



Meeting Minutes

Open Meeting

Date: October 15, 2020

Location: Zoom

In Attendance:

WDB Members

Anthony Abrantes (Eastern Atlantic States Regional Council of Carpenters), Robert Baczyk (ADP), Tammy Case (Fulton Bank), Paul Fiore (I.B.E.W.), Meghan Hunscher (Morris County Chamber of Commerce), David Hollowell (MSW WDB Chair), Hope Hurley (Thorlabs), George Krevet (Communication Workers of America), Rosalie Lamonte (Sussex and Warren County Schools), Gus Modla (Sussex County Technical School), Dianna Morrison (Pathways2Prosperity/NORWESCAP), Matthew Putts (Employment Horizons), Nikki Sumpter (Atlantic Health System), Sue Zukoski (Abilities of Northwest Jersey, Inc.).

Guests

Eve Azar (Warren County Community College), Lauren Burd (Warren County Division of Temporary Assistance and Social Services), Stacy Crosson (Sussex County Technical School), Sherry Fitzgerald (Sussex County Community College), Jason Fruge (Sussex County Community College), Pat Green (Project Self-Sufficiency), Joanne Hala (United Way of Northern New Jersey), Sean Hendricks (NJ Department of Labor and Workforce Development), Irene Kaler (County College of Morris), Michael Kashmanian (NJ Department of Labor), Scott McGill (NJ Department of Labor), Christine Myers (U.S. Small Business Administration, Office of Advocacy), Mark Ortega (NJ Department of Labor and Workforce Development), Irene Schrader (Morris County School of Technology), Marc Schweitzer (NJ Department of Labor), Kevin Tarantino (Leo Pharma), Edwin Vallejo (New Jersey Department of Labor and Workforce Development), Mark Valli (Norwescap), Cyndie Williams (Eastern Atlantic States Regional Council of Carpenters).

Staff

Jane Armstrong (WDB Director), Donna Buchanan (One-Stop Operator/Director of Operations), Sarina DosSantos (Fiscal Officer), Diane Jainarine (Executive Assistant), Beth Rodgers (WDB Associate Director), Manuela Schuster (WDB Strategic Planner).

Absent:

WDB Members

William Austin, Marie Betlow, Mark Bocchieri, Ann Marie Flake, Carl Jablonski, Scott Moffit, Frank Petruccelli, Steve Sitek, Antoney Smith.

Prior to the October 15, 2020 Open Meeting, the following documents were posted on the WDB website (mswwdb.org) for review: Open Meeting minutes (July 16, 2020); Disability Committee minutes (August 5, 2020); One-Stop Career Center Committee minutes (August 4, 2020), Literacy Committee minutes (August 19, 2020); Youth Investment Council minutes (August 24, 2020); and the WDB Director and One-Stop Operator Reports.

The Oversight Committee electronically reviews budget, performance and monitoring reports monthly.

WDB Business Meeting

Meeting Opening Remarks

At 9:00 a.m., WDB Chair, David Hollowell, opened the meeting with the reading of the Public Meeting Notice. He then asked WDB Director, Jane Armstrong, to present the Board Business Report.

Meeting Topics

Board Business

Jane Armstrong shared that the One Stop (OS) Operator Report, Workforce Development Board Director's Report, LMI information, and Regional Analysis are posted on the www.mswwdb.org website. The contact information for the OS managers and the Business Service Representatives (BSR) are listed in the OSO Report.

Local Provision by ETS and One Stop Career Centers

Donna Buchanan, One-Stop Operator and Director of Morris-Sussex-Warren Employment and Training Services (MSW ETS), reported that they continue to provide virtual services including reemployment services and eligibility assessment (RESEA); veteran services; re-entry/federal bonding services; career training referrals; computer basics and ESL classes; basic unemployment insurance inquiries; employer hiring inquiries; customer job search and job matching assistance. Services involving in person walk-ins, access to the public resource room, career workshops, and UI services including usage of OSCC computers and telephones are not available currently. They are relaxed until further notice.

