



LOCAL AREA PLAN 2016 TO 2020

Workforce Innovation and Opportunity Act

*Hunterdon and Somerset
Counties, New Jersey*

December 15, 2016/
REV May 10, 2019

2019 MODIFICATIONS UPDATES ARE INDICATED IN PURPLE

Attachments

1. Hunterdon County, NJ Community Economic Profile
2. Somerset County, NJ Community Economic Profile
3. Hunterdon County, NJ In-Demand Occupations Analysis
4. Somerset County, NJ In-demand Occupations Analysis
5. Hunterdon County, NJ Characteristics of the Insured Unemployed
6. Somerset County, NJ Characteristics of the Insured Unemployed
7. Local Area Performance Goals for PY2016, PY2017, PY2018, PY2019
8. One Stop Partner Memorandum of Understanding with Infrastructure Funding Agreement
9. One Stop Partner Career Related Services Matrix
10. One Stop Youth Services Program Element Environmental Scan
11. One Stop ADA Compliance Policy
12. GRWDB Member Orientation Guide and Handbook 2019
13. GRWDB Board Development Plan
14. Freeholder Resolution Authorizing Submission of the GRWDB Local Area Plan Modification 2019
15. GRWDB Resolution Authorizing Submission of the GRWDB Local Area Plan Modification 2019

I. Description of Strategic Planning Elements

- a. An analysis of the local and regional economic conditions including existing and emerging in-demand industry sectors and occupations; and the employment needs of employers in those industry sectors and occupations. The New Jersey Department of Labor and Workforce Development (LWD) is committed to supporting local areas in preparation of this analysis. This analysis may be drawn from existing data, including Regional Plans. In particular, New Jersey asks that your Local Plan include this reference in order to comply with USDOL requirements: “Please refer to Section II. Regional Data Analysis of the [North/Central/South] Regional Plan submitted to the State on October 3, 2016 for an initial analysis responding to this element.” However, local areas are expected to also present additional data and analysis about unique economic, industry and labor market information, information on demographics and target populations, and other key information regarding the local area. Any use of non-LWD data must cite its source, timeliness and validity.

In addition to the analysis provided below, the reader is asked to please refer to Section II. Regional Data Analysis of the North Region Plan, as submitted to the State on October 3, 2016, for an initial analysis responding to this element.

The Greater Raritan Workforce Development Board (GRWDB) has prepared significant analysis of existing and emerging in-demand industry sectors and occupations. As noted above, the New Jersey North Region Plan presents New Jersey Department of Labor and Workforce Development (NJLWD) data. For purposes of the 2016 analysis, we included data that was prepared specifically for the Greater Raritan Local Area using a variety of public and private data. For the 2019 update of this material, we have consulted updated Labor Market Information (LMI) prepared by team members of the New Jersey Department of Labor and Workforce Development Office of Economic and Demographic Research.

As a bi-county Local Area, we are presenting community economic and demographic profiles separately for each of the two counties as Attachments 1 and 2.

Based on 2015 data, Government, Healthcare and Social Assistance, and Retail Trade are the top three industry sectors in Hunterdon County, NJ based on number of employees.

Based on 2018 state LMI from Burning Glass, Educational Services, Manufacturing, and Professional, Scientific and Technical Services are the top three industries based on the number on employees.

Both the Healthcare & Social Services and Retail Trade industries showed

employment gains in the 2010-2015 timeframe; 6 percent and 5 percent respectively. Government industry sector employment was down 10 percent in the 2010-2015 timeframe. Health Care & Social Services, Accommodations & Food Service, and Other Services are projected to have the highest increases in employment from 2015 to 2020.

Industry Analysis, 2 Digit NAICS - Hunterdon County

NAICS	Description	2010 Jobs	2015 Jobs	2020 Jobs	2010 - 2015 Change	2015	2020	Change
					# %	# %		
11	Crop and Animal Production	807	658	622	-149	-18%	-36	-5%
21	Mining, Quarrying, and Oil and Gas Extraction	14	44	52	30	214%	8	18%
22	Utilities	77	81	81	4	5%	0	0%
23	Construction	3,463	3,913	4,104	450	13%	191	5%
31	Manufacturing	2,663	2,765	2,662	102	4%	-103	-4%
42	Wholesale Trade	1,762	1,846	1,883	84	5%	37	2%
44	Retail Trade	6,870	7,235	7,608	365	5%	373	5%
48	Transportation and Warehousing	847	614	601	-233	-28%	-13	-2%
51	Information	839	874	874	35	4%	0	0%
52	Finance and Insurance	3,270	3,226	3,514	-44	-1%	288	9%
53	Real Estate and Rental and Leasing	595	529	521	-66	-11%	-8	-2%
54	Professional, Scientific, and Technical Services	4,765	5,000	5,163	235	5%	163	3%
55	Management of Companies and Enterprises	1,016	910	651	-106	-10%	-259	-28%
56	Administrative and Support and Waste Management and Remediation Services	1,544	1,947	2,040	403	26%	93	5%
61	Educational Services	562	641	738	79	14%	97	15%
62	Health Care and Social Assistance	6,531	6,955	7,831	424	6%	876	13%
71	Arts, Entertainment, and Recreation	1,566	1,579	1,644	13	1%	65	4%
72	Accommodation and Food Services	3,215	3,712	4,061	497	15%	349	9%
81	Other Services (except Public Administration)	2,657	3,118	3,446	461	17%	328	11%
90	Government	8,939	8,015	7,914	-924	-10%	-101	-1%
99	Unclassified Industry	284	15	<10	-269	-95%	Insf. Data	Insf. Data
	Total	52,287	53,678	56,013	1,391	3%	2,335	4%

While the previous plan indicated industry growth by projected job openings, the GRWDB has decided to not utilize job opening projections in the future as they are not entirely credible. However, 2018 State Labor Data top in-demand industries by amount of job listings reveal that Health Care and Social Assistance, Finance and Insurance as well as Retail Trade are the industries with the most job listings in Hunterdon County, therefore being the largest area of growth. There has been some change in the top three industries in Hunterdon County; however the top few industries remain generally the same.

Hunterdon County, NJ is over-represented in a number of industry sectors, as documented in the below analysis. Location Quotient (LQ) is a measure of the concentration of, in this case jobs in an industry sector, compared to national levels of employment. For example, if construction accounts for 10% of employment in the county and 5 % of employment in the US, the construction industry in the county would have an LQ of 2.

Industry Analysis, 2 Digit NAICS - Hunterdon County

NAICS	Description	2015 Jobs	2015 Location Quotient	Current Total Earnings	% of All Jobs
11	Crop and Animal Production	658	1.01	\$39,414	1.2%
21	Mining, Quarrying, and Oil and Gas Extraction	44	0.15	\$134,997	0.1%
22	Utilities	81	0.42	\$143,146	0.2%
23	Construction	3,913	1.36	\$65,564	7.3%
31	Manufacturing	2,765	0.64	\$73,787	5.2%
42	Wholesale Trade	1,846	0.88	\$174,947	3.4%
44	Retail Trade	7,235	1.29	\$39,539	13.5%
48	Transportation and Warehousing	614	0.35	\$50,260	1.1%
51	Information	874	0.87	\$101,809	1.6%
52	Finance and Insurance	3,226	1.51	\$123,554	6.0%
53	Real Estate and Rental and Leasing	529	0.60	\$42,808	1.0%
54	Professional, Scientific, and Technical Services	5,000	1.47	\$106,706	9.3%
55	Management of Companies and Enterprises	910	1.21	\$198,124	1.7%
56	Administrative and Support and Waste Management and Remediation Services	1,947	0.58	\$46,785	3.6%
61	Educational Services	641	0.48	\$30,945	1.2%
62	Health Care and Social Assistance	6,955	1.04	\$61,199	13.0%
71	Arts, Entertainment, and Recreation	1,579	1.78	\$23,575	2.9%
72	Accommodation and Food Services	3,712	0.82	\$20,457	6.9%
81	Other Services (except Public Administration)	3,118	1.22	\$26,904	5.8%
90	Government	8,015	0.96	\$79,413	14.9%
99	Unclassified Industry	15	0.21	\$38,275	0.0%
Total		53,678		\$69,652	

Source: EMSI

Based on 2015 data, Healthcare & Social Assistance, Retail Trade, and Professional, Scientific, & Technical Services and are the top three industry sectors in Somerset County, NJ based on employment.

All three of the top industry sectors in Somerset County, NJ showed employment gains during the 2010-2015 time period. The Professional, Scientific, and Technical Services had a gain of 3 percent, Retail Trade had a 7 percent increase, and Healthcare and Social Assistance had a 13 percent increase.

Industry Analysis, 2 Digit NAICS - Somerset County								
NAICS	Description	2010 Jobs	2015 Jobs	2020 Jobs	2010 - 2015		2015 - 2020	
					#	%	#	%
11	Crop and Animal Production	179	152	115	-27	-15%	-37	-24%
21	Mining, Quarrying, and Oil and Gas Extraction	312	358	386	46	15%	28	8%
22	Utilities	249	280	312	31	12%	32	11%
23	Construction	6,177	7,017	7,369	840	14%	352	5%
31	Manufacturing	15,836	15,794	14,519	-42	0%	-1,275	-8%
42	Wholesale Trade	8,737	11,823	12,660	3,086	35%	837	7%
44	Retail Trade	19,631	21,018	21,784	1,387	7%	766	4%
48	Transportation and Warehousing	4,248	3,824	3,758	-424	-10%	-66	-2%
51	Information	6,365	6,927	6,143	562	9%	-784	-11%
52	Finance and Insurance	11,764	10,706	10,781	-1,058	-9%	75	1%
53	Real Estate and Rental and Leasing	2,175	2,836	3,097	661	30%	261	9%
54	Professional, Scientific, and Technical Services	19,969	20,536	22,012	567	3%	1,476	7%
55	Management of Companies and Enterprises	8,449	10,146	11,150	1,697	20%	1,004	10%
56	Administrative and Support and Waste Management and Remediation Services	11,627	15,685	18,024	4,058	35%	2,339	15%
61	Educational Services	3,452	3,873	4,160	421	12%	287	7%
62	Health Care and Social Assistance	19,601	22,129	24,707	2,528	13%	2,578	12%
71	Arts, Entertainment, and Recreation	2,716	2,963	3,084	247	9%	121	4%
72	Accommodation and Food Services	9,816	11,088	11,820	1,272	13%	732	7%
81	Other Services (except Public Administration)	8,127	8,084	8,626	-43	-1%	542	7%
90	Government	17,952	18,039	18,008	87	0%	-31	0%
99	Unclassified Industry	305	110	<10	-195	-64%	Insf. Data	Insf. Data
	Total	177,686	193,386	202,525	15,700	9%	9,139	5%
Source: EMSI								

Somerset County, NJ is over-represented in a number of industry sectors, as documented in the below analysis. Location Quotient (LQ) is a measure of the concentration of, in this case jobs in an industry sector, compared to national levels of employment. For example, if construction accounts for 10% of employment in the county and 5% of employment in the US, the construction industry in the county would have an LQ of 2.

Industry Analysis, 2 Digit NAICS - Somerset County					
NAICS	Description	2015 Jobs	2015 Location Quotient	Current Total Earnings	% of All Jobs
11	Crop and Animal Production	152	0.06	\$44,273	0.1%
21	Mining, Quarrying, and Oil and Gas Extraction	358	0.33	\$97,359	0.2%
22	Utilities	280	0.41	\$128,581	0.1%
23	Construction	7,017	0.68	\$73,835	3.6%
31	Manufacturing	15,794	1.02	\$157,759	8.2%
42	Wholesale Trade	11,823	1.57	\$147,915	6.1%
44	Retail Trade	21,018	1.04	\$44,156	10.9%
48	Transportation and Warehousing	3,824	0.60	\$54,712	2.0%
51	Information	6,927	1.91	\$179,269	3.6%
52	Finance and Insurance	10,706	1.39	\$147,395	5.5%
53	Real Estate and Rental and Leasing	2,836	0.89	\$77,194	1.5%
54	Professional, Scientific, and Technical Services	20,536	1.68	\$127,368	10.6%
55	Management of Companies and Enterprises	10,146	3.75	\$196,581	5.2%
56	Administrative and Support and Waste Management and Remediation Services	15,685	1.29	\$63,823	8.1%
61	Educational Services	3,873	0.80	\$46,175	2.0%
62	Health Care and Social Assistance	22,129	0.92	\$56,431	11.4%
71	Arts, Entertainment, and Recreation	2,963	0.93	\$31,478	1.5%
72	Accommodation and Food Services	11,088	0.68	\$24,556	5.7%
81	Other Services (except Public Administration)	8,084	0.88	\$31,394	4.2%
90	Government	18,039	0.60	\$80,961	9.3%
99	Unclassified Industry	110	0.44	\$41,816	0.1%
	Total	193,386		\$93,777	

Source: EMSI

In addition to conducting significant analysis of the economic, demographic, and social characteristics of the two counties and Local Area, the GRWDB has also analyzed, in detail, employment needs of employers. These reports are presented as Attachments 3 and 4 of the GRWDB Local Area Plan.

Specifically, in December 2015, the GRWDB commissioned an in-demand occupations analysis in response to the new investment approach contained in the Workforce Innovation and Opportunity Act of 2014.

In order to better understand occupational demand in each of the counties, key characteristics of the 10 most “in-demand” occupations were assessed. In-demand occupations were defined as the occupations with a median hourly wage of at least \$15.46 that are projected to have the highest number of annual openings over the coming years.

The wage of \$15.46 was determined using the United Way of Northern New Jersey’s ALICE Study of Financial Hardship. This report analyzed the costs of food, housing, healthcare, and transportation, among many other variables, to determine the minimum wage to afford basic life necessities. In Hunterdon County, this wage for a single adult was determined to be \$15.46 per hour.

The information provided for each occupation includes:

2015 Employment: the number of workers employed in the occupation across all industries in 2015

Average Annual Openings: the average number of annual openings in the occupation projected between 2015 and 2020. Openings include both new demand (from new jobs being created) and replacement demand (from retirements and other turnover).

Projected Change (2015-2020): the number of jobs projected to be created between 2015 and 2020 between 2015 and 2020

Median Hourly Earnings: the median hourly earnings of workers in the occupation in 2015. Earnings do not include benefits.

Average Monthly Postings: the average number of online job advertisements being posted by county employers per month over the past 12 months (October 2014 to September 2015)

Average Monthly Hires: the average number of workers being hired per month over the past 12 months (October 2014 to September 2015)

Postings to Hires Ratio: compares the average number of monthly online job postings in the county over the past 12 months to the average number of hires over the same period. A high "Postings to Hiring Ratio" may indicate that employers are having difficulty finding workers to fill open positions. A low number may indicate that employers use means other than online job postings to find workers.

Top Skills Requested: presents the skills most frequently requested by employers nationally, based on an analysis of online job postings

Top Employers: presents the employers most frequently posting online job advertisements in the county

Certifications Requested (if applicable): presents the certifications most frequently requested by employers nationally, based on an analysis of job postings. For some occupations, certifications are not typically required, in which case, this table is excluded.

There are certain demographics of the populations in Hunterdon and Somerset Counties, New Jersey that are worthy of note from a workforce development and delivery perspective.

While Hunterdon and Somerset Counties, New Jersey boast favorable unemployment rates, a lack of qualified workers can restrict business growth and thus future job creation. *For example, one international company is considering locating its first U.S. manufacturing site in Hunterdon County in the fall of 2019. Among its challenges is how to attract unskilled laborers to the site in an industrial park in Hunterdon County that doesn't have access to public transportation. The GRWDB is working with its local, county and state partners to help the company find a solution to this worker issue.*

April 2016 preliminary, not seasonally adjusted, data from the NJ Department of Labor and Workforce Development shows Hunterdon County with an unemployment rate of 3.6 percent and Somerset County, NJ with an unemployment rate of 3.9 percent. *According to New Jersey Department of Labor and Workforce Development Office of Research and Information Labor Force Statistics with a benchmark of May 1,*

2018, not seasonally adjusted, the unemployment rate for Hunterdon County is 3.3 percent with Somerset County coming in at 3.4 percent. The unemployment rate in both counties has dropped marginally yet significantly from 2016.

The population in Hunterdon County, NJ declined by 0.3 percent between 2010 and 2015. Between 2014 and 2024, there is projected to be a population decrease of 2.3 percent. According to state projections, the decline will continue between 2024 and 2034, declining another 2.8 percent.

The population in Somerset County, NJ grew by 3.4 percent between 2010 and 2015. Between 2014 and 2024, there is a projected population increase of 6.7 percent. According to state projections, the increase will continue between 2024 and 2034, increasing another 6.7 percent.

The civilian labor force in Hunterdon County, NJ declined by 2.3 percent in the time period from 2005 to 2015. That decline is continuing in the current decade, with a 2.4 decrease between 2014 and 2024. State projections show an ongoing decline between 2024 and 2034 of 1.2 percent. Nearly 46.9% of Hunterdon County residents both live and work in Hunterdon County.

The civilian labor force in Somerset County, New Jersey grew by 0.8 percent between 2005 and 2015. That increase is continuing between 2014 and 2024, with an increase of 8.1 percent. In the next decade, the projected increase is 5.8 percent. Additionally, the percentage of residents who both live and work in Somerset County resides at 51.8%, which is an increase from the original plan's statement.

The Local Area has a total combined population of 458,700 (2014) and a projected total population of 478,000 in 2024. The combined labor force is 240,000 in 2014; in 2024, the combined labor workforce is 252,900.

Income levels in both Hunterdon and Somerset Counties, NJ are generally consistent with the highly educated workforce and the types of occupations of residents.

Median Household Income

	Hunterdon County	New Jersey	United States
2010	\$100,980	\$69,811	\$51,914
2015	\$110,520	\$70,538	\$53,217
2020 (proj.)	\$124,924	\$79,556	\$60,683
2010-2015 % Change	9%	1%	3%
2015-2020 % Change	13%	13%	14%

Source: ESRI

Median Household Income

	Somerset County	New Jersey	United States
2010	\$97,440	\$69,811	\$51,914
2015	\$103,971	\$70,538	\$53,217
2020 (proj.)	\$115,657	\$79,556	\$60,683
2010-2015 % Change	7%	1%	3%
2015-2020 % Change	11%	13%	14%

Source: ESRI

Incomes levels are also reflective of the highly educated workforce in the

Local Area, impacting the types of education and training resources needed for re-employment.

