

## **MEETING PACKAGE**

**Greater Raritan Workforce Development Board Quarterly Meeting  
3:00pm, Thursday January 19, 2017  
Hunterdon Medical Center  
Conference Rooms A&B (just off of main lobby)  
2100 Wescott Drive  
Flemington, NJ 08822**

January 17, 2017

To: Members, Greater Raritan Workforce Development Board

Fr: John Maddocks

Re: Director's Report

Thank you for your continued commitment to improving the workforce delivery system in Hunterdon and Somerset Counties, NJ.

Our first regular quarterly meeting of 2017 will take place at 3:00pm on Thursday January 19, 2017 at Hunterdon Medical Center, 2100 Wescott Drive, Flemington, NJ.

We are looking forward to welcoming both new and returning Members.

While we have some routine business items to address, we also want to use this opportunity to reflect on accomplishments over the past year and discuss an aggressive agenda for 2017.

As matters of routine business, in addition to welcoming some new Members to the Board, we will need to approve the Minutes of the October 13, 2016 regular quarterly meeting of the GRWDB and adopt a meeting schedule for the year. Both of these items are in your Meeting Package.

Included in your Meeting Package is the GRWDB 2015 – 2016 Annual Report. The Annual Report reviews both the accomplishments of the GRWDB and the results of the efforts of Greater Raritan Career Services as the One Stop Operator and provider of direct services to individuals. The Board should be proud of all that has been accomplished over the past year.

Following a short presentation on Opportunity NJ, an organization established at the state level to drive a reform agenda to make New Jersey more affordable, we will have a discussion on GRWDB 2017 priorities, centered on several policy resolutions developed for your consideration. One of the four pillars of Opportunity NJ is workforce development and jobs.

Lastly, we will take some time to update everyone on our One Stop Operator competitive procurement and Local Area Plan efforts, as well as to review our Monthly Dashboard and Financial Reports.

We look forward to seeing everyone this Thursday!

## **MINUTES OF OCTOBER 13, 2016**

### **Greater Raritan Workforce Development Board Quarterly Meeting Thursday January 19, 2017**

**Meeting Minutes**  
**3:00pm October 13, 2016**  
**Raritan Valley Community College**

Members Present: A.D. Amar, Michele Boronkas, Ron Douglas, Joanne Hala, Chrys Harttraft, Mike Kerwin, Violet Kocsis, Monica Mulligan, Terry Newhard, Paul Steck, Mark Titus, Ed Turenne, Jill Zabowski

Staff and Guests Present: Saundra Addison-Britto, Mike Frost, Christine Hellyer, Veronica Jones, Jessica Johannesen, John Maddocks, Amanda Modale, Donna Scalia, Shanya Webb-Jules

The Chair called the regularly scheduled quarterly meeting of the Greater Raritan Workforce Development Board to order and asked for self-introductions, which were followed by a summary of the NJ State Employment and Training Commission meeting she had attended. It was noted that One Stop competitive procurement, customer service improvement strategies, and staff development were significant items of discussion. It was also reported that the NJ State Employment and Training Commission voted to grant the GRWDB full certification to operate as a Local Area.

The Chair asked for motion to approve the July 14, 2016 GRWDB Meeting Minutes. Upon motion and second the Minutes of the July 14, 2016 meeting were unanimously approved.

A presentation was delivered by representatives of MTI Integrated Business Development, Inc. MTI provides community-based training and employment services and creates employment opportunities for Veterans with barriers. MTI operates out of the Veterans Administration New Jersey Lyons (Bernards Township, Somerset County) campus.

Wendell Knight, Chief Executive Officer and Michael De Nichilo, Chief of Services reviewed for the Board efforts to serve unemployed or underemployed veterans. The goals of MTI programs are to promote economic growth and foster employment of veterans.

Messrs. Knight and De Nichilo provided information on the three business enterprises established and run by veterans; The Veterans Greenhouse, Foxhole BBQ and Catering, and MAVERIC Driving Range. They also provided information on Jobs2Vets, a grant-funded work restoration and peer recovery program for Veterans receiving behavioral healthcare services. The primary goal of the Jobs2Vets program is to help substance-abusing and dual-disordered homeless veterans achieve and maintain employment, while preventing relapse and promoting improvement in overall mental health functioning. Jobs2Vets serves approximately 100 Veterans every year who are desiring to return to the workforce.

The Board discussed ways in which they might become more engaged with the work to serve veterans and it was noted that transportation is often an issue. Mr. Knight noted the Friends for Vets initiative. Friends for Vets volunteer at MTI's social enterprises, help fundraise, organize special events, assist with an annual gala, and develop job placements for our Veterans.

Staff briefed the Board on the GRWDB Local Area Plan, 2016 to 2020. The Plan is required under the Workforce Innovation and Opportunity Act and the New Jersey State Employment and Training Commission has produced guidance and a framework for local areas to follow.

The GRWDB discussed the Local Area Plan, One Stop Operator competitive selection, and Board and Executive Committee membership as governance items.

There was discussion on the Local Area Plan and the need for outreach. The GRWDB requested that staff conduct direct outreach to interested parties, including GRWDB Members, in addition to meeting the public comment requirements specified under the Workforce Innovation and Opportunity Act and by the NJ State Employment and Training Commission. It was noted that direct outreach should include the NJ talent Networks and include a survey if possible.

