



## Meeting Minutes

### Executive Committee David Hollowell, Chair

*April 9, 2019 via conference call*

**Attendees:** Jane Armstrong (WDB Director), Marie Betlow, Tammy Case, Matthew Putts. (*Jane Armstrong spoke to Steve Sitek separately on March 27 due to his travel schedule.*)

The meeting was called to order by Jane Armstrong at 9:30 a.m.

Jane reported the following:

#### **ONE-STOP CERTIFICATION SITE VISIT**

Consultants from Lehigh Valley (Pennsylvania) Workforce Development Board, Executive Director Nancy Dischinat and Strategic Planner Nanse Wolfington, made a site visit to OSCC on March 20, 2019. They met with MSW WDB Director Jane Armstrong and ETS Director/One Stop Operator Donna Buchanan as a component of the evaluation. They have previously visited the Sussex and Warren County locations. The certification application is due to the NJ State and Employment Training Commission (SETC) by June 30, 2019.

#### **PY 2017 ANNUAL REPORT**

The MSW WDB PY 2017 Annual Report is available on the website at <https://mswwdb.org/publications/>. The Executive Committee will review the Annual Report and provide any comments.

#### **NEW CHAIR FOR OSCC COMMITTEE (EMPLOYER ENGAGEMENT)**

Jane reported that she spoke with Tammy Case about chairing the One-Stop Career Center Committee (Employer Engagement). Tammy expressed interest and will be discussing details of the Committee's structure and function with Jane.

#### **FEBRUARY 2019 OVERSIGHT REPORT**

The Executive Committee discussed the decreased expenditure/obligation of Adult funds (16% expenditure/obligation) as of February 2019. As a result of those discussions, the Committee approved the use of FY 18 funding for out-of-county residents and the development of a policy/policies to address providing service when funds are not utilized for priority groups.

Jane also mentioned the Incumbent Worker Training Program Policy which is an opportunity to support employers and employees using use Adult funds, which she provided to the Committee members for review in advance of the Committee meeting. The Committee reviewed and approved the policy. Marie suggested including further information on the length of time for training to the policy.

### **ONE-STOP OPERATOR CONTRACT UPDATE**

The Executive Committee reviewed the Addendum to the 2016 One-Stop Operator Services contract and discussed the original contract requirements and the auditor's recommendation. The Committee approved extending the contract for two years (2019-2020 and 2020-2021) with the Addendum as written.

### **LOCAL AND REGIONAL PLAN MODIFICATION**

In 2017, the Local Workforce Development Boards (WDBs) within each of New Jersey's three WIOA workforce planning regions participated in a regional planning process, resulting in a comprehensive four-year strategic plan which will be modified every two years. Since two years have passed, the Regional and Local Plans are undergoing modification to align and support the strategies described in the recently revised New Jersey Combined WIOA State Plan (State Plan). Revisions are due to the SETC in June 2019.

### **MORRIS COUNTY TALENT PIPELINE REPORT**

In 2018, the Morris-Sussex-Warren Workforce Development Board and the Morris County Economic Development Corporation collaborated to analyze demographic, economic and labor data. The goal of the collaboration is the strategic alignment of workforce and economic development in Morris County.

The 2019 Morris County Talent Report and annex available on the Workforce Development Board website (<https://mswwdb.org/resources/#Other>) identify the dominant industry sectors, occupations within these sectors and talent pipeline projections. The data will be issued as a report and used to support business retention, further economic growth, identify future workforce needs and develop educational programs required to support occupational demand.

Jane shared the following "Employment and Occupations Summary" from page 21 of the Report:

- Sectors with the greatest number of combined employees, payroll and establishments:  
*Professional, Scientific and Technical; Health Care and Social Assistance*
- Sectors with the most business establishments in Morris County:  
*Professional, Scientific and Technical; Retail Trade*
- Sectors reporting the highest wages:  
*Management of Companies and Enterprises; Finance and Insurance*
- Largest projected employment growth:  
*Food Service and Accommodations; Computer and Mathematics; Healthcare Practitioners and Technical Occupations*
- Largest Occupational groups and found in all industry sectors:  
*Office and Administrative Support; Sales and Related Occupations*

The Executive Committee will review the Talent Report and provide any comments.

## **OTHER**

Jane and Matt provided information on the NJ Department of Labor and Workforce Development Commissioner's visit to Employment Horizons on March 13, 2019.

Jane thanked WDB Member Tammy Case and Keith German of Fulton Bank of New Jersey for awarding a grant of \$3,500 to Phillipsburg School Based Youth Services for financial literacy, support for transportation and clothing for job interviews.

The Committee was informed that Jenn Carpinteri, Director of the Morris County Department of Human Services, recently resigned and now has a position at Atlantic Health Services. Sharon Yoo, Esq., formerly with Legal Services of Northwest Jersey, has accepted the position and will start in May.

Jane notified the Committee that letters of support from the WDB were sent to: RWJBarnabas, Atlantic Health System, William Paterson University, Morris County School of Technology and others for NJLWD GAINS (apprenticeship) and PACE (pre-apprenticeship) grants.

Jane agreed with the Committee to discuss the meeting topics with David Hollowell at a later April date.

*Remaining scheduled Committee meetings for 2019: July 9, October 8*