

# GREATER RARITAN WORKFORCE DEVELOPMENT BOARD ANNUAL REPORT



Covering Hunterdon and Somerset Counties, New Jersey  
Published January 2017

## 2015 to 2016

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# Message from the Chair

As the year comes to a close, the Greater Raritan Workforce Development Board and our partners across the region and state should take pride in our many accomplishments. Our efforts have been steadfast in striving to assure that the needs of our local businesses are addressed and connecting job seekers to employment opportunities that offer a living wage.

For the Board, this has been a year of both developing innovative strategies and implementing new policies. In the winter of 2016, the Board issued a report identifying and analyzing in-demand occupations across Hunterdon and Somerset counties, coupled with a detailed analysis of demographic trends that affect the supply of workers. This analysis is informing programmatic and strategic decisions to ensure workforce funding is allocated to most effectively address the region's needs. Simultaneously, the Board has been building out its business services program, both by developing in-house expertise and by partnering with businesses and organizations in the two counties. This effort positions the Board to nimbly respond to the needs of employers and develop appropriate training and programs.

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***We look forward to working with all  
stakeholders to build on our successes in 2017***

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An equally important component of the workforce system – the job seeker – has also been a focus over the past year. While the region has an impressive history of “meeting” or “exceeding” all One Stop performance metrics, the Board and its One Stop partners continue to identify opportunities for improvement and new funding sources to develop pilot programs that address barriers to employment, such as transportation.

These efforts cannot be accomplished alone – the Board relies on its partners throughout the region for insight, expertise, and networks. As ever, our goal is to improve relationships with existing partners and develop new partnerships that best serve the interests of employers and job seekers in the region.

The Greater Raritan Workforce Development Board's approach to strategic governance will continue to focus on addressing current needs and planning for the future. We firmly believe that the success of the workforce development system depends on the diverse contribution of as many partners as possible. As such, we invite all with a stake in the future of the region's economy and workforce to join us.

Best wishes for a Happy Holiday Season and a Bright New Year!



Violet Kocsis

*Violet T. Kocsis*

Chair | Greater Raritan Workforce Development Board

Chief Human Resources Officer | Hunterdon Medical Center

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## *Meet the Greater Raritan Workforce Development Board Staff*

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The Greater Raritan Workforce Development Board exists to serve the future workforce needs of employers in Hunterdon and Somerset Counties, New Jersey. GRWDB staff carries out the mission of the organization in a collaborative manner, engaging in shared planning and decision making consistent with strategic priorities.

The GRWDB and its staff work with a wide range of partners, from social services organizations and education and training providers to chambers, industry groups, and state and federal agencies.

By facilitating collaboration among these organizations the GRWDB staff maximizes the value of the workforce delivery system to employers.



### **John Maddocks**

Director

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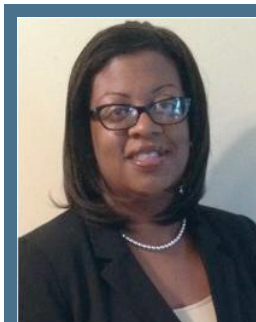
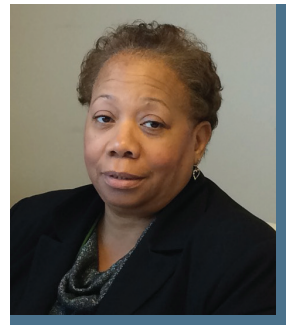
John serves as Vice President of Economic Development for the Somerset County Business Partnership and as the Director of the Greater Raritan Workforce Development Board. John's organizational responsibilities include business retention, expansion, and attraction and workforce development. John brings a strong background in economic development to his work as the GRWDB Director.

### **Saundra Addison-Britto**

Business and Financial Manager

P: 905-541-5723 Email: [addison@co.somerset.nj.us](mailto:addison@co.somerset.nj.us)

Saundra is the GRWDB Business and Financial Manager. Saundra manages approximately \$3.5 million in grant funding. She has been with GRWDB since 2014 and comes with a background in Non-Profit Financial Management.



