



**Meeting Minutes**

Department of Labor & Workforce Development  
1st Floor Hearing Room  
Wednesday, September 5, 2018

**Attendance:**

**Hal Beder**-Acting Chair, **Barry Semple**-Co-Chair, **Gary Altman**-Acting Executive Director-SETC, **Brigette Satchell**-Rowan College at Gloucester County, **Nancy Fisher**-Jewish Vocational Services, **Jessica Tomkins**-LITERACY New Jersey **Julio Sabater**-Workforce Advantage, **Joanne Hala**-United Way, **Jean Baptiste**-Department of Corrections, **Danielle Jubanyik**-LWD-Acting State Director for Adult Education & Literacy Services, **JoAnn Brooks**-SETC

**Welcome/Introductions:**

Acting Chair Hal Beder opened the meeting at 10:00. He noted that attendance at the meetings was down, and this was concerning. He suggested that the Council address the decline in attendance soon.

**Approval of Minutes**

Mr. Beder requested a motion to approve the minutes from the July 11, 2018 meeting, a copy of which were provided in the meeting packets. A motion to approve the minutes was provided by Co-Chair Barry Semple, seconded by Danielle Jubanyik and unanimously approved by the balance of the group.

**Summary of Title I/II Workgroup**

Acting Executive Director Gary Altman provided the group with a Summary of the Title I/II Workgroup.

Mr. Altman indicated that the workgroup was created to discuss obstacles, recommendations and practices to be considered for expansion. The membership included representatives of programs funded by Title I and Title II. Their effort began with a list of 14 potential subjects, which the group ranked for discussion. Six meetings were held by the workgroup to consider state and local perspectives to improve



customer service and satisfaction. The workgroup summarized the discussions into four categories/topic to present to SCALES for consideration.

1. Local System Consideration

During the workgroups, concern was raised regarding the need for increased attention and involvement by the local Workforce Development Boards (WDBs). While one WDB area has been able to integrate their provision of literacy services and a cohesive system, other local areas have been less effective integrating their respective systems.

2. Data and Information

Mr. Altman informed SCALES that Titles I and II report customer information in two different data systems and LWD has made efforts to integrate them. The workgroup expressed concern regarding the resources required for data-entry/information and reporting requirements. Also discussed was the importance of cooperation between Titles I and II to jointly manage and share data.

3. Alignment of Programming, Assessment, Testing, Software and Related Tools

Mr. Altman explained that this subject varies based upon area and program. Efforts are sometimes based upon the particular needs such of a parent organization (e.g. school system) or a One Stop Career Center having a contract with a vendor who uses a specific software package. The workgroup discussed how customer service should be driving inclusion for use of software/tools in literacy.

4. Working Together

At one of the workgroup meetings it was asked what role does a One-Stop Operator have in Title II programs. Mr. Altman answered that it varies between One-Stops and each of their system structures and coordinated efforts but the WDB should clarify the roles of the partners in the various programs.



**Discussion: Potential Study Focus**

The group engaged in a discussion on improving coordination of literacy services. Participation and lack of resources are likely reasons for literacy to be disjointed from state and local programming. Some suggestions were made that stronger accountability/reporting be required by the State for the coordination of literacy services. The discussion moved to the topic of who is being served and how we serve them. Are we helping them to move ahead with the services we provide? It was noted that there seems to be less focus on education now that more jobs are available. One member stated that clients need to be made aware of services available even if they want to work first. Students will usually come back. It was also mentioned that New Jersey needs to become more on-line learning friendly for those who need to work but want an education.

Acting Chair Beder made a recommendation to have a steering committee do a critical population report that would assist with making policy changes that would make a difference but also noted that it could cost approximately \$100,000. Members exchanged ideas and questions on how to collect trending data without the cost of hiring for a report. Mr. Beder asked Dr. Danielle Jubanyik if the NRS Statement could provide information. Ms. Jubanyik answered that programs update on a monthly basis and that the Heldrich Center is compiling dashboards.

Acting Chair Beder asked if members feel that the nature of the report needs more discussion. Members were interested in further discussion and interested in requesting the funding for it. Acting Executive Director Altman explained that justification would be needed for the request.

**Title II Update**

Dr. Danielle Jubanyik presented an update on Title II.

The Title II assessment policy for FY2019 has been approved by OCTAE, Directors were made aware and will be posted on the website. The monitoring tool for the IET Classes required by the feds for those receiving funding is in place. She told members



that 16 of the 17 grantees have chosen to do them. They will be going out to monitor instruction and co-instruction to find out what credentials are attained at the end. Dr. Jubanyik stated that the Library grant panel has convened and recommendations have been sent to the 13<sup>th</sup> floor for approval.

**Next Steps**

Mr. Altman stated that he and Mr. Beder will discuss getting linked in with the Heldrich Center's online data system to access research questions for requesting the report and/or access framework to manage the waiting list of clients needing to be served.

**Closing**

Mr. Beder asked for a motion to adjourn the meeting. The motion was provided by Nancy Fischer and seconded by Co-Chair Semple. The meeting adjourned at 11:45.

The next SCALES meeting is scheduled for December 5, 2018