



Meeting Minutes

Department of Labor
13th Floor Auditorium
Trenton, NJ 08625
Wednesday, May 10, 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, Brigette Satchell-Rowan College at Gloucester County, Jean Baptiste-Department of Corrections, Nancy Fisher-Jewish Vocational Schools, Howard Miller-Chief, Business Services-New Jersey Department of Labor & Workforce Development, Danielle Jubanyik-Workforce Development & Economic Opportunity-Department of Labor & Workforce Development, Gary Altman-Acting Executive Director-SETC, Maureen O'Brien-Murphy-SETC

Welcome, Introduction and Minutes

Acting Chair Hal Beder opened the meeting at 10:05. He asked for a motion to approve the minutes from February 8, 2017 which was provided by Howard Miller and seconded by Danielle Jubanyik and were unanimously approved by the balance of members. The group took a moment to introduce themselves.

Programing – Organizational and Ongoing Services

SETC Acting Executive Director Gary Altman gave a brief overview on the subjects to be addressed at this meeting. Mr. Altman indicated the local WDB Title II plans which include literacy are being reviewed with focus on the need to have a more interactive process in being co-joined and co-planned when paying attention to Title II.

Chief of Business Services Howard Miller gave an update on the presence of literacy within the Department while it is undergoing the restructure of Workforce Services. The plan is to build strong structures that are interconnected going forward from administration to administration into the future.

Mr. Miller presented the new structure of staff and explained that the final portion of the restructure process will be The Special Programs Unit which will serve the vulnerable population including Title II, to bring planning and funding into alignment.



Mr. Miller indicated that there has been a series of new hires. He introduced Dr. Danielle Jubanyik who will be overseeing the Literacy Unit which is where the Department is housing Title II funds and the Workforce Learning Links. These operate under the One Stop Operators in order to be better connected with populations in need. In addition, Dr. Jubanyik is joined by three other new hires with teaching backgrounds to align north, central and south regions to add value and feedback to professional development with the new state plan.

Dr. Jubanyik explained that the three regions conduct site visits to the 17 agencies interacting and forming relationships with the instructors to help build curriculum and teaching function. They will also be assisting them in their outreach to special populations in adult education to have better retention and persistence.

Draft Policy Proposal

Hal Beder introduced the Draft Policy Proposal and members engaged in discussion and the following modifications were presented:

1. Restates the purpose of the AEFLA
2. Updates and revises regulations regarding the suitability of testing for use in the National Reporting System for Adult Education
3. Describes the process and requirements to award contracts/grants including new requirements associated with WIOA and the required involvement of local Workforce Development Boards in the review of applications and the alignment of activities
4. Describes how Title II funds may be used to support programs for corrections education and the education of other institutionalized individuals
5. Clarifies the use of funds for new and expanded activities under the Integrated English Literacy
6. Removal of sections no longer in effect

The Council approved the document with amendments to move forward to the SETC in June.



Next Steps

Mr. Miller stated the importance of having the policy solidified at the SCALES level and with the SETC. Efforts should consider changes for the next planning cycle with time to look at how Title II is interacting differently and evaluate performance.

When we launch programs in the spring of 2018 under a new state plan and with a new administration bringing its own level of value, we should see an impact by fiscal year 2019.

Adjournment

Acting Chair Hal Beder asked for a motion to adjourn the meeting which was provided by Howard Miller, approved by all members and adjourned at 11:35.

Next Meeting
Wednesday, September 6, 2017
10:00 am to 12:00 noon
NJ Department of Labor and
Workforce Development Building,
13th Floor Auditorium
1 John Fitch Way, Trenton, NJ