### **Shanya Webb-Jules**

Business Services Specialist

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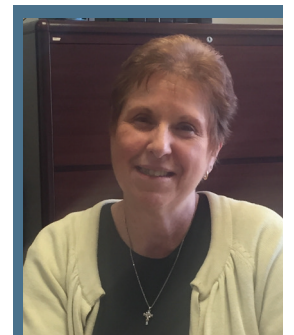
Shanya is the GRWDB Business Services Specialist and is responsible for working with all entities that provide employment, training, incentives and resources to businesses. Shanya has been with the GRWDB since 2015, and comes with a background in Corporate Finance.

### **Judy L. Mance**

Program Assistant

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Judy is the GRWDB Program Assistant. She is responsible for supporting the Business and Financial Manager. Judy has been with the GRWDB since 2014 and comes with a background in Corporate Administration.



# MISSION & STRATEGY

## MISSION STATEMENT

The Greater Raritan Workforce Development Board addresses the workforce needs of businesses in Somerset and Hunterdon Counties by engaging closely with employers across the region to understand the composition of their workforces, while developing a pipeline of skilled workers that meets employer demands. The Board accomplishes these goals by working closely with employers large and small, chambers of commerce, industry groups, economic development organizations, training and education institutions, and social service providers.

## STRATEGIC PRIORITIES

1. Focus on sector strategies consistent with the New Jersey State Economic Development Plan and the New Jersey Unified Workforce Investment Plan
2. Coordinate outreach to the business community among the various entities currently engaged in contacting businesses
3. Build strategic alliances with partners, including those in the economic development arena
4. Focus our strategies on career paths versus simply employment
5. Recognize the role that transportation plays in employment
6. Develop additional revenue streams to make the GRWDB a more sustainable organization

# STRATEGIC PRIORITIES IN ACTION

## BUSINESS SERVICES

The Board offers services to help businesses attract, retain, and train the workers they need. These services range from referring clients and screening resumes to developing training programs and subsidizing new employee wages. Additionally, the Board connects employers to the statewide NJ Talent Networks program, which develops industry specific training to close skill gaps and meet future workforce demands. The state has identified seven industries to be targeted by this program (presented on the right), each supported by an advisory board composed of industry representatives.

### TARGETED INDUSTRIES

- Advanced Manufacturing
- Financial Services
- Health Care
- Life Sciences
- Technology & Entrepreneurship
- Transportation, Logistics, & Distribution
- Retail, Hospitality, & Tourism



## ACCESS TO TRANSPORTATION

Transportation is one of the most critical barriers to jobs and training. In 2015, the GRWDB facilitated the implementation of a unique public partnership to provide targeted transportation resources to individuals. The program provides transportation education and resources to job seekers, helping them find and maintain employment consistent with available transportation alternatives. This program helped job seekers get to work, attend training programs, and interview for jobs. The program is currently being analyzed to determine opportunities for expansion and improvement.



# A RECORD OF SUCCESS

## STRATEGIC INITIATIVES

The Greater Raritan Workforce Development Board conducted a detailed study of the region's demographics, migration patterns, and in-demand occupations in 2015 to better understand the region's workforce needs and challenges. [The final report](#) provided information about 10 in-demand occupations in the region, including average wages, top employers, and top skill demands. This information is being utilized by the Board in its discussions with businesses and to help job seekers identify jobs and training programs that will connect them to strong career opportunities.

## OPERATIONAL EFFICACY

In 2015, the GRWDB successfully engaged in a required state level certification process. This certification ensures that GRWDB is meeting federal and state requirements. It also verifies the GRWDB is operating at the highest level of efficiency, effectively serving the wide-range of customers that require help connecting with employers, accessing training, or determining the next step in their career.

## LEVERAGING BOARD EXPERTISE

In 2015, the Greater Raritan Workforce Development Board instituted a standard Board Orientation. The Orientation introduces Board members to the workforce legislation, the workforce resources in the region, and the roles and responsibilities of Board members. Armed with this information, Board members are well-positioned to provide staff and One Stop Operators with strategic direction to best meet the needs of job seekers and employers in the region.

## COLLABORATING FOR SUCCESS

Through its network of partners, the Board learned of a local business in the region struggling to find the skilled employees it needed. After discussing hiring needs with the employer, the Board reached out to a range of partners, including One Stop Partners and the New Jersey Department of Labor, to plan a hiring event focused on attracting the type of skilled workers this employer required. Approximately 30 qualified applicants attended the event. The employer considered the event a success.

# WORKFORCE CHALLENGES

Aging  
Population

Skills  
Gap

Access to  
Training &  
Jobs

How does the Greater Raritan Workforce Board help employers manage these challenges?