The GRWDB was briefed in general terms on the approach to competitive selection of a One Stop Operator as required under the Workforce Innovation and Opportunity Act. The competitively selected One Stop Operator must be in place by July 1, 2017. It was noted that the Workforce Innovation and Opportunity Act defines a specific role for One Stop Operators and allows local Workforce Development Boards to prescribe and assign additional roles with certain limitations. It was reported that the GRWDB has established a One Stop Operator Selection Committee which has been working with staff on the development of a Request for Proposals for One Stop Operator services.

GRWDB Membership composition, attendance, and terms were reviewed. The GRWDB It was noted that the GRWDB has moved to a calendar year for Board and Committee. The January 19, 2017 Quarterly Meeting of the GRWDB will serve as the Annual Meeting of the organization. It was noted that the GRWDB executive Committee will be formulating a request to the respective Freeholder Boards in Hunterdon and Somerset Counties, and that any GRWDB members with suggestions on appointments or other opinions regarding membership composition should let either staff or one of the Officers of the organization know their thoughts.

The GRWDB discussed training investments as documented in the Monthly Dashboard. There was discussion on policies surrounding training investments, and whether the priority focus should be on the training needs of residents or on the talent needs of employers in Hunterdon and Somerset County. It was noted that while Greater Raritan Career Services must serve any eligible individual, someone receiving training may end up employed outside of the area. It was further noted that perhaps training investments could be linked to the priorities of the economic development strategies in Hunterdon and Somerset Counties, to the skills defined in the GRWDB In-demand Occupations Analysis, and the GRWDB strategic priorities of career paths and livable wages.

There was a review of the GRWDB performance outcomes communication from the NJ Department of Labor and Workforce Development and Budget and Finance reports.

It was suggested that a congratulatory letter be sent to Monica Mulligan, as the Greater Raritan One Stop Operator, recognizing the achievements outlined in the Department of Labor communication.

Donna Scalia and Ed Turenne noted the Registered Apprenticeship program and its value to business. Mr. Turenne also spoke about events being conducted recognizing apprenticeship programs nationwide. Ms. Scalia stated that there are over 1,000 occupations recognized within the program which can apply to incumbent workers as well as new staff. She noted the program supports the skills development of individuals to the benefit of employers.

There being no further business before the GRWDB a motion was made, seconded and approved unanimously to adjourn the October 13, 2016 meeting.

## **2017 MEETING DATES FOR APPROVAL**

**Greater Raritan Workforce Development Board Quarterly Meeting  
Thursday January 19, 2017**

**2017 Meeting Dates**  
**First Thursday of Each Month**  
**All Meeting Times are 3:00 pm**

<b>Date</b>	<b>Location</b>	<b>Type</b>
<b>January 19, 2017</b>	Hunterdon Medical Center, 2100 Wescott Drive, Conference Rooms A&B, Flemington, NJ 08822 [908-788-6161]	Board
<b>February 2, 2017</b>	Somerset County Business Partnership Conference Room, 360 Grove Street, Bridgewater, NJ 08807 [908-218-4300]	Executive Committee
<b>March 2, 2017</b>	Hunterdon Medical Center, 2100 Wescott Drive, Conference Rooms A&B, Flemington, NJ 08822 [908-788-6161]	Executive Committee
<b>April 6, 2017</b>	Somerset County Business Partnership Conference Room, 360 Grove Street, Bridgewater, NJ 08807 [908-218-4300]	Board
<b>May 4, 2017</b>	Hunterdon Medical Center, 2100 Wescott Drive, <b>Conference Room C</b> , Flemington, NJ 08822 [908-788-6161]	Executive Committee
<b>June 1, 2017</b>	Somerset County Business Partnership Conference Room, 360 Grove Street, Bridgewater, NJ 08807 [908-218-4300]	Executive Committee
<b>July 6, 2017</b>	Hunterdon Medical Center, 2100 Wescott Drive, Conference Rooms A&B, Flemington, NJ 08822 [908-788-6161]	Board
<b>August 3, 2017</b>	Somerset County Business Partnership Conference Room, 360 Grove Street, Bridgewater, NJ 08807 [908-218-4300]	Executive Committee
<b>September 7, 2017</b>	Hunterdon Medical Center, 2100 Wescott Drive, Conference Rooms A&B, Flemington, NJ 08822 [908-788-6161]	Executive Committee
<b>October 5, 2017</b>	Somerset County Business Partnership Conference Room, 360 Grove Street, Bridgewater, NJ 08807 [908-218-4300]	Board
<b>November 2, 2017</b>	Hunterdon Medical Center, 2100 Wescott Drive, Conference Rooms A&B, Flemington, NJ 08822 [908-788-6161]	Executive Committee
<b>December 7, 2017</b>	Somerset County Business Partnership Conference Room, 360 Grove Street, Bridgewater, NJ 08807 [908-218-4300]	Executive Committee

## **GRWDB 2015-2016 ANNUAL REPORT**

**Greater Raritan Workforce Development Board Quarterly Meeting  
Thursday January 19, 2017**

# 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

P: 908-218-4300 x25 Email: [jmaddocks@scbp.org](mailto:jmaddocks@scbp.org)

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

P: 908-541-5790 Email: [webbjules@co.somerset.nj.us](mailto:webbjules@co.somerset.nj.us)

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

P: 908-203-6044 Email: [mance@co.somerset.nj.us](mailto:mance@co.somerset.nj.us)

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.

