



Meeting Minutes

Executive Committee

David Hollowell, Chair

July 18, 2017 via conference call

Attendees: Jane Armstrong (WDB Director), Marie Betlow, Donna Buchanan (One-Stop Operator), Ann Marie Flake, Steve Sitek, Sallie Sullivan.

The meeting was called to order at 9:33 AM.

Jane Armstrong opened the meeting by thanking Marie Betlow and David Hollowell for their memorable words at Jack Patten's retirement party on June 28.

One-Stop Operator Procurement

Donna Buchanan of Morris/Sussex/Warren Employment and Training Services (MSW ETS) has assumed the responsibilities of the two-year One-Stop Operator position, effective July 1. David Hollowell and the Executive Committee ensured that the process occurred in a professional and complete manner. Jane expressed her confidence that everything was done in a timely manner, and in a manner that won't be called into question. She thanked the Executive Committee for their efforts.

The NJ Department of Labor and Workforce Development (NJ LWD), Office of WIOA Technical Assistance and Capacity Building has requested a formal letter from all New Jersey WDBs stating that their procurement has been completed and attaching the necessary procurement documentation (the MSW WDB documentation was submitted on June 23). The letter, which must be signed by Chair David Hollowell and Director Jane Armstrong will be provided to NJ LWD shortly. The Committee will be kept updated on the status.

Americans with Disabilities Act (ADA) Compliance

The Workforce Innovation and Opportunity Act (WIOA) requires an assessment of One-Stop Career Centers (OSCCs) using the "ADA Checklist for Existing Facilities" for physical accessibility and the "One-Stop Services Accessibility Checklist" for programmatic accessibility. Carmela Slivinski from DAWN Center for Independent Living was hired to conduct the physical accessibility analyses of the four OSCCs and Donna Buchanan of Employment and Training Services took on the programmatic assessment of the OSCCs. Both have been completed and reports have been issued. The documents were submitted to the NJ LWD, Office of WIOA Technical Assistance and Capacity Building.

WIOA Title II Adult Education Plan

The New Jersey Department of Labor and Workforce Development (NJ LWD) awarded the Morris County Vocational School District (the tri-county literacy consortium) funding for this year. The anticipated amount per the RFP is \$645,000, which is approximately \$73,000 less than for fiscal year (FY) 2017. Jane said they have done a phenomenal job, receiving an "A" rating at the state level and meeting goals.

WorkFirst and WIOA Budget for Program Year 17

Jane reported that the Notices of Obligation for WorkFirst and the WIOA for Program Year 2017 have been received. The WDB received a decrease of 27% in WorkFirst funding and 17% in WIOA funding. Workforce Investment Opportunity Act (WIOA) requires 50% of total WIOA funding be available for direct training. To address the WIOA requirement, there has been reorganization and realignment of programs to accommodate the reduction in funding.

Jane asked One-Stop Operator Donna Buchanan to explain the response to this loss.

Donna Buchanan reported on the recent reductions in the Workforce Innovation and Opportunity Act (WIOA) and WorkFirst New Jersey (WFNJ) program allocations. As One-Stop Operator, she reviewed staffing plans that better align with funding levels. Those staffing plans were reviewed with the Morris County Departments of Human Services, Labor Relations and Personnel, and guidance was also received from Morris County Counsel.

Jane informed the Committee they would be kept updated, and encouraged them to call or email her if they had any questions.

Move Up Meeting Dates for Executive Committee and Open Meeting

Jane Armstrong asked the Committee if they would consider moving all future WDB Executive Committee meetings and WDB Open Meetings to one week earlier. The example in the following table illustrates the proposed change:

	<i>Current Scheduled Date</i>	<i>Proposed Date</i>
Executive Committee Meeting	Tuesday, October 17, 2017	Tuesday, October 10, 2017
Open Meeting	Thursday, October 26, 2017	Thursday, October 19, 2017

Jane explained that the NJ State Employment & Training Commission (SETC), which acts as the State WDB, holds WDB Director meetings monthly. Those meetings are now going to coincide with the WDB Open Meeting every month. Jane inquired at the SETC about the possibility of calling in to the meeting, with no success. She explained to the Committee that up-to-date information on all current and upcoming initiatives is shared with WDB Directors at these meetings and that it is important for her to attend.

Sallie Sullivan reported that changes to the process would be minimal; the main change would be the necessity for an extra legal notice. This would be a one-time action.

The Committee members agreed to the above described change. Jane said she would reach out to Dave Hollowell about the decision.

The next Executive Committee meeting has been rescheduled for Tuesday, October 10, 2017.