- Training grants to upskill new and existing workers
- Assistance for companies downsizing or closing
- Financial incentives for hiring veterans, people with disabilities, and ex-offenders
- Customized applicant recruitment and screening
- Access to qualified workers
- Industry labor and market information to aid business decisions
- Free online job postings
- Unemployment insurance advice
- Work Opportunity Tax Credit application guidance



# INVESTING IN EMPLOYERS

Ultimately, the goal of the Greater Raritan Workforce Development Board is to ensure employers have access to the skilled workers they need to be successful in the marketplace. To accomplish this goal, the Board requires regular feedback from employers about current and projected skill needs. The Board solicits feedback by engaging directly with employers to understand their workforce needs and connect them to existing resources or develop a new training program. Additionally, the Board leverages the resources and expertise of chambers of commerce, economic developers,

and industry organizations across the region to understand the shifting needs of employers.

With this feedback, the Board targets its workforce funding to train workers for high demand skills and occupations. These training programs are developed in partnership with employers, community colleges, K-12 education, universities, and specialty training providers across the region and beyond. Training dollars are spent on a range of industries in response to the needs of employers.

## WE ARE HERE FOR YOU

To ensure the region's workforce meets the needs of employers, the Greater Raritan Workforce Development Board relies heavily on employers as partners. If you are struggling to find the workers you need, please contact us. We would also invite you to join advisory groups or the Board to regularly contribute to our understanding of the region's workforce needs and to develop the Board's future strategies and priorities. Please contact us for more information about these opportunities.

# SUCCESS STORY - ONE STOP

The Greater Raritan Workforce Development Board is driven first and foremost to serve the needs of individuals and employers. The following success stories are a testament to this mission. These stories represent just a few of the many lives transformed by the work of the GRWDB and its partners in the One Stop Centers and throughout the community.

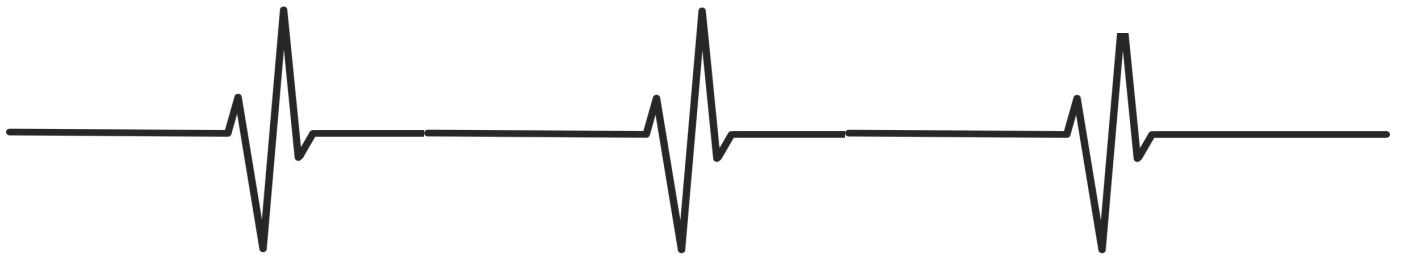
After ten years as a production and manufacturing professional, Ahmad was laid off and unable to find further work in his field. While he had honed his skills in supply chain management over the course of his career, he did not have the formal credentials or education to document these skills in his job search. When Ahmad came to the One Stop, he was out of work for over a year, had gone through his savings, and had to apply for public assistance under the Temporary Assistance for Needy Families (TANF) program.



Through the One Stop Center, Ahmad was connected with a training grant and ultimately enrolled in and successfully completed Rutgers' Mini-MBA Supply Chain Management program. After finishing his training, Ahmad received One Stop assistance on his resume and was provided with extra job coaching to help him identify employment opportunities. His One Stop counselor advised him that Amazon in Robbinsville was hiring for a position that matched his skill set. He jumped on the opportunity and landed a middle-management position in warehouse distribution paying over \$70,000 per year. The family was able to transition off of public assistance and become financially independent once again. Ahmad's wife is still taking advantage of One-Stop services by enrolling in the Learning Link in the English as a Second Language (ESL), and Microsoft Office training programs with the goal of obtaining full time employment and contributing to the family's professional and financial success.