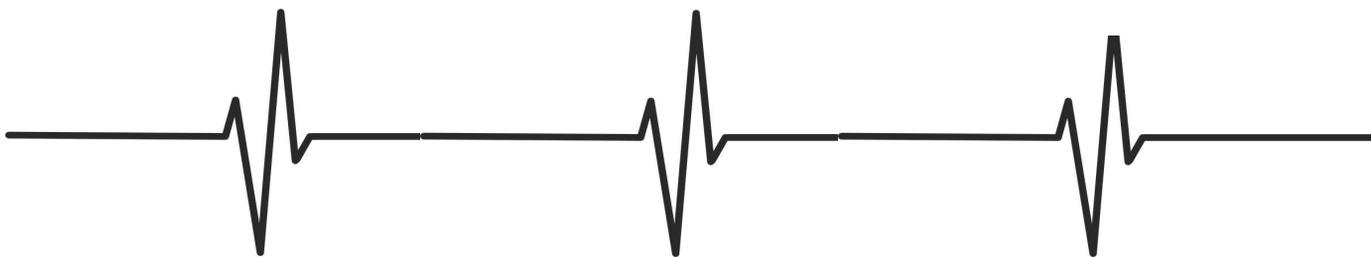
After ten years as a production and manufacturing professional, Ahmad was laid off and unable to find further work in his field. While he had honed his skills in supply chain management over the course of his career, he did not have the formal credentials or education to document these skills in his 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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## **Greater Raritan One Stop, Somerville**

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## **Greater Raritan One Stop, Flemington**

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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
- Veterans Workforce Programs
- Senior Services
- Trade Adjustment Act
- Division of Vocational Rehabilitation
- 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>
State Workforce Grant Revenue				
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

## Office

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



## **OPPORTUNITY NJ**

### **Greater Raritan Workforce Development Board Quarterly Meeting Thursday January 19, 2017**



## Who We Are

Opportunity NJ (ONJ) is a non-partisan, grassroots coalition comprised of New Jersey interests representing employers, employees, business, trade groups, community organizations and other concerned citizens in the State. With no direct ties to political parties or government, ONJ serves as an independent voice to provide data based education about New Jersey policy actions – and to support policies that encourage job growth, affordability and prosperity in New Jersey.

Together – outside of the political structure – we will create a strategic direction that addresses four immediate critical areas affecting affordability in New Jersey: tax reform, infrastructure investment, workforce development/jobs, and regulation reform.

### **Make New Jersey Affordable for all residents to live and work:**

- Reduce our overall tax burden, cut through the red tape of government, and eliminate antiquated regulations that are a burden and undue cost to citizens and businesses.
- Advance the development and retention of a talented workforce where people are encouraged to stay due to the opportunities and affordability that a less burdensome environment provides.
- Guide investment of government resources towards areas that reinforce a positive work and living environment, such as improving aging infrastructure through dedicated and predictable funding sources.

### **Bring New Jersey Together Toward a “Common Ground” Goal:**

- Cultivate a grassroots network of diverse community, business, trade and citizen interests.
- Facilitate discussion and stimulate out of the box thinking about the issues impacting affordability in New Jersey.
- Develop collaborative solutions-based platforms, outside of the political arena and influences.

### **New Jersey’s GPS to Success:**

- Recreate the process through which public policy solutions are developed and rebuild trust in that process through collective involvement and a solutions-based approach.
- Engage interested participants in the development of solutions-based platforms to achieve affordability and prosperity in New Jersey.
- Create Policy Committees to focus on specific issues of common concern, and work together to create recommended solutions to reach common objectives.
- Collect and analyze available data and research already conducted by New Jersey business organizations, community interests, think tanks, not-for-profits and even state and local agencies.
- Include evidence based data in all policy recommendations to educate decision makers on the impact of such policy on “affordability.”
- Conduct economic impact testing to all policy recommendations to ensure outcomes that drive “affordability.”



**DRAFT 11.2.2016**

## **Opportunity NJ GPS for an Affordable New Jersey**

### **FOUR PILLARS**

#### **TAX REFORM**

Goal: Reform New Jersey's tax structure to be fair, equitable, and competitive with states across the country and within our region.

- Taxes requiring reform:
  - Estate and inheritance taxes;
  - Pension and retirement income;
  - Tax rates on business, including the Gross Income Tax and the Corporate Business Tax;
  - Eliminate tax code anomalies, including the taxation of services on tax-exempt products, such as certain business software & manufacturing equipment;
  - Advocate for a charitable contributions deduction on the Gross Income Tax;
  - Property Tax
    - Incentivize municipal consolidation and shared services which will ultimately lower property taxes
    - Address and reform school aid funding
    - Create workable affordable housing requirements
    - Eliminate "housing" fees on non-residential development.
- No new taxes without equitable tax fairness in exchange
  - Defeat any effort to amend the constitution to mandate state or government employee pension payments
  - Ensure comprehensive plan to offset any new gas tax with tax relief in other areas
  - Defeat any attempt to raise or create a "Millionaire's Tax", which is a tax on small business
- Advance Tax Credits to stimulate the economy
  - Aggressively encourage the utilization of incentives in the Economic Opportunity
  - Act to attract jobs and investment;
  - Stimulate workforce development and job training incentives to advance worker skills
  - Provide incentives and tax credits for small businesses similar to those given to large corporations