Educational Attainment

Highest Level	Hunterdon County	New Jersey	United States
Less than 9th Grade	1.9%	5.5%	5.7%
9-12th Grade/No Diploma	3.6%	5.8%	7.5%
High School Diploma	20.4%	25.9%	23.6%
GED/Alternative Credential	1.9%	2.8%	4.1%
Some College/No Degree	16.1%	16.6%	21.0%
Associate's Degree	7.3%	6.5%	8.2%
Bachelor's Degree	28.6%	22.8%	18.6%
Graduate/Professional Degree	20.2%	14.2%	11.4%
Total	90,102	6,124,475	214,026,813

Source: ESRI

Educational Attainment

Highest Level	Somerset County	New Jersey	United States
Less than 9th Grade	3.1%	5.5%	5.7%
9-12th Grade/No Diploma	3.2%	5.8%	7.5%
High School Diploma	19.9%	25.9%	23.6%
GED/Alternative Credential	1.6%	2.8%	4.1%
Some College/No Degree	13.8%	16.6%	21.0%
Associate's Degree	5.9%	6.5%	8.2%
Bachelor's Degree	28.9%	22.8%	18.6%
Graduate/Professional Degree	23.6%	14.2%	11.4%
Total	229,378	6,124,475	214,026,813

Source: ESRI

The GRWDB has found it useful to review various data as an indicator of economic performance.

One such data set, which is directly related to the pool of potentially eligible recipients for federal Workforce Innovation and Opportunity Act funds, is the "Characteristics of New Jersey's Insured Unemployed" report by the New Jersey Department of Labor and Workforce Development. The below table, from the Third Quarter of 2015, details the Continued Claims in the Local Area.

While 36 percent of the insured unemployed in Hunterdon County, NJ are listed as having between 0 and 12 years education, 56 percent of the insured unemployed are stated as having 2 years of college and above, including 25 percent having four years of college, 7.5 percent having a Master's degree and 4.6 percent having a Doctorate. [Based on Yearly 2018 Characteristics of New Jersey's Insured Unemployed by County Report](#), 38.8% of the Unemployed in Hunterdon County possess a Bachelor's Degree and more, which is significantly lower than 2015.

Additionally, the age cohorts for the insured unemployed in Hunterdon County, NJ provide some insight on workforce training and education needs. 58 percent of insured unemployed claimants are in the 45 to 64 year age range. Combined with education levels, age cohorts significantly influence the types and nature of re-employment training and education efforts. [The variable of age has less validity for decision-making in 2018](#), as claimants of unemployment insurance now are relatively equally allocated across the median age groups as referenced in the 2018 chart below.

Age of Claimant		1,605	100.0
Under 25		59	3.6
25-34		252	15.7
35-44		222	13.8
45-54		408	25.4
55-64		509	31.7
65 and over		133	8.3
Missing Data		23	1.4

Thirty-nine percent of the insured unemployed in Somerset County, NJ are listed as having between 0 and 12 years education, while 55 percent of the insured unemployed are stated as having 2 years of college and above, including 20 percent having four years of college, 7.4 percent having a Master's degree and 6.8 percent having a Doctorate.

Currently, only 12 percent of the insured unemployed claimants in Somerset County, NJ have less than a high school educational attainment level, 31.2 percent have high school diplomas, 20.9 percent have some college including associates degree, with 35.8 percent of the insured unemployed holding Bachelor's Degrees or more.

Age cohorts for the insured unemployed in Somerset County, NJ provide some insight on workforce training and education needs. 49 percent of insured unemployed claimants are in the 45 to 64 year age range. Currently and similarly to Hunterdon County, the variable of age has less validity for decision-making in 2018, as claimants of unemployment insurance now are relatively equally allocated across the median age groups as referenced in the 2018 chart below for Somerset County, NJ.

Age of Claimant		4,778	100.0
Under 25		227	4.7
25-34		856	17.9
35-44		831	17.4
45-54		1,168	24.4
55-64		1,235	25.9
65 and over		383	8.0
Missing Data		78	1.6

Combined with education levels, age cohorts significantly influence the types and nature of re-employment training and education efforts.

Characteristics of the Insured Unemployed provides valuable insights for setting workforce investment policy, helping guide career services investments and informing partners as they develop training and education services.

Attachments 5 and 6 detail the full Insured Unemployed data sets.

- b. An analysis of the knowledge and skills needed to meet the employment needs of the employers in the region, including employment needs in indemand industry sectors and occupations.

Describe how the local area plans to work in conjunction with the New Jersey Industry Partnerships and other industry and occupational associations and networks in developing and delivering indemand services. Analysis of alignment between key industry pipeline and the provision of services by the one stop system should be included.

An analysis of Labor Insight provided by the New Jersey Department of Labor and Workforce Development's Office of Research and Information demonstrates that communication skills, by far, is the most sought after baseline skill in the Greater Raritan Local Area. Following Communication Skills are Teamwork/Collaboration, Problem-Solving, and Microsoft Excel, with Somerset County listing "Planning" as an in-demand skill.

In 2015 the GRWDB commissioned a "Data Driven Decision Making, Economic and In-demand Occupations Analysis for the Greater Raritan Local Area" report (Attachments 3 and 4). In addition to informing discussions on employer needs, the In-demand Occupations report also informed and educated the GRWDB on policy decisions related to the investment of federal and state workforce investment grant funds.

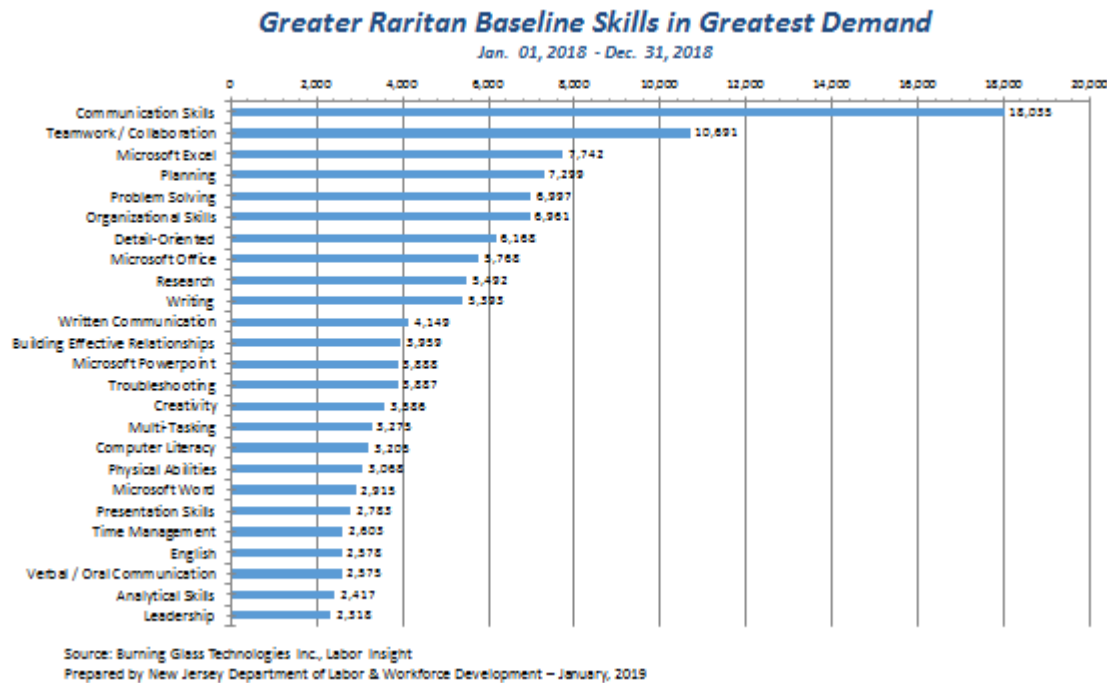
In-demand occupations were defined as the occupations with a median hourly wage of at least \$15.46 that are projected to have the highest number of annual openings over the coming years. The wage of \$15.46 was determined using the United Way of Northern New Jersey's ALICE Study of Financial Hardship. The United Way report analyzed the costs of food, housing, healthcare, and transportation, among many other variables, to determine the minimum wage to afford basic life necessities.

For each county the top 10 occupations were analyzed. The analysis included such factors as 2015 Employment, Average Annual Openings, the number of jobs projected to be created between 2015 and 2020, Top Skills Requested, and Certifications Requested.

In order, employers in the GRWDB Local Area stated requirements for the following top 10 skills:

1. Business
2. Finance
3. Data
4. Retail
5. Scheduling
6. Customer service
7. Accuracy/precision
8. Maintenance/Repair/operations
9. Sales
10. Communications

Please refer to the below charts for top skills in greatest demand the Greater Raritan Area in 2018:



Top skills in-demand statewide are reported by the New Jersey Department of Labor and Workforce Development to be communications, writing, and customer service. The customer service skill features prominently in the GRWDB Local Area analysis, ranking as the 6th most requested skill. In 2018, top skills in-demand statewide are reported by the New Jersey Department of Labor and Workforce Development to be Communication Skills, Teamwork/Collaboration as well as Organizational Skills, including Microsoft Excel as a close follow.

Occupational skills required by employers in the Local Area are reflective of the high knowledge occupations and industry sectors present in each of the two counties. Additionally, the establishment of a “livable wage” floor for selection of in-demand occupations has most likely contributed to the variations between statewide and Local Area data.

In comparing statewide data to Local Area information it is important to note that statewide data was compiled based on job postings. Job postings analysis has the potential to alter results if multiple or repeated job postings have been included. GRWDB Local Area data analyzed discreetly individual occupations only after demand was established, eliminating the potential for multiple occurrences.

The GRWDB is committed to high quality employer partnerships and business engagement as a means to understanding and responding to employer needs.

In 2014, the GRWDB established a Business Services Specialist position. Key accountabilities for this position are engaging the local and state partners to ensure a collaborative workforce development and delivery system. As part of this position, the GRWDB has included policy and planning operations as a part this role to ensure we remain compliant with state and federal regulations, policy and planning efforts, as the State Employment and Training Commission recommends a Planning and Operations focused WDB-staff. Additionally, a deeper connection between business needs and strategic planning was needed, henceforth the adoption of the Policy, Planning *and* Business Services position.

The GRWDB is taking an organizational role in the Industry Partnerships initiative, which is being rolled out by the state throughout 2019, and will focus on the needs of specific regional sectors, as defined by employers. This Next Generation Partnership model is a new way at looking at how employers can help focus state resources on workforce and/or business current and future needs, and the GRWDB is asking some of its key local partners to take on a leadership role for a training academy that will launch the programs regionally.

As previously noted, the GRWDB Business Services Specialist role has expanded to further include policy and planning operations to reflect the needs of our local workforce development and delivery system. While coordinated outreach to the business community remains an important and vital strategic priority, the GRWDB realizes that while business intelligence is gathered and coordinated, there needs to be a cognizant next step. Assigning these planning and policy responsibilities to the Business Services position closely entwines local workforce area intelligence with the plans enacted to improve the local workforce development area. It is an attempt to continue breaking down the silos of government agencies and functions to ensure all affiliated efforts are coordinated for a flexible, responsive and seamless workforce delivery and development system.

For Workforce Innovation and Opportunity Act and Work First New Jersey programs the GRWDB has established dashboard reporting in order to evaluate the effectiveness of service delivery. The GRWDB dashboard measures include aligning metrics with the strategic themes of the New Jersey Combined State Plan for WIOA, particularly in the area of training investments based on talent network industry sectors and employer needs.

The Monthly Dashboard includes yearly goals and year to date metrics for Individual Training Account investments based on industry sector. This type of reporting is designed to allow the Board to gauge whether the known needs of employers are being met through investments in training and education.

In 2019, the GRWDB One Stop Committee will review state employment and population data, as well as program Dashboard metrics. The data sets will be compared to try to identify successes as well as specific needs that are not being met with the current operating system.

As part of this work, the One Stop Committee will undertake the review of the Dashboard created in 2015 to identify improvements. In addition, the One Stop Committee will be tasked with undertaking the completion of the SETC's One Stop Certification process, which is targeted to be completed by December of 2019.

Review the 2018 Updated Dashboard Reporting system on the next page.

Monthly Basic Services & Financial Dashboard			
Program Year 2017 (July 1, 2017 to June 30, 2018)			
	Previous Year	PY 2017 Goal	YTD
FINANCIAL			
Expended-Workforce Innovation and Opportunity Act			
Hunterdon County			
Somerset County			
Expended-Work First NJ			
Hunterdon County			
Somerset County			
INTAKE & ORIENTATION			
Average Wait to 1st Counseling Session			
Hunterdon County			
Somerset County			
Eligibility Determinations			0
Hunterdon County			0
Somerset County			0
Walk In Clients		0	0
Hunterdon County			
Somerset County			
Workshops Conducted			0
Hunterdon County			
Somerset County			
Workshop Participation		0	0
Hunterdon County			
Somerset County			
Training Grant Orientations		0	0
Hunterdon County			0
Somerset County			0
Other			0
Total Training Grants Provided		0	0
Hunterdon County			0
Somerset County			0
Out of County			0
TRANSPORTATION SERVICES			
Transportation Referrals		0	0
Hunterdon County		0	0
Somerset County		0	0
TRAINING GRANTS BY INDUSTRY			
Total Training Grants	0	0	0
Advanced Manufacturing			0
Bio/Pharma/Life Sciences			0
Financial			0
Health Care			0
Technology			0
Transportation/Logistics/Dist			0
Leisure/Hospitality/Retail			0
Other			0
FOLLOW UP CAREER SERVICES			
Employment Referrals		0	0
Hunterdon County			0
Somerset County			0
Post Training Counselling and Follow Up			
Number of Customers Served			
Counselor Caseload (Avg)			
Customers Placed in Employment			
INDIVIDUALIZED TRAINING SERVICES			
Total Youth Credentials Issued		0	0
Hunterdon County			0
Somerset County			0
Total WFNJ "To Work" Clients		0	0
Hunterdon County			0
Somerset County			0
MARKETING PLAN IMPLEMENTATION			
Non-Profit On-Site Visits			
Non-profit One Stop Tours			
Net Promoter Score			

The GRWDB has invested significantly in creating a collaborative environment for workforce delivery, seeking to lead all One Stop Partners and other service providers in a direction focused on the needs of employers and jobseekers. This work is expected to continue as new and innovative data driven strategies are developed at the local level

- c. An analysis of the workforce in the region, including current labor force employment (and unemployment) data, and information on labor market trends, and the educational and skill levels of the workforce in the region, including individuals with barriers to employment. Your analysis must be supported by data. Any use of non-LWD data must cite its source, timeliness and validity.

The Greater Raritan Workforce Development Board serves the counties of Hunterdon and Somerset in central New Jersey (the Local Area).

The 2018 unemployment rate for the Local Area, as reported by the NJ Department of Labor and Workforce Development, was 3.3—3.4 percent while the 2017 unemployment rate for the North Region was 4.5 percent.

Unemployment in both the Local Area and the North Region are down from 2010 levels which were 7.5 percent and 9.2 respectively.

It is useful to note that the unemployment rate, in general, is declining in the Greater Raritan region, the Northern Region, and Statewide.

While the previously referenced data compiled for the GRWDB was a useful tool, the GRWDB is using the enhanced data resources of the NJ Department of Labor and Workforce Development to ensure a complete understanding of employment, unemployment, educational attainment, population trends, commutation and other socioeconomic factors influencing labor markets. In addition, the GRWDB will utilize a tool from the State Employment and Training Commission focusing on more real-time labor and economic statistics; this has been shown in a beta stage, and is being readied for statewide use in the second half of 2019.

- d. An analysis of the workforce development activities (including education and training) in the region, including an analysis of the strengths and weaknesses of such services, and the capacity to provide such services, to address the identified education and skill needs of the workforce and the employment needs of employers in the region.

Workforce development activities in the Local Area are significant and extensive.

The GRWDB is the entity responsible for investment and oversight of approximately \$2,950,000 in federal Workforce Innovation and Opportunity Act and state Work First New Jersey grants. It should be noted that the total funds decreased by 8.2 percent over the past three years.

Based on annual performance metrics, Greater Raritan Career Services, as the One Stop Operator, is a strong provider of education and training resources to populations eligible under the federal and state workforce investment grant programs.

Dozens of independent non-profits in the Local Area, either directly or indirectly, connect with general workforce development interests.

The most common workforce development weakness expressed in the Local Area, from a capacity perspective, is with the availability of transportation, followed by difficulty in accessing child care.

The availability of transportation and child care in the Local Area can be significant impediments to achieving employment outcomes for individuals.

The GRWDB has taken steps to address transportation resources, within the confines of federal and state workforce investment grant terms and conditions.

Through contracts with [GoHunterdon](#) in Hunterdon County and RideWise in Somerset County, the transportation management associations each county, the GRWDB and Greater Raritan Career Services provide transportation education and training connected to job searches and employment. RideWise in Somerset County also provides public transportation travel vouchers to eligible individuals.

[To further bolster transportation research, Somerset County has been involved in a series of public surveys inquiring into the current infrastructure relating sidewalks and bike lanes. This will advance the local area's community amenities in creating a safer environment for commuters.](#)

Regarding the education and skill needs of the workforce and the employment needs of employers in the region, there are significant workforce development, education, and training activities beyond those of the GRWDB and Greater Raritan Career Services as the One Stop Operator.

The Local Area is served by Raritan Valley Community College (RVCC), a bi-county institution established by the Boards of Chosen Freeholders of the Counties of Hunterdon and Somerset, New Jersey.

RVCC has established a partnership with Rutgers, the State University of New Jersey to bring area residents the opportunity to obtain Rutgers University baccalaureate degrees while staying close to home. This initiative provides educational services on the RVCC Campus in Branchburg Township, New Jersey.

