



WDB Certification

THURSDAY, DECEMBER 3, 2020 ~ 3pm – 4pm

<https://global.gotomeeting.com/join/211751853>

Audio by phone: (224) 501-3412 / Access Code: 2117-51-853#



WDB Cert Rollout Session: 12/3/2020

AGENDA

- Welcome and Introductions: Gary Altman, Acting SETC Director
- Application and Process Review: Sheryl Hutchison, SETC Deputy Director
- Required Items and Guidance Documents
- Technical Assistance and Feedback
- Questions?



Application and Process

- WIOA requires certification of local workforce boards every 2 years.
- New cycle: July 1, 2020 - June 30, 2022
- **Application and Guidance Documents** on the SETC website:
<https://www.nj.gov/njsetc/policy/certification/>
- **Process Outline:** provides details on how to submit application/docs
- Submit all documents to WDBCert2020@dol.nj.gov



WDB Certification 2020-2022 Application

- Cover sheet signed by Local WDB Chair, Local Elected Official and Local WDB Director. **Due Date: February 15, 2021** (Presidents' Day)
- Use as a checklist; number your documents to match application.
- Submit documents when ready, does not have to be one package.
- Review process will be rolling, based upon submissions.
- SETC Staff will confirm receipt and provide regular feedback.



Required Elements:

1. Current WDB Membership List (**Excel template**)
2. LWDA Programs Budgets and LWDB Budgets – PY18, PY19, and PY20
3. LWDB **Annual Reports** – PY18 and PY19
4. LWDB Quarterly Meeting Minutes – PY18, PY19, PY20



Required Elements: (continued)

5. Local WDB Website: **Member List** and Meeting Minutes
6. Local WDB Committees: List of Active Committees, with members list for each:
 - **Recommended:** Executive Committee
 - **Required:** Youth Investment Council; Literacy Committee; One-Stop Operations/OS Partners Committee; Disabilities Committee.
 - The list should indicate which council or committee is responsible for each of the required roles, if the name of the committee/council differs from the required list above. Provide assurance/attestation that regular (quarterly) meetings are held.



Required Elements: (continued)

7. Local OSCC Certification – Date Approved by Local WDB and Date Submitted to SETC
8. Local WIOA Plan and Regional WIOA Plan on WDB website
9. Current Contract, MOU, or Letter of Agreement demonstrating the WDB competitive selection of a qualified One-Stop Operator.



Required Elements: (continued)

10. Local **Evaluation** Capacity Building

- A. **Designate** LWDB evaluation officer/liaison to work with SETC and NJDOL;
- B. **Statement of commitment** to participate in state-led evaluations;
- C. **Brief Report** on any evaluation activities conducted by LWDB for PY 2018 and/or PY 2019;
- D. **Provide any existing tools**, including customer satisfaction survey instruments, currently used by the local area for evaluation purposes;
- E. **Provide suggestions** for statewide evaluations, with activities that could be undertaken by all local WDBs in partnership with NJDOL and SETC.

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WIOA Performance - Considered Element:

- *Local Performance Measures –*

Local Performance Measures will be considered, per NJAC 12:42-4.4(e), and recommendation for certification will be based on PY 2018 and PY 2019 performance, with consideration for any corrective actions/penalties instituted under NJAC 12:42-3.



Technical Assistance and Feedback:

- WDB staff start compiling documents for submission – reach out to SETC staff liaisons with ANY questions!
- Have a point person to gather/submit info, and respond to requests for clarification.
- SETC Staff Liaisons:
 - North** – Gary.Altman@dol.nj.gov
 - Central** – Maureen.Obrien-Murphy@dol.nj.gov
 - South** – Sheryl.Hutchison@dol.nj.gov
- SETC Staff provide feedback reports. Review will start when documents have been received; any questions and clarifications via email.



Completion of WDB Certification:

- WDB completes its submissions:
 - All documents marked satisfactory by SETC staff liaison.
 - Signed application (cover sheet) received by SETC.
- SETC staff makes recommendation to Governance Committee; the committee reviews the application and votes.
- Governance Committee recommends approval to full Commission; review and vote by the full SETC.
- WDB Certification awarded by SETC Chairman.



2018 WDB Certifications Pending:

- For the prior cycle 2018-2020, five local boards are not yet certified.
- These local WDBs must complete their certifications before submitting new documents in the 2020 cycle.
- Failure of a local area to achieve WDB certification may impact state funding decisions, consideration of local area requests and grant proposals, and other items.
- If your **2018 WDB Certification** is not yet complete: **connect with your SETC staff liaison** about outstanding items – due date: **January 29, 2020**.



Questions? And Final Thoughts...

- Much of this deals with compliance/requirements; having the proper structure and protocols enables a board to be successful.
- We truly appreciate your time and efforts, and recognize the burden you and your staff are managing right now.
- The focus is on continuous improvement for each local board. We will all work with you towards successful certification.