#### **INFRASTRUCTURE**

**Goal: Comprehensive long term infrastructure planning and investment.**

- Support comprehensive planning of the state's transportation and energy infrastructure



### *Transportation*

- Long-term funding for transportation projects through a fiscally responsible and constitutionally mandated funding source
- Bonding for capital improvements only; ensuring that ordinary operations and maintenance is funded through the state’s operating budget
- Long-term asset management plans with aligned funding
- Bolster our transportation system to effectively move goods and people across the state; ensuring that projects are planned, executed, and completed on schedule

### *Energy*

- Stimulate and encourage investment in water, power and sewerage – particularly maintenance, reinforcement and upgrades of existing infrastructure, as well as newly required projects
- Ensure that planning and investment supports economic growth, health and safety
- Streamline and coordinate the process for upgrading our “hidden” infrastructure on the local and state levels to reduce the timeframe for realization of critical projects

## **WORKFORCE DEVELOPMENT AND JOBS**

**Goal: Ensure that NJ’s future workers are workforce ready with technical and employability skills being articulated throughout the education life cycle.**

- Ensure collaboration among academia, business and government to advance workforce readiness
- Promote quality career and technical education opportunities that prepare students for careers as well as college
- Improve standards and hands-on learning opportunities for students to help them develop the necessary employability and technical skills
- Promote the teaching of soft skills as early as grade school
- Develop pathways and stackable credentials for affordable and accessible higher education
- Expand public and private school choice, and the capacity of charter schools, which give options for students in failing schools
- Ensure workforce training programs are efficient and employer centric
- Focus higher education curricula to include training and resources that prepare students for employment.
- Incentive workforce training programs through grants or tax credits

## **REGULATION REFORM**

Goal: Ensure a policy making process that targets responsible economic growth and remove unnecessary regulatory hurdles.



- Reset the state’s policy making process to ensure adequate input, transparency and data.
  - Advance notice of proposed rulemaking involving a major or high-impact rule, a negative impact on jobs and wages rule, or a rule that involves a different legal or policy issue arising out of statutory mandates
  - Require that any state agency adopt a rule only on the basis of the best evidence and at the least cost
  - Ensure a public hearing before the adoption of any onerous rule
  - Conduct a formal analysis of the cumulative impacts of regulations that affect job creation and regional competitiveness.
  - Require a detailed and rigorous accounting of the direct and indirect costs of rules, including the impact on jobs and on low-income households;
  - Streamline permitting, especially on projects that need multiple permits from multiple state agencies;
- No new mandates on businesses that would make NJ less competitive in attracting or retaining jobs
  - Wage and hour mandates
  - Benefits mandates
- Establish a comprehensive strategic plan for responsible economic growth
  - Transform the current State Plan into a strategic document that targets growth areas and provides resources for economic growth in those areas.

DRAFT

## **POLICY RESOLUTIONS**

### **Greater Raritan Workforce Development Board Quarterly Meeting Thursday January 19, 2017**

**Policy Resolution**  
**Incumbent Worker Training under the Workforce Innovation and Opportunity Act**  
**Title I Adult Programs**

Whereas, the Greater Raritan Workforce Development Board (GRWDB) is Certified as a Local Area by the New Jersey State Employment and Training Commission, and

Whereas the Board of Chosen Freeholders of the County of Hunterdon, NJ and the Board of Chosen Freeholders of the County of Somerset, NJ have entered into an Agreement establishing the Greater Raritan Workforce Development, and

Whereas the GRWDB has authority to establish workforce development policy for the Greater Raritan Local Area, and

Whereas, the Greater Raritan Workforce Development Board has specific policy and oversight authority over the delivery of federal Workforce Innovation and Opportunity Act Title I Adult and Workforce Innovation and Opportunity Act Title I Dislocated Worker workforce investment grant funds, and

Whereas the GRWDB is responsible for adopting an Annual Budget for the use of federal and state workforce investment funds, and

Whereas, the Greater Raritan Workforce Development Board has reviewed New Jersey Workforce Innovation Notice 9-16(A) as published by the NJ Department of Labor and Workforce Development on October 24, 2016, and

Whereas, the Workforce Innovation and Opportunity Act Sec. 134(d) (4) states that local boards may reserve up to a maximum of 20 percent of their combined total adult and dislocated worker allocations funds to pay for the Federal share of the cost of incumbent worker training, and

Now Therefore Be It Resolved that the Greater Raritan Workforce Development Board establishes a policy permitting up to 20 percent of combined total annual adult and dislocated worker allocation funds for incumbent worker training, and

Be It Further Resolved that the GRWDB establishes the following criteria for employer non-federal contributions to the cost of training and education provided through the GRWDB Incumbent Worker Investment Program; 10 percent of the total cost of the education or training program as an employer contribution for employers with 50 or fewer employees, 25 percent of the total cost of the education or training program as an employer contribution for employers with between 51 and 100 employees, and 50 percent of the total cost of the education or training program as an employer contribution for employers with or than 100 employees, and

Be It Further Resolved that to qualify as an incumbent worker, the incumbent worker needs to be:

- 1) A U.S. Citizen or otherwise authorized to work in the U.S.
- 2) Age 18 or older

**Policy Resolution**  
**Incumbent Worker Training under the Workforce Innovation and Opportunity Act**  
**Title I Adult Programs**

- 3) Registered with Selective Service (males who are 18 or older and born on or after January 1, 1960) unless failure to register is determined unwilling or unknowing.
- 4) Employed by a private entity
- 5) Meet the Fair Labor Standards Act requirements for an employer-employee relationship
- 6) Have an established employment history with the employer for six months or more.

