



Meeting Minutes

Open Meeting

Date: January 16, 2020

Location: Via Conference Call

In Attendance:

WDB Members

Anthony Abrantes (Eastern Atlantic States Regional Council of Carpenters), Robert Baczyk (ADP), Tammy Case (Fulton Bank of New Jersey), Paul Fiore (I.B.E.W.), Ann Marie Flake (Saint Clare's Health System), David Hollowell (**WDB Chair**, D&D Associates), Meghan Hunscher (Morris County Chamber of Commerce), Carl Jablonski (Morris County One-Stop Career Center), Rosalie Lamonte (Sussex and Warren County Schools), Nikki Sumpter (Atlantic Health System), Sue Zukoski (Abilities of Northwest Jersey, Inc.).

WDB Member Alternates

Robert Hopkins (representing WDB Member Anthony Abrantes of the Eastern Atlantic States Regional Council of Carpenters)

Guests

Eve Azar (Warren County Community College), Jill Butcher (Warren County Library), Stacy Crosson (Sussex County Technical School), Ray Gara (Warren County Technical School), Hope Hurley (Thorlabs), 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), Sharon Yoo (Morris County Department of Human Services).

Staff

Jane Armstrong (WDB Director), Donna Buchanan (One-Stop Operator), Sarina DosSantos (Fiscal Officer), Sallie Sullivan (Secretary to the WDB Director).

Absent:

WDB Members

William Austin, Marie Betlow, Mark Bocchieri, George Krevet, Gus Modla, Scott Moffitt, Dianna Morrison, Frank Petrucelli, Steve Sitek, Antoney Smith.

Prior to the January 16, 2020 Open Meeting, the following documents were posted on the WDB website (mswwdb.org) for review: Open Meeting minutes (October 17, 2019); Disability Committee minutes (November 6, 2019); One-Stop Career Center Committee minutes (November 12, 2019), Literacy Committee minutes (November 20, 2019); Youth Investment Council minutes (November 25, 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, followed by introductions. He then asked WDB Director Jane Armstrong to present the Board Business report.

Meeting Topics

Board Business

WDB Director Jane Armstrong mentioned that the WDB Director's Report and the One-Stop Operator's Report will remain posted on the WDB website for two more weeks. She shared the following from the Director's Report:

- PY 2019 WIOA Budget Expenditures
As of November 30 of Program Year 2019, 23% of Adult and 43% of Dislocated Worker funds are obligated. The rate of expenditures of funds is similar to Program Year 2018.
- PY 2018 and 2019 WIOA Performance
The Program Year 2018 final performance report for the MSWWDB local area has not been released by the New Jersey Department of Labor and Workforce Development (NJ DOL).
As of November 2019 (Program Year 2019), the local area has met the negotiated performance for all categories except for Adult Employment (Quarters 2 and 4) and Dislocated Worker (Quarter 2). The required Percent Achieved of negotiated performance has increased in Program Year 2019 from 85% to 90%.
- SETC Policy on Program Budget and WDB Budget and Staffing Requirements Compliance (WDB Certification)
The State Employment and Training Commission (SETC) Resolution #2016-03 states, "At a minimum, the staff must include a full-time WDB Director, two full-time professional policy staff, and a full-time support person to execute the WDB functions..." In addition, the budget must reflect the amount set aside to meet the staffing requirements. The SETC response to the WDB Certification application for 2019-2021 cited the application for not complying with this resolution. Jane will take actions to make budget and staffing corrections to comply with the policy during Program Year 2019, with a focus on adding a staff member and aligning the current staff member positions with the policy.
- MSW WDB Policy on Reporting Fraud, Program Abuse or Criminal Misconduct
In October 2019, the NJ DOL requested the development of a policy for reporting incidents that complies with the requirements established in the Federal TEGL 2-12. WDB staff developed a policy based on TEGL 2-12 and the NJ DOL WD-PY19-4. The policy applies to any fraud or suspected fraud involving employees, officers, directors, administrators, board members, service providers and all partners included in the Memorandum of Understanding between the WDB and the One-Stop Career Center Partners. The policy applying to fraud or suspected fraud and abuse in programs authorized by the US DOL must be shared with all partner organizations. The WDB will follow the procedures for the reporting of instances of suspected or actual fraud, abuse or criminal conduct to the Office of the Inspector General as outlined in TEGL 2-12.

- Board Member Nomination and Appointment Policy and Process
The purpose of this policy is to document the membership requirements and the nomination/appointment process as mandated by the Workforce Innovation and Opportunity Act (WIOA), and other applicable federal and state regulations.
- WDB Officers Election 2020
The WDB Nomination Committee for the 2020 Election consists of Susan Zukoski as Chair and Committee members Ann Marie Flake and Robert Baczyk. Chair Zukoski wrote to all WDB members in early January and provided information on the slate and nominations, and when the vote would begin and conclude. The outcome of the election will be shared with WDB members on January 30.

