



New Jersey State Employment and Training Commission

Dennis M. Bone, *Chairman*

Chris Christie, *Governor*

SETC Commission Meeting Minutes

November 29, 2012

10:00am - 12:00pm

New Jersey Law Center

One Constitution Square, New Brunswick, NJ

I. Welcome & Introductions

Chairman Dennis Bone called the meeting to order at 10:05 am and initiated roundtable introductions. The Chairman acknowledged the loss of SETC member Robert Munyan and several members spoke of Mr. Munyan's contributions to the Commission during his many years of service.

Chairman Bone announced that in accordance with the Open Public Meetings Act notice of this meeting was made public on the SETC website and published in the Trenton Times and the Star-Ledger. A quorum was present.

A motion was made by Julio Sabater, seconded by JoAnn Trezza, to approve the minutes of the September 11, 2012 meeting. A correction was noted on page 1. The motion passed and the minutes of the September 11, 2012 meeting were approved as amended.

II. Chairman's Report

Chairman Bone reviewed the agenda and thanked Robert Wise, chair of the Health Care Workforce Council, Michael Metzgar, chair of the Performance Committee, and Jody Levinson and JoAnn Trezza, co-chairs of the Governance Committee, for providing reports to the Commission today.

At the Chairman's request, SETC Executive Director Michele Horst provided an update on the NJ Unified Workforce Investment Plan for 2012-2017. Director Horst indicated that the US Department of Labor (USDOL) staff were very positive in their review of the plan and recognized the vital collaboration of the six state agencies involved. Some minor revisions and modifications were requested by USDOL; none of the requested revisions affect the fundamental strategic direction or vision of the plan. The revised Plan will be re-submitted to USDOL on Monday, December 3, 2012 and published on the SETC website for a 45-day public comment period. USDOL approval is anticipated in early January 2013, at which time the plan will be finalized.

Chairman Bone reported that a no-cost extension has been received for the \$6.2 million State Energy Sector Partnership (SESP) grant, through June 2013. Director Horst

indicated that the reach of the SESP grant will be expanded through regional partnerships and these funds will be leveraged with Hurricane Sandy relief funds. Sally Nadler of PSE&G will assume the role of SESP Council chairperson as of January 2013. Chairman Bone expressed his appreciation of Ms. Nadler's wealth of expertise and experience in the energy industry and welcomed her as incoming chair of the SESP Council.

III. Health Care Workforce Council

Chairman Bone introduced Robert Wise, President and CEO of Hunterdon Healthcare and chair of the Health Care Workforce Council. Chairman Bone emphasized the importance of the health care sector to New Jersey's economy, and indicated that the work of the helps the State to move forward with the right workforce strategies.

Mr. Wise provided a brief history of the formation of the Health Care Workforce Council, its membership and work over the past two years, and its continuing goals. The Council has drafted a set of recommendations for the Commission's consideration and approval. Mr. Wise reviewed the recommendations, which are:

1. Industry Intelligence – Developing a systemic institutionalized process to ensure that information regarding employer needs for health care education and training investments are collected and provided to stakeholders
2. Career Awareness – Develop a website to function as a clearinghouse for Health Care workforce information
3. Licensure and Certification – Review licensing and certification processes to identify barriers to practice and recommend viable solutions
4. Educational Alignment – Create a responsive education system to build on the current and future capacity of the health care workforce pipeline

These draft recommendations are detailed in the 73-page report submitted by the Council to the US Department of Health and Human Services, Health Resources and Services Administration (HRSA) in completion of the planning grant awarded to the SETC by HRSA in September 2010.

Mr. Wise thanked the 34 members of the Council who provided their insight and devoted many hours of their time over two years to create these thoughtful and constructive recommendations for the health care workforce of New Jersey. The Council heard from many guest speakers who introduced innovative ideas and challenged the status quo. Mr. Wise also recognized the work of the SETC staff that supported the Council in its efforts.

Four sub-committee workgroups began preliminary exploration of these draft recommendations over the summer. The role of the workgroups will be to build

consensus, find solutions and identify owners for projects that move each recommendation forward.

Mr. Wise noted that health care reform is happening and will result in new job titles and increased demand for health care workers; our state must be ready to respond. Chairman Wise discussed the importance of capturing key workforce data and the critical need for a health care data center. The challenge of navigating worker licensing requirements and the multiple health care licensing boards are areas that will be explored for solutions. The great variety of job titles was also noted, and the need to standardize titles across health care employers. The Council will continue with quarterly meetings and ongoing efforts of its workgroups.

Chairman Bone recognized the diversity of the Council membership and their immense contribution to building the health care workforce of the future. He opened the floor to member discussion.