Be It Further Resolved that the GRWDB defines an incumbent as one that does not have to meet the eligibility requirements for career and training services for Adults and Dislocated Workers under the Workforce Innovation and Opportunity Act, and

Be It Further Resolved that the GRWDB establishes the following policies as conditions for investment for the GRWDB Incumbent Worker Investment Program:

- 1) The GRWDB investment must represent a high likelihood of contributing to the retention of existing employees by the employer or the expansion of additional employment opportunities by the employer,
- 2) The GRWDB investment must pay a livable wage for a single individual as defined by the GRWDB annually or as a default the single individual livable wage as published by the United Way of Northern New Jersey in their most recent Asset Limited Income Constrained Employed (ALICE) report
- 3) Be in an occupation deemed to be in-demand as defined by the GRWDB or be any occupation in the Advanced Manufacturing, Healthcare, Life Sciences or Technology industry sectors

Resolution Providing for the Delivery of  
Supportive Services and Needs-Based Payments under the federal Workforce  
Innovation and Opportunity Act Title I Adult and Dislocated Worker Programs

Whereas, a key principle of the Workforce Innovation and Opportunity Act (WIOA) is to provide local areas with the authority and flexibility to make policy and administrative decisions based on the needs of the local community, and

Whereas, Whereas, the Greater Raritan Workforce Development Board is Certified as a Local Area by the New Jersey State Employment and Training Commission, and

Whereas, the New Jersey Department of Labor and Workforce Development is requiring that Local Areas establish written policies and procedures if they wish to implement Supportive Services and Needs-Based payments under the federal WIOA Title I Adult and Dislocated Worker Programs, and

Whereas, New Jersey New Jersey Department of Labor and Workforce Development Office of WIOA Technical Assistance and Capacity Building has provided guidance in Workforce Innovation Notice 10-16(A), and

Whereas, the Greater Raritan Workforce Development Board wishes to provide for supportive services and needs-related payment to participants served through WIOA Title I Adult and Dislocated Worker programs

Whereas, Local Areas have the discretion to provide the supportive services they deem appropriate, subject to the limited conditions prescribed by WIOA,

Whereas, the GRWDB has previously adopted a priority of focusing on transportation in the Local Area,

Now Therefore Be It Resolved that the GRWDB recognizes the following as supportive services for purposes of ensuring coordination with other entities in achieving the highest quality most comprehensive service delivery to individuals

- a. Linkages to community services
- b. Assistance with housing
- c. Reasonable accommodations for individuals with disabilities
- d. Legal aid services
- e. Referrals to health care
- f. Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear

Be It Further Resolved that the GRWDB authorizes Greater Raritan Career Services to make available needs related payments for the following supportive services as permitted under WIOA where those services are not available elsewhere:

- a) Costs for transportation education on the use of public transportation to access career training, education, and employment

Resolution Providing for the Delivery of  
Supportive Services and Needs-Based Payments under the federal Workforce  
Innovation and Opportunity Act Title I Adult and Dislocated Worker Programs

- b) Costs associated with transportation vouchers or point to point rides to individuals for use in accessing career training, education, or employment connected to an Individual Training Account grant issued by Greater Raritan Career Services
- c) The costs of books, fees, school supplies and other necessary items for individuals enrolled in post-secondary education classes through an Individual Training Account grant issued by Greater Raritan Career Services,
- d) The costs of employment and training related applications, tests, and certifications connected to an Individual Training Account grant issued by Greater Raritan Career Services.
- e) Costs for transportation education, transportation vouchers or point to point rides, child care, program enrollment, and credentialing or certification testing costs, are hereby made available to low-wage workers who are employed and eligible for the Supplemental Nutritional Aid Program.

Be It further Resolved that Greater Raritan Career Services shall present to the GRWDB prior to making any supportive services needs related payments and no later than January 31, 2017 a budget dollar amount for providing supportive services needs related payments for the period of January 31, 2017 to June 30, 2017, and

Be It Further Resolved that the GRWDB establishes supportive services needs related payments as a Local Area Annual Budget Line Item separate and distinct from Individual Training Account investments to be considered each Program Year, and

Be It Further Resolved that Greater Raritan Career Services is hereby directed to adopt eligibility, documentation and other policies and requirements consistent with the afore described GRWDB policy and as described in Workforce Innovation Notice 10-16(A) as well any further federal or state guidance, terms, conditions, and/or requirements.

