



Meeting Minutes

Open Meeting

Date: October 17, 2019

Location: Minebrook Golf Club, Hackettstown, NJ

In Attendance:

WDB Members

Robert Baczyk (ADP), Marie Betlow (Job Search Central), Tammy Case (Fulton Bank of New Jersey), Paul Fiore (I.B.E.W. Local 102), Ann Marie Flake (Saint Clare's Health System), David Hollowell (WDB Chair, D&D Associates), Meghan Hunscher (Morris County Chamber of Commerce), Rosalie Lamonte (Sussex and Warren County Schools), Antoney Smith (NJ Division of Vocational Rehabilitation Services), Susan Zukoski (Abilities of Northwest Jersey, Inc.).

Guests

Matthew Allen (German American Chamber of Commerce), Eve Azar (Warren County Community College), John Bicica (NJ Department of Labor and Workforce Development), Stacy Crosson (Sussex County Technical School), Damaris Cruz (Newton One-Stop Career Center), Peter Curley (NJ Department of Labor and Workforce Development), Erin Darvalics (Newton One-Stop Career Center), John Edwards (BenefitMall), Patrick Enright (County College of Morris), Jane Foerster (Project Self-Sufficiency), Elizabeth Gloeggler (Literacy NJ), Alexandra Hoffmann (German American Chamber of Commerce), Irena Kaler (County College of Morris), Bob Konig (Carl Stahl Sava Industries), Christine Myers (U.S. Small Business Administration, Office of Advocacy), Carol Novrit (Sussex County Department of Health and Human Services), Tom O'Connor (NJ Department of Labor and Workforce Development), Johanna Prado (William Paterson University), Irene Schrader (Morris County Vocational School), Kathy Vincelette (County College of Morris), Sharon Yoo (Morris County Department of Human Services).

Staff

Jane Armstrong (WDB Director), Donna Buchanan (One-Stop Operator), Sarina DosSantos (Fiscal Officer), Marin Regenthal-Garland (ETS Office Manager), Manuela Schuster (WDB Strategic Planner), Sallie Sullivan (Secretary to the WDB Director).

Absent:

WDB Members

Anthony Abrantes, William Austin, Mark Bocchieri, Carl Jablonski, George Krevet, Gus Modla, Scott Moffitt, Dianna Morrison, Frank Petruccelli, Steve Sitek, Nikki Sumpter.

Prior to the October 17, 2019 Open Meeting, the following documents were posted on the WDB website (www.mswwdb.org) for review: Open Meeting minutes (July 18, 2019); Disability Committee minutes (August 7, 2019); One-Stop Career Center Committee minutes (August 13, 2019), Youth Investment Council minutes (August 19, 2019), Literacy Committee minutes (August

21, 2019); 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. Chair Hollowell then led those present in self-introductions to the group.

Board Business

WDB Director Jane Armstrong provided the Director's Report, copies of which were available on the handout table, as well as on the Board's website at <https://mswwdb.org/Board-Committees>. Jane also advised those present that copies of Donna Buchanan's One-Stop Operator Report were also available on the handout table and on the Board's website. She shared the following with the group:

NJLWD Business Services Realignment

In July, the New Jersey Department of Labor and Workforce Development (NJ LWD) initiated the realigning of the current functions of state Business Service Representatives with local Workforce Development Boards. Jane thanked Tammy Case, Chair of the WDB One-Stop Career Center/Business Engagement Committee, for leading the initiative, which will provide focus on local area business service needs. The Committee will review the local labor exchange structure.

New Jersey Industry Partnerships Initiative

The Industry Partnership Initiatives are being promoted not only by the Workforce Development Boards and the Department of Labor and Workforce Development, but also by the Department of Education. The NJ LWD held a two-day "Industry Sector Partnership Academy". Participating leadership included: NJ Economic Development Authority; Secretary of Higher Education; NJ Department of Education; Secretary of State of New Jersey; K-12, 2 and 4-year academic institutions; and economic and workforce development organizations. Attendees formed regional groups -- North, Central and South -- and spoke about the model and priority sectors. The North region has decided to focus on Advanced Manufacturing. The New Jersey Manufacturing Extension Program and the German American Chamber of Commerce have agreed to participate.

Training Provider Performance

New Jersey is one of the states that spends the majority of its WIOA funds on individual training grants. With the decision comes the responsibility to make sure that funding is well invested. For that reason, the Board will be focusing on not only training but also employment outcomes after the training is completed.

