



## Meeting Minutes

### Executive Committee

David Hollowell, Chair

*April 18, 2017 via conference call*

**Attendees:** Marie Betlow, Ann Marie Flake, Jack Patten (WDB Director), Steve Sitek.

The meeting was called to order at 9:30 AM.

### **One-Stop Operator Procurement**

On January 13, 2017, the WDB Executive Committee issued a Request for Competitive Contract Proposals (RFCCP) for One-Stop Operator of the Morris, Sussex, Warren One-Stop Career Centers. The Committee received one response, from Morris/Sussex/Warren Employment and Training Services (MSW ETS). After review of the submission, the Committee determined that it is responsive to the Request for Competitive Contract Proposals and awarded the contract to MSW ETS. The contract will be effective on July 1, 2017. Jack thanked the Executive Committee for issuing the RFCCP, reviewing the proposal and awarding the One-Stop Operator contract to Morris, Sussex, Warren Employment and Training Services.

### **Americans with Disabilities Act (ADA) Compliance**

The New Jersey Department of Labor and Workforce Development directed New Jersey Workforce Development Boards (WDBs) to perform Americans with Disabilities Act compliance inspections for One-Stop Career Centers in Morris, Sussex and Warren Counties. The WDB has arranged for the DAWN Center for Independent Living to perform the inspections. Concurrently, WDB staff will assess One-Stop Career Center compliance with ADA service requirements. The inspections, review and resulting reports will be completed by May 15, 2017.

### **WIOA Title II Adult Education Plan**

NJLWD is requiring increased WDB participation in the WIOA Title II Adult Education planning process. The WDB must delineate how One-Stop Career Center Services will support and augment Title II activities. There have been several planning meetings and discussions between the WDB, MSW ETS and the Title II consortium. The Plan is due April 21, 2017.

### **Learning Link Funding**

Jack reported that Learning Link funding estimates are not yet available. Obviously the lack of funding information makes Learning Link planning difficult. NJLWD has promised Learning Link estimates by mid-May.

### **Rutgers One-Stop Career Center System Evaluation**

The Rutgers One-Stop Career Center System Evaluation is available on the WDB website at: [www.mswwdb.org/publications/](http://www.mswwdb.org/publications/). The report contains valuable and interesting information about New Jersey One-Stop programs and services.

The next Executive Committee meeting is scheduled for Tuesday, July 18, 2017.