RVCC-Rutgers program allows students to complete their first two years at RVCC, and upon completion of an Associate Degree, transfer up to 60 credits into a Rutgers University bachelor degree program. Rutgers will provide the upper level courses required to complete a Rutgers major on campus at RVCC.

The RVCC-Rutgers partnership offers the following degrees: Criminal Justice, Liberal Studies, Political Science, and Psychology. An online curriculum is also offered for Business Administration and Labor Employment Relations.

Following is data from 2016-2017:

Program	Certificates (less than 2-years)	Associate Degrees	Total Awards
Communication, Journalism, and Related Programs	0	20	20
Communications Technologies/Technicians and Support Services	0	9	9
Computer and Information Sciences and Support Services	16	22	38
Personal and Culinary Services	1	8	9
Education	6	71	77
Engineering	0	34	34
Engineering Technologies and Engineering-related Fields	4	6	10
Legal Professions and Studies	16	10	26
English Language and Literature/Letters	0	19	19
Liberal Arts and Sciences, General Studies and Humanities	5	218	223
Biological and Biomedical Sciences	0	2	2
Multi/Interdisciplinary Studies	0	188	188
Parks, Recreation, Leisure and Fitness Studies	0	29	29
Homeland Security, Law Enforcement, Firefighting, and Related Protective Service	2	82	84
Public Administration and Social Service Professions	0	12	12
Construction Trades	0	23	23
Mechanic and Repair Technologies/Technicians	0	0	0
Visual and Performing Arts	2	57	59
Health Professions and Related Programs	34	164	198
Business, Management, Marketing, and Related Support Services	11	219	230
Grand Total	97	1,193	1,290

In the spring of 2016, RVCC received a \$760,812 grant from the National Science Foundation to develop a new program to help train workers for careers in Commercial Energy Management. The three- year Commercial Energy Management Technology (CEM-Tech) project is designed to address a severe nationwide shortage of trained building technicians and educational programs in the Commercial Energy Management area, specifically in the fields of Building Automation, Commercial Energy Auditing, Building Commissioning, and Retro- Commissioning. As part of the grant, the College will develop a new Associate of Applied Science degree in Commercial Energy Management Technology. The program will include an industry-aligned curriculum and practical experience, as well as general education requirements. The goal is to prepare students and current workers for careers in Sustainable Building Operations.

In addition to strong academic education, RVCC also has a vibrant workforce development program. Career training programs include Advanced Manufacturing, Automotive Technology, Environmental Control, Welding, Cosmetology, and Skincare Specialist.

The GRWDB remains strongly connected to the academic and workforce development activities at Raritan Valley Community College as the largest local provider of workforce education and training. [These connections expanded in the spring of 2017 with the opening of the Workforce Training Center at the college.](#)

[The GRWDB helps promote the college's workforce programs through digital and traditional marketing methods. It also has participated in events at the center, including job fairs. In addition, the GRWDB has provided the college letters of support for different proposed programs, including apprenticeship efforts. And in early 2019, the GRWDB collaborated with the college to successfully apply for a private \\$20,000 grant offered by the IMPAQ/Maher Education Fund. The grant funded a certificate-welding program for 12 students who completed the class in the spring.](#)

Hunterdon County Polytech, based in Raritan Township, and Somerset County Vocational and Technical High School, based in Bridgewater, provide career path training and education for high school students.

Hunterdon County Polytech also provides adult and continuing education programs, including credentialing, to those 16 years or older.

[In order to develop technology-focused and skilled talent in Hunterdon County, Hunterdon County Economic Development, Flemington Community Partnership, and the Hunterdon County Chamber of Commerce joined together to orchestrate an annual Hack-A-Thon, or a 24-hour tech-product-creation competition for innovators to build trailblazing software solutions that solve real-world problems in just one weekend, all at Hunterdon Central High School, the first in 2017. By convening the region's most creative and passionate technologists,](#)

HackHunterdon cultivates a tech-based culture in an otherwise agricultural landscape. Additionally, this weekend-long event engages some of the top Universities like Princeton, RVCC, and TCNJ, as well as the growing talent pool of Hunterdon's developers, technologists, and UI/UX designers. HackHunterdon is an incredible and innovative method to inspire excitement about technology skills and development all the while identifying and connecting with innovative, entrepreneurial talent in Hunterdon and creating an opportunity for their ideas to thrive locally and beyond. This initiative is a vital element of the county's long-term plans for prosperity.

The GRWDB also provided a letter of support and is part of the founding team for the HSMC Tri-County STEM Consortium. This new initiative, beginning in the spring of 2019 and based in Raritan Township, will serve students in Hunterdon, Somerset and Mercer counties, and is part of the STEM Learning Ecosystems Community of Practice (SLECoP). The HSMC Ecosystem was one of 15 new groups joining the initiative this spring; there are a total of 85 ecosystems around the U.S, as well as Canada, Mexico, Israel and Kenya. The aim of the ecosystems is to build meaningful regional connections among educators, business and industry partners, and afterschool and summer programs, to prepare students for the opportunities and challenges of the future. Being part of this initiative allows the GRWDB to part of an effort that is educating and preparing the workforce of the future.

Somerset County Vocational and Technical Schools conducts an Academy for Health and Medical Sciences and a Mechatronics, Engineering and Advanced Manufacturing Program for highly motivated students, both of which include dual academic courses with Raritan Valley Community College.

In addition to The Academy and Mechatronics programs the Somerset County Vocational and Technical school provides 17 programs geared to training students ages 15-18 in high quality, high demand employment areas. All of these programs provide industry-valued credentials, career readiness skills, and opportunities for structured learning and work experiences.

Somerset County Vocational and Technical school provides 19 career pathways to youth ages 16-18. Programs focus on providing relevant job training, career readiness skill development, and structured learning and work experiences. All programs require attainment of competencies leading to industry-valued credentials.

Both Hunterdon County Vocational School District and Somerset County Vocational and Technical Schools are significant contributors to workforce training and education in the Region. While Hunterdon County Polytech conducts adult and continuing education, Somerset County Vo-Tech transferred these activities to Raritan Valley Community College.

- e. Describe the local board's strategic vision and goals for preparing an educated and skilled workforce (including youth and individuals with barriers to employment), including goals relating to the performance accountability measures based on primary indicators of performance described in section 116(b)(2)(A) of the Act in order to support regional economic growth and economic self-sufficiency. Describe how this supports the regional plan efforts and potential for shared cost. Describe how the local plan may differ from the regional plan, with a justification for the variance.

In September 2012, at the conclusion of a yearlong examination of the Local Area operating structure, finances, staffing, and priorities, the Board conducted a strategic planning session in a facilitated environment.

The strategic priorities documented as a result of the planning session continue to drive workforce investment policy decisions for the Local Area.

- Focus on sector strategies consistent with the New Jersey State (Economic Development) Plan and the New Jersey Unified Workforce Investment Plan.
- Build strategic alliances with partners, including those in the economic development arena.
- Coordinate outreach to the business community among the various entities currently engaged in contacting businesses.
- Focus our strategies on career paths versus simply employment.
- Recognize the role that transportation plays in employment.
- Develop additional revenue streams

In addition to the strategic workforce investment policy priorities, the Greater Raritan Workforce Development Board has also established a vision for service delivery. This living vision, constantly reviewed and updated, includes:

- Creating an environment of continuous improvement in efficiency and effectiveness of workforce investments based on the needs of job seekers and employers.
- Setting high standards for all operating areas of the Greater Raritan Workforce Development Board, One Stop Operator, career services, and training services.
- Creating a culture where expectations are exceeded and accomplishments are recognized.
- Increasing the engagement of employers and job seekers with a focus on increasing satisfaction levels and performance outcomes.
- Expanding opportunities for employers and job seekers through increased market penetration with a focus on serving the needs of local businesses.
- Expanding opportunities and outcomes for youth populations with a focus on sustainable wage career employment.

- Ensuring that adults have the basic education to maintain a sustainable career.

f. Taking into account analyses described above, a strategy to work with the entities that carry out the core programs to align resources available to the local area, to achieve the local area's strategic vision and goals.

The Greater Raritan Workforce Development Board has focused on three areas it feels are critical to achieving success in implementing local workforce investment policy. These include; regional and local partnerships, ensuring staff alignment to implement policies, and data driven decision making.

By emphasizing the New Jersey **Industry Partnerships**, engaging critical partners, including those in the economic development community, insuring a focus on the needs of employers, and addressing critical workforce related needs (transportation) in the Local Area, the Board has provided a platform for informing and engaging others in these efforts.

A second critical component to the success of the Greater Raritan Workforce Development Board is insuring that staffing is aligned with priorities. **This creates an environment where appropriate staff is accountable for policy implementation. In addition, staff constantly seeks to connect different partners, and identify opportunities for collaboration, in an effort to address service overlap and gaps.**

As a result of a 2013 re-organization that followed establishment of Local Area strategic priorities, the Greater Raritan Workforce Development Board has emphasized workforce investments based on the needs of employers, while still understanding the talents and needs of job seekers. By connecting directly with economic development activities and staffing the Business Services Specialist position, the Local Area has emphasized the themes communicated in New Jersey's Talent Development Strategy.

The GRWDB has placed a significant emphasis on data driven decision making to ensure the workforce delivery system is meeting the needs of employers. **While Attachments 1 through 4 of this report reflect that, the GRWDB is also using the vast informational resources of the state Department of Labor and Workforce Development to ensure that all data remains consistent and helps drive smart, strategic planning.**

II. Describe the workforce development system in the local area, including identifying the programs that are included in that system and how the local board will work with the entities carrying out core programs and other workforce development programs to support alignment to provide services. Identify any areas of weakness in service delivery or resources and discuss rather regional or local solutions are most appropriate.

The GRWDB has selected, through a competitive procurement process, the Somerset County Department of Human Services as the One Stop Operator consistent with a joint agreement between the Hunterdon and Somerset County Boards of Chosen Freeholders. For purposes of delivering services to individuals consistent with state and federal workforce investment grants, the Somerset County Department of Human Services has created a division, the One Stop Career Training Services Center.

Greater Raritan Career Services employs, in addition to the One Stop Operator, nine counselors who work directly with clients. Greater Raritan Career Services also engages in a number of contractual obligations for purposes of career training and education. These activities are funded directly with federal Workforce Innovation and Opportunity Act and state Work First New Jersey grants.

The requested Partner Service Matrix has been included in the GRWDB Local Area Plan as Attachment 7 for reference. As requested by the State Employment and Training Commission, the GRWDB and the One Stop Operator have updated the matrix with rankings of relationships with each of the services. This is included as Attachment 9.

Beginning with the local Workforce Development Board, the workforce delivery system consists of the GRWDB and its staff and Greater Raritan Career Services as the One Stop Operator and direct services provider relative to federal and state workforce investment grants under the purview of the Local Area. The GRWDB and the One Stop Operator also collaborate with the staff of the Department of Labor and Workforce Development, which maintains an office in the Borough of Somerville; this houses Unemployment Insurance, Employment Services, Business Services, Veterans Services, and Vocational Rehabilitation.

The GRWDB and Greater Raritan Career Services maintains two offices in the Local Area; one in the Borough of Somerville and the other in Raritan Township (Flemington mailing address). The Local Area makes available the Flemington offices of the GRWDB and Greater Raritan Career Services to NJ Department of Labor and Workforce Development staff. In addition, since there is only one staff member from the Department of Labor and Workforce Development in Flemington, the Greater Raritan Career Services staff supports employment service registration and triage in that office as needed; the Somerville-based team also is trained to triage all customers wherever they first engage with the system, including the Career Services training offices.

As of June 2018 Greater Raritan, through competitive Request for Proposals processes, had contracts with the Hunterdon County Board of Social Services, the Somerset County Board of Social Services, the Hunterdon County Educational Services Commission, Hunterdon County Polytech, and Middle Earth. All of these agreements are directly related to serving individuals and achieving performance measures and outcomes consistent with the specific Workforce Innovation and Opportunity Act or Work First New Jersey funding

stream for which the GRWDB is responsible.

In Hunterdon County, NJ there are 27 school districts (3 regional high school districts, 1 K-12 regional school district, 1 vocational school, 1 alternative school, 1 regional elementary district, and 20 elementary districts) with approximately 20,538 pupils.

In Somerset County, NJ there are 19 public school districts (including five charter schools) with approximately 55,000 students, one countywide vocational and technical school, one educational services commission, specializing in services for disabled youth, and two alternative education programs with specific services for disconnected youth.

Somerset County Vocational and Technical school provides 19 career pathways to youth ages 16-18. Programs focus on providing relevant job training, career readiness skill development, and structured learning and work experiences. All programs require attainment of competencies leading to industry- valued credentials.

Raritan Valley Community College is a bi-county institution, serving the same geographic region as the GRWDB; Hunterdon and Somerset Counties, NJ. In addition to academic education, Raritan Valley Community College also has a separate Workforce Training Center which opened in May 2017. *Seventy-three percent of RVCC students are the age 24 and under, 51 percent of RVCC students identify as non-white, and 13.9 percent of RVCC students are enrolled in some distance-education course.*

More than 50 percent of Raritan Valley Community College students are over the age of 21, and 30 percent of Raritan Valley Community College students are enrolled in programs designed for direct employment.

The Local Area has a robust community of non-profits and non-governmental agencies that are directly and in-directly connected to the workforce development system and that may or may not have education and training related to employment and re-employment as a core mission.

The library systems in both Hunterdon and Somerset Counties, NJ provide valuable resources to employed and unemployed job seekers. *In Somerset County, the Somerset County Library System of New Jersey has librarians who just focus on business services. We are developing an ongoing partnership with them, to ensure these professionals are aware of the various services and programs offered by the GRWDB partners.*

In addition, the United Way of Hunterdon County and the United Way of Northern New Jersey deliver resources to individuals who may or may not be eligible for federal and state workforce investment grant funding services and resources.

The GRWDB provides oversight of all core programs (basic career services and individualized career services under WIOA), with specific responsibility, including budgeting, for those services delivered by Greater Raritan Career Services.

Through representation on the Board, Memoranda of Understanding with One Stop Partners, and partnerships and collaboration with staff, the GRWDB is engaged with entities carrying out core programs.

As Workforce Innovation and Opportunity Act clients of Greater Raritan Career Services are not bound by Local Area designations, there is already regional service delivery. The GRWDB receives monthly reports on individuals served in each of the Local Area county's as well as "out of county" clients. In Program Year 2017 (July 1, 2017 to June 30, 2018) the GRWDB issued 204 Individual Training Account grants to its customers. Hundreds of other individuals were also served with program services and programs offered by Career Services.

The GRWDB staff and the Greater Raritan One Stop Operator are active participants in North Jersey Partners, an entity that leads and facilitates discussions at the regional level. These efforts are aimed at enhancing service delivery and focus on providing information and data to shape more effective program outcomes. Past efforts have included jobs fairs, and business panels. In 2019, North Jersey Partners is also conducting a statewide survey for small and medium businesses, to better access the needs of employers.

Staff members of the GRWDB also take advantage of the resources offered by the State Employment and Training Commission, regularly attending board and directors meetings. These meetings are a venue where ongoing state initiatives are explained, best practices are shared, and nationwide trends reviewed, all with the goal of improving service delivery on state and local levels. Similarly the GRWDB staff and the Greater Raritan One Stop Operator are active participants in the Garden State Employment and Training Association. (GSETA). The association meets monthly, allowing WDBs and One Stop Operators a forum to discuss issues, and facilitate discussion. The association also offers a fiscal committee meeting, as well as a state conference, where knowledge and resources are shared with the goal of improving service delivery.

In addition, the GRWDB is working economic development officials from the Somerset County Business Partnership and Hunterdon County Economic Development to ensure that service delivery to employers is provided in a coordinated and collaborative manner. The goal is to work with these offices to ensure that employers understand the state and federal resources available to them, and can use those tools as a tool for attraction, engagement and retention.

III. Describe how the local board, working with the entities carrying out core programs, will expand access to employment, training, education, and supportive services for eligible individuals, particularly eligible individuals with barriers to employment, how the local board will facilitate the development of career pathways and co-enrollment, as appropriate, in core programs, and improve access to activities leading to an industry valued credential, as made available through the Industry-Valued Credential List published by the New

Jersey Department of Labor and Workforce Development. Highlight how the local area's education and occupational training programs will include employability skills (soft skills) training, experiential learning opportunities; including classroom training, on-the-job training, internships, externship, registered apprenticeship and any other training methods that are delivered.

As required under the Workforce Innovation and Opportunity Act of 2014, the GRWDB competitively selected the Somerset County Department of Human Services as the One Stop Operator in 2017. The contract was renewed in 2018 and 2019. The GRWDB has viewed this process as an opportunity to expand access to employment, training, and education opportunities, and engage more partners in developing a more responsive workforce delivery system.

The GRWDB has adopted a Policy Resolution relative to supportive services as outlined in Workforce Innovation Notice 10-16(A). As has been noted, the GRWDB has begun to successfully address gaps in transportation education and resources related to training and employment. Expanded opportunities for needs related payments may allow to the Board to strengthen its investment in transportation resources and expand resources to other needs, such as child care or apprenticeships.

The GRWDB is committed to providing career navigation assistance through One-Stop Career Centers using broad based partnerships that expand access to employment, training, education, and supportive services for eligible individuals.

The GRWDB has established and adopted a strategic priority of focusing on career pathways, not just jobs, that also represent a livable wage. Connected to the career pathways policy is the GRWDB strategic priority of focusing on collaborations and partnerships as a means of expanded opportunities for access to workforce education and training resources.

As part of this, partners in the Greater Raritan Career Services, including the One Stop and employment services, understand how they can assist workers impacted by job relocation overseas. Through the Trade Adjustment Assistance (TAA) program, re-employment assistance is available to these workers, along with various training programs and other assistance programs. These workers' first point of contact is usually through employment services, but all staff members also doing intake understand how the TAA can be used to help some impacted workers.

The GRWDB, through Greater Raritan Career Services, has required all One Stop Partners to agree to assurances for serving special populations. These assurances include providing easy access to services, including physical and programmatic access, ensuring access to a full range of services, and consulting with the GRWDB and Greater Raritan Career Services if there are service delivery challenges.

