



# New Jersey State Employment and Training Commission

Dennis M. Bone, *Chairman*

Philip D. Murphy, *Governor*

**POLICY RESOLUTION: SETC #2020-02**

**SUBJECT:** New Jersey Local Workforce Development Board Certification Process for 2020-2022

**Purpose**

The Local Workforce Development Boards (LWDBs) are critical to the strategic direction, operation and oversight of programs and services in the local area. The Workforce Innovation and Opportunity Act (WIOA) of 2014 reinforces the importance of each Local Workforce Development Board by requiring the Governor in partnership with the State Workforce Development Board, to establish criteria based on specific items outlined in WIOA Section 107 to certify local boards.

**Background**

WIOA Section 107, and New Jersey’s administrative code N.J.A.C 12:42-4, requires that the Governor shall, once every 2 years, certify one local board for each local area in the State. Such certification shall be based on meeting membership criteria and the extent to which the local board has ensured that workforce investment activities carried out in the local area have enabled the local area to meet the corresponding performance accountability measures and achieve sustained fiscal integrity, as defined in section 106(e)(2) of WIOA. All New Jersey Local Workforce Development Boards were certified under WIOA as of July 2016.

Additional information concerning Local Board Certification, Recertification and Decertification is provided in the New Jersey Administrative Code, N.J.A.C. 12:42-4: Local Workforce Investment Boards: Certification, Recertification and Decertification, including consequences and appeals for local boards that do not successfully achieve certification.

**Timeframe**

All items identified in the 2020 LWDB Certification process are due to the SETC by **February 15, 2021**.

Date	Activity/Outcome
<b>November 2020</b>	WDB Certification 2020-2022 Process Rollout
<b>Nov 2020 – Feb 2021</b>	Technical Assistance and Capacity Inventory
<b>February 15, 2021</b>	Required Local Area Documents due to the SETC
<b>February 15, 2021</b>	Final Application Form, Signed by Chief LEO, WDB Chair and WDB Director
<b>February – June 2021</b>	SETC vote to approve/deny LWDB Certification Requests
<b>July 2021</b>	LWDB Certification Completed

**RESOLUTION:**

The State Employment and Training Commission hereby resolves to approve the New Jersey Local WDB Certification Process for the 2020-2022 cycle, as outlined in the attached application. The signed application and required documentation are to be provided to the SETC by each Local WDB by February 15, 2021, for review and certification of the LWDB by the SETC.

**Commission Approved: November 17, 2020**

**Attachment:** *LWDB Certification Application/Checklist*



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## **Application for Local Workforce Development Board (WDB) Certification** **2020 – 2022**

**Due Date: February 15, 2021**

**Submit to:** NJ State Employment and Training Commission  
Email to: [WDBCert2020@dol.nj.gov](mailto:WDBCert2020@dol.nj.gov)

### **Application Submitted by:**

This application for recertification is submitted on behalf of the (Local Area) Workforce Development Board (WDB). By signature below, we certify that the required materials and information have been provided to the New Jersey State Employment and Training Commission (SETC) as outlined in the list below, pursuant to N.J.A.C. 12:42-4.

***Signature***

***Date***

\_\_\_\_\_  
**Chief Elected Official:** Name, Title, City/County

\_\_\_\_\_

\_\_\_\_\_  
**WDB Chairperson:** Name, Local Area Workforce Development Board

\_\_\_\_\_

\_\_\_\_\_  
**WDB Director:** Name, Local Area Workforce Development Board

\_\_\_\_\_

**Application materials to be submitted:**

**1. Local WDB Member List**

- Use WDB Membership List Template (Excel) provided at <https://www.nj.gov/njsetc/policy/certification/>.
- Compliant with SETC Policy Resolution #2015-01 / WIOA Section 107, including:
  - WDB Chairperson is a Business member.
  - WDB Membership has a 51% business membership.
- Provide a board development plan to address any membership compliance issues.