In-person Unemployment Insurance services remain suspended at NJ One-Stop Career Center offices until further notice. UI claimant inquiries continue to get directed to the UI website **MyUnemployment.nj.gov**. Individuals with limited, or no computer access should call UI Call Center numbers included in the OSO Report. If individuals are still having trouble, they can reach out to their local legislative office that can provide escalation of your claim. New Jersey offers a 20-week state extension of benefits for those who have exhausted all other federal and state unemployment assistance. ETS provides virtual career assistance to individuals receiving public assistance. Mandatory work activity has been temporarily suspended.

Local Area Budget Approval

The Program Year 2020 Budget was approved. The delay in approval of the New Jersey State Budget caused a late release of the local area awards for the WorkFirst New Jersey funding. The WDB Executive Committee received the Workforce Innovation and Opportunity Act (WIOA) budget summary and reviewed it in July. It was then reviewed by the full board in September. The WDB members approved the budget on October 5, 2020.

WDB Staffing Requirements (WDB Certification 2020)

The MSW WDB is due for recertification which occurs every two years. We are now in compliance with the SETC as Diane Jainarine has been hired as the Executive Assistant on September 28, 2020.

One-Stop Services Process Mapping (One-Stop Certification 2021) MOU (2020-2022)

The process mapping project originated as a recommendation of the One Stop Career Center Business Engagement Committee. A dedicated team representing the One Stop Career Center, Employment and Training Services and the WDB staff completed the process mapping process and included virtual services. We are now in the final stages and will receive recommendation to improve system efficiency. Thank you to Employment and Training Services, Business Service Representatives, Employment Services Managers, DVR and WDB staff, Tammy Case, and David Hollowell for their time and effort on this project.

Memorandum of Understanding (MOU) 2020-2022

The MOU has been signed by all required partners and sent to the DOL. It will be in effect through December 31, 2022. The MOU is required for any of the WIOA and Work First partners as a commitment to provide coordinated services in the workforce area.

Other Business

Old Business

Chair, David Hollowell, opened the floor to old business. There was none.

New Business

Chair, Hollowell opened the floor to new business.

Jane Armstrong shared that North Jersey Partners (NJP) is a Non-Profit organization comprised of nine Workforce Development Boards. NJP applied for the National Emergency Grant Dislocated Worker Grant (NEG-DWG) program. These are funds available from the NJ DOL. NJP was awarded almost half a million dollars to provide training to dislocated workers. These funds will be used by the nine workforce development areas focusing on training and certification.. The certifications included in the grant were identified during the NJP small and medium sized business survey and a series of focus groups. The businesses reported that the biggest challenge was virtual sales and virtual customer relations. Salesforce offers an administration certification to help businesses transition from previous face to face interaction to virtual interactions. In addition, as part of the grant, NJP will offer a supply chain certification through American Production and Inventory Control Society (APICS). APICS will also provide mentorship and assist individuals completing the certification with opportunities to interview with employers.

Morris County Chamber of Commerce is working with the WDB and Morris County Vo-Tech School to develop internship opportunities for local businesses in Morris County. Businesses are welcome to attend the informational session on October 23rd.

New Jersey Council of County Colleges is looking for individuals to join them in industry sector based meetings to discuss building career pathways and the certifications and degrees required for these pathways. Meetings will be held in late October. Link shared.