The GRWDB Business Services Specialist, in collaboration with the local New Jersey Department of Labor and Workforce Development Business Services Representative and other partners, including county economic development

officials, actively engages employers. By working together, this creates a single point of contact for the employer, rather than multiple asks. In addition, the engagement results in knowledge of employer workforce needs which can be used by the GRWDB for policy making purposes. The business engagement effort also results in identification of present job openings, which is transferred to Greater Raritan Career Training Services while the state representative leverages state-wide resources.

The GRWDB has actively supported Registered Apprenticeship and Pre-Apprenticeship initiatives happening at the state level and being applied for at the county level. The GRWDB, in conjunction with the Leisure and Hospitality Industry Sector Partnership, Raritan Valley Community College, Hunterdon Educational Services Commission, NJ Department of Labor and Workforce Development Business Services Representatives, the US DOL Office of Apprenticeships as well as the regional employer of Delta Hotels have engaged in conversations to leverage public training dollars with apprenticeship programs for Hotel Housekeepers as well as possible Culinary apprenticeships to maximize the workforce delivery system. This collaborative initiative is still underway, and serves as a model for future conversations with potential employers interested in integrated workforce solutions.

Additionally, the GRWDB is bringing in state officials to help explain the initiatives to local partners, to ensure no opportunities are being overlooked. In addition, the GRWDB is reviewing its budget to see if apprenticeship programs in the counties can be paid for by a portion of WOIA funds.

Below is a list of the current apprenticeship programs from the US DOL database, RAPIDS, which houses all state registered apprenticeship data:

Sponsor Name		Registered Date
ALC electrical Contractor Inc.	✓ ✓	5/16/2018
Curcio Plumbing & Heating, Inc.		6/26/2018
Michael S. Hughes Plumbing & Heating	✓	4/16/2018
Sherman Smith Plumbing, Heating & Air	✓	1/2/2018
Tancredi Plumbing Heating Contractors Inc.	✓	11/30/2018
W.F. Nash Plumbing & Heating	✓	1/18/2018

While all WDB areas have a responsibility to serve migrant and seasonal farmworkers (MSFWs), Greater Raritan is among five counties to be designated as Significant Areas of MSFW Activity. The New Jersey Department of Labor and Workforce Development has an outreach worker for Greater Raritan whose job it is to promote One Stop services to farmworkers where they work, gather and quarter. Partners in employment services will be the point of contact for this worker, while partners offering training services also will be connected to the worker to help provide services as needs arise.

IV. Describe the strategies and services that will be used in the local area in order to facilitate engagement of employers, including small employers and employers in in-demand industry sectors and occupations, in workforce development programs, support a local workforce development system that meets the needs of businesses in the local area, better coordinate workforce development programs and economic development, strengthen linkages between the one-stop delivery system and unemployment insurance programs, and create linkage during program delivery between individual customers and employers.

GRWDB activities include engaging employers in targeted industry sectors, helping coordinate the delivery of programs, and creating linkages are focused on creating career pathways, expanding high-quality employer driven partnerships, and ensuring career navigation through career training services delivery.

The GRWDB has long been focused on engaging a variety of partners with a specific focus on ensuring that the workforce delivery system in the Local Area is focused on the needs of employers and jobseekers.

The GRWDB's Business Services Specialist works directly with partner agencies and institutions. This team member in this position, as well as the director, work to ensure that the various partners are talking and engaging with employers without duplicating efforts, to provide seamless service. The goal is to provide a single-point of entry, with the GRWDB acting as the connector to the services. For example, at one recent meeting, the director and business specialist met with a manufacturer considering a location in Hunterdon County. The presentation focused on what training services are available from the LWD business representatives, including job fairs and recruitment events, veteran's services and training services and other related programs that can also be used for retention efforts. The employer will use the GRWDB as the point of contact when he is getting ready to open the plan. The meeting, as a point of information, was orchestrated by the county economic development director who wanted the GRWDB to represent one part of a municipal, county and state team for coordinated and structured engagement with the employer.

Similarly, the Hunterdon County business representative has established a relationship with another company planning to open in the coming months. She has shared that contact with the GRWDB and will let staff know when the company is reading to talk about the array of services available through the state

and local partners. The goal is to create robust connections with all partners who work together in a coordinated fashion which provides employers information without overwhelming them, while also listening to what the employer needs, to see what gaps can be filled.

These efforts also are aligning with regional programs being organized by North Jersey Partners, as well as a new state-led program. The GRWDB is taking an organizational role in the Industry Partnerships initiative, which is being rolled out by the state throughout 2019, and will focus on the needs of specific regional sectors, as defined by employers. This Next Generation Partnership model is a new way at looking at how employers can help focus state resources on workforce and/or business current and future needs, and the GRWDB is asking some of its key local partners to take on a leadership role for a training academy that will launch the programs regionally.

Through One Stop oversight the GRWDB reviews monthly Individual Training Account grant performance, and those industry sectors in which grants were awarded to individuals.

The GRWDB has created a direct connection between workforce development and delivery and economic development activities in the local area. In addition to having senior executives from each of the two regional business entities; the Hunterdon County Chamber of Commerce and the Somerset County Business Partnership, the Hunterdon County Economic Development Director serves on the GRWDB. The GRWDB staff also work directly with the economic development director of the Somerset County Business Partnership to ensure initiatives and needs are aligned and all current information is shared with key sources.

For the past five years, the board has worked to include the voices of employers at all meetings, with the goal of ensuring that programs being offered align with the needs of employers. The goal is to strengthen these connections with informative, engaging meetings that tie together state-related initiatives with current economic data, feedback from agencies providing services, and the people looking for new positions, or to improve their job prospects, within the local area.

The workforce and economic development connections the GRWDB has been able to create have served the Local Area by comprehensively delivering resources based on employer needs leading to retained employment and the expansion of employment opportunities in the local area. All training programs also focus on providing outcomes that get people on a career pathway leading to sustainable, livable wages. This includes ensuring that the certificates offered by these programs are ones that are wanted by employers and can be used to build on for future job success.

The GRWDB also has supported local grant proposals for pre-apprenticeship and apprenticeship programs. Raritan Valley Community College has applied for specific grants, which, if granted, will expand capacity in the region. We are also working the New Jersey LWD Office of Apprenticeship to understand how we can better utilize the resources and funds available through this office. As with all

state programs, we are trying to strengthen our local connections to ensure robust use. In addition, as part of the 2010-2020 budget, the GRWDB is reviewing ways to use WOIA funds to support local apprenticeship programs – either existing ones or ones that could be created to support the needs of a local employer or employers.

For several years, one strategic goal of the GRWDB has been to identify funding streams outside of its current federal and state sources. In early 2019, the GRWDB partnered with Raritan Valley Community College to apply for a \$20,000 IMPAQ/Maher Education Fund Grant. The GRWDB was one of three agencies around the East Coast to receive the grant, which fully funded 12 students participating in the American Welding Society MIG class at the college. In May, the students graduated with an industry-valued certificate and placement in local programs. This puts them on a pathway to a sustainable career, one of the key goals of the GRWDB. Staff members of the GRWDB also participated in grant-training programs offered by Somerset County this spring, and are beginning the process of identifying and applying for other grant opportunities from around the state and nation.

V. Describe how the local board will drive an effective partnership between workforce development activities and economic development activities in both the local area and in the region. This will include a description of how the local board will coordinate local workforce investment activities with regional economic development activities that are carried out in the local area and how the Local WDB will promote entrepreneurial skills training and microenterprise services.

The GRWDB is focused on local and regional partnerships, coordination, promotion, career pathways, high quality partnership, and regional collaboration throughout the workforce and economic development delivery systems. The GRWDB further recognizes the role that small and micro business enterprises play in creating a vibrant economic environment for job creation.

The Greater Raritan Workforce Development Board has become an active participant in North Jersey Partners, an existing organization that has assumed a leadership role in facilitating conversations among local areas in the New Jersey North Region. This has included job fairs and business panels, as well as an upcoming statewide business survey for small and mid-sized businesses.

The New Jersey North Region and the GRWDB Local Area face many of the same challenges in meeting the talent needs of employers. While these needs are diverse, certain themes emerge, transportation and accessibility among them.

Through its business services activities, and participation in statewide meetings, the GRWDB has sought to inform its membership about evolving and new statewide initiatives, such as Industry Partnership and the state Office of Apprenticeships. The goal has been to ensure that there is a seamless

connection between state and local efforts, and ensure that local efforts take full advantage of the opportunities afforded by larger state resources, which can then amplify the work on the local level.

The GRWDB has also sought to have the interests of small, micro, and entrepreneurial business interests represented on the Board, with staff working regularly with the US Small Business Development Administration Small Business Development Center that serves the Local Area. The Service Core of Retired Executives (SCORE) provides valuable counselling to smaller enterprises by retired business executives.

It should also be noted that the North Jersey Transportation Planning Authority is a significant resource and partner in the 13 county Northern New Jersey region. The North Jersey Transportation Planning Authority, under a federal grant, established Together North Jersey as a platform for economic, workforce, transportation, and other related issues in the region.

One of the key focus areas for Together North Jersey, which the GRWDB supports, is on entrepreneurial development. Included in the Together North Jersey Action Plan are strategies around enhancing North Jersey's innovation and entrepreneurship ecosystem and aligning workforce training with industry needs.

It should also be noted that both Hunterdon County, NJ and Somerset County, NJ have federally approved Comprehensive Economic Development Strategies (CEDS) in place. Each of these strategy documents includes a significant focus on workforce development, workforce investments, and workforce growth and attraction.

VI. Describe the one-stop delivery system in the local area, including how the local board will ensure the continuous improvement of one stop operator/ providers of services through the system and ensure that such providers meet the employment needs of local employers, and workers and jobseekers. Include in this description the local board's process for selecting and evaluating providers through solicitations (Requests for Proposals) for services, process for utilizing the Eligible Training Provider List (setting of local standards of the Eligible Training Provider List), review of sub-grantee budgets and reports, and a description of the local area's monitoring and compliance unit and their activities. Describe how the local board will facilitate access to services provided through the one-stop delivery system, including in remote areas, through the use of technology and through other means; such as distance learning. Describe how entities within the one-stop delivery system, including one-stop operators and the one-stop partners, will comply with section 188 of the Act regarding non-discrimination, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding the physical and programmatic accessibility

of facilities, programs and services, technology, and materials for individuals with disabilities, including providing staff training and support for addressing the needs of individuals with disabilities. Describe the flow of services delivered at the One-Stop centers, including a discussion of the utilization of state and local staff for each area, in compliance with federal and state law, diagram of customer flow and services provision may be provided as an appendix to the plan, as appropriate. Describe the roles and resource contributions of the one-stop partners. This should include a description of the local Workforce Development Board's Memoranda of Understanding (MOU) agreements with the local one-stop partners and resource sharing agreements. Also include a description of the steps taken, and any agreements reached with partners, regarding One-Stop infrastructure costs and shared costs. These local MOUs and agreements should be included as attachments.

The GRWDB has expressed the following vision for the One Stop Delivery system in the Greater Raritan Local Area.

- Creating an environment of continuous improvement in efficiency and effectiveness of workforce investments based on the needs of job seekers and employers.
- Setting high standards for all operating areas of the Greater Raritan Workforce Development Board, One Stop Operator, career services, and training services.
- Creating a culture where expectations are exceeded and accomplishments are recognized.
- Increasing the engagement of employers and job seekers with a focus on increasing satisfaction levels and performance outcomes.
- Expanding opportunities for employers and job seekers through increased market penetration with a focus on serving the needs of local businesses.
- Expanding opportunities and outcomes for youth populations with a focus on sustainable wage career employment.

As required under the Workforce Innovation and Opportunity Act of 2014, the GRWDB competitively selected a One Stop Operator in 2017. The process started in 2016 and included multiple meetings with a One Stop Operator Selection Committee and stakeholders, as well as consultation with state agencies and colleagues. To eliminate any potential conflicts of interest, staff briefed the Somerset County, NJ, purchasing agent on the GRWDB's intent to issue and receive a Request for Proposal (RFP) through the office of the GRWDB Chair. The purchasing agent provided a "boiler plate" document typically used in competitive contract solicitations, and this document was amended to fit the needs of the RFP. The RFP was noticed in February of 2017, and a pre-proposal conference was hosted on March 1, 2017. The response was opened on March 28, 2017, and report from the One Stop Committee was provided to the GRWDB's Executive Committee on April 6, 2017.

Subsequently, the GRWDB selected, through this competitive procurement

process, the Somerset County Department of Human Services as the One Stop Operator consistent with a joint agreement between the Hunterdon and Somerset County Boards of Chosen Freeholders. For purposes of delivering services to individuals consistent with state and federal workforce investment grants, the Somerset County Department of Human Services has created a division, the One Stop Career Training Services Center.

The contract was renewed with one-year extensions in 2018 and 2019. In accordance with SETC directives, one additional one-year extension may be considered in 2020 before a new RFP must be done. The GRWDB has viewed this process as an opportunity to expand access to employment, training, and education opportunities, and engage more partners in developing a more responsive workforce delivery system.

As requested by the State Employment and Training Commission, the GRWDB and the One Stop Operator have updated the matrix with rankings of relationships with each of the services. This is included as attachment 9.

Greater Raritan Career Services employs, in addition to the One Stop Operator, nine counselors who work directly with clients. Greater Raritan Career Services also engages in a number of contractual obligations for purposes of career training and education. These activities are funded directly with federal Workforce Innovation and Opportunity Act and state Work First New Jersey grants.

The GRWDB and the One Stop Operator also collaborate with the staff of the Department of Labor and Workforce Development, which maintains an office in the Borough of Somerville; this houses Unemployment Insurance, Employment Services, Business Services, Veterans Services, and Vocational Rehabilitation.

The GRWDB and Greater Raritan Career Services maintains two offices in the Local Area; one in the Borough of Somerville and the other in Raritan Township (Flemington mailing address). The Local Area makes available the Flemington offices of the GRWDB and Greater Raritan Career Services to NJ Department of Labor and Workforce Development staff. In addition, since there is only one staff member from the Department of Labor and Workforce Development in Flemington, the Greater Raritan Career Services staff supports employment service registration and triage in that office as needed; the Somerville-based team also is trained to triage all customers wherever they first engage with the system, including the Career Services training offices.

The Greater Raritan Workforce Development Board has been, and will continue to be, focused on the effectiveness of training as delivered by eligible providers. This includes engaging all stakeholders in the review of relevant metrics as well as presentations by state officials about new initiatives which can help support and expand the GRWDB's work impact – examples include Industry Partnerships and the Office of Apprenticeships.

The GRWDB works to ensure that it stays in compliance with state policies, including policies for supportive services funding as well as selective service for

program clients. This also includes physical and programmatic accessibility of services in the One Stop System. In June of 2017, the Greater Raritan One Stop instituted policy and procedures for serving individuals with barriers to employment. This is included as Attachment 11.

Through its Memorandum of Understanding (MOU), Greater Raritan Career Services provides “One Stop” and Direct Services to the GRWDB. One Stop activities include convening regular conversations with One Stop Partners, including One Stop Employment Services, and contracting for specific direct services through competitive processes. This is included as Attachment 8. In addition, the One Stop Operator also created an Infrastructure Funding Agreement, which addresses infrastructure costs, any additional costs, required partners, One Stop locations, cost allocation contributions and allocation reconciliation. This is included within the One Stop Partner Memorandum of Understanding Attachment 8.

In 2019, the GRWDB One Stop Committee will review state employment and population data, as well as program Dashboard metrics. The data sets will be compared to try to identify successes as well as specific needs that are not being met with the current operating system.

As part of this work, the One Stop Committee will undertake the review of the Dashboard created in 2015 to identify improvements. In addition, the One Stop Committee will be tasked with undertaking the completion of the SETC’s One Stop Certification process, which is targeted to be completed by December of 2019.

To continuously bypass barriers to effective job search and employment, The Greater Raritan One Stop Career Training Services center has adopted a contract with EngagedByCell to host a mobile platform, accessed by text or SMS messaging, that displays workforce development activities and employment opportunities in our area. Subscribers can text “OneStop” to “56512” to be added to a mailing list that lists and promotes all the workforce activities, free career workshops, job fairs, recruitment events, and many more employment-related activities. As access to computers becomes less common than access to smart phones, this eliminates a possible barrier for low-income individuals without computer availability. This initiative is currently in its pilot stages and will be reevaluated and expanded for improvement after trial.

New Jersey Workforce Innovation Notice 5-16 provided initial guidance on co-enrollment procedures. The additional procedures provided in this document relate to data entry in America’s One-Stop Operating System (AOSOS) and the forwarding of records to the one-stop operator.

VII. Describe and assess the type and availability of adult and dislocated worker employment and training activities in the local area. Include a description of how your education and occupational training programs will include employability skills training content (soft skills) that prepares workers for a range of workplace activities and behaviors and a range of skills that are required to succeed in

today's workforce.

The GRWDB invests approximately \$760,000 a year of Workforce Innovation and Opportunity Act Adult and Dislocated Worker funds in Individual Training Accounts for employment and training. (It should be noted that this number has decreased by 25 percent over the past three years as federal funds have been cut.) The GRWDB has met or exceeded all performance measures with respect to these programs, therefore qualifying them as successful.

Adult and Dislocated Worker services within Greater Raritan Career Services include career services and access to training services.

The GRWDB has also implemented local assessment tools that help insure career path related credentials and targeted industry connections focused on the needs of employers.

An integral component of adult and dislocated worker investments is individual assessments. Greater Raritan Career Services uses a number of tools in order to inform career path and employment decision making, and thus the investment of education and training funds.

Soft skills are a critical competency and the GRWDB expects that all career services include this component. Soft skills have been built into many of the workforce development training programs offered by Raritan Valley Community College, an initiative the GRWDB supports.

Career Services and Employment Services also offer a variety of programs available at the One Stop, at libraries and in other locations that provide training for incumbent workers as well as those workers looking to improve their employment skills. (In the past several years, the GRWDB partners have seen a marked increase in those considered under-employed.)