**2. Local Workforce Development Area (LWDA) Programs Budget and Local WDB Staff Budget for Program Years: PY 2018, PY 2019, and PY 2020**

- Required under N.J.S.A. 34:15C-15e(4) for the extant and two preceding program years.
- Compliant with SETC Policy Resolution #2016-03
- LWDA Program Budget must include all workforce program funding allocations to the local area, including WorkFirst New Jersey (WFNJ) and indicate the levels of service (participants) for each program.
- Local WDB Staff Budget, with a list of current WDB staff, titles/reporting structure, and percent of time allocated to the WDB.
- Summary of Leveraged Resources, including Grants and Special Initiatives, if applicable.
- IRS Tax Status Letter / 501(c)3 Status documentation must be provided, if applicable.

**3. Local WDB Annual Reports for Program Years: PY 2018 and PY 2019**

- Required under N.J.S.A.34:15C-15e(5) for the extant and two preceding program years.
- Program Year 2017 Annual Reports were collected in the 2018 certification process.

**4. Local WDB (Quarterly) Meeting Minutes for Program Years: PY 2018, PY 2019, PY 2020**

- For the extant and two preceding program years.
- Minutes should reflect regular meetings, held at least quarterly.
- Minutes should reflect the annual LWDB budget approval process.

**5. Local WDB Website: (provide URL location)**

- Published list of local **WDB members:** (URL location)
- Published local **WDB meeting minutes:** (URL location)

**6. Local WDB Committees: List of Active Committees and Membership Lists**

- Provide a cover list of all active WDB committees, councils and task forces.
- Provide a membership list for each active WDB committee, council and task force, including the members' titles and affiliations.
- Compliant with requirements of N.J.S.A. 34:15C-15, and as outlined in the WDB Member Handbook:
  - **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. Also indicate which committee is responsible for Business Engagement.
- Statement of Attestation that regular committee meetings are held (at least quarterly) and that minutes are taken (and approved by members) for these meetings.

7. **Local OSCC Certification:** Local WDB confirms its review of the OSCC management and operations:
  - OSCC Certification approved by local WDB: Date
  - OSCC Certification package submitted to SETC: Date
8. **Local WIOA Plan and Regional WIOA Plan on posted on WDB website:** (URL location)
9. **Current Contract, MOU, or Letter of Agreement** demonstrating the WDB competitive selection of a qualified **One-Stop Operator**.
  - Provide copy of the signed document of agreement.
  - Provide proof of full WDB execution/approval of agreement
10. **Local WDB Evaluation Capacity Building:**
  - Local WDB designates a LWDB evaluation officer/liaison and provides their contact information to the SETC. This staff person will work with SETC and NJDOL staff on evaluation capacity building and future statewide evaluation activities.
  - Provide statement of commitment to participate in state-led evaluations, with capacity building opportunities (for future training/capacity building with SETC and NJDOL staff).
  - If evaluation activities have been conducted by Local WDB for PY 2018 and/or PY 2019, the local WDB may provide a brief report on these activities; Include the question to be answered, the activities and the outcomes of the evaluation (as outlined in the evaluation guidance document provided on the SETC website: [njsetc.net/njsetc/policy/certification/](http://njsetc.net/njsetc/policy/certification/)).
  - Provide any existing tools, including customer satisfaction survey instruments, that are currently used by the local area for evaluation purposes. (These are being collected for information purposes only.)
  - Provide suggestions for statewide evaluations, with activities that could be undertaken by all local WDBs in partnership with NJDOL and SETC.
11. **Local Performance Measures – No submission of material required:** *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.*

**Resource Materials provided:**

- SETC Policy Resolutions are available at [njsetc.net/njsetc/policy/resolutions/](http://njsetc.net/njsetc/policy/resolutions/)
- SETC WDB Certification materials are available at [njsetc.net/njsetc/policy/certification/](http://njsetc.net/njsetc/policy/certification/)
  - WDB Membership List Template in Excel (version date)
  - WDB Membership List for Website (version date)
  - WDB Annual Report Guidance (version date)
  - Guidance on WDB Evaluation Reports (version date)
- WDB Member Handbook, published by SETC, May 2007 – available at [njsetc.net/njsetc/policy/wibhandbook/](http://njsetc.net/njsetc/policy/wibhandbook/)