Jane said that, in speaking with Donna and the Board, they are going to keep a closer eye on outcomes. Currently Employment and Training Services is assessing Program year 2018; the data should be available by January. As per the contract revised last year, they will reach out to any providers who do not have 65% employment to discuss a remediation plan.

Student completion and employment outcomes will be shared with the training providers and reported to the Board during Program Year 2019.

WDB Selective Service and Supportive Services Policies

The Board recently reviewed and approved the Selective Service Policy effective September 4, 2019. This policy has to do with the requirement for individuals to register with Selective Service. There were no significant changes in the policy, last updated in 2012.

The Board is presently reviewing the WDB Supportive Services policy, which addresses the use of Workforce Innovation and Opportunity Act (WIOA) funds for supportive services to eligible participants enrolled in WIOA Title I Adult, Dislocated Worker, and Youth programs. Supportive services are services necessary to enable an individual to successfully participate in activities authorized under WIOA. The significant change in this policy is that no dollar amount cap is given; the cap will be discretionary based on the findings. The Supportive Service Policy is under review by the Board until October 24.

Recovery Career Fair

The WDB and the Randolph One-Stop Career Center are collaborating with CARES (Center for Addiction Recovery Education & Success) to offer a recovery-friendly Career Day on October 23, 2019 from 10-12pm at *Morris County Prevention is Key's* Peer Recovery Center, 25 West Main Street, Rockaway NJ. Tiffany and Co., Home Depot, UPS, Shop Rite, Miller Environmental, GAF and NJMEP are participating in the event.

Other Business

Old Business

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

New Business

Chair Hollowell opened the floor to new business.

One-Stop Operator Donna Buchanan said there would be a half-day legal services information forum held on October 28 for service providers at the Morris County Public Safety Training Academy. Legal Services of Northwest Jersey is putting on the forum, in partnership with Morris/Sussex/Warren Employment and Training Services, to address three topics: Housing and Tenant's Rights, Debt Collection and Expungement. Donna encouraged those present to see the One-Stop Operator Report on the handout table for further details and contact information.

Jane Armstrong reported that John Sarno of the Employers Association of New Jersey (EANJ) is also holding an apprenticeship event with three speakers, and informed the group that they could contact her for more information at jarmstrong@co.morris.nj.us.

Meeting Topic

Presentation

"Apprenticeship Opportunities in Northern New Jersey"

Jane Armstrong introduced each speaker in turn.

John Bicica, NJ Department of Labor and Workforce Development

John Bicica reported that last year the Murphy Administration created the first Labor and Workforce Development State Office of Apprenticeship. They work closely with the US Department of Labor (US DOL) Apprenticeship and are a Federal registered apprenticeship state. That means that the US DOL is responsible for certifying all registered apprenticeship programs. NJ LWD is not doing the certification but they are working closely with US DOL to expand the number of registered apprenticeship programs in New Jersey.

To that end, two grants were created for the GAINS (Growing Apprenticeship in Nontraditional Sectors) program and the PACE (Pre-Apprenticeship in Career Education) program. NJ LWD is looking forward to working closely with the local WDBs on these grants. Next week they will be issuing a directive to local Boards giving instructions on how to record in OSOS when customers

come to the One-Stop Centers to inquire about participating in GAINS-funded activities. When the interested customer is recorded, they will be enrolled in the apprenticeship network. NJ LWD is also asking that an eligibility determination be done to see if the customer is also Title I. If they are, they may also be eligible for Supportive Services.

In moving forward, NJ LWD wants local boards to think about how they can explore different funding opportunities to fund registered apprenticeship, with or without the State GAINS or PACE programs. The State was recently awarded \$1.69 million for state apprenticeship expansion grants, almost all of which is going to fund OJT. That available money is being put aside to expand the capacity so that additional people can be trained. Only new hires are eligible for the expansion grant, and the focus is on the underrepresented.

Thirteen grants were awarded under the first GAINS Opportunity. There are currently 21 programs registered with the US DOL and recorded in the system, and 88 apprentices are registered throughout the state. Another NGO for a GAINS grant was issued, so there will be additional GAINS funding. Those awards will probably be made in early 2020.

With the PACE grant, the state has several work experience programs, including Youth Corps and YTTW (Youth Transition to Work). NJ LWD encourages the local Boards to work with these entities. If the funding of an existing program is utilized, it will count towards the 20% youth experience requirement.