From an assessment perspective, the GRWDB is focused on how effectively Adult and Dislocated Worker investments are serving the needs of employers and residents in the Local area. As part of this, the GRWDB is looking at how apprenticeships and other programs can also serve the needs of local residents.

VIII. Describe how the local board will coordinate workforce development activities carried out in the local area with statewide rapid response activities, as described in section 134(a)(2)(A) of the Act.

The GRWDB has been and remains committed to engaging with our state partners on rapid response activities.

The GRWDB has committed, and will continue to make available, local area Business Services staff to work with state representatives in responding to announced closings and lay-offs through the Worker Adjustment and Retraining Notification Act (WARN).

In the event of a disaster, mass layoff, or plant closing, the GRWDB is available to receive additional assistance from state and federal entities relative to economic recovery and workforce employment.

With close ties to economic development, the GRWDB also views incumbent worker training and ongoing training programs as a job retention tool with the possibility of averting lay-offs before they happen.

- IX. Youth Activities: Describe and assess the type and availability of youth workforce development activities in the local area, including activities for youth who are individuals with disabilities, which description and assessment shall include an identification of successful models of such youth workforce development activities. Local Areas should use their WIA to WIOA Youth Transition Plans as the baseline for this section and may add additional activities and plans if developed since those Plans were submitted. Describe how your area will satisfy the requirement for 75% of WIOA Title I Youth funds to be used for Out-of-School Youth, and 20% of total youth funds to be used for work experience activities. Describe the design framework for youth programs in the local area, and how the 14 program elements required in § 681.460 are to be made available within that framework. Clarify how and if the area will be securing any youth program elements without the procurement of programs and services.**

Disconnected Youth (Ages 16-24)

	Hunterdon County	New Jersey	United States
Number	2,295	124,877	5,527,000
Percent	16.9%	12.1%	13.8%

Source: The Opportunity Index

Disconnected Youth (Ages 16-24)

	Somerset County	New Jersey	United States
Number	2,795	124,877	5,527,000
Percent	8.7%	12.1%	13.8%

Source: The Opportunity Index

With respect to Workforce Innovation and Opportunity Act activities, the Greater Raritan Workforce Development Board, through Greater Raritan Career Services, provides significant youth workforce development resources.

There are many other partners in the Local Area serving youth, and the availability of resources, beyond those of federal and state workforce investments, varies by definition and entity.

Two significant institutions in the Local Area, The Matheny School and The Midland School, serve youth with disabilities. Additionally, the Bonnie Brae

School is a residential treatment center for boys with nearly 100 students on the main campus in Bernards Township.

Both Hunterdon County, NJ and Somerset County, NJ maintain Youth Services Commissions established in accordance with N.J.S.A. 52:17b-169. The Greater Raritan Workforce Development Board and Greater Raritan Career Services are directly connected with Youth Services Commissions in both counties and are directly and in-directly connected with many of the agencies represented on the Commissions.

Youth Services Commissions are charged with the task of defining troubled populations in order to assess their needs and develop programs and services to meet these needs. This process is accomplished by bringing together leaders from a variety of disciplines and engaging them in a proactive group process to focus on examining the needs of our troubled youth, developing solutions in the service delivery system, sharing the system so that it can be truly effective, and planning for the future to benefit all of our county's youth.

Northwest NJ Community Action Partnership (NORWESCAP) is represented on the Greater Raritan Workforce Development Board and conducts a variety of programs that focus on providing services to children for their development and happiness.

Hunterdon County Polytech and Somerset County Vocational High School are represented on the Greater Raritan Workforce Development Board and provide significant educational and workforce training and education resources to youth.

Raritan Valley Community College, also represented on the Greater Raritan Workforce Development Board can be defined as serving youth, depending on the age range definition, with education and workforce training resources.

The Greater Raritan Workforce Development Board is continually reviewing best practices and successful models undertaken by other local areas throughout the country for applicability to the Hunterdon and Somerset Counties, NJ.

As a proactive measure, in 2014 the Greater Raritan Workforce Development Board appointed a Youth task Force to conduct an investigation and review of best practices and successful models. Both Board and outside representatives participated in this review.

The findings of the Youth Task Force were subsequently presented to and adopted by the Greater Raritan Workforce Development Board as policy direction for staff to follow in serving youth with federal workforce investment grant funds

Since October of 2015 the GRWDB, through Greater Raritan Career Training Services, has been serving youth in the expanded 16 to 24 age eligibility range as required under the Workforce Innovation and Opportunity Act (WIOA).

Additionally, since October of 2015, the GRWDB, through Greater Raritan Career Training Services, has incorporated the revised income eligibility parameters for serving youth as required under WIOA.

The Greater Raritan Workforce Development Board is currently soliciting expressions of interest for Youth Committee as the Task Force was the last specific youth-focused effort of the Board. A press release containing information on Youth Committee responsibilities and tasks will be advertised throughout major media channels in both the local area and beyond. A GRWDB Youth Committee will be implemented in the Summer of 2019. To ensure that the GRWDB is addressing local needs and effectively and efficiently leveraging partner services and resources, an environmental scan has been performed surveying the youth workforce system and is included as Attachment 10.

Lastly, Greater Raritan Workforce Development Board (GRWDB), through Greater Raritan Career Training Services, has had a 100 percent investment in serving Out of School Youth with federal workforce investment funds.

Having incorporated the expanded age eligibility range, adopted revised income eligibility requirements, and focused our efforts to 100 percent serve out of school youth the GRWDB is in substantial compliance with the new federal workforce law.

The local One-Stop Career Training Services Center serves in-school youth by granting access to the quiet and abundant resource center reserved for job search or employment-related work. The resource center contains public computer access, a printer, copier, free labor market information, and a host of other amenities to aid in job search. In-school youth are treated as any individual who walks into the One-Stop Career Training Center and are directed and connected to the relevant and useful career-planning resources and employment services throughout the local area.

All 14 program elements required in § 681.460 are incorporated into the Scope of Work in the Request for Proposals to provide youth with work readiness education and training within the Local Area. Also included within the Scope of Work is the requirement for the successful respondent to deliver an in-demand industry recognized credential as part of the services to youth.

The Greater Raritan Workforce Development Board, through Greater Raritan Career Services, uses competitive processes in securing services for youth where federal workforce investment grant funds are involved. In issuing Requests for Proposals, the 14 program elements required in 681.460 are documented as services to be made available to eligible participants.

The work experience model is a part of the Youth Work Based Learning and Credential Element, or Program C, of the Youth Employment Program services. Work Based Learning, or work experience, will be administered for up to four weeks with a stipend of \$9.00/hour should they participate successfully. Specific plans are developed based on the individual's interests and aptitudes in the NJ Department of Labor and Workforce Development's targeted industries of Life Sciences, Health Care, Technology, Leisure/Hospitality/Retail, Financial

Services, Advanced Manufacturing, Transportation/Logistics/Distribution. Activities that constitute work experience are job/career sampling, internships, job shadowing and/or on-the-job-training. Partnerships with local businesses and organizations allow students to complete these elements in various work environments.

Every attempt is made to place students in internships that result in career paths for sustainable employment with viable access to viable transportation, which is congruent with Greater Raritan Workforce Development Board's strategic priorities.

A partnership with both Hunterdon PolyTech and Raritan Valley Community College for career and technical education avenues allows students to participate in career exploration as well as take advantage of the existing partnerships and coordination with their respective employers and industry advisory boards. The below excerpt documents the Work Based Learning and Credential model contain our work experience procedures pulled from the Request for Proposals for Program C, Youth Work Based Learning and Credential:

1. Element I: Work Readiness Classroom Training (minimum of 10 hours in total)
Classroom training prepares youth to successfully obtain and maintain employment. Work Readiness Classroom Training is completed before being placed in a Work Based Setting. As mandated by WIOA, the curriculum includes the following: financial literacy, entrepreneurship skills and labor market and employment information for the local area. In addition, curriculum includes, but is not limited to, instruction in the following areas: resume writing, interview skills, work place behavior, conflict resolution, use of public transportation, how to obtain a driver's permit and license and dress for success. Each youth who completes Work Readiness Classroom Training is provided with a resume that can be used for job search. A copy of this resume is forwarded to YES Program staff.

2. Element II: Community Service (minimum of 4 hours in total)
The respondent provides leadership opportunities for youth through completion of a total of 4 hours of community service before being placed in a Work Based Learning setting.

3. Element III: Work Based Learning (maximum of 4 weeks)
Work Based Learning requires partnerships with local businesses to provide one or more of the following to youth: internship, job/career sampling, job shadowing and/or on the job training. For each youth, a specific Work Based Learning Plan is developed based on the participant's interests and aptitude in one of the following industry sectors: Life Science; Transportation/Logistics/Distribution; Financial Services; Advanced Manufacturing, Health Care; Technology and Leisure/Hospitality/Retail.

4. Element IV: Credential
It is ensured that each youth participates in programming that results in a nationally recognized credential. The credential must be earned within 60 days of the start of the training. Receipt of a credential, along with completion of the three other program elements, indicates a successful program completion. Each

participant receives a credential that is specific to his/her chosen career path and have a connection to one of the following industry sectors: Life Science; Transportation/Logistics/Distribution; Financial Services; Advanced Manufacturing, Health Care; Technology and Leisure/Hospitality/Retail. This may include, but is not limited to the following: Customer Service Credential; Work Readiness Credential; SORA Credential; OSHA Credential and Serve Safe Credential.

The only element of Greater Raritan Youth workforce investment programs and services not procured are the two (2) youth counselling staff within Greater Raritan Career Services.

X. Describe how the local board will coordinate education and workforce development activities carried out in the local area with relevant secondary and postsecondary education programs and activities to coordinate strategies, enhance services, and avoid duplication of services.

The Greater Raritan Workforce Development Board has shared with and encourages secondary and post-secondary education providers in the Local Area to consider and incorporate GRWDB strategic priorities in their programs.

Where appropriate, the GRWDB reviews and comments on grant applications prepared by secondary and post-secondary education providers, providing suggestions and comments where applicable. The GRWDB also provides letters of support for grant suppositions for these programs when applicable.

The GRWDB maintains a robust distribution list for communicating information to partners, including representatives of secondary and post-secondary, and has engaged the NJ Department of Education County Executive Superintendent of Schools in discussions on strategic initiatives.

As noted elsewhere in the GRWDB Local Plan, representatives from Raritan Valley Community, Hunterdon County Polytech and Somerset Vocational and Technical High School are directly engaged with the GRWDB in the coordination of strategies and efforts to avoid duplication of services.

XI. Describe how the local board will coordinate workforce development activities carried out under this title in the local area with the provision of transportation, including public transportation, and other appropriate supportive services such as; child care and public housing.

Transportation in the Greater Raritan Local Area is car dependent, reflecting suburban development patterns. While both Hunterdon and Somerset Counties are served by bus and rail, these services are generally directed at commutation in and out of urban centers such as Newark, NJ and New Your City, NY.

Too often, job seekers apply for jobs for which they have no transportation to get to work once hired. This lack of reliable transportation jeopardizes sustained employment.

Intra-county transportation, other than walking, bicycling, and car, is supported by county level transportation resources. With a lack of employment and population densities, such as those found in more urban environments, the costs of public transportation outweigh ridership potentials.

While both Hunterdon and Somerset Counties locally sponsored transportation resources, operating hours/days are often geared towards the traditional Monday-Friday, 9 to 5 work day. The system does not adequately serve the second, third or weekend shifts at the low wage jobs in the retail, hospitality, healthcare, warehouse or food service sectors. These are exactly the types of jobs many of these clients secure.

The Greater Raritan Workforce Development Board has, since 2012, identified the critical role that transportation plays in employment. The Local Area is served by two state and federally supported Transportation Management Associations (TMA's); [GoHunterdon](#) in Hunterdon County, NJ and RideWise in Somerset County, NJ.

As an example of a focus on partnerships and collaborations, the Local Area brought together [GoHunterdon](#), RideWise, and Greater Raritan One Stop Career Services for a conversation on how to better serve the transportation needs of program eligible clients.

In January 2016, RideWise and the Greater Raritan One Stop Center began a six-month pilot titled "Needs Based Work Support". The goal was to help individuals on public assistance find employment that was accessible by transit.

RideWise provides monthly transit training to individuals who are looking for jobs. Classroom based and/or hands on trainings are conducted through the Board of Social Services for WorkFirst NJ Job Readiness clients and WorkFirst TANF (Temporary Aid for Needy Families) clients. The goal of the travel training is to help clients expand their job search radius and identify potential job opportunities that are accessible by the bus and/or train.

The One Stop referred 24 clients on assistance to RideWise. Thirteen of the 24 clients received travel training, an individualized transportation plan, and bus/rail passes. Two of the 13 clients found jobs and subsequently saved enough money to purchase a car. 3 others found jobs and used the transit passes to access those jobs. The remaining 8 were using the transit passes to find jobs when the pilot ended June 30, 2016. What we learned from the pilot was, even when clients found employment along transit, point-to-point rides were still necessary for after- hours or weekend work shifts.

The travel training and bus/rail passes helped clients access interviews and broaden their job search radii. However, point to point rides were still critical for some clients. RideWise provided these clients with point to point rides through a partnership with a local transportation vendor.

The number of clients who received point to point rides totals 4. The total number of rides provided was 46.

Based upon the success of this pilot, the GRWDB decided to keep transportation-education funding a priority. Through contracts with GoHunterdon in and RideWise, the GRWDB and Greater Raritan Career Services continue to provide transportation education and training connected to job searches and employment. RideWise in Somerset County also provides public transportation travel vouchers to eligible individuals.

The primary challenge in the Local Area with respect to child care, as relates to federal and state workforce investments under the purview of the Greater Raritan Workforce Development Board, is the inability of childcare providers to offer services at the state payment rate. As a result there is only 1 provider in the Local Area accepting children of Work First NJ clients.

XII. Describe plans and strategies for, and assurances concerning, maximizing coordination of services provided by the State employment service under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) and services provided in the local area through the one-stop delivery system, to improve service delivery and avoid duplication of services.

There are a number of functions carried out by the State of New Jersey under the Wagner-Peyser Act. State Wagner-Peyser functions have been documented in the NJ Combined State Plan, Workforce Innovation and Opportunity Act (September 2016).

The Greater Raritan Workforce Development Board and Greater Raritan Career Services are committed to maximizing coordination and seamlessly, efficiently, and effectively providing clients with services regardless of their entry point.

As documented in the NJ Combined State Plan, Workforce Innovation and Opportunity Act (April 2016), effective July 1, 2016 all WIOA Title I and WIOA Title III (Wagner-Peyser) participants will be co-enrolled in both programs. This intent applies to all Local Areas and will improve service delivery and avoid duplication.

Subsequent training made available to One Stop Career Center staff through Workforce Innovation and Opportunity Act Technical Assistance has contributed to better coordination between Unemployment Services and Career Services, particular as relates to individuals with disabilities. Combined with cross-training of staff, the Local Area has built upon the already close working relationship between these two functions to create a customer-centric service environment.

XIII. Describe how the local board will coordinate workforce development activities carried out under this title in the local area with the provision of adult education and literacy activities under Title II in the local area, including a description of how the local board will carry out, consistent with subparagraphs (A) and (B)(i) of section 107(d)(11) and section 232, the review of local applications submitted under Title II.

The GRWDB considers Title II Adult Literacy activities as a key activity that represent the foundation of building career pathways that lead to industrial valued credentials.

The GRWDB believes it is also necessary to adult literacy clients with career navigation assistance through One-Stop Career Centers and thus other partners.

- a. This section must include a description of how the local area will effectively refer one-stop clients to WIOA Title II programs and how Title II program recipients will access one-stop center services. Include information about existing and planned efforts for co-location and co- enrollment of title II activities within the one stop system.**

All Title II Adult Literacy clients are co-enrolled through America's One Stop Operating System. This provides an easy transition for clients seeking to access resources and tools available throughout the Local Area partner network. This includes access to a public area with computers in Career Services.

- b. Describe all literacy services including those provided through the workforce learning link, WFNJ and any other WIOA program and services.**

Workforce Learning Link activities are funded by the Greater Raritan Workforce Development Board, through Greater Raritan Career Services, under a contract with the Hunterdon County Educational Services Commission. Hunterdon County Educational Services Commission serves clients in both Hunterdon and Somerset Counties, NJ. This contract, has proven effective.

The Workforce Learning Link merges computer-based, self-paced learning with staff-assisted instruction in convenient locations for job seekers. This innovative approach is designed to assist anyone who needs to prepare for the high school equivalency exam or improve math, reading, English language, workplace and/or basic computer skills in order to be a more productive worker. Locations include 8 Bartles Corner Road, Suite 205, Flemington, NJ and 27 Warren Street, second floor, Somerville.

The Hunterdon County Educational Services Commission additional provides adult literacy education, high school equivalency preparation,

and certain other competency based skills programs funded through other grant sources not under budget and performance outcome oversight authority of the GRWDB.

The GRWDB's Literacy Committee includes several members who are not funded through the GRWDB or who are funded by private sources or other training dollars. Members also include representatives from local library systems who are providing adult literacy instruction. Through this committee, the GRWDB and the One Stop Operator work to ensure that services are linked together and that clients are aware of additional training programs and opportunities that can lead to career pathways.

Since early 2016, the Greater Raritan Workforce Development Board also has been in discussions with Title II providers regarding the College and Career Readiness Standards. Discussions regarding the provision of Title II Adult Education and Literacy have focused on the workforce investment priorities expressed by the Greater Raritan Workforce Development Board, identification of gaps in services, and opportunities for greater collaboration.

c. Describe the referral process out of literacy program into a career pathway.

The Greater Raritan Career Services One Stop Operator has direct oversight authority over the Workforce Learning Link contract with the Hunterdon Educational Services Commission. The contractual arrangement ensures appropriate referral of clients out of literacy programs and into career pathways. The Hunterdon County Educational Services Commission is a signatory to the GRWDB One Stop Partner Memorandum of Understanding.