Labor Market Discussion

Regional Analysis July 1st – September 30th 2020

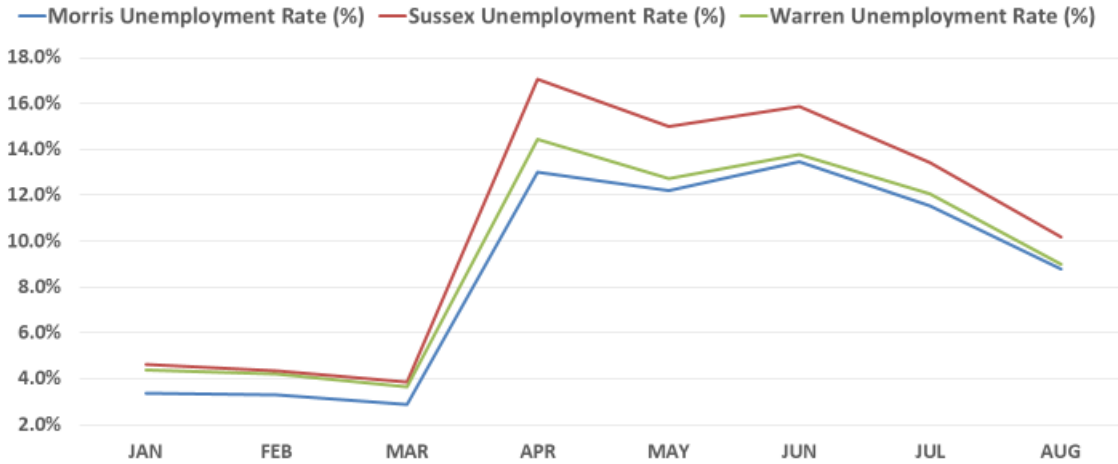
Edwin Vallejo from the NJ Department of Labor provides the regional analysis on a quarterly basis. This is on the www.mswwdb.org site. Morris County jobs in demand are software developers, labor/freight/stock movers, retail sales, managers, sales, and tractor trailer drivers. Sussex County jobs in demand are drivers, sales jobs, Registered Nurses, freight handlers, and food service positions. Warren County in demand jobs are retail sales, general sales, labor/freight/stock movers, Registered Nurses, security guards, and home health aides.

Unemployment Data Report

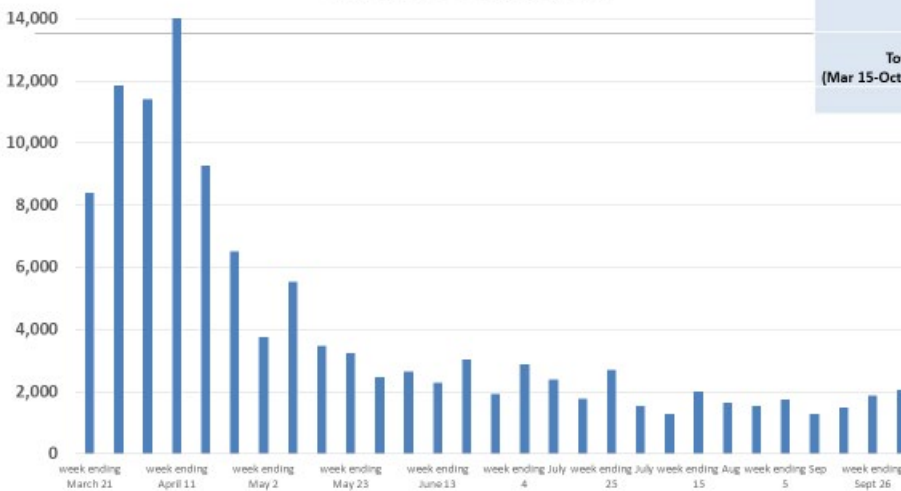
Manuela Schuster, WDB Strategic Planner, reported on the August unemployment rate based on estimates and trends weekly initial Unemployment Insurance (UI) claims in September for Morris, Sussex and Warren based on information Edwin Vallejo provided.

Morris-Sussex-Warren Area
Monthly Unemployment Rate for Each County
2020 through August