A question and answer period followed:

- Q: What are some of the curriculums?
A: IT, Advanced Manufacturing, Healthcare, Automotive Technicians.
- Q: How is underrepresented defined?
A: Groups that do not traditionally participate, such as women and minority populations.
- Q: What is the traditional participation?
A: White males
- Q: What about age?
A: Under 24 is significantly underrepresented.
- Q: Is this working in conjunction with NJ Build, or replacing it?
A: It will not be replacing it; they are just looking to supplement the possible opportunities.

Johanna Prado, William Paterson University

Johanna Prado reported that they have two GAINS apprenticeship programs, Medical Assistant and Computer System Analyst. Both programs have 15 apprentices and started in August. The Medical Assistant is slightly over 330 hours and will be completely certified in December. The Computer System Analyst certification is slightly over 780 hours and finishes in May 2020. The Computer System Analyst comprises of different certifications, all IT networking certifications. There is CCMA, A+, S+, N+, and many Microsoft Networking certifications.

William Paterson University is looking for employer partnerships, including ones for some students they have from the Morris County area. There are incentives for the partner, including one for wages reimbursement if an apprentice is hired. Johanna also shared a number of handouts with those present.

A question and answer period followed:

- Q: Where would a CMA work?
A: In an emergency room, hospital, doctor's office, urgent care facility.

- Q: When do the classes start?
A: Certified Medical Assistant, August through December. Computer System Analyst, August through May.
- Q: With this grant, is there a cost to the student?
A: No.
- Q: What are the requirements for the students to attend the programs?
A: CMAs need a background in healthcare, experience, and at least a high school diploma. Computer System Analysts need some college credit and technical experience.
- Q: What type of business would hire the Computer System Analysts?
A: Any company with an IT department.
- Q: Are there any eligibility requirements?
A: No.

Alexandra Hoffmann, German American Chamber of Commerce

Alexandra Hoffmann spoke about their apprenticeship program and what they learned along the way. They started in 2018 when Governor Murphy signed a Memorandum of Understanding with their organization. They run all apprenticeship occupations in Germany. In the past year, they applied for and received the GAINS funding with the Morris County Chamber of Commerce. This is supporting the employers and offsets some of their initial investment.

Matthew Allen picked up this passion project and they have been developing and adapting it to bring the German apprenticeship model to New Jersey. A huge part of bringing the German standard of apprenticeship is localizing the programs to the different regions. They have other programs across the US, which are all customized to each state. Alexandra and Matthew Allen have been traveling all over New Jersey and have learned what industry wanted to see in the program.

The three-year programs give apprentices the opportunity to go to school and receive a degree in Mechatronics from County College of Morris while working on the job to gain industry credentials. They work a flexible schedule where they are completing On-the-Job training for three days a week, and also have two days that are dedicated to the Related Technical Instruction at County College of Morris. GACC also administers the test to certify them as Mechatronics Technicians at the middle and end of the year.

One way they have been striving to compliment the efforts of the state is by bringing their Train the Trainer program to New Jersey. This is the same program used in Germany to train their apprentices. They have consolidated it to three days, with an examination on the fourth day. The Center teaches people how to become a mentor and be a better communicator. Anyone who has to bring another employee up to certain skills can take advantage of the seminar, not just with apprenticeship. They had a participant from Our House, an organization that supports meaningful lives for individuals with intellectual/developmental disabilities. One of their trainers came to the Train the Trainer seminar, and he has applied some of those tools to his own job where he has to train others within his company.

They want to encourage anyone to participate in their Train the Trainer seminar. The next one will be held next month in Eatontown, from November 5 through November 8. They also plan to host several more next year. Anyone interested can reach out to her.

Patrick Enright, County College of Morris

Patrick Enright reported that on July 15, County College of Morris was awarded a \$4 million US DOL grant as a part of their scanning apprenticeship program. Their target is 1600 apprentices, 25% of whom would be incumbent workers. Eight county colleges are part of the consortium: Bergen, Camden, County College of Morris, Gloucester, Hudson, Mercer, Middlesex and Raritan. They have one national member, the German American Chamber of Commerce.

The four-year grant was awarded based on their ability to test new models of apprenticeship, and adapt them to local conditions and to the needs of businesses as they understand them across the state of New Jersey. In the grant, three models specifically mentioned that should be developed and rolled out across the state were: Registered Apprenticeships, Industry Recognized Apprenticeship Programs (IRAPS), and Boot Camps. The models will be developed at the different colleges, with each college deciding which is a fit for their county. Once developed and delivered, the goal of the grant is to assess which models are most successful, and under what conditions. Then, with their national partner, the successful models will be rolled out nationally in the final years of the grant.