XIV. Describe the replicated cooperative agreements (as defined in section 107(d)(11)) between the local board or other local entities described in section 101(a)(11)(B) of the Rehabilitation Act of 1973 (29 U.S.C. 721(a)(11)(B)) and the local office of a designated State agency or designated State unit administering programs carried out under title I of such Act (29 U.S.C. 720 et seq.) (other than section 112 or part C of that title (29 U.S.C. 732, 741) and subject to section 121(f)) in accordance with section 101(a)(11) of such Act (29 U.S.C. 721(a)(11)) with respect to efforts that will enhance the provision of services to individuals with disabilities and to other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination. Describe in this section what internal mechanisms will support these initiatives and how these technical assistance initiatives are coordinated with or supported by the Department of Vocational Rehabilitation and the New Jersey Commission for the Blind and Visual Impaired.

The GRWDB is committed to serving the populations referenced and described.

As one example, the GRWDB Business Services Specialist maintains direct contact with local Division of Vocational Rehabilitation (DVRS) staff, which aids in implementation of Employment First policies established by the State of New Jersey.

The GRWDB, through Greater Raritan Career Services, has provided office resources in Flemington, NJ in order to further connections between staff DVRS and Career Services staff.

A state DVRS representative is an appointed member of the GRWDB.

All of these activities are undertaken with a view towards helping consumers to secure integrated, competitive employment through counseling and guidance, vocational assessment and training, and supported employment.

The GRWDB recognizes DVRS as a critical part of Workforce Development, along with the NJ Department of Labor and Workforce Development and expects to continue its cooperative relationship with state and community-based agencies to collaborate on programs that will promote the empowerment and economic independence of individuals with disabilities in an effort to encourage employment.

XV. Identify the entity responsible for the disbursement of grant funds described in section 107(d)(12)(B)(i)(III), as determined by the chief elected official or the Governor under section 107(d)(12)(B)(i).

The County of Somerset, New Jersey has been designated by the Boards of Chosen Freeholders of the Counties of Hunterdon and Somerset, through a Joint Agreement, as the Fiscal Agent for federal and state workforce investment grants funds. The Somerset County (NJ) Department of Finance and Administrative Services is responsible for disbursement of funds consistent with the Annual Local Area budget.

The Board of Chosen Freeholders of the County of Somerset, NJ serves to accept grant funds as made available through Notices of Obligation provided to the Local Area by the State of New Jersey.

The fiscal agent also reviews all payables and obligations on a monthly basis with the GRWDB financial manager, and also reviews the monthly Local Area Report. In addition, the fiscal agent has reviewed the Cost Allocation Plan developed by the GRWDB.

XVI. Describe the competitive process to be used to competitively select the One-Stop Operator, and to award the sub-grants and contracts in the local area for activities carried out under WIOA Title I.

The Greater Raritan Workforce Development Board is established under an Agreement between the Boards of Chosen Freeholders of the Counties of Hunterdon and Somerset, NJ. This Agreement, among other conditions, places the Somerset County Department of Finance and Administration as the Fiscal Agent for the Local Area. The Somerset County Purchasing Office is a division of the Somerset County Department of Finance and Administration and, as such, all procurement is conducted consistent with public contracting laws and regulations.

As required under the Workforce Innovation and Opportunity Act of 2014, the GRWDB competitively selected a One Stop Operator in 2017. The process started in 2016 and included multiple meetings with a One Stop Operator Selection Committee and stakeholders, as well as consultation with state agencies and colleagues. To eliminate any potential conflicts of interest, staff briefed the Somerset County, NJ, purchasing agent on the GRWDB's intent to issue and receive a Request for Proposal (RFP) through the office of the GRWDB Chair. The purchasing agent provided a "boiler plate" document typically used in competitive contract solicitations, and this document was amended to fit the needs of the RFP. The RFP was noticed in February of 2017, and a pre-proposal conference was hosted on March 1, 2017. The response was opened on March 28, 2017, and report from the One Stop Committee was provided to the GRWDB's Executive Committee on April 6, 2017.

Subsequently, the GRWDB selected, through this competitive procurement process, the Somerset County Department of Human Services as the One Stop Operator consistent with a joint agreement between the Hunterdon and Somerset County Boards of Chosen Freeholders. For purposes of delivering services to individuals consistent with state and federal workforce investment grants, the Somerset County Department of Human Services has created a division, the One Stop Career Training Services Center.

The contract was renewed with one-year extensions in 2018 and 2019. In accordance with SETC directives, one additional one-year extension may be considered in 2020 before a new RFP must be done.

The One Stop Operator uses a competitive procurement process for all vendor services, and includes a local committee to review all submissions.

The GRWDB established the following vision for One Stop Operator and Career Services under a competitive solicitation:

- Creating an environment of continuous improvement in efficiency and effectiveness of workforce investments based on the needs of job seekers and employers.
- Setting high standards for all operating areas of the Greater Raritan Workforce Development Board, One Stop Operator, career

services, and training services.

- Creating a culture where expectations are exceeded and accomplishments are recognized.
- Increasing the engagement of employers and job seekers with a focus on increasing satisfaction levels and performance outcomes.
- Expanding opportunities for employers and job seekers through increased market penetration with a focus on serving the needs of local businesses.
- Expanding opportunities and outcomes for youth populations with a focus on sustainable wage career employment.

XVII. Describe how the local levels of performance negotiated with the Governor and chief elected official pursuant to section 116(c), will be used to measure the performance of the local area and will be used by the local board for measuring the performance of the local fiscal agent (where appropriate), eligible providers under subtitle B, and the one-stop delivery system, in the local area. Describe any additional performance measures developed or used locally.

The GRWDB is proud of the fact that, through the work of Greater Raritan Career Services as the One Stop Operator, consistently met or exceeded established performance measures for several years. For the past year, because of system reporting issues, not all measures have been met in the report, but state officials have acknowledged that the current reporting system is not accurately capturing clients being served.

The GRWDB reviews, on a monthly basis, a performance dashboard. The local performance dashboard was developed at the request of the GRWDB as a tool for monitoring and measuring performance in the Local Area.

The GRWDB also reviews, on a monthly basis, financial reports for the Local Area. These detailed financial reports, combined with the monthly dashboard, describe for the GRWDB investments and activities undertaken to achieve prescribed performance outcomes.

In upcoming months, the One Stop Committee will review the Dashboard along with current labor data supplied by the state, to see how outcomes can be more effectively measured. In addition, the GRWDB has developed a Cost Allocation Plan to ensure that all payables and obligations are being captured on a timely, accurate, monthly basis for the Local Area Report.

Updating these tools will help ensure that the resources being employed by the GRWDB are flexible and can be redeployed as needed to provide the best service possible to employers and jobseekers.

The GRWDB and Greater Raritan Career Services undergo an annual audit by the State of New Jersey. Both entities are additionally subject to the County of Somerset, New Jersey single audit as both operate as divisions of the county.

XVIII. Describe the local board as follows:

- d. Membership: provide a list of members, and indicate alignment with new requirement per SETC policy #2015-01 and WIOA. Include description of how membership aligns with New Jersey key industries and local area priorities.**

GRWDB Membership aligns with New Jersey key industries and local area priorities through inclusion of representatives of health care, technology, finance, entrepreneurship, and advanced manufacturing. Additionally, representatives of the two county-wide Chambers of Commerce represent a broad based view of the local economy and employer needs.

[View the 2019 GRWDB Membership List on the following page.](#)

Business Members: Must comprise 51% of membership					
Seat 1		Balmeo	Sheridan	Regional Mgr.	PSE&G
Seat 2		Brooks	Susan	Executive Director	IEEE
Seat 3		Kerwin	Mike	President/CEO	Somerset County Business Partnership
Seat 4	Vice Chair	Kocsis	Violet	Chief Human Resource	Hunterdon Healthcare System
Seat 5		Kurziel	Maureen	Vice President	American Arbitration Association
Seat 6		Phelan	Christopher	President/CEO	Hunterdon County Chamber of Commerce
Seat 7	Chair	Satanik	Michelle	General Manager	Hotel Somerset Bridgewater
Seat 8		Matalon	Howard	Partner	OlenderFeldmen
Seat 9		Sharma	Sejal Dave	Business Development	Robert Wood Johnson University Hospital Somerset
Seat 10		Wallace	Clint	Senior VP	Sanofi US
Economic Development: 1 member required, counted as business member					
Seat 11		Saluk	Marc	Economic Development	County of Hunterdon, NJ
Organized Labor and Community-Based Organizations: Must comprise 20% of membership					
Seat 12		Leddy	Fran	Coordinator	Hunterdon County Education Svc's Comm
Seat 13		Hala	Joanne	Associate Director	United Way of Northern NJ
Seat 14		Sebban	Daniel	Council Representative	Northeast Council of Carpenters
Education Representatives: 3 members required (additional members optional)					
Seat 15	Required	Amar	A.D.		Title II Adult Education and Literacy Provider
Seat 16	Required	Harttraft	Chrys		Somerset County Vo-tech
Seat 17	Required	Metz	Kim		Hunterdon County Polytech
Seat 18		Belin	Jacki	Vice President	Raritan Valley Community College
Seat 19		Shockley	Christina	Apprenticeship Coordinator	
					Optional - K-12 System Superintendent
					Optional - Local Education Agency or CBO training/education
Government Partners: 2 members required (additional members optional)					
Seat 20	Required	Douglas	Ron	Employment Scv's	ES / Wagner-Peyser Representative
Seat 21	Required	Elizabeth	Conte	Representative	DVRS Representative
Seat 22		Hammerstone	Christine	Director	Hunterdon County Human Services
					Optional - HUD or Housing Authority Rep
					Optional - Community Services Block Grant Rep
					Optional - Carl Perkins Program Rep
					Optional - County Bd of Social Services Rep
Other: Additional members may be appointed as appropriate (Non-voting, Ex-officio)					
Seat 23		Lagay	Suzanne	Freeholder Liaison	County of Hunterdon, NJ
Seat 24		Robinson	Shanel	Freeholder Liaison	County of Somerset, NJ
Seat 25		Mulligan	Monica	One Stop Operator	Greater Raritan Local Area

e. Discuss recruitment plans to address any deficiencies.

The GRWDB is continuously reviewing industry representation membership. It is anticipated that a representative of the utility industry will join the Board in 2017. Efforts are also underway to gain representation from the life sciences industry.

The GRWDB regularly discusses membership, with a focus on having individuals with the interest, knowledge and background necessary to set workforce investment policy and provide oversight of workforce investment grants in the Local Area.

The GRWDB considers membership recruitment to be an on-going effort, and has developed and maintains a prospective member application process.

Once considered, the GRWDB then engages in a recommendation process, requesting appointment of a prospective member by the appropriate Board of Chosen Freeholders in either Hunterdon or Somerset Counties.

Included as Attachment 13 is the 2019 Board Development Plan to document proposed methodologies for Board recruitment.

f. Describe development/training programs with board members.

Staff and volunteer leadership, if available, meet one on one with new and prospective members. The purpose of this orientation meeting is to review personally the GRWDB Orientation and Member Handbook, as well as answer any questions the prospective member might have.

Board Members are also asked to be on one of the four mandatory committees of the GRWDB; One Stop Committee, Disabilities Committee, Literacy Committee, and Youth Committee.

g. Describe the actions the local board will take toward becoming or remaining a high-performing workforce development board, consistent with the factors developed by the State.

In order to remain a high-performing Board and insure proper Member Orientation, a Member Orientation and Handbook was developed and adopted in 2016. The Member Orientation Guide & Handbook has been updated in March of 2019 and is included as Attachment 12. The Handbook contains valuable information on the structure of workforce delivery activities, background on federal and state workforce grants, training and education activities, and expectations for Member participation and engagement.

XIX. Describe staff and partner development and training efforts. Provide plans/timeline for such trainings. Include both local and partner staff efforts.

GRWDB staff has participated in training offered by the NJ Department of Labor and Workforce Development as they seek to deploy Salesforce, a database software tool use for managing client, in this case business, contacts, for the purpose of driving employment outcomes.

GRWDB Staff attends all meetings convened by the NJSETC, including but not limited to Commission and WDB Directors meetings. GRWDB Staff considers the NJSETC to be a valuable resource in helping align local efforts with ongoing state-driven workforce evolutionary strategies. GRWDB staff also partakes in the foundational meetings of the NJ Industry Partnerships initiative.

GRWDB staff has also participated in education and training sessions offered through the Garden State Employment and Training Association. This training and education has focused on new and innovative ideas in setting workforce policy and delivering workforce resources.

Similarly, GRWDB staff participates in all meetings of North Jersey Partners as this organization focuses on the needs of the larger regional area.

Greater Raritan Career Services staff participates in numerous program and career development education and training. Select staff at Greater Raritan Career Training Services and GRWDB Staff have participated in the Somerset County leadership development program and continue to take advantage of numerous training opportunities offered by the County of Somerset.

XX. Describe how training services under chapter 3 of subtitle B will be provided in accordance with section 134(c)(3)(G), including, if contracts for the training services will be used, how the use of such contracts will be coordinated with the use of individual training accounts under that chapter and how the local board will ensure informed customer choice in the selection of training programs regardless of how the training services are to be provided. Within this section, be sure to address how training will lead to industry-valued credentials.

The GRWDB has not and does not anticipate the use of any Training Contracts, favoring instead the use of Individual Training Accounts as the most effective way for the Local Area to meet the future workforce needs of employers.

The GRWDB, through Greater Raritan Career Services, informs all customers of their ability to choose a training provider. Customer choice, and the evaluation tools available, including New Jersey Training Opportunities website (NJTOPPS)

and the New Jersey's Eligible Training Provider List (ETPL) during required training grant orientation sessions.

This approach insures informed customer choice.

Through a combination of counselling, group orientations, and self-directed labor market research, customers are provided with the tools and knowledge necessary to make informed decisions on education and training that will lead to a certificate or credential in an occupation that is in-demand.

As previously noted, the GRWDB provides direct policy and performance oversight through a monthly review of training grants issued, the **targeted** industry sectors within which the training grant was issued, and employment and wages outcomes against which the Local Area is measured.

XXI. Describe process to create the local plan, and provide assurances that it was an open and transparent process, including:

- a. List and describe any meetings of workgroups, taskforces or similar efforts. Documentation of these meetings, including minutes and attendees, must be maintained locally. Include a list of the participants and their organizations. (This should include local elected officials, local public entities, regional and local economic development partners, WIOA system partners such as Adult Education and Literacy providers, community colleges, Talent Networks, Talent Development Centers and other entities with a stake in the local workforce system and plan.)**

The GRWDB Local Area Plan 2016 to 2020 and **2019 Modification** has been developed in-house by GRWDB staff.

In responding to guidance provided by the NJ State Employment and Training Commission on August 19, 2016, the Greater Raritan Workforce Development Board Executive Committee reviewed Local Area Plan efforts at their September 8, 2016 meeting. **The 2019 Local Area Plan Modification is posted on the GRWDB's official website as well as advertised on all three of the GRWDB's social media channels. It will also be posted on the official Somerset County website as well as Hunterdon County's Economic Development website.**

The 2019 Local Area Plan Modification has been reviewed by partners including the One Stop Operator and will be reviewed by the GRWDB Executive Committee on May 23rd, 2019. It will also be the subject of a public hearing at the June 13th, 2019 Full GRWDB Meeting. In addition, the 2019 Local Area Plan Modification is the subject of press releases that are being shared by the County public information office, asking for people to provide their feedback and to attend the consequent public hearing.

As a result of our expected outreach, 2019 Local Area Plan Modification will be seen by following key partners in the Local Area: Rutgers, the State University of New Jersey, Raritan Valley Community College and Workforce Training Center, Hunterdon County Polytech, Somerset County

Vo-Tech, the Somerset County Library System, the Title II Adult Literacy Consortium, Sanofi, Robert Wood Johnson Barnabas University Hospital – Somerset, Hunterdon Healthcare System, Northeast Council of Carpenters, and the American Arbitration Association – Somerset, to name a few.

The GRWDB will approve submission of our 2019 Local Area Plan Modification, at their regularly scheduled June 13th, 2019 meeting after public comment has been incorporated.

- b. Describe the process used by the local board to make available copies of the proposed local plan to the public, through electronic and other means such as public hearings and local news media; ensuring that the document was made available in accessible formats.**

The 2019 Local Area Plan Modification is posted on the GRWDB's official website as well as advertised on all three of the GRWDB's social media channels. It will also be posted on the official Somerset County website as well as Hunterdon County's Economic Development website.

The 2019 Local Area Plan Modification has been reviewed by partners including the One Stop Operator and will be reviewed by the GRWDB Executive Committee on May 23rd, 2019. It will also be the subject of a public hearing at the June 13th, 2019 Full GRWDB Meeting. In addition, the 2019 Local Area Plan Modification is the subject of press releases that are being shared by the County public information office, asking for people to provide their feedback and to attend the consequent public hearing.

- c. Describe the process used to provide an opportunity for public comment, including comment by representatives of businesses, representatives of labor organizations, and representatives of education and input into the development of the local plan, prior to submission of the plan. Describe any additional local requirements or processes for local public comments. Provide a list of stakeholders who were notified of the opportunity for public comment. Include as an attachment to the Local Plan any such comments including those that represent disagreement with the plan.**

All comments on the plan are directed to staff at the GRWDB through e-mail. Comments received will be reviewed and incorporated by the GRWDB Full Board at the June 13th, 2019 meeting.

All comments received will be consolidated into an Attachment for inclusion as part of the final draft for submission to the State, regardless of whether or not the comment(s) had been incorporated.

- XXII. Describe how one-stop centers are implementing and transitioning to an integrated, technology-enabled intake and case management information system for programs carried out under this Act and programs carried out by one-stop partners.**

The Greater Raritan Local Area has begun implementing, and, where necessary, transitioning, to an integrated, technology enabled intake and case management system. Greater Raritan Career Services Memorandum of Understanding between the Local Area and One Stop Partners specifies the use of America's One Stop Operating System (AOSOS) as the platform for integrated referral and case management needs.

As detailed in the New Jersey Combined State Plan for the Workforce Innovation and Opportunity Act, the state is committed to supporting One-Stop Career Centers and is currently assessing case management system needs.