August Unemployed 35,300
Morris 22,500
Sussex 7,600
Warren 5,200

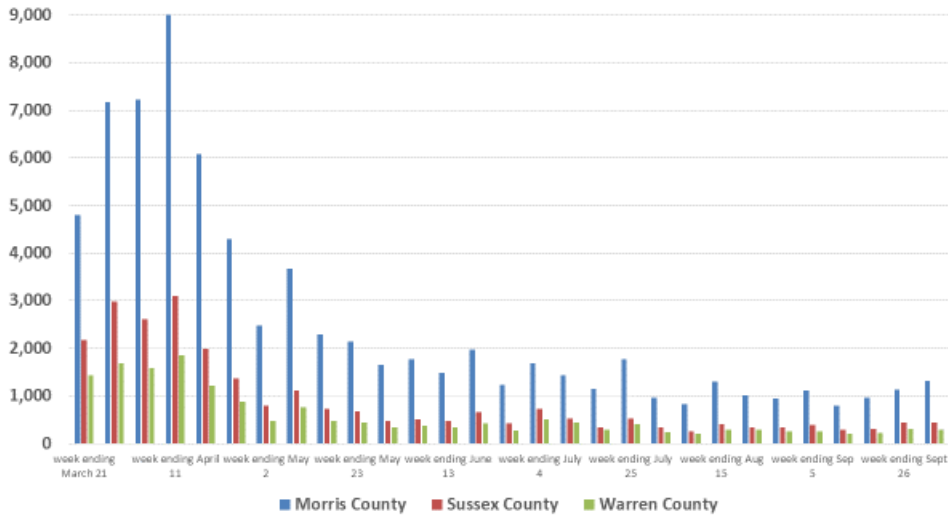


Morris-Sussex-Warren Initial UI Claims
March 15 to October 3, 2020

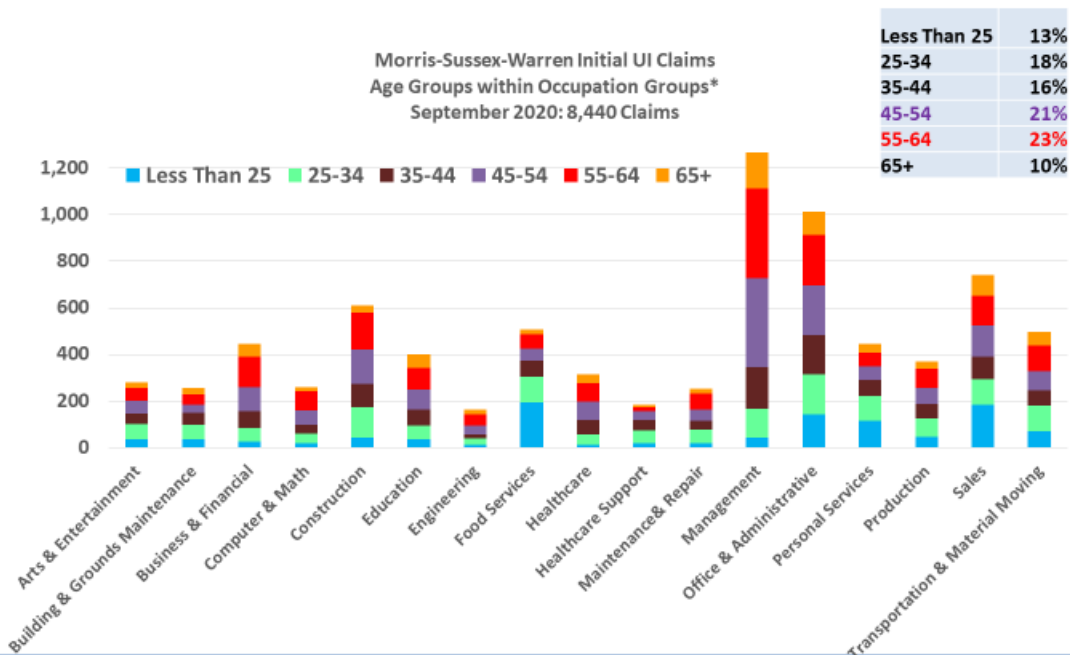


	MSW	Morris County	Sussex County	Warren County
Total (Mar 15-Oct 3)	116,069	73,723	25,697	16,649
		64%	22%	14%

