



**Meeting Minutes**  
**Department of Labor**  
**3<sup>rd</sup> Floor Conference Room**  
**Trenton, NJ 08625**  
**Wednesday, February 8, 2017**

**Attendance:** Hal Beder-Acting Chair, Kate Butler-Department of Community Affairs, Nancy Fisher-Jewish Vocational Services, Renee Ingram-Department of Human Services, Mary Morley-Office of the Secretary of Higher Education, Mimi Lee-New Jersey State Library, Barry Semple-Co-Chair, Jessica Tomkins- LITERACY New Jersey, Joanne Hala-United Way, Brigitte Satchell-Rowan College at Gloucester County, Jean Baptiste-Department of Corrections, Nancy Fisher-Jewish Vocational Schools, Julio Sabater-Workforce Advantage, Howard Miller-Chief, Business Services-New Jersey Department of Labor & Workforce Development, Gary Altman-Acting Executive Director-SETC, Kyree Robinson-Project Specialist Trainee-SETC, Beonica McClanahan-Intern/SETC

**Welcome, Introduction and minutes**

Acting Executive Director Gary Altman introduced new SETC staff members Beonica McCallahan and Kyree Robinson and they were welcomed by the members. Mr. Altman shared what he learned from the February 7, 2017 SETC meeting of a new data system developed by the Heldrich Center who is contracted by the Office of the Secretary of Higher Education. The system tracks education to earnings while protecting the confidentiality of the individual. The based programming would make it possible to track progress, provide evidence for planning purposes, and to realize what programs are successful.

Roundtable introductions followed the update by Acting Chair Hal Beder. He asked for a motion to approve the minutes from November 3, 2016 which were unanimously approved.

**Draft Policy Statement**

Acting Chair Beder began a discussion on the Draft Policy Statement with background information. He stated that a review was done in 1999 which resulted in a chart being developed which showed that Adult Literacy was very fragmented in its delivery system. Coordination could mostly be found only at the local level. This is because there are many different funding streams, each requiring different eligibility, application procedures, fiscal calendar and reporting requirements. To have resolution, we must break down the silo of funding sources to have coordination of services.



A suggestion was made in serving more clients by looking at delivery at a cost accounting perspective where similar services can be combined into larger classes. A question was raised of the review and comment roles of the WDB Title II and NGO's which could help to promote and utilize the various resources that exist in accounting. Howard Miller stated that when we take in the proposals, we will be sending them to the WDBs for comment and ask if they align with their local literacy plan. How well they articulate their need will lead to a better proposal received. Mr. Miller explained that there will be a new system approach which will bring all the pieces together to identify programs and provide content delivery in a more systematic way. There was some discussion regarding strengthening the Workforce Development Boards to be able to increase resources. There was also a suggestion made to tighten the resolution and establish a law to coordinate and make firm the leadership roles and responsibilities of the WDB's.

Chair Beder asked members to get back to Gary Altman with their feedback within four or five days so that we can have something to vote on at the next meeting.

### **Title II Update**

Howard Miller presented an update on Title II. He explained that the legislative required outcomes are put into the State report card and is provided to each individual consortium so that they can see how well they do up against their negotiated state performance standards. He reported that NJ now meets and/or exceeds the negotiated bench mark in average positive outcome for every category of enrollment by reaching the mid forty percentage, up from twenty percent the last fiscal year 2015/2016. He stated that post-test rates have also increased reaching mid sixty to mid seventy percent. He also stated that ninety percent in the pre-GED category go on to achieve their GED.

We are now halfway into the current fiscal year and performance can be seen that some are already meeting the negotiated performance benchmark. Current enrollment is at 12,000 but is expected to reach close to last year's enrollment number of 19,474.

Mr. Miller indicated other initiatives have been started within the Department. Since the State has been out of the provision of professional development for the Title II system for some time, compensation was done by the Department allocating professional development dollars within every consortium to determine what their needs are. We have secured Rutgers University that is working with a group of lead instructors for each consortium who will conduct professional development training to identify their individual needs and then go out and identify and secure quality professional development. This spring Susan Pimentel and her staff from the College Career Readiness Standards will



be working with his literacy team to help them better assist others in subject areas beginning with math instruction, reading and then ESL.

**Discussion: ESL and immigration**

A discussion began on what affect the current immigration policy will have on Adult Literacy which serves immigrants who are by majority ESL clients (English As A Second Language) and also immigrants who speak English but did not receive an education in their native countries. There was concerns that undocumented students or those without a green card would be fearful to attend classes. It would seem that the numbers of enrollment would be declining, however one member noted that there has been an increase seen. It was asked if there is a way to determine how many of the 20,000 served are undocumented. Those who do not provide a social security number are about 25% but there are no eligibility requirements with Title II so they will still be served.

Chair Beder make a suggestion of having a special interest group meeting because of the substantial impact this will have on the Adult Literacy Council.

**Adjournment**

Acting Chair Hal Beder made a motion to adjourn the meeting which was approved and adjourned at 11:55.