



Meeting Minutes

Executive Committee

David Hollowell, Chair

October 10, 2017 via conference call

Attendees: Jane Armstrong (WDB Director), Marie Betlow, Ann Marie Flake, Sallie Sullivan.

The meeting was called to order by Jane Armstrong at 9:32 AM.

One-Stop Certification Requirements

Jane Armstrong reported that the One-Stop Career Centers in our region have to be certified by June 2019. The ADA Compliance requirement has been completed. The next step is the development of a Resource Sharing Agreement (RSA), also referred to as an Infrastructure Funding Agreement (IFA). For this WIOA requirement, the IFA has to be in place by January 2018. Jane Armstrong has been working on this with the NJ State Employment and Training Commission (SETC).

Resource Sharing Agreement (RSA) Requirements

The required partners for the development of the RSA are: Division of Vocational Rehabilitation Services, Employment Services, Unemployment Insurance and Veterans. At the present time, the partners have an in-kind relationship.

Since the State holds the lease for the tri-county One-Stop locations, they have already worked out the cost of space allocations to these partners. Therefore, the floor plan, space allocation cost, and budget will be provided to the WDB.

Jane, Donna Buchanan and Sarina DosSantos (Fiscal Officer of Employment and Training Services) will work on this and come up with an outline once the floor plan and budget are received from the State.

Employer Engagement

Jane proposed to the Executive Committee that the One-Stop Career Center (OSCC) Committee change its focus to concentrate on employer engagement. She felt that the needs of businesses in the tri-county area would be better served if the focus of the Committee were on how the One-Stop system engages employers.

Marie Betlow asked what the change would look like from a meeting perspective. Jane indicated the meeting would not look very different from now, except that she would prefer, if the Executive Committee agrees, to have the Committee consist mainly of the three BSRs, the One-Stop Operator, the WDB Director, and a supervising counselor. She would like to include a supervising counselor so that counselors are given a better idea of which businesses are contacting us, what their needs are, and have more exposure to those businesses.

Some of the issues Jane would like to see covered in the quarterly meetings are:

- What employers are we working with?
- Have we met their needs?
- What sectors are they coming from?
- What were our strengths?
- What were our weaknesses?
- What is the demand that we can't seem to fill now?

Marie asked if there was an existing successful system that could be mirrored. Jane indicated that she sees this happening in other counties and that there are models in other areas of New Jersey and other states.

The Committee approved the change's implementation.

Jane will reach out to the OSCC Committee members and at the Open Meeting, and will put together a small handout to better explain the realignment in more detail. She indicated that the timing is good because the State has invested in Salesforce, which the BSRs and she have access to.

WDB and ETS Move

Sallie Sullivan reported that the Workforce Development Board and Employment and Training Services are moving shortly to new offices in Central Park at Morris Plains. The tentative date of the move is November 3, contingent on the successful installation of State lines at the new location. All contact information will remain the same, with the exception of the street address. The mailing address remains: PO Box 900, Morristown, NJ 07963-0900.

October Open Meeting - New Date and Location

Sallie reminded everyone that the dates of Executive Committee meetings and Board Open Meetings have changed. The Executive Committee meeting dates were moved to the second Tuesday of January, April, July and October and the Open Meeting dates were moved to the third Thursday of January, April, July and October. The Open Meeting will be held next Thursday, October 19, at the MineBrook Golf Club in Hackettstown.

Guest Speaker at Open Meeting

Jane Armstrong advised the Committee that she invited Charles Steindel, a Certified Business Economist and Resident Scholar at the Anisfield School of Business at Ramapo College, to be the speaker at the Open Meeting on October 19. She shared his bio with the Committee, which included his work as Chief Economist at the NJ Department of the Treasury, the Federal Reserve Bank of New York where he was a Senior Vice President, and the Federal Reserve Board. He will speak about the state of the state economy.