



New Jersey State Employment and Training Commission

Dennis M. Bone, *Chairman*

Chris Christie, *Governor*

State Employment and Training Commission (SETC) Meeting Minutes

November 26, 2013

10:00 am - 12:00 pm

NJ Law Center, 1 Constitution Square, New Brunswick

I. Welcome & Introductions

Chairman Dennis Bone called the meeting to order at 10:05 am and welcomed all attendees. In accordance with the Open Public Meetings Act, a notice of this meeting was submitted to the Trenton Times and Star Ledger and posted on the SETC website. Roundtable member introductions were made. Chairman Bone introduced the September 17, 2013 meeting minutes; a motion was made to approve the minutes by Sally Nadler, seconded by Tapas Sen. The minutes were unanimously approved by voice vote.

II. Chairman's Report

Chairman Bone reported that several candidates for SETC membership have been recommended to the Governor's office for appointment.

III. Performance Committee Report

Mike Metzgar, Performance Committee Chair, reported that the committee had considered and approved corrective action plans and performance improvement plans, via e-mail, for local areas that had not met the WIA performance targets for Program Year 2012, which ended June 30, 2013. The plans describe the local area efforts that will be made to improve performance in PY 2013 and the technical assistance that will be provided by SETC and NJ Department of Labor and Workforce Development (LWD) staff.

The new metrics for the Balanced Scorecard initiative continue to be developed; more will be reported on these metrics throughout the coming year. New local area WIA performance targets for the federal common measures are anticipated to be prepared by January 1, 2014.

IV. Governance Committee Report

Jody Levinson, Governance Committee Co-Chair, provided an update on the WIB Certification effort. A new summary chart showing the progress of the 17 local WIBs was included in the meeting packets. The five areas denoted with a red flag may possibly not complete all 15 required items for certification. The Governance Committee will review the status of these areas at its meeting later today. Notification letters will be sent to these areas to alert the WIB chairperson and the WIB staff of the possibility of failure.

In February, the Governance Committee will review the applications of all 17 WIBs and then make its recommendations for certification to the SETC in March. Any WIB area that has not completed all 15 items may be recommended for conditional certification, and will be required to complete the remaining items by May 30, 2014. Any WIB that has not complied by May 30, 2014 will be recommended to have its certification denied by the SETC when it meets in June. This will trigger action by LWD, according to the New Jersey Administrative Code which governs this process. Ms. Levinson stressed that SETC staff

will continue to work diligently with all areas to facilitate successful re-certification. The SETC's goal continues to be 100% re-certification of the local WIBs.

Chairman Bone noted the positive gains made by many WIBs since the August 2013 report. Executive Director Boronkas indicated that the SETC staff has worked hard to provide positive coaching to the WIBs. Every local WIB has a dedicated SETC staff liaison. The SETC staff have made multiple on-site visits and phone calls, shared best practices and provided detailed feedback reports to the local WIBs. Most areas have been very responsive. The five areas that are red-flagged have, in general, been less responsive.

The floor was opened for questions and comments. Members discussed these positive efforts and the need to encourage full compliance by all WIBs with the certification requirements.

V. Soft Skills Presentation and Policy Implications

Mike Metzgar provided an overview of the importance of soft skills, sometimes known as employability skills or workplace readiness skills. Mr. Metzgar indicated that Raritan Valley Community College is incorporating soft skill measurement into its training programs. Mr. Alan Lesure, the vendor working with Raritan Valley Community College, then provided an overview of the services to support the skills development and measurement tools for work-readiness. Highlights of the presentation included the array of assessments and tools available to both job seekers, workforce professionals and employers.

Chairman Bone opened the floor for member questions and comments. Members discussed the difficulty of getting clear, actionable results from the measurement tools, how to improve workers' soft skills, and the impact on worker retention. Robert Wise indicated that hospitals are now penalized for poor soft skills in workers. Melanie Willoughby agreed that the issue is wide-reaching; it cuts across all jobs and education levels.

Melanie Willoughby made a motion that the SETC create a task force to explore the policy and program implications of this emerging need of employers regarding soft skills. Members agreed that the SETC should take up this critical issue. The motion was seconded by Dana Berry and was unanimously approved by the SETC. A new committee will be formed to explore soft skills and the disparity in resource investment between hard skills and soft skills. The committee will report to the SETC at the March 11, 2014 meeting. Chairman Bone directed members to self-nominate to serve on this committee. Robert Wise asked that a member from the Health Care Workforce Council be included on the committee. It was suggested that a State Youth Vision Council member also be included. Melanie Willoughby will chair the committee and Michele Boronkas will provide staff support.

VI. Public Comment

No public comment was received.

VII. Adjournment

The meeting was adjourned at 11 am. SETC members and staff were asked to remain for the State Ethics Training session to follow. The 2014 SETC meeting dates were distributed.

Respectfully Submitted,

Sheryl Hutchison, SETC Policy Analyst

Next SETC Meeting

Thursday, January 30, 2014

10 am – 12 pm

PSE&G Training Center, Edison

**STATE EMPLOYMENT AND TRAINING COMMISSION MEETING
ATTENDEES – NOVEMBER 26, 2013**

PRESENT MEMBERS or ALTERNATES

Apgar, Dawn (for Velez)	Howard, Donald (for McNamara)
Barry, Marie (for Cerf)	Karsian, Andrea
Berry, Dana	Levinson, Jody
Bone, Dennis	McAndrew, Brian
Brown, Kevin	Nadler, Sally
Fichtner, Aaron (for Wirths)	Sabater, Julio
Garlatti, Betsy (for Hendricks)	Sen, Tapas
Gacos, Nicholas	Willoughby, Melanie
Hornik, Stephen	Wise, Robert

ABSENT MEMBERS

Brown, Michele	Nutter, Harvey
Carey, Michael	Reisser, Clifford
Constable, Richard	Stout, Bruce
Donnadio, John	Trezza, JoAnn
Duda, Teri	Wade, Carolyn
Linder, William Msgr.	Wowkanech, Charles

OTHER ATTENDEES

Battle, Sydney	Metzgar, Mike
Clark, Mary Ellen	Mickens, Felix
Ferrera, Anthony	Oates, Corethia
Ielmini, Pete	Richardson, Nils
Jaffee, Cabot	Stoller, Jeff
Krauss, William	Swartz, Jeff
Lesure, Al	Trombetta, Jessica
Melcher, Robert	Williams, Greg

SETC STAFF

Boronkas, Michele	Lew, Kirk
Davis, Lansing	O'Brien-Murphy, Maureen
Hutchison, Sheryl	

**State Ethics Training Attendees
November 26, 2013**

1. Dana Berry	9. Jody Levinson
2. Dennis M. Bone	10. Mike Metzgar
3. Michele E. Boronkas	11. Sally Nadler
4. Aaron Fichtner, Ph.D.	12. Julio Sabater
5. Nicholas Gacos	13. Tapas K. Sen
6. Donald A. Howard	14. Jeffrey N. Stoller
7. Sheryl Hutchison	15. Melanie Willoughby
8. Andrea Karsian	16. Robert Wise