



## Meeting Minutes

### Executive Committee

David Hollowell, Chair

*April 7, 2020 via conference call*

**Attendees:** Jane Armstrong (WDB Director), Tammy Case, David Hollowell (WDB and Committee Chair), Matthew Putts.

The meeting was called to order by Jane Armstrong at 9:35 a.m.

Jane Armstrong reported on the following:

#### **2020 WDB ELECTION**

##### **NEW WDB MEMBER APPOINTMENT**

Jane congratulated both David Hollowell who was re-elected as Chair and Tammy Case who was elected as Vice Chair as a result of the 2020 WDB Officers Election in January. She thanked both David and Tammy for agreeing to serve in these important roles.

Jane also notified the Committee that Hope Hurley was appointed as the newest member of the WDB. Hope is the Senior Human Resources Leader at Thorlabs, a global manufacturer of photonic tools and systems headquartered in Newton, New Jersey.

#### **PROGRAM YEAR 2019 WIOA PERFORMANCE**

As of February 2020, the local area has met the negotiated performance for all categories except for Adult Employment (Q2 and Q4). The Committee discussed performance metrics.

#### **LOCAL AREA BUDGET REVIEW AND PLANNING FOR PY 2020**

##### **STAFFING REQUIREMENTS COMPLIANCE (WDB CERTIFICATION 2020)**

Jane reported that the PY 19 Local Area budget was submitted to the NJ Department of Labor and Workforce Development (NJ DOL). Jane spoke about the role of the WDB in developing and approving the PY20 budget. The Executive Committee agreed to meet July 7, 2020 at 9:30 a.m. to discuss the status of the PY19 budget year, review the PY20 budget, and the new program year.

The WDB will address the NJ DOL and SETC budget requirements, including the hiring of the candidate selected for the position of Associate Director of Business Services, Policy and Planning, with a tentative

start date of June 1, 2020. In addition, hiring of the current temporary staff member to replace a retiring staff member.

**TRAINING PROVIDER PERFORMANCE/EMPLOYMENT FOR PY 2018 (WDB CERTIFICATION 2020)**

NJ DOL is not providing training provider performance at this time.

**ONE-STOP SERVICES PROCESS MAPPING (ONE-STOP CERTIFICATION 2021)**

We are currently unable to begin process mapping due to the One-Stop Career Center shutdown.

**MEMORANDUM OF UNDERSTANDING (MOU) AND INFRASTRUCTURE FUNDING AGREEMENT 2020**

The NJ DOL requires a new MOU for the years 2020-2022. The purpose of the MOU is to execute an agreement between the WDB, the One-Stop Career Centers and additional partners documenting the delivery of workforce development in the local area. The Committee spoke about the timeline and the notification of the IFA partners during the IFA completion process. Jane anticipates submitting the draft MOU to the NJ DOL for review in April and reaching out to the local area partners for final review once the NJ DOL approves the draft MOU.

**PERKINS V**

Jane reported that the WDB staff have assisted the secondary and post-secondary institutions in Morris and Sussex Counties by providing labor market information related to their current CTE programs. The staff have also recommended new CTE programs to meet the need of regional businesses.

**LABOR DEMAND OCCUPATIONS ELIGIBLE FOR TRAINING FUNDS (EFFECTIVE 7/1/2020)**

Morris-Sussex-Warren Employment and Training Services (MSW ETS) is required to enroll individuals in training programs considered "In Demand" by the NJ DOL. The revised In-Demand list is effective July 1, 2020. Exceptions to the list can be made by obtaining signatures from two companies in the tri-county area who indicate need for training that is not on the list.

*Remaining Executive Committee meetings for 2020: July 7, October 6*