There is one lead college in each region of the state - County College of Morris in the north region, Middlesex County College in the central region, and Camden County Community College in the south region. They are trying to present a uniform face to employers and be able to represent all that is going on in a coherent way.

At the same time, they are coordinating with other entities that have received GAINS grants, such as the New Jersey Manufacturing Extension Program (NJMEP), the German American Chamber of Commerce (GACC), and the New Jersey Council of County Colleges (NJCCC) Workforce Consortium. In addition, they have met with the New Jersey Department of Labor. They recently had a meeting at CCM that involved all the partner colleges, and included Matt Allen of GACC. Patrick said they are also gearing up with the grant fund suppositions, so are in a hiring mode. They will start by bringing in a Program Manager, then later have Apprenticeship Coordinators throughout the state.

He also mentioned that, with a federal grant and a state grant, they can each be leveraged for the benefit of the program associated with that grant. An individual that is counted in the GAINS grant can also be counted in the federal grant by leveraging the dollars to advantage.

He said CCM had already begun construction on a new building on their campus for Advanced Manufacturing and Engineering, and expect that building to come online in March 2020. He remarked that it will be an interesting point as they roll out apprenticeship models.

One concern that many have expressed about the grant is that the registered apprenticeship model has many protections for the apprentice. In their grant, they are going to be doing not only registered apprenticeships, but also free-form apprenticeships that they grow and boot camps. A condition of the grant is that whatever they do, they must adhere to the "five best practices of registered apprenticeships". One is that the apprentice is employed. Two is that there is an organized and structured program for On-the-Job Training. That there is related technical instruction. That there are pay increased for the apprentice as they hit certain benchmarks in the apprenticeship program. Whatever they design, they have to have those features built in.

A question and answer period followed:

- Q: How did the different counties become a part of this?
A: CCM sent emails looking for interested parties. His sense was that the counties that came forward had some facility they could use for training in the program.
- Q: Do you have current students, or a mix?
A: It is open to everyone except high school students. Again, the target is that 25% are incumbent workers. The rest could be students that are already enrolled in the college, traditional age students, underemployed, etc.
- Q: Will this lead to an industry certification/credit/degree?
A: Part of the goal of the grant is that the apprenticeship is not the end of the road. With whatever apprenticeship program the college develops or picks from an existing apprenticeship, there has to be a line to an industry certification. One of the advantages that the colleges have is that when they develop the apprentice program, particularly the RTI

piece, they can align that with their existing degree program. Their goal is that the programs that they develop would align with their Mechanical Engineering Technology Degree program. That way, when the apprentice is done with the apprenticeship, they already have standing within the degree program and can continue on.

Jane told attendees she would be happy to share any information.

Jane also reported that Literacy New Jersey, with Elizabeth Gloeggler as CEO, received the *GSETA Public Service Award* at the Garden State Employment and Training Association Workforce Conference in early October.

Chair David Hollowell asked Youth Investment Council Chair Marie Betlow to share the last word with the group. Marie, in turn, asked that those present share any thoughts that they may have on current labor news or trends with the group.

Elizabeth Gloeggler remarked on the apprenticeship presentation and the information given about the upcoming opportunities. She said that as a provider of HSE services, they need to make sure that there are individuals in the pipeline with diplomas who can get into an apprenticeship program. She challenged those present to look for ways to work together to leverage resources so that they can make this happen.

John Bicica agreed and said, when appropriate, they have to see that people can get needed services concurrently. For instance, they could get literacy services and occupational training at the same time.

Marie asked if anyone could share a success story of a nontraditional individual who is participating in apprenticeship. Johanna Prado said they did have an individual who was recently unemployed and came into their program. He is now doing an internship/apprenticeship at a company in Paterson. They are hoping that it turns into full-time employment.

Marie also asked if there were any success stories or trends with regard to the IT sector. Robert Baczyk mentioned that ADP has a program which is college-based, bringing them in for six weeks of training. They are teaching them how to work within the work environment.

The next WDB Open Meeting will be held via conference call on January 16, 2020.

Chair Hollowell thanked all for attending. A motion was made to adjourn, was seconded and passed unanimously. The meeting adjourned at 10:20 a.m.