Morris-Sussex-Warren
Weekly Initial UI Claims for Each County

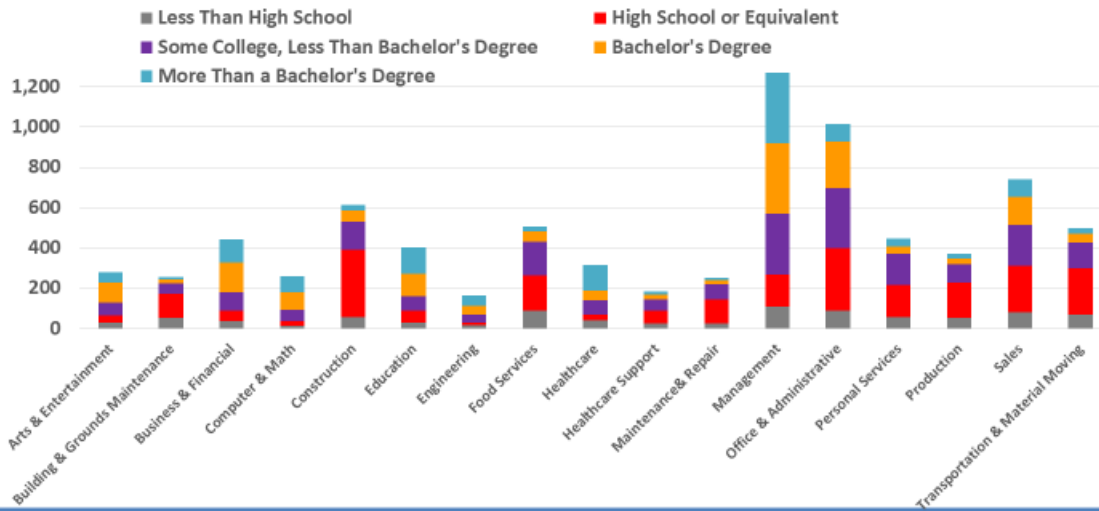


Morris-Sussex-Warren Initial UI Claims
Age Groups within Occupation Groups*
September 2020: 8,440 Claims



Morris-Sussex-Warren Initial UI Claims
Education Levels within Occupation Groups*
September 2020: 8,440 Claims

Less Than High School	11%
High School or Equivalent	28%
Some College < Bachelor's Degree	25%
Bachelor's Degree	19%
More Than a Bachelor's Degree	17%



Morris-Sussex-Warren September 2020
Initial Unemployment Insurance Claims = 8,440

Industry Sectors with Most UI Claims	Industry Sector as pct of total
Chose not to answer (Contractors/Self-Employed)	48.3%
Health Care and Social Assistance	6.0%
Construction	5.2%
Administrative and Support Services	5.0%
Educational Services	4.8%
Retail Trade	4.7%
Professional, Scientific, and Technical Services	4.6%
Manufacturing	4.2%
Accommodation and Food Services	3.3%

Rosalie Lamonte, Superintendent of **Sussex and Warren County Schools**, saw an uptick in job openings in the education sector. Due to COVID-19, teachers may be on leave or unable to return. There is also a great need for substitute teaching. If one is interested in substitute teaching, contact individual districts to start the paperwork. 60 college credits are required for this role.

Irene Schrader, Manager of Continuing Education at **Morris County Vocational School District**, shared that they were inundated with apprentices in the building trades from workers who needed to keep their positions by enrolling in apprentice classes. 20 more apprentices enrolled in program.

Christine Myers, Regional Advocate for the **Small Business Administration (SBA)**, indicated there are issues with EIDL reconsideration of loans. SBA is overwhelmed as system was not built for this. If one was denied EIDL loan unfairly, there are multiple avenues to explore. Reach out to Christine, the local SVA office, or Congressional representative. There are significant regulations being reformed.

Stacey Crosson, Vice Principal - Career Technical Education of **Sussex County Technical School**, is seeing an uptick in small business owners in Sussex County applying for apprenticeships due to the incoming requirements needed to bid on public works. Noticed local business owners enrolling in the NJ DOL program.

Mark Valli, CEO of **NORWESCAP**, is working on a few grants through NRTC and the Neighborhood Preservation program. They are targeting small businesses in Phillipsburg.

Adjournment

David Hollowell thanked all for their participation. He asked for and received a motion to adjourn from Nikki Sumpster. The motion was seconded and passed unanimously. The meeting adjourned at 10:01 a.m.

2021 WDB Open Meeting dates will be shared on the www.mswwdb.org site.