ADOPTED: \_\_\_\_\_

CERTIFIED: \_\_\_\_\_

## **OVERSIGHT ITEMS**

### **Greater Raritan Workforce Development Board Quarterly Meeting Thursday January 19, 2017**

Monthly Dashboard Report  
January 19, 2017

Monthly Dashboard			
Program Year 2016 (July 1, 2016 to June 30, 2017)			
	Previous Year	PY 2016 Goal	YTD
<b>FINANCIAL</b>			
Expended-Workforce Innovation and Opportunity Act			
	Hunterdon County		154638.19
	Somerset County		352535.77
Expended-Work First NJ			
	Hunterdon County		110905.66
	Somerset County		255781.87
<b>BUSINESS SERVICES</b>			
Business Contacts			
	71	48	52
	Hunterdon County	23	21
	Somerset County	48	31
<b>CORE SERVICES</b>			
Workshops Conducted			
	23	20	8
	Hunterdon County	15	5
	Somerset County	8	3
Workshop Participation			
	254	320	169
	Hunterdon County	135	81
	Somerset County	119	88
Walk In Clients			
	364	360	186
	Hunterdon County	180	100
	Somerset County	184	86
			0
Training Grant Orientations			
	487	465	365
	Hunterdon County	77	52
	Somerset County	332	267
	Other	78	46
<b>INTENSIVE SERVICES</b>			
Number of Training Grants Provide			
	284	253	133
	Hunterdon County	43	15
	Somerset County	196	96
	Out of County	45	22
Youth Credentials Issued			
	36	62	8
	Hunterdon County	17	4
	Somerset County	19	4
			0
WFNJ "To Work" Clients			
	274	279	149
	Hunterdon County	76	42
	Somerset County	198	107
<b>TRAINING GRANT SPECIFIC</b>			
Advanced Manufacturing			
	11	10	4
Bio/Pharma/Life Sciences			
	11	13	7
Financial			
	43	35	30
Health Care			
	57	51	13
Technology			
	104	91	49
Transportation/Logistics/Dist			
	24	18	17
Leisure/Hospitality/Retail			
	31	35	13
Other			
	3	0	2
<b>TOTAL</b>			
	284	253	135

**Greater Raritan Workforce Development Board**  
**July 1, 2015 - June 30, 2017 (thru December 2016)**

				BUDGET	EXPENDITURES YTD	UNEXPENDED YTD	RECISSION
GRWDB ADMIN REVENUE PY 15				273,036.38	196,020.92	77,115.46	
GROS ADMIN REVENUE PY 15				88,700.00	88,700.00	-	
GROS PROGRAM REVENUE PY15				3,185,674.62	2,365,920.42	819,754.20	
Total PY 15				3,547,411.00	2,650,641.34	896,869.66	
<b>Administration</b>							
<b>Salaries</b>							
GRWDB Salaries				144,498.00	117,949.62	26,548.38	
GRWDB Fringe				71,897.38	52,073.30	19,824.08	
<b>Travel</b>							
GRWDB Travel				500.00	-	500.00	
<b>Occupancy</b>							
GRWDB Rent				5,500.00	5,500.00	-	
<b>Conference &amp; Training</b>							
GRWDB				1,000.00	673.00	327.00	-
<b>Other</b>							
Technology				10,000.00	8,566.10	1,433.90	-
GRWDB Other				2,000.00	914.12	1,185.88	
Supplies				1,753.00	1,753.00	-	
Professional Memberships				1,500.00	1,385.00	115.00	
Unallocated Funds				8,388.00	176.78	8,211.22	-
<b>NJ SETC Requirements</b>							
Annual Report				4,000.00	4,000.00	-	-
Local Plan				10,000.00	3,030.00	6,970.00	-
Program Monitoring				5,000.00	-	5,000.00	-
Web Site				5,000.00	-	5,000.00	-
Board Development				-	-	-	-
Youth Committee				500.00	-	500.00	-
Literacy Committee				500.00	-	500.00	-
Disabilities				500.00	-	500.00	-
One-Stop				500.00	-	500.00	-
<b>Board Priorities</b>							
Business Outreach				-	-	-	-
Marketing & Communications				-	-	-	-
Partners Collaboration				-	-	-	-
Targeted Industries				-	-	-	-
Career Paths				-	-	-	-
Transportation to Work				-	-	-	-
Revenue Enhancement				-	-	-	-
<b>Sub-total Admin PY 15</b>				<b>273,036.38</b>	<b>196,020.92</b>	<b>77,115.46</b>	<b>-</b>

