

Meeting Minutes

Executive Committee

David Hollowell, Chair

*October 6, 2020 via Zoom*

**Attendees:** Jane Armstrong (WDB Director), Robert Baczyk, Donna Buchannan, Hope Hurley, Diane Jainarine, Matthew Putts, Beth Rodgers.

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

Jane Armstrong reported on the following:

**NEG DISLOCATED WORKER GRANT AWARD**

Morris-Sussex-Warren Workforce Development Board (MSW WDB) wrote a proposal for the National Emergency Grant for dislocated workers and received funding. These funds will extend beyond Morris, Sussex and Warren counties to include WDBs that are part of North Jersey Partners. Training that will lead to certification are in Salesforce and supply chain through APICS. There are funds for 60 participants. Supply Chain classes are offered directly by North Jersey chapter of APICS and Salesforce and associated business platforms are offered by Camp 4 and William Paterson University. Plan to hire a part time person to manage day to day activities of the grant and an accountant to track payments being made. Programs include mentoring. \$75,000 allocated to on the job training.

**LOCAL AREA BUDGET UPDATE**

The WDB local area notice of award was delayed due to the state budget being delayed. The WDB was allowed to carry PY19 WIOA funds into the current year for utilization until September 30<sup>th</sup>. The Work First New Jersey (WFNJ) state funding for TANF, SNAP and general assistance was also delayed.

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

Jane Armstrong reported that the County of Morris has approved moving Diane Jainarine from a temporary position to a permanent Executive Assistant position. The WDB is now in compliance with the SETC in regards to the staffing requirements.

**FIRST QUARTER WDB BUSINESS SERVICES**

The first quarter is July through September.

**Post-Secondary Training Enrollments**

Dislocated Workers Enrolled	Adults Enrolled	Youth Enrolled	On-the-Job Training Contracts
40	19	4	0

### Other ETS Training Enrollments

Work First New Jersey	Workforce Learning Link	Metrix On-Line Training	Tuition Waiver	WFNJ Work Readiness	Youth Work Experience
0	17	2	2	29*	4

(\*) In-person Work First NJ Work Readiness has been temporarily suspended by DHS/DFD. On a voluntary basis, ETS provides career services to this population seeking support.

### GED/HSE Youth Training Enrollments

(Note: Morris & Warren have rolling youth enrollments. Sussex students enrolled at start of school year. No enrollments for PY20-1<sup>st</sup> Qtr)

Morris County NewBridge - JobsPlus		Sussex County Sussex County Technical School		Warren County Phillipsburg Youth Based Services	
# Enrolled	# Attained HSE	# Enrolled	# Attained HSE	# Enrolled	# Attained HSE
0	0	0	0	0	0

### Topmost Requested Virtual/Online and In-Person Training Programs

1<sup>st</sup> Qtr (Jul 1-Sept 30, 2020)

*Dislocated Workers & Adults		*Youth	
On-Line / Virtual	In-Person / Classroom	On-Line / Virtual	In-Person / Classroom
IT Technology	Commercial Driver License (CDL)	Healthcare/Medical & Dental Assistants, Pharmacy Technician	Healthcare: LPN, Medical Assistant, Dental Assistant, Pharmacy Tech /Clinical
Healthcare/LPN	Healthcare/LPN-Clinical	Electrician Apprentice Program	Electrician / Externship
Medical Assistant	Medical Assistant-Clinical	Automotive Technician	Automotive / Externship
Project Management		Veterinary Assistant/Animal Care	
Microsoft Office Suite (Admin Support)		Cosmetology/Skin Care/Massage	

Training is mostly virtual due to the pandemic. 378 programs offered online. This has posed some challenges.

Part of the WDB Certification process is to conduct two internal evaluations. One will be the evaluation of training providers in terms of how many participants are hired at the end of the training.

Beth Rodgers shared that the focus is now on “on-the-job training”. Engaging with a few employers. Working with Family Care Services to hire ten home health aides. Board requires them to get their certification before they go out into the field. Toured Romark who produces White Claw beverage. We are supporting them as they engage in a robust hiring. Berry Global is closing their facility. There will be over 100 displaced workers by the end of the year. Will provide local job openings to affected employees. Helped both Morris and Sussex Chamber of Commerce run virtual job fairs. Wharton had an in person job fair. Working with Morris County Vo-Tech school to place students with finance, media, or I.T. internship opportunities.

## **BOARD MEMBERS WDB PRIORITIES MEETING**

Jane Armstrong proposed having a board member meeting for a half hour preceding the Open Meeting. Matthew Putts indicated that from a governance perspective, it is good to review board business and action items. He suggested having the committee chairs give a brief report on the committee. Hope Hurley was in agreement to have a board member only meeting.

Jane Armstrong also notified the group that the WDB Directors Advisory Council will invite WDB Officers to meet as a statewide workgroup quarterly or biyearly to discuss priorities.

## **ETS SERVICES PRESENTATION (DONNA BUCHANAN)**

Donna Buchanan, Director-Program Operations, shared an overview of the Morris/Sussex/Warren Employment and Training Service' (ETS) functional team alignment and described client services provided by each of the operational areas. Specifically, Training/Career services inclusive of career counseling/coaching, occupational/vocational training guidance, eligibility and enrollment; Work First New Jersey (Public Assistance) case management and work activity; Information Systems (Performance/Eligibility), Fiscal (state/local reporting, vendor management, auditing, etc.); Workforce Learning Link (ESL/computer training) and Office Management (personnel, policy, vendor contracts/risk management, etc.). While training grant funding has declined since Program Year 2017 from \$5.31 million to \$3.88 million in Program Year 2020, ETS service support for unemployed and under-employed residents remains consistently steady. Customers seeking/applying for public assistance, who are deemed eligible and employable, may receive Temporary Assistance for Needy Families (TANF), General Assistance (GA), and Supplemental Nutrition Assistance Program (SNAP). On the Job Training (OJT). These employable clients are case managed and assigned work activities by ETS in the area of work readiness services, community work experience and/or career training. Office management for the tri-county area ensures that ETS follows local policy. MIS team who enters data into the information systems ensures that the data is good and clean data. They monitor it from a performance perspective and have exceeded target goals.

Counselors and trainers help prepare clients for employment. Career training options include virtual & in-person; on the job training; Metrix learning online, tuition waiver program; and WLL classes. Schools must be approved by NJ DOL and be on the labor demand list to meet grant requirements. Clients need birth certificate, passport, alien card or permanent resident card. Metrix online training is a precursor to training. Unemployment Insurance can be extended while in training through additional benefits training (ABT). Work First New Jersey focuses on work readiness for individuals receiving public assistance. Workforce learning lab has two board certified teachers who provide support for clients who want to learn basic computer skills and English as their second language.

As a result of the COVID-19 health crisis, in-person services have been temporarily suspended. ETS currently operates on a staggered work schedule (3 days in-office; 2 days remote). Client and vendor-facing staff were provided laptops and cell phones to ensure a more seamless customer service solution. The team and customers have embraced this significant change in service delivery.

Donna's presentation was sent to the Executive Committee following the meeting.