WDB Nominating Committee Report

Susan Zukoski, Chair of the WDB Nominating Committee, gave the Committee's report on the 2020 WDB Officer Election. She reported that she is joined on the Committee by members Ann Marie Flake and Robert Baczyk. On December 5, 2019 and December 20, 2019, WDB members were notified that a WDB election would be held in January 2020. On January 3, 2020, Chair Zukoski wrote Board members on behalf of the Nominating Committee and provided the recommended slate (David Hollowell for Chair and Tammy Case for Vice Chair), details on any additional nomination submissions from Board members, and the starting and ending dates for the vote.

Chair Zukoski informed the group that no additional nominations were received in the time given to submit nominations (January 3 to January 14, 2020).

She advised WDB members that voting would begin on Friday, January 17, 2020, and would conclude on Wednesday, January 29, 2020. She told members that voting instructions would be sent by email to all WDB members on the morning of January 17 when the vote begins. She closed by stating that election results would be sent to WDB members via email following the election.

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.

Chair Hollowell invited everyone to attend a Celebration of Martin Luther King on Monday, January 20 in Morristown. He told the group that there would be a breakfast at 8 a.m. at the Hyatt with new Congresswoman Mikie Sherrill of the 11th District speaking. He added that the President and CEO of the National Urban League, Marc Morial, would speak at the Service of Commemoration at 12 p.m. at Calvary Baptist Church in Morristown. Chair Hollowell said Mr. Morial has been a friend of business for many years and he knew that his presentation would be very informative.

Chair Hollowell then asked Jane Armstrong to lead the Labor Market Discussion.

Labor Market Discussion

Jane Armstrong shared the characteristics of New Jersey's unemployed for the 4th quarter (October, November and December 2019). She sees a continued trend in the tri-county area where the largest number of individuals impacted by unemployment based on age are those in the 45-54 age

group and the 55-64 age group. She also noted a great dichotomy with regard to wages. The greatest percentage of those now receiving unemployment benefits were earning either \$10,000-\$20,000 per year, or \$80,000 and over. The \$80,000 and over range was more prominent in Morris County, while the lower wage range was more prominent in Sussex and Warren Counties. The most common occupation groups for these individuals were: Service Industry, Construction and Extraction. In Morris County, there was also Management and Professional occupations.

Jane said the overall message is that they will continue to anticipate older workers, either lower income or higher income, coming into the One-Stop Career Center system for UI benefits and services.

Carol Novrit mentioned that in the past when they had a tight labor market, the unskilled worker was impacted, rather than older individuals. She asked Jane what she thought the difference was this time. Jane said she thinks people in the older age range are often higher salaried, and in some cases there has been a move to downsize.

Tammy Case said that what she sees with the clients that come in on the commercial lending side is the same thing that they have heard for a number of months, if not years. Some customers are impacted by the lack of truck drivers. Some construction contractors say they cannot bid on certain jobs because they do not feel confident that they will be able to expand their business due to the lack of qualified people in the workforce.

Jane mentioned that she is posting a regional analysis on the website that looks at occupations in the greatest demand. She said by far, CDL, CDL-A and other drivers are the greatest occupation in demand for all three counties. She receives calls on a weekly basis from companies looking for help finding CDL drivers. She has been putting them in direct contact with the training providers, hoping that they can work directly with them.

One-Stop Operator Donna Buchanan also addressed Carol's question. She said that, based on the individuals that they see coming in to Morris-Sussex-Warren Employment and Training Services for upskilling, the majority of the people coming in are mid-career individuals looking for training. Typically, those training programs for adults are in health care (e.g., Medical Assistant, Project Management), IT technology, and CDL. With the lower income individuals coming in, typically the folks they work with who are on public assistance, she sees an uptick in terms of employment. Some who come in for work readiness programming and training are not staying in the program the full 30 days because they may be employed before the program is done. She guessed that anywhere from 25% to 40% of those low income individuals are getting employed.

Rosalie Lamonte said there is a lull in school hiring right now, but they will see an uptick once the school districts pass their budgets. She said she anticipates many jobs being posted in the months of March and April, then on into late spring. Jane mentioned hearing much discussion on the need for school bus drivers. Rosalie agreed and said bus drivers were in great demand, as are paraprofessionals, substitute teachers and substitute nurses.

Chair Hollowell thanked all for their interest and participation, and asked for and received a motion to adjourn. The motion was seconded and passed unanimously. The meeting adjourned at 9:27 a.m.

The next WDB Open Meeting will be held on April 16, 2020 at Farmstead Golf Club.