**Greater Raritan Workforce Development Board  
July 1, 2015 - June 30, 2017 (thru December 2016)**

			<b>BUDGET</b>	<b>EXPENDITURES YTD</b>	<b>UNEXPENDED YTD</b>	<b>RECISSION</b>
		<b>Salaries</b>				
		GROS Salaries	56,603.76	56,603.76	-	-
		GROS Fringe	30,413.24	30,413.24	-	-
		<b>Other</b>	1,683.00	1,683.00	-	-
		<b>Sub-total GROS Admin</b>	<b>88,700.00</b>	<b>88,700.00</b>	-	-
<b>Program</b>						
		<b>Salaries</b>				
		GROS Salaries	403,447.69	308,506.86	94,940.83	-
		GROS Fringe	221,281.58	169,577.04	51,704.54	-
		<b>Travel</b>				
		GROS Travel	600.00	-	600.00	-
		<b>Occupancy</b>				
		GROS Rent Somerset	100,000.00	100,000.00	-	-
		GROS Rent Hunterdon	20,000.00	20,000.00	-	-
		<b>Conference &amp; Training</b>				
		GROS	1,900.00	150.00	1,750.00	-
		<b>Other</b>				
		Operational Expenses	10,000.00	-	10,000.00	-
		Supplies	5,000.00	1,668.00	3,332.00	-
		Technology	2,000.00	209.26	1,790.74	-
		Professional Memberships	2,000.00	750.00	1,250.00	-
		Other	33,647.00	15,272.97	18,374.03	-
		<b>Individual Training Contracts</b>				
		ITA's	1,012,000.00	800,202.38	211,797.62	-
		<b>Contracts</b>				
		WFNJ HCESC (Hunterdon County)	118,453.00	86,909.00	31,544.00	-
		WFNJ HCESC (Somerset County)	428,350.00	301,150.70	127,199.30	-
		HCESC (Workforce Learning Link	43,000.00	43,000.00	-	-
		Work Readiness Assessment_H	48,466.60	48,466.60	-	-
		Work Readiness Assessment_S	27,335.40	35,430.00	(8,094.60)	-
		WFNJ Client Resource - Somerset Social Services	70,000.00	70,000.00	-	-
		WFNJ Client Resources - Hunterdon Social Services	60,000.00	60,000.00	-	-
		SmartSteps	1,605.00	-	1,605.00	-
		WDPP	142,991.00	-	142,991.00	-
		Transportation-Direct Services	82,847.40	46,280.36	36,567.04	-
		Youth Outreach-Somerset	119,446.00	102,611.14	16,834.86	-
		Youth Outreach-Hunterdon	80,000.00	78,280.40	1,719.60	-
		Youth Work Readiness, Incentives	94,607.00	77,455.71	17,151.29	-
		Youth ITA	48,000.00	-	48,000.00	-
		Youth Other	8,696.95	-	8,696.95	-
		<b>Sub-total Program PY15</b>	<b>3,185,674.62</b>	<b>2,365,920.42</b>	<b>819,754.20</b>	-
		<b>Sub-total Admin PY 15</b>	<b>273,036.38</b>	<b>196,020.92</b>	<b>77,115.46</b>	-
		<b>Sub-total Admin O/S PY15</b>	<b>88,700.00</b>	<b>88,700.00</b>	-	-
		<b>Total PY15</b>	<b>3,547,411.00</b>	<b>2,650,641.34</b>	<b>896,869.66</b>	-

**Greater Raritan Workforce Development Board**  
**July 1, 2016 - June 30, 2018 (thru December 2016)**

				BUDGET	EXPENDITURES YTD	UNEXPENDED YTD
GRWDB ADMIN REVENUE PY 16				279,462.56	109,402.78	170,059.78
GROS ADMIN REVENUE PY 16				82,140.00	40,407.90	41,732.10
GROS PROGRAM REVENUE PY16				3,137,734.44	814,715.78	2,323,018.66
Total PY 16				3,499,337.00	964,526.46	2,534,810.54
<b>Administration</b>						
<i>Salaries</i>						
			GRWDB Salaries	144,782.84	72,391.44	72,391.40
			GRWDB Fringe	48,362.61	24,181.32	24,181.29
<i>Travel</i>						
			GRWDB Travel	500.00	-	500.00
<i>Occupancy</i>						
			GRWDB Rent	5,000.00	2,500.02	2,499.98
<i>Conference &amp; Training</i>						
			GRWDB	1,000.00	-	1,000.00
<i>Other</i>						
			Technology	1,000.00	-	1,000.00
			GRWDB Other	500.00	-	500.00
			Supplies	2,200.00	-	2,200.00
			Professional Memberships	1,500.00	330.00	1,170.00
			Unallocated Funds	63,617.11	10,000.00	53,617.11
<i>NJ SETC Requirements</i>						
			Annual Report	4,000.00	-	4,000.00
			Local Plan	1,000.00	-	1,000.00
			Program Monitoring	-	-	-
			Web Site	3,000.00	-	3,000.00
			Board Development	500.00	-	500.00
			Youth Committee	500.00	-	500.00
			Literacy Committee	-	-	-
			Disabilities	500.00	-	500.00
			One-Stop	500.00	-	500.00
<i>Board Priorities</i>						
			Business Outreach	500.00	-	500.00
			Marketing & Communications	500.00	-	500.00
			Partners Collaboration	-	-	-
			Targeted Industries	-	-	-
			Career Paths	-	-	-
			Transportation to Work	-	-	-
			Revenue Enhancement	-	-	-
<b>Sub-total Admin PY 16</b>				<b>279,462.56</b>	<b>109,402.78</b>	<b>170,059.78</b>