Discussion focused on linking health care training development with the customized training programs provided by the NJ Department of Labor and Workforce Development (LWD), health care literacy and cultural orientations for workers, the development and use of employer-recognized credentials for health care workers, and the curriculum and competency models developed by the energy industry. Members commended the Council's efforts to address licensing barriers and encouraged future evaluation of these efforts to ascertain effectiveness. LWD Deputy Commissioner Aaron Fichtner thanked the Council for its hard work and commended the SETC for supporting the Council. Deputy Commissioner Fichtner indicated that the recommendations provide a great roadmap for moving forward; LWD embraces these recommendations and looks forward to partnering with the SETC and aligning resources to achieve them.

Chairman Bone asked for a motion to approve the draft recommendations of the Health Care Workforce Council. A motion was made by Robert Santare, and seconded by Marie Barry, to approve the New Jersey Health Care Workforce Council Draft Recommendations. The motion passed unanimously.

IV. Committee Reports

Performance Committee

Michael Metzgar, Executive Director, Workforce Development & Career Education at Raritan Valley Community College, provided a report as acting chair of the new SETC Performance Committee. Mr. Metzgar highlighted the membership of the committee, which includes two SETC members, Tapas Sen and Teri Duda, as well as local WIB Chairpersons from Bergen and Mercer WIBs, and representatives from LWD and the New Jersey Department of Education. The first meeting of this committee was held on October 15, 2012.

Mr. Metzgar reviewed the committee goals and actions planned for the coming year. These goals and actions were developed in direct alignment with initiatives outlined in the new Unified State Plan. These goals and actions focus on five areas:

1. Balanced Scorecard Metrics
2. Universal Registration (Co-Enrollment of Wagner-Peyser and WIA participants)
3. Eligible Training Provider List (ETPL)
4. Workforce System Evaluations
5. Local WIB Compliance with the Performance Accountability Policy

Chairman Bone thanked Mr. Metzgar for his report, and recognized the important work assigned to this committee. Chairman Bone was also pleased to note the linkage of the committee's work to the State Plan. The floor was opened for discussion; Commission members noted the need to include local elected officials in the performance accountability process for local WIBs, as well as the importance of meeting performance goals in order to receive federal funds.

Governance Committee

Ms. Jody Levinson, co-chair of the Governance Committee, provided an update on the WIB Certification process, which began in February 2012. Individual meetings were held by SETC staff liaisons with local WIB Chairs, Directors and staff in each of the 17 WIB areas. These face-to-face meetings were used to gather baseline information and answer any questions about the certification process and the required documentation.

Ms. Levinson reported that the baseline meetings were overwhelmingly positive and provided in-depth knowledge of the challenges and successes in local areas. Key findings include:

1. Lack of WIB staff: Many local areas have only one or two staff assigned to the WIB, including the WIB Director.
2. Annual Evaluations: Many areas are not yet conducting annual evaluations of their One-Stop systems; this will be an area for improvement.
3. Strategic Plans: In 2013, the SETC will need to issue local planning guidance to align local WIB strategic plans with the new Unified State Plan.

Next steps include the submission of progress reports by local WIBs in February; the ongoing identification of emerging policy issues by the Governance Committee; and the development of resource tools and technical assistance from the SETC staff, to continue to build the capacity of the workforce system.

Members discussed the cost for local areas to undertake new projects and the need to hire local WIB staff. Ms. Levinson stressed the wish of the Commission and the Governance Committee that this process should foster improvement of the system,

rather than act as a punishment. Ms. Levinson indicated the process will focus on making the elements required by law also be helpful and useful in accomplishing WIB objectives. Chairman Bone agreed with this goal as a way to ensure that local resources are used for maximum productivity. He recognized the partnership of LWD in this effort and noted that the local WIBs report up to Assistant Commissioner Mary Ellen Clark, under LWD Workforce Development.

V. Workforce Response to Hurricane Sandy

LWD Deputy Commissioner Aaron Fichtner provided an overview of the hurricane's impact on Unemployment Insurance (UI) filings and Disaster Unemployment Assistance (DUA) in New Jersey. LWD Assistant Commissioner Mary Ellen Clark discussed the details of LWD's response to this crisis. This included a daily coordination meeting for LWD and SETC staff, a weekly conference call hosted by the SETC for WIB Directors and One-Stop Operators. Assistant Commissioner Clark noted that the crisis highlighted the importance of the core value, *Meeting Jobseekers Where They Are*, which was adopted in the Unified State Plan. LWD staff went out into the field, to FEMA shelters, libraries, polling places and other community centers to distribute one-page information sheets detailing LWD services for individuals and businesses impacted by Hurricane Sandy. A dedicated hotline and e-mail address were created for LWD hurricane assistance.