# SUCCESS STORY - ONE STOP

When the Greater Raritan One Stop began working with Vanessa, she had not held full time employment since 2001. In the past, Vanessa had worked as a nurse but recently was only able to obtain intermittent employment as a cashier. When the One Stop case manager met with Vanessa, her appearance was disheveled and she had significant dental issues which affected her professional appearance. Vanessa expressed an interest in obtaining job training for EKG/Phlebotomy in order to re-enter the industry she once worked in and enjoyed.



The One-Stop case manager referred Vanessa for a Test of Adult Basic Skills (TABE) where she scored below the 6th grade level in reading and math. To successfully complete the EKG/Phlebotomy training, Vanessa would need to improve her reading and math skills by receiving tutoring through the Workforce Learning Link. Through personal initiative and hard work, Vanessa increased her literacy and numeracy proficiency to the point where she could truly benefit from industry training. With the guidance and support of her One Stop case manager, Vanessa applied for and was accepted to the Academy for Allied Health Sciences in its EKG/Phlebotomy program. Vanessa worked hard and successfully completed the program, which was funded through a Workforce Innovation and Opportunity Act (WIOA) training grant. Soon after program completion, she found employment at a local hospital using the skills and certifications she obtained in training. Once employed, Vanessa was able to address her dental needs and now exudes a more confident and professional appearance. Vanessa reports that she is very happy and grateful for the opportunity that she was given through the Greater Raritan One Stop.

# SUCCESS STORY - YOUTH

Melanie was a 19 year old, homeless, unemployed, high school drop-out with no access to reliable transportation when she enrolled in the Youth Employment Services (YES) Program. The family had lost their home and without any resources, Melanie was left to find her own way. With a history of mental health issues in her family, Melanie had struggled with bi-polar disorder for years without any treatment. With the assistance and support from the YES Program, Melanie connected with a therapist to address her mental health needs and received resources in order to stabilize her housing situation.

Soon after, Melanie enrolled in and eventually completed the New Brunswick Adult Education Center's H.S.E.D. Preparation Program, earning a High School Equivalency Diploma. Though Melanie earned a diploma, she still tested as basic skills deficient in math, as referenced in her TABE evaluation. In order to ensure future success in the workplace, she participated in the YES Tutoring Program where she was able to improve her score in math. She also participated in and completed an OSHA 10 Training sponsored by the YES Program. Additionally, she enrolled in and completed Middle Earth's Visions Work Readiness Program where she earned a certification in CPR/First Aid and participated in an internship that allowed her to shadow a professional photographer. During the internship, Melanie was able to reaffirm her desire to pursue a career in photography. She recently enrolled in the Photography Program at Middlesex County Community College where she will pursue an Associate's Degree in the Arts this spring. Furthermore, Melanie is actively seeking employment, as she is eager to obtain a part-time job while in school. The YES Program will continue to work with Melanie over the next year to continue assisting her in her quest to obtain employment as well as to provide her with support through her first year of college.



# CONTACT INFORMATION

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# APPENDICES



# ACHIEVING RESULTS

## PROGRAM YEAR 2015 PERFORMANCE METRICS

Before tackling the workforce challenges facing the region, the Board must first ensure that it meets the essential metrics and benchmarks assigned to all workforce boards. These metrics are negotiated with the governor and are used to ensure the Board is effectively using federal and state dollars to serve job seekers and employers. In Program Year (PY) 2015, the Board “met” or “exceeded” all performance metrics. Not only does this demonstrate the Board’s effectiveness, but it also allows the Board to focus on implementing its strategic initiatives that address both short- and long-term priorities of the region and state. A summary of PY 2015 Performance Metrics are below:

Overall Performance	
Exceeded	5
Met	4
Not Met	0

Adults	Negotiated	Actual	% of Goal	Results
Entered Employment %	91.8%	82.0%	89.3%	Met
Retention %	93.6%	89.0%	95.1%	Met
Average Earnings \$	\$15,033	\$25,334	168.5%	Exceeded

Dislocated Workers	Negotiated	Actual	% of Goal	Results
Entered Employment %	83.4%	79.0%	94.7%	Met
Retention %	89.1%	92.0%	103.3%	Exceeded
Average Earnings \$	\$25,905	\$28,916	111.6%	Exceeded