The Local Workforce Development Board oversees the One-Stop Operator and counseling staff to manage triage, intake, and counseling for the systematic referrals of customers to the most appropriate programs offered by One-Stop partners to achieve more positive and prompt employment outcomes.

Work First New Jersey (WFNJ) employment and training services are integrated into integrated into One-Stop Career Center services within the Greater Raritan Local Area.

XXIII. Priority of Service:

- a. **Describe how the local board will ensure priority for adult career and training services will be given to recipients of public assistance, other low income individuals, and individuals who are basic skills deficient consistent with WIOA sec. 134(c)(3)(E) and § 680.600.**

The Greater Raritan Local Area has not experienced any challenges in being able to serve all customers who present themselves for adult career and training services.

Historically, the Local Area has, as required, served out of county clients under adult career training services. If the GRWDB, in the future, faced a situation where funding constraints precluded serving all qualified and eligible individuals, it is likely that a policy would be established providing priority to Veterans, local income individuals, and individuals who are basic skills deficient. *We will also concentrate resources on pre-apprenticeship and apprenticeship programs throughout the local area.*

The Local Area Memorandum of Understand among One Stop Partners recognizes the priorities established with the Workforce Innovation and Opportunity Act and specifies assurances in serving special populations, including veterans, non-native English speaking, and those on public assistance.

- b. **Veterans Services: Each local area must develop and describe its policy for providing Veterans services and maintaining the Priority of Service as required by USDOL.**

The GRWDB and Greater Raritan Career Services works closely with State grant funded staff and in particular local Veterans Employment Representatives

(LVERs).

The GRWDB Business Services Specialist interacts with the state LVER, while Greater Raritan Career Services, as the One Stop provider of direct services, ensures that resources are delivered to veterans as required.

The GRWDB also shares information with county Veteran's Affairs representatives as may be of interest from in training, education, and/or job search perspective.

As noted previously, Greater Raritan Career Services and NJ Department of Labor and Workforce Development Wagner-Peyser staff are in regular contact through formal "work flow/customer service" meetings. This interaction helps insure proper service to targeted populations.

The Hunterdon and Somerset County Business Representatives are directly in communication with the newly established Veteran's Business Representative in identifying companies and businesses interested in hiring Veterans. This Veteran's Business Representative covers Morris, Sussex, Warren, Hunterdon and Somerset counties. This new representative is also working with Employment Services to provide leads and connections to employers; in turn, NJDLWD Business Services Representatives provide information, as appropriate, to the One Stop Career Training Services Center.

It should be noted that the Greater Raritan Local Area is fortunate to be home to the Veteran's Administration- Lyons (Bernards Township) facility. In fact the GRWDB has helped facilitate discussions with representatives of veterans programs at the Lyons facility.

XXIV. Additional Local Elements: Local boards may include any additional elements to the local plan that they believe are relevant that do not fit within the framework outlined above. In order to retain formatting and order of elements, all additional sections should begin with this item number and

ATTACHMENT 1

COMMUNITY ECONOMIC PROFILE HUNTERDON COUNTY, NEW JERSEY

Community Profile

Population

	Hunterdon County	New Jersey	United States
2010 Population	128,349	8,791,894	308,745,538
2015 Population	127,905	8,918,440	318,536,439
2020 Population (proj.)	128,377	9,093,131	330,622,575
2010-2015 % Change	-0.3%	1.4%	3.2%
2015-2020 % Change	0.4%	2.0%	3.8%

Source: ESRI

Diversity - Percent of Total Population

Race/Ethnicity	Hunterdon County	New Jersey	United States
White Alone	91.4%	66.4%	70.9%
Black Alone	2.7%	13.8%	12.8%
American Indian Alone	0.1%	0.4%	1.0%
Asian Alone	3.3%	9.3%	5.2%
Pacific Islander Alone	0.0%	0.0%	0.2%
Some Other Race Alone	1.2%	7.1%	6.7%
Two or More Races	1.3%	3.1%	3.3%

Source: ESRI

Educational Attainment

Highest Level	Hunterdon County	New Jersey	United States
Less than 9th Grade	1.9%	5.5%	5.7%
9-12th Grade/No Diploma	3.6%	5.8%	7.5%
High School Diploma	20.4%	25.9%	23.6%
GED/Alternative Credential	1.9%	2.8%	4.1%
Some College/No Degree	16.1%	16.6%	21.0%
Associate's Degree	7.3%	6.5%	8.2%
Bachelor's Degree	28.6%	22.8%	18.6%
Graduate/Professional Degree	20.2%	14.2%	11.4%
Total	90,102	6,124,475	214,026,813

Source: ESRI

Population & Demographics

Past and projected changes in population

Racial and ethnic distribution of Hunterdon County residents, compared to the state and nation

Educational attainment of Hunterdon County residents, compared to the state and nation

Community Profile

Household Income Distribution

	Hunterdon County	New Jersey	United States
<\$15,000	3.6%	9.0%	12.8%
\$15,000 - \$24,999	3.8%	6.8%	10.3%
\$25,000 - \$34,999	5.0%	8.8%	10.3%
\$35,000 - \$49,999	8.0%	12.2%	13.5%
\$50,000 - \$74,999	12.8%	15.2%	17.6%
\$75,000 - \$99,999	12.0%	13.6%	12.5%
\$100,000 - \$149,999	17.2%	15.7%	12.9%
\$150,000 - \$199,999	16.4%	8.8%	5.1%
\$200,000+	21.2%	9.9%	5.1%
Total Households	47,807	3,264,662	120,744,617

Source: ESRI

Median Household Income

	Hunterdon County	New Jersey	United States
2010	\$100,980	\$69,811	\$51,914
2015	\$110,520	\$70,538	\$53,217
2020 (proj.)	\$124,924	\$79,556	\$60,683
2010-2015 % Change	9%	1%	3%
2015-2020 % Change	13%	13%	14%

Source: ESRI

2015 Households by Disposable Income

	#	%
<\$15,000	2,298	4.8%
\$15,000-\$24,999	2,664	5.6%
\$25,000-\$34,999	3,203	6.7%
\$35,000-\$49,999	4,910	10.3%
\$50,000-\$74,999	8,186	17.1%
\$75,000-\$99,999	5,691	11.9%
\$100,000-\$149,999	11,947	25.0%
\$150,000-\$199,999	4,718	9.9%
\$200,000+	4,190	8.8%
Total	47,807	100%
Median Disposable Income	\$ 84,988	
Average Disposable Income	\$ 100,984	

Source: ESRI

Population & Demographics: Income

Household Income Distribution for Hunterdon County households, compared to the state and nation

Median Household Income for Hunterdon County households, compared to the state and nation

Distribution of Hunterdon County residents by amount of disposable income

Community Profile

Median Age

	Hunterdon County	New Jersey	United States
2010	43.4	38.9	37.1
2015	45.2	39.7	37.9
2020 (proj.)	46.2	40.4	38.6
2010-2015 % Change	4.1%	2.1%	2.2%
2015-2020 % Change	2.2%	1.8%	1.8%

Source: ESRI

Age Distribution - Hunterdon County

	2010		2015		2020 (proj.)	
	#	%	#	%	#	%
0 - 4	6,023	4.7%	5,449	4.3%	5,282	4.1%
5 - 9	8,339	6.5%	7,394	5.8%	6,682	5.2%
10 - 14	9,745	7.6%	9,358	7.3%	8,324	6.5%
15 - 19	8,791	6.8%	8,653	6.8%	8,272	6.4%
20 - 24	6,231	4.9%	6,949	5.4%	6,454	5.0%
25 - 34	10,588	8.2%	11,140	8.7%	12,214	9.5%
35 - 44	17,938	14.0%	14,676	11.5%	14,761	11.5%
45 - 54	25,862	20.1%	23,560	18.4%	20,206	15.7%
55 - 64	18,488	14.4%	21,463	16.8%	22,998	17.9%
65 - 74	9,383	7.3%	12,078	9.4%	14,613	11.4%
75 - 84	4,922	3.8%	4,977	3.9%	6,259	4.9%
85+	2,039	1.6%	2,208	1.7%	2,312	1.8%

Source: ESRI

Change in Population by Age - Hunterdon County

	2010-2015 Change		2015-2020 Change	
	#	%	#	%
0 - 4	-574	-9.5%	-167	-3.1%
5 - 9	-945	-11.3%	-712	-9.6%
10 - 14	-387	-4.0%	-1,034	-11.0%
15 - 19	-138	-1.6%	-381	-4.4%
20 - 24				
25 - 34	552	5.2%	1,074	9.6%
35 - 44				
45 - 54	-2,302	-8.9%	-3,354	-14.2%
55 - 64				
65 - 74	2,695	28.7%	2,535	21.0%
75 - 84				
85+	169	8.3%	104	4.7%

Source: ESRI

Population & Demographics: Age

Past, current, and projected median age of residents of Hunterdon County, New Jersey, and the US

Past, current, and projected distribution of Hunterdon County residents by age

Past and projected change in the age distribution of Hunterdon County residents

Community Profile

Age Distribution (2015)

	Hunterdon County	New Jersey	United States
	%	%	%
0 - 4	4.3%	5.8%	6.2%
5 - 9	5.8%	6.2%	6.4%
10 - 14	7.3%	6.5%	6.5%
15 - 19	6.8%	6.4%	6.6%
20 - 24	5.4%	6.4%	7.2%
25 - 34	8.7%	12.8%	13.6%
35 - 44	11.5%	12.8%	12.6%
45 - 54	18.4%	14.6%	13.5%
55 - 64	16.8%	13.2%	12.8%
65 - 74	9.4%	8.6%	8.6%
75 - 84	3.9%	4.5%	4.3%
85+	1.7%	2.2%	1.9%
Total	127,905	8,918,440	318,536,439

Source: ESRI

Disconnected Youth (Ages 16-24)

	Hunterdon County	New Jersey	United States
Number	2,295	124,877	5,527,000
Percent	16.9%	12.1%	13.8%

Source: The Opportunity Index

Individuals with Disabilities*

	Hunterdon County	New Jersey	United States
Number	9,221	819,666	34,655,705
Employed	27.2%	22.5%	22.5%
Unemployed	6.2%	5.0%	4.5%
Not In Labor Force	66.6%	72.5%	73.0%

Source: American Community Survey, 2009-2013 5-Year Estimate, Table S1811

*noninstitutionalized population

Population & Demographics: Age

Distribution of Hunterdon County residents, compared to the state and nation

Targeted Populations

Residents aged 16 to 24 that are neither in school nor working, in the county, state, and nation

The employment prospects of individuals with disabilities in the county, state, and nation.

Community Profile

Veteran Population

	Hunterdon County	New Jersey	United States
Total	7,291	437,652	21,263,779
Working Age*	3,245	197,941	11,977,656
Employed	61%	68%	67%
Unemployed	16%	10%	9%
Not In Labor Force	22%	22%	25%

Source: American Community Survey, 2009-2013 5-Year Estimate, Table S2101

*Ages 18-64

Households with Income Below Poverty Line

	Hunterdon County	New Jersey	United States
Number	1,986	321,177	16,415,984
Percent	4%	10%	14%

Source: ESRI

Labor Force (2015*)

	Hunterdon County	New Jersey	United States
Employment	96.9%	93.8%	94.6%
Unemployment	3.2%	6.2%	5.4%

*as of September 2015

Source: NJ DOL

Labor Force - Hunterdon County

	2005	2010	2015*	2010-2015 % Change
Civilian Labor Force	71,100	68,400	66,817	-2.3%
Employment	68,900	63,350	63,806	0.7%
Unemployment	2,250	5,050	3,000	-40.6%

*as of September 2015

Source: NJ DOL

Labor Force Participation

	Hunterdon County	New Jersey	USA
Labor Force Participation Rate	72%	68%	65%

Source: American Community Survey, 2009-2013 5-Year Estimate, Table S1811

Targeted Populations

Employment prospects of veterans in the county, state, and nation

Percentage of households living below the federal poverty line in Hunterdon County, New Jersey, and the United States

Labor Force

Employed and unemployed Hunterdon County workers, compared to NJ and the US

Change in Hunterdon County's civilian labor force over time

Distribution of Hunterdon County residents, compared to the state and nation

Community Profile

Resident Employment in Hunterdon County By Occupation - 2015

Occupational Group	Hunterdon		New Jersey		USA
	#	%	%	%	
White Collar	50,036	76%	66%	60%	
Management / Business / Financial	15,249	23%	16%	14%	
Professional	18,285	28%	24%	22%	
Sales	8,251	13%	11%	11%	
Administrative	8,251	13%	14%	14%	
Blue Collar	7,855	12%	17%	21%	
Farming / Forestry /	132	0%	0%	1%	
Construction / Extraction	2,508	4%	4%	5%	
Installation /	1,716	3%	3%	4%	
Production	1,518	2%	4%	6%	
Transportation /	2,046	3%	6%	6%	
Services	8,119	12%	17%	18%	
Total	66,011	100%	4,340,882	147,789,353	

Source: ESRI

Workforce Travel Time to Work

2013		
	#	%
Less than 5 minutes	1,134	1.9%
5 to 9 minutes	4,496	7.7%
10 to 14 minutes	6,543	11.2%
15 to 19 minutes	6,020	10.3%
20 to 24 minutes	6,053	10.4%
25 to 29 minutes	3,678	6.3%
30 to 34 minutes	7,714	13.2%
35 to 39 minutes	2,432	4.2%
40 to 44 minutes	3,100	5.3%
45 to 59 minutes	8,030	13.7%
60 to 89 minutes	6,460	11.1%
90 or more minutes	2,799	4.8%

Source: ESRI

Labor Force

Distribution of Hunterdon County residents by the type of occupation

Commuting Patterns

Distribution of Hunterdon County by average commute to work

Community Profile

Jobs Counts by Places

Where Workers Live - Primary Jobs

	2013	
	#	%
Hunterdon County, NJ	16,590	35.6%
Somerset County, NJ	4,430	9.5%
Warren County, NJ	4,000	8.6%
Northampton County, PA	2,885	6.2%
Middlesex County, NJ	2,294	4.9%
Bucks County, PA	2,228	4.8%
Morris County, NJ	1,902	4.1%
Mercer County, NJ	1,499	3.2%
Union County, NJ	1,350	2.9%
Essex County, NJ	994	2.1%
All Other Locations	8,368	18%
Total Primary Jobs	46,540	100%
Non-County residents as % of employees		64%

Source: OntheMap

Jobs Counts by Places

Where Workers are Employed - Primary Jobs

	2013	
	#	%
Hunterdon County, NJ	16,590	27.4%
Somerset County, NJ	10,517	17.4%
Middlesex County, NJ	5,517	9.1%
Morris County, NJ	4,479	7.4%
Mercer County, NJ	4,471	7.4%
Union County, NJ	2,770	4.6%
Essex County, NJ	2,062	3.4%
New York County, NY	1,664	2.7%
Bergen County, NJ	1,521	2.5%
Warren County, NJ	1,509	2.5%
All Other Locations	9,482	16%
Total Primary Jobs	60,582	100%
% of residents working outside of County		73%

Source: OntheMap

Commuting Patterns

Analysis of where people who work in Hunterdon County live

Analysis of where Hunterdon County residents work

Community Profile

Industry Analysis, 2 Digit NAICS - Hunterdon County

NAICS	Description	2015 Jobs	2015 Location Quotient	Current Total Earnings	% of All Jobs
11	Crop and Animal Production	658	1.01	\$39,414	1.2%
21	Mining, Quarrying, and Oil and Gas Extraction	44	0.15	\$134,997	0.1%
22	Utilities	81	0.42	\$143,146	0.2%
23	Construction	3,913	1.36	\$65,564	7.3%
31	Manufacturing	2,765	0.64	\$73,787	5.2%
42	Wholesale Trade	1,846	0.88	\$174,947	3.4%
44	Retail Trade	7,235	1.29	\$39,539	13.5%
48	Transportation and Warehousing	614	0.35	\$50,260	1.1%
51	Information	874	0.87	\$101,809	1.6%
52	Finance and Insurance	3,226	1.51	\$123,554	6.0%
53	Real Estate and Rental and Leasing	529	0.60	\$42,808	1.0%
54	Professional, Scientific, and Technical Services	5,000	1.47	\$106,706	9.3%
55	Management of Companies and Enterprises	910	1.21	\$198,124	1.7%
56	Administrative and Support and Waste Management and Remediation Services	1,947	0.58	\$46,785	3.6%
61	Educational Services	641	0.48	\$30,945	1.2%
62	Health Care and Social Assistance	6,955	1.04	\$61,199	13.0%
71	Arts, Entertainment, and Recreation	1,579	1.78	\$23,575	2.9%
72	Accommodation and Food Services	3,712	0.82	\$20,457	6.9%
81	Other Services (except Public Administration)	3,118	1.22	\$26,904	5.8%
90	Government	8,015	0.96	\$79,413	14.9%
99	Unclassified Industry	15	0.21	\$38,275	0.0%
Total		53,678		\$69,652	

Source: EMSI

Industry Analysis

Analysis of industries in Hunterdon County by the number of jobs, location quotient, and earnings per employee

Location Quotient (LQ): measure of how concentrated employment in the county is relative to employment in the nation. For example, if construction accounts for 10% of employment in the county and 5% of employment in the US, the construction industry in the county would have an LQ of 2