**Greater Raritan Workforce Development Board  
July 1, 2016 - June 30, 2018 (thru December 2016)**

			<b>BUDGET</b>	<b>EXPENDITURES YTD</b>	<b>UNEXPENDED YTD</b>
		<b>Salaries</b>			
		GROS Salaries	59,423.04	29,711.52	29,711.52
		GROS Fringe	21,133.56	10,566.78	10,566.78
		<b>Other</b>	1,583.40	129.60	1,453.80
		<b>Sub-total GROS Admin</b>	<b>82,140.00</b>	<b>40,407.90</b>	<b>41,732.10</b>
<b>Program</b>					
		<b>Salaries</b>			
		GROS Salaries	474,959.00	237,479.50	237,479.50
		GROS Fringe	220,380.98	110,190.49	110,190.49
		<b>Travel</b>			
		GROS Travel	-	-	
		<b>Occupancy</b>			
		GROS Rent Somerset	100,000.00	50,000.00	50,000.00
		GROS Rent Hunterdon	20,000.00	10,000.00	10,000.00
		<b>Conference &amp; Training</b>			
		GROS	1,500.00	-	1,500.00
		<b>Other</b>			
		Operational Expenses	10,000.00	-	10,000.00
		Supplies	5,000.00	-	5,000.00
		Technology	3,000.00	-	3,000.00
		Professional Memberships	2,000.00	-	2,000.00
		Conference & Training	1,500.00	-	1,500.00
		Other	10,580.64	-	10,580.64
		Unallocated Funds	47,611.87	-	47,611.87
		<b>Individual Training Contracts</b>			
		ITA's	1,012,000.00	-	1,012,000.00
		<b>Contracts</b>			
		WFNJ HCESC (Hunterdon County)	118,453.00	114,593.10	3,859.90
		WFNJ HCESC (Somerset County)	428,350.00	112,753.50	315,596.50
		HCESC (Workforce Learning Link	43,000.00	33,000.00	10,000.00
		Work Readiness Assessment_H	48,466.60	35,365.00	13,101.60
		Work Readiness Assessment_S	27,335.40	-	27,335.40
		WFNJ Client Resource - Somerset Social Services	70,000.00	-	70,000.00
		WFNJ Client Resources - Hunterdon Social Services	60,000.00	-	60,000.00
		Needs Based Work Support	-	-	-
		Transportation-Direct Services	82,847.00	4,860.70	77,986.30
		Youth Outreach-Somerset	119,446.00	39,622.94	79,823.06

**Greater Raritan Workforce Development Board  
July 1, 2016 - June 30, 2018 (thru December 2016)**

			<b>BUDGET</b>	<b>EXPENDITURES YTD</b>	<b>UNEXPENDED YTD</b>
		Youth Outreach-Hunterdon	80,000.00	29,281.00	50,719.00
		Youth Work Readiness, Incentives	94,607.00	37,569.55	57,037.45
		Youth ITA	48,000.00	-	48,000.00
		Youth Other	8,696.95	-	8,696.95
		<b>Sub-total Program PY16</b>	<b>3,137,734.44</b>	<b>814,715.78</b>	<b>2,323,018.66</b>
		<b>Sub-total Admin PY 16</b>	<b>279,462.56</b>	<b>109,402.78</b>	<b>170,059.78</b>
		<b>Sub-total Admin O/S PY16</b>	<b>82,140.00</b>	<b>40,407.90</b>	<b>41,732.10</b>
		<b>Total PY16</b>	<b>3,499,337.00</b>	<b>964,526.46</b>	<b>2,534,810.54</b>

To: John Maddocks

From: Shanya Webb-Jules

Date: January 13, 2017

Subject: Business Services Report December 2016

- GRWDB staff attended the NJ Healthcare Talent Network Targeted Industry Partnership (TIP) meeting, in which employers and community partners are invited to discuss and provide insights on hiring trends, talent gaps, etc. in the healthcare industry.
- GRWDB PY2015 Annual Report production project is in the final phase nearing completion.
- GRWDB staff attended the Garden State Employment and Training Association (GSETA) general monthly member meeting in Monmouth County, discussions regarding committee updates, new business and open discussions occurred.
- GRWDB staff continues to perform outreach to local businesses on the work of the GRWDB, to identify business needs and coordinate outreach to our Workforce, Education and Economic Development partners to ensure resources and services such as hiring/tax incentives, recruiting assistance, training opportunities and business resources, are delivered effectively and efficiently (as reflected in the dashboard report).

# CAREER TRAINING SERVICES

## ONE STOP OPERATOR'S REPORT

Program Year 2016

December 1, 2016 – December 31, 2016

### NJLWD COMMISSIONER VISITS GREATER RARITAN ONE STOP



NEW JERSEY DEPARTMENT OF LABOR COMMISSIONER AARON FICHTNER VISITED THE GREATER RARITAN ONE STOP IN FLEMINGTON AND MET WITH DIRECT SERVICES COORDINATOR CHRIS PEAKE AND COMMUNITY OUTREACH SPECIALIST JAN GOODMAN TO PROMOTE NEW JERSEY CAREER CONNECTIONS, NJLWD'S NEW PLATFORM THAT HELPS SUPPORT THE NEEDS OF EMPLOYERS AND JOB SEEKERS. FOR MORE INFORMATION ON CAREER CONNECTIONS, PLEASE VISIT [HTTP://CAREERCONNECTIONS.NJ.GOV/CAREERCONNECTIONS/](http://careerconnections.nj.gov/careerconnections/)

*NJLWD's Office on Internal Audit conducted its annual on-site fiscal audit of the WDB and One Stop in Somerville on 12/5 through 12/13. A final report with outcomes is expected to be received in the next quarter.*



*All One Stop counselors participated in a webinar entitled "Critiquing a Resume" which provided insightful tips on how to strengthen our resume review services offered to job seekers.*

**DEDICATION.** (dedi' kāSHən)

(n.) the quality of being dedicated or committed to a task or purpose.

**COLLABORATION.** (kə' labə' rāSHən)

(n.) the action of working with someone to produce or create something

**PROGRESS.** (prō' gres)

(n.) forward or onward movement toward a destination.