The state's connection with FEMA was critical; Deputy Commissioner Fichtner was able to work with FEMA in the immediate hours after the hurricane and FEMA has been quickly responding to all department requests. LWD also moved quickly to secure a \$15 million National Emergency Grant from USDOL. The grant application was actually submitted before state offices had even reopened. USDOL provided \$5.2 million to LWD in the first week after the storm; a second application for an additional \$10.6 million was submitted to USDOL this week. The grant will provide for approximately 1,000 temporary jobs (up to six months) to assist in clean-up efforts throughout the state.

Deputy Commissioner Fichtner concluded the presentation by noting the long-term impact of Hurricane Sandy on the state's workforce and economy. Members discussed the effects of the storm on Unemployment Insurance benefits and the hard hit to small businesses in the state. Melanie Willoughby, Senior Vice President of the New Jersey Business & Industry Association (NJ BIA), indicated that there are many grants available to help small businesses get back to work; this assistance is crucial to covering the gap between insurance benefits and the full cost of rebuilding. Deputy Commissioner Fichtner thanked Ms. Willoughby and NJ BIA for spreading the word about DUA.

Members noted their pride in the people and government of New Jersey, for coming together in many positive ways in this crisis. A suggestion was made to follow-up with those who received assistance in future months, to track their progress in recovery and the need for ongoing workforce and humanitarian services.

VI. Director's Report

Director Horst commended Deputy Commissioner Fichtner and Assistant Commissioner Clark for their outstanding efforts in response to Hurricane Sandy. She indicated that the SETC staff was proud to support LWD's efforts to help the people and businesses of New Jersey. Ms. Horst introduced Kirk Lew, SETC Policy Analyst, who was recently hired and will focus primarily on youth issues. The SETC is working to create a new statewide Youth Investment Council, with an anticipated first meeting in late January or early February. Ms. Horst also introduced Christina Herzog, SETC Policy Analyst, who was just hired in October. She comes to the SETC with a wealth of workforce policy experience through her previous employment at the Heldrich Center for Workforce Development. Ms. Herzog will lead the Talent Advisory Councils and business engagement efforts for the SETC. This will include work related to the Expanding Business Engagement grant received from USDOL; Ms. Herzog will attend a conference for this technical assistance grant in Washington, DC in January 2013.

VII. Public Comment

A member of the public asked about the impact of Hurricane Sandy on specific industry sectors. Deputy Commissioner Fichtner noted the immediate impact on hospitality and retail businesses in shore communities. Also, the construction trade in New Jersey may have an increased need for workers in rebuilding efforts. Deputy Commissioner Fichtner indicated LWD will work with construction trades representatives to determine the need for New Jersey's recovery in the coming months and years.

Ms. Sidney Battle from the Department of Children and Families (DCF) indicated that DCF also has a key role in providing wraparound services to those impacted by Hurricane Sandy and offered assistance in sharing information about LWD services with DCF staff and customers.

VIII. Adjournment

Chairman Bone announced the next SETC meeting will be held January 30, 2013. The complete calendar of 2013 meeting dates is included in today's packets.

Chairman Bone adjourned the meeting at 11:50 am.

Respectfully Submitted,
Sheryl A. Hutchison, SETC Policy Analyst

Next SETC Meeting
Wednesday, January 30, 2013
10:00am -12:00pm
New Jersey Law Center, One Constitution Square, New Brunswick, NJ

**STATE EMPLOYMENT AND TRAINING COMMISSION MEETING
ATTENDEES – NOVEMBER 29, 2012**

PRESENT MEMBERS or ALTERNATES

Barry, Marie (for Cerf)	Levinson, Jody
Bone, Dennis	Linder, Msgr. William
Davis, Gail	McAndrew, Brian
Ehrlich, Kim (for Brown)	Mickens, Felix (for Lawson)
Fichtner, Aaron (for Wirths)	Sabater, Julio
Garlatti, Betsy (for Hendricks)	Santare, Robert
Hines-Cunningham, Lorna (for Velez)	Sen, Tapas
Hornik, Stephen	Trezza, JoAnn
Howard, Donald (for McNamara)	Wade, Carolyn
Karsian, Andrea	

ABSENT MEMBERS

Berry, Dana	Nutter, Harvey
Carey, Michael	Reisser, Clifford
Constable, Richard	Stout, Bruce
Duda, Teri	Wowkanech, Charles
Gacos, Nicholas	
Henderson, Henry	

OTHER ATTENDEES

Battle, Sidney	Metzgar, Michael
Brown, Kevin	Nadler, Sally
Black, Jim	Peter, Natasha
Bonanno, Lisa	Scalia, Donna
Clark, Mary Ellen	Semple, Barry
DeBaere, Gregg	Smiley, R. Allen
Ford, Robin	Swartz, Jeffrey
Guillard, Jane	Willoughby, Melanie
Janz, Greg	Wise, Robert
Johnson, Hosea	
Melcher, Robert	

SETC STAFF

Davis, Lansing
Herzog, Christina
Horst, Michele
Hutchison, Sheryl
Lew, Kirk
Vetterl, Susan