 Breakfast celebrating Women's History Month, Drumthwacket
- Prosperity New Jersey Executive Committee, North Brunswick
- 22 Joint Meeting of the Trustees Advisory Committee and the State Advisory Council, School of Management and Labor Relations, Rutgers
- 23 Workforce Investment Act (WIA) Customer Satisfaction, Trenton
- 28 Public Sector Planning Committee, Trenton
- 30 SETC Meeting, Piscataway

APRIL

- 10 SETC Executive Committee Meeting, New Brunswick
- New Jersey Commission on National & Community Service Meeting, Red Bank
- 12 Disability Council Meeting, Trenton
- Evaluation Committee Meeting, Trenton
- 16 One-Stop Technical Assistance/Monitoring Team Meeting, Trenton
- 17 Greg Newton One-Stop training, Trenton
- Information Technology Meeting, Trenton
- 18 Regional Business Partnership Meeting, Trenton
- 19 Workforce Investment Board Directors' Meeting, Trenton
- 20 Newark Workforce Investment Board Meeting, Iselin
- Workforce Investment Act Customer Satisfaction Meeting, Trenton
- 24 Council on Gender Parity in Labor and Education Meeting, New Brunswick
- 30 One-Stop Technical Assistance/Monitoring Team Meeting, Trenton

MAY

- 1 Unified State Plan Meeting with Senior Services, Trenton
- 3 New Jersey Association of Lifelong Learning Conference, Trenton
- Consumer Report Card Operations Phase II, meeting with staff from the Heldrich Center, Trenton
- 4 Office of Legislative Services Meeting on Literacy legislation, Trenton
- 7 Consumer Report Card Meeting meeting with staff from the Heldrich Center, Trenton
- 9 State Council for Adult Literacy and Education Services Meeting, Middlesex County College
- 10 SETC Legislation Meeting, Trenton
- 11 Meeting with United States Department of Labor (USDOL) regarding Workforce Investment Act Performance Standards, Trenton
- 15 Credentialing Meeting, Trenton

- 16 SETC Meeting, Piscataway
- 17 Workforce Investment Board Directors' Meeting, Trenton
Mercer County One-Stop Meeting
- 24 Heldrich Awards Luncheon, Bloustein School, New Brunswick
- 30 Council on Gender Parity in Labor and Education Conference,
New Brunswick
- 31 Interdepartmental Youth Initiative Meeting, Mercer County
Demand Occupation Meeting, Trenton

JUNE

- 5 Public Sector Planning Committee Meeting, Trenton
- 7 Workforce Investment Act (WIA) Readiness Work Group Meeting, United
States Department of Labor, Employment and Training Administration,
Baltimore
- 8 Workforce Investment Act (WIA) Readiness Work Group Meeting, United
States Department of Labor, Employment and Training Administration,
Baltimore
- 12 Eligible Training Provider List/Consumer Report Card (ETPL/CRC)
Advisory Board Meeting, Trenton
- 13 Garden State Employment and Training Association (GSETA) Conference
- 14 Garden State Employment and Training Association (GSETA) Conference
- 15 Technical Steering Group for the Consumer Report Card Meeting, Trenton
- 19 Equipped For the Future (EFF) Content Standards Training, Woodbridge
Hilton
- 21 Equipped For the Future (EFF) Content Standards Training, Mt. Laurel
Workforce Investment Act (WIA) Performance Measures Workgroup
Meeting, Trenton
- 22 SETC Executive Committee Meeting, New Brunswick
- 25 Evaluation Committee Meeting, Trenton
- 27 Literacy Steering Committee, Princeton
- 28 Workforce Investment Board Directors' Retreat, Pt. Pleasant Beach
- 29 Workforce Investment Board Directors' Retreat, Pt. Pleasant Beach

JULY

- 2 Demand Occupation Meeting, Trenton
- 10 Workforce Investment Act (WIA) Customer Satisfaction Meeting, Trenton
- 12 Youth Retreat, Edison Job Corps
- 18 One-Stop Audit with the United States Department of Labor, Trenton
- 19 Workforce Investment Board Directors' Meeting, Trenton
- 23 Signing of Bill creating Supplemental Workforce Fund for Basic Skills,
Governor's Office
- 24 Workforce Investment Act (WIA) Readiness Work Group, Chicago
- 25 Workforce Investment Act (WIA) Readiness Work Group, Chicago

AUGUST

- 1 Workforce Development Partnership Program Regulatory Review Workforce Meeting, Trenton
- 2 Workforce New Jersey Public Information Network (NJPIN) Editorial Committee Meeting, Trenton
- 8 Council on Gender Parity in Labor and Education Retreat, Red Bank
- 9 Prosperity Workforce Committee Meeting, College of New Jersey
- 16 Workforce Investment Act (WIA) Readiness Work Group, United States Department of Labor sponsored meeting, Denver, CO
- 17 Workforce Investment Act (WIA) Readiness Work Group, United States Department of Labor sponsored meeting, Denver, CO
- 22 General Accounting Office Meeting regarding the integration of Temporary Assistance for Needy Families (TANF) and the Workforce Investment Act, Trenton
- 27 SETC/ Center for Occupational Employment Information (COEI) Legislation Meeting, Trenton
- 29 White Paper Discussion Meeting, Trenton

SEPTEMBER

- 5 Women in the 21st Century Grant Meeting, Trenton
- 6 Journey to Performance Excellence Conference, East Windsor
- 20 Workforce Investment Board Directors' Meeting, Piscataway, NJ
- 21 SETC Executive Committee Meeting, New Brunswick
- 25 SETC/Center for Occupational Employment Information (COEI) Legislation Meeting, Trenton
- 26 One-Stop Technical Assistance Team Meeting, Trenton
- 28 Workforce Investment Act Performance Matters Meeting, Trenton

OCTOBER

- 1 Credentialing Meeting, Trenton
- 3 Women in the 21st Century Grant Distance Learning Pilot Demonstration, Trenton
Eligible Training Provider List/Consumer Report Card (ETPL/CRC) Training Committee Meeting, Trenton
- 10 Consumer Report Card Meeting, Trenton
- 11 Council on Gender Parity in Labor and Education Meeting, New Brunswick
- 12 Garden State Employment and Training Association (GSETA) Retreat, Point Pleasant Beach
- 17 SETC Meeting, Piscataway
- 18 Workforce Investment Board Directors' Meeting, Trenton

- 25 2001 Economic Workforce Development Leadership Summit, Union County
- 26 2001 Economic Workforce Development Leadership Summit, Union County
- 31 Prosperity New Jersey Executive Committee, The College of New Jersey, Ewing

NOVEMBER

- 7 Gender Parity Transition Report Meeting, Trenton
- 14 State Council for Adult Literacy and Education Services Meeting, New Jersey Network (NJN), Trenton
- 15 Workforce Investment Board Directors' Meeting, Trenton
- 16 Rutgers School of Management and Labor Relations State Advisory Council, Piscataway
- 19 Workforce Development Partnership Program Evaluation/Performance, Trenton
- 28 State Rehabilitation Council Meeting, New Brunswick
- 30 Workforce Development Partnership Program Evaluation/Performance Meeting, Trenton

DECEMBER

- 6 State Data Conference, Trenton
- 7 Eligible Training Provider List Meeting with Continuing Education Deans, Mercer County College, Trenton
- 11 One-Stop Conference, Atlantic City
Prosperity New Jersey Executive Committee, Trenton
Council on Gender Parity in Labor and Education Meeting, Atlantic City
- 12 One-Stop Conference, Atlantic City
- 17 Workforce Investment Act Training Provider Meeting, Trenton