Youth	Negotiated	Actual	% of Goal	Results
Youth Placement	85.0%	73.0%	85.9%	Met
Youth Degree Attainment	86.7%	88.0%	101.5%	Exceeded
Literacy/Numeracy	45.0%	88.0%	195.6%	Exceeded

# ONE STOP DASHBOARD

Below is a summary of the performance metrics tracked by the region's One Stops. In Hunterdon and Somerset Counties, One Stop Centers provide essential services to both job seekers and employers. The accomplishments of Program Year 2015 are presented below:

Greater Raritan One Stop Career Training Services Program Year 2015 Performance Dashboard	
Core Services	
Workshops Conducted	23
Hunterdon County	15
Somerset County	8
Workshop Participation	254
Hunterdon County	135
Somerset County	119
Walk In Clients	364
Hunterdon County	180
Somerset County	184
Training Grant Orientations	487
Hunterdon County	77
Somerset County	332
Other	78
Intensive Services	
Number of Training Grants Provided	284
Hunterdon County	43
Somerset County	196

# TRAINING GRANTS

The Greater Raritan Workforce Development Board coordinates training grants for the Somerset and Hunterdon County region. The Board focuses these grants on serving employers in targeted industries to ensure they have access to workers with in-demand skills. The table below summarizes which industries received training grant funding in Program Year 2015. Overall, over 280 training grants were awarded to businesses throughout the region.

GRWDB Training Grants by Industry	
Advanced Manufacturing	4%
Life Sciences	4%
Financial Services	15%
Health Care	20%
Technology	37%
Transportation, Logistics, & Distribution	8%
Retail, Hospitality, & Tourism	11%
Other	1%
Total (All Training Grants):	284

# PARTNERS

## NEW JERSEY DEPARTMENT OF LABOR

- NJ State Employment and Training Commission
- Unemployment Insurance
- Employment Services and Veteran Workforce Programs
- Senior Services
- Business Service Representatives
- Rapid Response/Trade Adjustment Act
- Division of Vocational Rehabilitation Services
- Workforce Innovation and Opportunity Act

## HUNTERDON COUNTY PARTNERS

- **Board of Chosen Freeholders** – the county’s managing body.
- **Division of Social Services** – provides information, referral, advocacy and crisis intervention services to residents based on financial eligibility.
- **Educational Services Commission** – a private business that provides educational, cultural and leisure-time opportunities for various population segments.
- Division of Senior, Disabilities and Veterans Services
- **Hunterdon County Polytech** – public high school for career and technical education.
- **Raritan Valley Community College** – a learning institution serving Hunterdon and Somerset counties that also houses the Greater Raritan Workforce Delivery Project, a U.S. Department of Labor grant-funded initiative.
- **The Center for Educational Advancement** – a private not-for-profit facility providing skills and support to people with disabilities and/or vocational limitations.

## SOMERSET COUNTY PARTNERS

- **Board of Chosen Freeholders** – the county’s managing body.
- **Board of Social Services** – promotes self-sufficiency, the preservation of families, and protection for society’s most vulnerable people.
- **Department of Human Services** – serves citizens of Somerset County.
- **Youth Services** – coordinates efforts of government and community agencies that work with at-risk delinquent youth and youth with emotional or behavioral disturbance.
- **Office of Community Development** – administers two entitlement grants from the U.S. Department of Housing and Urban Development.
- **Office on Aging & Disability Services** – assesses needs of older people and plans programs and services to meet those needs.
- **Raritan Valley Community College** – a learning institution serving Hunterdon and Somerset counties that also houses the Greater Raritan Workforce Delivery Project, a U.S. Department of Labor grant-funded initiative.
- **Somerset County Vocational & Technical Schools** - develops responsible graduates who are academically, technically and vocationally prepared for the future.
- **The Jointure for Community Adult Education, Inc.** – tailors classes for adult and current secondary school students, as well as GED and English improvement courses.

# FINANCIALS

The Board has a budget of over \$3.5 million to support job seekers and employers in the two county region. This budget is derived from both federal and state resources. The budget is spread over a range of programs, including funding for support services, employer grants, and education and training services. A summary of Program Year 2015 revenue is presented in the table below:

Revenue Worksheet				
Program Year 2016				
June 6, 2016				
Federal Workforce Grant Revenue	PY2016 Budget (Projected)	PY2015 Revenue (Actual)	PY2016 Administrative (Est)	PY2016 Direct Services (Program)
Workforce Investment Act Youth	533,157.00	623,938.00	53,315.70	479,841.30
Workforce Investment Act Adult & Dislocated	1,555,186.00	1,824,181.00	155,518.60	1,399,667.40
Workforce Development Partnership Program - Dislocated Worker - Employer Focus Allotment	-	158,879.00	-	-
<b>Totals</b>	<b>2,088,343.00</b>	<b>2,606,998.00</b>	<b>208,834.30</b>	<b>1,879,508.70</b>
<b>State Workforce Grant Revenue</b>				
Workfirst New Jersey Temporary Assistance to Needy Families	795,982.00	657,016.00	95,517.84	700,464.16
Workfirst New Jersey General Assistance/Supplemental Nutritional Aid Program	313,802.00	290,715.00	37,656.24	276,145.76
Workfirst New Jersey Workforce Learning Link	43,000.00	43,000.00	0	43,000.00
Workfirst New Jersey Career Advancement Training (CAVP)	32,000.00	19,998.00	3,840.00	28,160.00
Workfirst New Jersey Work Verification	19,800.00	19,800.00	0	19,800.00
SmartSTEPS Program	803.00	1,605.00	0	803.00
Workfirst New Jersey Needs Based Work Support	-	50,000.00	0	-
<b>Totals</b>	<b>1,205,387.00</b>	<b>1,082,134.00</b>	<b>137,014.08</b>	<b>1,068,372.92</b>
<b>Grand Totals (Federal and State)</b>	<b>3,293,730.00</b>	<b>3,689,132.00</b>	<b>345,848.38</b>	<b>2,947,881.62</b>

# BOARD OF DIRECTORS

## Officers

Chair, Violet Kocsis  
Chief Human Resources Officer,  
Hunterdon Health Care at Hunterdon  
Medical Center

Vice Chair, Paul Grzella  
General Manager, Courier News/  
Home News Tribune

Secretary Joanne Hala  
Director of Workforce Development,  
United Way of Northern NJ

Treasurer Thomas Borkowski  
Director, Amboy Bank

## 2016 Hunterdon County Board of Chosen Freeholders

John E. Lanza, Director

John W. King, Deputy Director

J. Matthew Holt, Freeholder

Suzanne Lagay, Freeholder

Robert G. Walton, Freeholder

## 2016 Somerset County Board of Chosen Freeholders

Patricia L. Walsh, Freeholder Director

Peter S. Palmer, Freeholder Deputy  
Director

Patrick Scaglione, Freeholder

Mark Caliguire, Freeholder

Brian D. Levien, Freeholder

## Freeholder Liasons

Patrick Scaglione  
Somerset County Freeholder

Suzanne Lagay  
Hunterdon County Freeholder, Deputy  
Director

## Members

Dr. A.D. Amar  
Professor of Management, Seton Hall  
University

Michele Boronkas  
Executive Director, RVCC Workforce  
Development and Career Education

Susan Brooks  
Executive Director, IEEE  
Communications Society

Tom Cowen  
CEO, Cowen Financial Services  
George Echeverri  
Manager, NJ Dept. of Labor

Janice Fishbein  
Manager, NJ State Division of Vocational  
Rehabilitation

Chris Hammerstone  
Division Head, Hunterdon County  
Board of Social Services

Chrys Harttraft  
Superintendent, Somerset County  
Vocational Technical School

Michael Kerwin  
CEO/President, Somerset County  
Business Partnership

Robert Longo  
Training Manager, Bob Longo  
Consulting

## Members (continued)

Raj Menon  
AVP, Unity Bank

Kimberly Metz  
Superintendent, Hunterdon County  
Technical Schools)

Monica Mulligan  
Coordinator, Somerset County  
Juvenile Institutional Services, One  
Stop Operator, Greater Raritan Career  
Training Center

Terry Newhard  
Executive Director, NORWESCAP

Chris Phelan  
President/CEO, Hunterdon County  
Chamber of Commerce

Marc Saluk  
Economic Development Director,  
Hunterdon County

Maulik Shah  
Invonto, Inc.

Paul Steck  
President, Exothermic Molding, Inc.

Mark Titus  
Director, Hunterdon County Library  
System

Ed Turrene  
County Apprenticeship Coordinator,  
Hunterdon County Polytech

Jill Zabowski  
Center for Educational Advancement