Community Profile

Industry Analysis, 2 Digit NAICS - Hunterdon County

NAICS	Description	2010 Jobs	2015 Jobs	2020 Jobs	2010 - 2015 Change		2015 - 2020 Change	
					#	%	#	%
11	Crop and Animal Production	807	658	622	-149	-18%	-36	-5%
21	Mining, Quarrying, and Oil and Gas Extraction	14	44	52	30	214%	8	18%
22	Utilities	77	81	81	4	5%	0	0%
23	Construction	3,463	3,913	4,104	450	13%	191	5%
31	Manufacturing	2,663	2,765	2,662	102	4%	-103	-4%
42	Wholesale Trade	1,762	1,846	1,883	84	5%	37	2%
44	Retail Trade	6,870	7,235	7,608	365	5%	373	5%
48	Transportation and Warehousing	847	614	601	-233	-28%	-13	-2%
51	Information	839	874	874	35	4%	0	0%
52	Finance and Insurance	3,270	3,226	3,514	-44	-1%	288	9%
53	Real Estate and Rental and Leasing	595	529	521	-66	-11%	-8	-2%
54	Professional, Scientific, and Technical Services	4,765	5,000	5,163	235	5%	163	3%
55	Management of Companies and Enterprises	1,016	910	651	-106	-10%	-259	-28%
56	Administrative and Support and Waste Management and Remediation Services	1,544	1,947	2,040	403	26%	93	5%
61	Educational Services	562	641	738	79	14%	97	15%
62	Health Care and Social Assistance	6,531	6,955	7,831	424	6%	876	13%
71	Arts, Entertainment, and Recreation	1,566	1,579	1,644	13	1%	65	4%
72	Accommodation and Food Services	3,215	3,712	4,061	497	15%	349	9%
81	Other Services(except Public Administration)	2,657	3,118	3,446	461	17%	328	11%
90	Government	8,939	8,015	7,914	-924	-10%	-101	-1%
99	Unclassified Industry	284	15	<10	-269	-95%	Insf. Data	Insf. Data
Total		52,287	53,678	56,013	1,391	3%	2,335	4%

Source: EMSI

Community Profile

Industry Analysis, 2 Digit NAICS - Comparison

NAICS	Description	Hunterdon County		New Jersey		United States	
		2010 - 2015 % Change	2015 - 2020 % Change	2010 - 2015 % Change	2015 - 2020 % Change	2010 - 2015 % Change	2015 - 2020 % Change
11	Crop and Animal Production	-18%	-5%	-3%	-2%	3%	-1%
21	Mining, Quarrying, and Oil and Gas Extraction	214%	18%	2%	9%	29%	13%
22	Utilities	5%	0%	2%	0%	1%	0%
23	Construction	13%	5%	15%	6%	11%	3%
31	Manufacturing	4%	-4%	-5%	-11%	7%	-4%
42	Wholesale Trade	5%	2%	3%	1%	8%	4%
44	Retail Trade	5%	5%	5%	2%	7%	3%
48	Transportation and Warehousing	-28%	-2%	5%	3%	13%	4%
51	Information	4%	0%	-3%	-10%	3%	-2%
52	Finance and Insurance	-1%	9%	-5%	0%	4%	4%
53	Real Estate and Rental and Leasing	-11%	-2%	0%	3%	6%	2%
54	Professional, Scientific, and Technical Services	5%	3%	5%	8%	13%	10%
55	Management of Companies and Enterprises	-10%	-28%	8%	7%	18%	6%
56	Administrative and Support and Waste Management	26%	5%	11%	8%	18%	8%
61	Educational Services	14%	15%	-2%	6%	9%	11%
62	Health Care and Social Assistance	6%	13%	8%	9%	12%	12%
71	Arts, Entertainment, and Recreation	1%	4%	13%	4%	11%	7%
72	Accommodation and Food Services	15%	9%	6%	4%	16%	6%
81	Other Services (except Public Administration)	17%	11%	7%	6%	0%	5%
90	Government	-10%	-1%	-3%	-1%	-2%	2%
99	Unclassified Industry	-95%	Insf. Data	26%	-30%	32%	-10%
Total Change in Employment		3%	4%	4%	3%	8%	5%

Source: EMSI

Community Profile

Industry Analysis (25 Largest Industries), 4 Digit NAICS - Hunterdon County

NAICS	Description	2015 Jobs	2015 Location Quotient	Current Total Earnings
9036	Education and Hospitals (Local Government)	3,877	1.33	\$80,999
7225	Restaurants and Other Eating Places	2,965	0.86	\$19,871
5241	Insurance Carriers	2,137	4.78	\$145,204
6221	General Medical and Surgical Hospitals	2,066	1.33	\$64,991
9039	Local Government, Excluding Education and Hospitals	1,941	1.02	\$62,331
4451	Grocery Stores	1,363	1.47	\$33,460
9029	State Government, Excluding Education and Hospitals	1,343	1.72	\$109,392
7139	Other Amusement and Recreation Industries	1,232	2.77	\$24,608
6211	Offices of Physicians	1,154	1.29	\$108,682
5413	Architectural, Engineering, and Related Services	1,131	2.17	\$118,363
5617	Services to Buildings and Dwellings	1,059	1.13	\$35,256
2382	Building Equipment Contractors	978	1.30	\$69,004
4411	Automobile Dealers	968	2.23	\$70,652
5417	Scientific Research and Development Services	937	4.08	\$175,167
5511	Management of Companies and Enterprises	910	1.21	\$198,124
5416	Management, Scientific, and Technical Consulting Services	787	1.44	\$90,917
4521	Department Stores	723	1.56	\$30,598
4481	Clothing Stores	680	1.85	\$19,541
2361	Residential Building Construction	625	1.57	\$46,271
8121	Personal Care Services	613	1.46	\$25,217
4441	Building Material and Supplies Dealers	567	1.47	\$49,786
5111	Newspaper, Periodical, Book, and Directory Publishers	564	3.71	\$93,502
2389	Other Specialty Trade Contractors	563	1.63	\$49,959
8131	Religious Organizations	560	0.96	\$19,092
2383	Building Finishing Contractors	540	1.29	\$44,834

Source: EMSI

Industry Analysis

Analysis of industries in Hunterdon County by the number of jobs, location quotient, and earnings per employee

Location Quotient (LQ): measure of how concentrated employment in the county is relative to employment in the nation. For example, if construction accounts for 10% of employment in the county and 5% of employment in the US, the construction industry in the county would have an LQ of 2

Community Profile

Industry Analysis (25 Largest Industries), 4 Digit NAICS - Hunterdon County

NAICS	Description	2010 Jobs	2015 Jobs	2020 Jobs	2010 - 2015 Change		2015 - 2020 Change	
					#	%	#	%
9036	Education and Hospitals (Local Government)	4,045	3,877	3,840	-168	-4%	-37	-1%
7225	Restaurants and Other Eating Places	2,618	2,965	3,242	347	13%	277	9%
5241	Insurance Carriers	2,014	2,137	2,470	123	6%	333	16%
6221	General Medical and Surgical Hospitals	1,997	2,066	2,180	69	3%	114	6%
9039	Local Government, Excluding Education and Hospitals	1,954	1,941	1,932	-13	-1%	-9	0%
4451	Grocery Stores	1,233	1,363	1,387	130	11%	24	2%
9029	State Government, Excluding Education and Hospitals	1,807	1,343	1,322	-464	-26%	-21	-2%
7139	Other Amusement and Recreation Industries	1,240	1,232	1,302	-8	-1%	70	6%
6211	Offices of Physicians	1,026	1,154	1,267	128	12%	113	10%
5413	Architectural, Engineering, and Related Services	1,039	1,131	1,031	92	9%	-100	-9%
5617	Services to Buildings and Dwellings	886	1,059	1,124	173	20%	65	6%
2382	Building Equipment Contractors	830	978	1,109	148	18%	131	13%
4411	Automobile Dealers	800	968	1,049	168	21%	81	8%
5417	Scientific Research and Development Services	932	937	1,022	5	1%	85	9%
5511	Management of Companies and Enterprises	1,016	910	651	-106	-10%	-259	-28%
5416	Management, Scientific, and Technical Consulting Services	728	787	831	59	8%	44	6%
4521	Department Stores	584	723	817	139	24%	94	13%
4481	Clothing Stores	770	680	810	-90	-12%	130	19%
2361	Residential Building Construction	575	625	609	50	9%	-16	-3%
8121	Personal Care Services	571	613	677	42	7%	64	10%
4441	Building Material and Supplies Dealers	651	567	713	-84	-13%	146	26%
5111	Newspaper, Periodical, Book, and Directory Publishers	616	564	559	-52	-8%	-5	-1%
2389	Other Specialty Trade Contractors	524	563	561	39	7%	-2	0%
8131	Religious Organizations	563	560	591	-3	-1%	31	6%
2383	Building Finishing Contractors	472	540	531	68	14%	-9	-2%
Total (Top 25 Industries)		29,493	30,284	31,625	792	3%	1,344	4%

Source: EMSI

Community Profile

Employment Clusters by Industry, Hunterdon County

Industry Cluster	Location Quotient
Advanced Materials	1.1
Agribusiness, Food Processing & Technology	0.8
Apparel & Textiles	0.8
Arts, Entertainment, Recreation & Visitor Industries	1.2
Biomedical/Biotechnical (Life Sciences)	1.1
Business & Financial Services	1.3
Chemicals & Chemical Based Products	0.6
Defense & Security	1.0
Education & Knowledge Creation	1.3
Energy (Fossil & Renewable)	1.5
Forest & Wood Products	0.6
Glass & Ceramics	0.9
Information Technology & Telecommunications	1.2
Transportation & Logistics	0.3
Manufacturing Supercluster	0.5
Primary Metal Mfg.	0.6
Fabricated Metal Product Mfg.	0.8
Machinery Mfg.	0.8
Computer & Electronic Product Mfg.	0.4
Electrical Equipment, Appliance & Component Mfg.	1.5
Transportation Equipment Mfg.	0.0
Mining	0.3
Printing & Publishing	1.1
Source: Stats America, YEAR	
Building, Landscape and Construction Design	1.4

Employment Clusters by Occupation (County Level)

Occupational Cluster	Location Quotient
Managerial, Sales, Marketing and HR	1.1
Skilled Production Workers	0.9
Health Care and Medical Science (Aggregate)	1.0
Health Care and Medical Science (Medical Practitioners and Scientists)	1.3
Health Care and Medical Science (Medical Technicians)	0.9
Health Care and Medical Science (Therapy, Counseling and Rehabilitation)	1.0
Mathematics, Statistics, Data and Accounting	1.2
Legal and Financial Services, and Real Estate (L & FIRE)	1.3
Information Technology (IT)	1.0
Natural Sciences and Environmental Management	1.2
Agribusiness and Food Technology	1.5
Primary/Secondary and Vocational Education, Remediation & Social Services	0.9
Engineering and Related Sciences	1.0
Personal Services Occupations	1.0
Arts, Entertainment, Publishing and Broadcasting	1.6
Public Safety and Domestic Security	0.9
Postsecondary Education and Knowledge Creation	1.1
Technology-Based Knowledge Clusters	1.1

Source: StatsAmerica, YEAR

Location Quotient (LQ): measure of how concentrated employment in the county is relative to employment in the nation. For example, if construction accounts for 10% of employment in the county and 5% of employment in the US, the construction industry

in the county would have an LQ of 2

Community Profile

Top 25 Largest Employers in Hunterdon County

Company Name	Location Employee Size	NAICS	Primary Product or Services	City
Foster Wheeler North America	2,500	237990	Other Heavy & Civil Engineering Construction	Hampton
Hunterdon Pain Ctr	2,000	621111	Offices Of Physicians (Exc Mental Health Specs)	Flemington
Hunterdon Developmental Ctr	1,500	921120	Legislative Bodies	Clinton
Chubb Group Of Insurance Co	900	524126	Direct Property & Casualty Insurance Carriers	Oldwick
Edna Mahan Correctional Fclty	615	922140	Correctional Institutions	Clinton
Johanna Foods Inc	500	311511	Fluid Milk Manufacturing	Ringoes
Readington Middle School	420	611110	Elementary & Secondary Schools	Whitehouse Sta
Hunterdon Central High School	400	611110	Elementary & Secondary Schools	Flemington
New York Life	400	454111	Electronic Shopping	Lebanon
Shop Rite	360	445110	Supermarkets/Other Grocery (Exc Convenience) Strs	Flemington
Ambest Inc	350	511110	Newspaper Publishers	Oldwick
Walmart Supercenter	350	444120	Paint & Wallpaper Stores	Flemington
Reagent Chemical & Research	300	541690	Other Scientific & Technical Consulting Services	Ringoes
TJ Maxx	300	452111	Department Stores (Except Discount Dept Stores)	Clinton
YMCA	300	812191	Diet & Weight Reducing Centers	Flemington
Round Valley School	299	611110	Elementary & Secondary Schools	Lebanon
Communications Workers-America	270	813930	Labor Unions & Similar Labor Organizations	Clinton
Health Quest	250	713940	Fitness & Recreational Sports Centers	Flemington
Home Depot	246	236118	Residential Remodelers	Flemington
RTS Packaging	205	322220	Paper Bag & Coated & Treated Paper Manufacturing	Frenchtown
Ferreira Construction Co	200	237310	Highway Street & Bridge Construction	Somerville
Lambertville Station Rstrnt	200	722511	Full-Service Restaurants	Lambertville
Voorhees High School	190	611110	Elementary & Secondary Schools	Glen Gardner
Hyatt	174	721110	Hotels (Except Casino Hotels) & Motels	Lambertville
Flemington Woman's Club	160	813410	Civil & Social Organizations	Flemington

Source: Reference USA

Community Profile

Occupation Analysis, Broad Occupational Group - Hunterdon County

SOC	Description	2015 Jobs	Median Hourly Earnings	Avg. Earnings	Location Quotient
11-0000	Management Occupations	3,183	\$54.98	\$59.58	1.11
13-0000	Business and Financial Operations Occupations	3,230	\$34.75	\$37.10	1.22
15-0000	Computer and Mathematical Occupations	1,240	\$43.95	\$46.36	0.86
17-0000	Architecture and Engineering Occupations	1,022	\$41.65	\$43.06	1.15
19-0000	Life, Physical, and Social Science Occupations	564	\$37.77	\$39.68	1.29
21-0000	Community and Social Service Occupations	1,157	\$23.68	\$24.66	1.35
23-0000	Legal Occupations	505	\$49.10	\$50.61	1.13
25-0000	Education, Training, and Library Occupations	3,723	\$23.56	\$24.92	1.22
27-0000	Arts, Design, Entertainment, Sports, and Media Occupations	1,080	\$22.45	\$24.62	1.16
29-0000	Healthcare Practitioners and Technical Occupations	3,070	\$41.77	\$42.29	1.07
31-0000	Healthcare Support Occupations	1,708	\$14.02	\$14.33	1.14
33-0000	Protective Service Occupations	1,122	\$27.98	\$27.60	0.93
35-0000	Food Preparation and Serving Related Occupations	3,788	\$10.21	\$11.22	0.86
37-0000	Building and Grounds Cleaning and Maintenance Occupations	2,223	\$12.78	\$13.70	1.09
39-0000	Personal Care and Service Occupations	2,081	\$12.34	\$13.28	0.99
41-0000	Sales and Related Occupations	6,171	\$17.10	\$19.99	1.12
43-0000	Office and Administrative Support Occupations	7,733	\$17.57	\$18.36	0.95
45-0000	Farming, Fishing, and Forestry Occupations	374	\$12.29	\$12.94	0.93
47-0000	Construction and Extraction Occupations	2,870	\$24.23	\$25.40	1.17
49-0000	Installation, Maintenance, and Repair Occupations	1,873	\$21.59	\$21.98	0.92
51-0000	Production Occupations	2,124	\$16.13	\$17.08	0.66
53-0000	Transportation and Material Moving Occupations	2,585	\$15.65	\$17.00	0.74
55-0000	Military occupations	251	\$15.38	\$17.03	0.36
99-0000	Unclassified Occupation	0	\$0.00	\$0.00	0.00
Total (All Jobs)		53,678	\$23.90	\$25.40	

Source: EMSI

Occupation Analysis

Analysis of occupations in Hunterdon County by the number of jobs, median and average hourly earnings, and location quotient

Location Quotient (LQ): measure of how concentrated employment in the county is relative to employment in the nation. For example, if Production Occupations account for 10% of employment in the county and 5% of employment in the US, Production Occupations in the county would have an LQ of 2

Community Profile

Occupation Analysis, Broad Occupational Group - Hunterdon County

SOC	Description	2010 Jobs	2015 Jobs	2020 Jobs	2010-2015 # Change	2010-2015 % Change	2015-2020 # Change	2015-2020 % Change
11-0000	Management Occupations	3,163	3,183	3,214	20	1%	31	1%
13-0000	Business and Financial Operations Occupations	3,157	3,230	3,404	72	2%	174	5%
15-0000	Computer and Mathematical Occupations	1,214	1,240	1,272	27	2%	32	3%
17-0000	Architecture and Engineering Occupations	1,007	1,022	982	15	1%	-40	-4%
19-0000	Life, Physical, and Social Science Occupations	569	564	585	-5	-1%	21	4%
21-0000	Community and Social Service Occupations	1,167	1,157	1,284	-10	-1%	127	11%
23-0000	Legal Occupations	536	505	507	-31	-6%	2	0%
25-0000	Education, Training, and Library Occupations	3,777	3,723	3,823	-54	-1%	100	3%
27-0000	Arts, Design, Entertainment, Sports, and Media Occupations	1,037	1,080	1,125	43	4%	45	4%
29-0000	Healthcare Practitioners and Technical Occupations	2,990	3,070	3,310	80	3%	240	8%
31-0000	Healthcare Support Occupations	1,609	1,708	1,914	98	6%	206	12%
33-0000	Protective Service Occupations	1,168	1,122	1,153	-45	-4%	31	3%
35-0000	Food Preparation and Serving Related Occupations	3,411	3,788	4,131	377	11%	343	9%
37-0000	Building and Grounds Cleaning and Maintenance Occupations	2,030	2,223	2,374	193	10%	151	7%
39-0000	Personal Care and Service Occupations	1,914	2,081	2,326	167	9%	245	12%
41-0000	Sales and Related Occupations	6,079	6,171	6,477	92	2%	306	5%
43-0000	Office and Administrative Support Occupations	7,737	7,733	7,895	-4	0%	162	2%
45-0000	Farming, Fishing, and Forestry Occupations	462	374	355	-89	-19%	-19	-5%
47-0000	Construction and Extraction Occupations	2,554	2,870	2,990	316	12%	119	4%
49-0000	Installation, Maintenance, and Repair Occupations	1,777	1,873	1,971	96	5%	98	5%
51-0000	Production Occupations	2,065	2,124	2,060	58	3%	-64	-3%
53-0000	Transportation and Material Moving Occupations	2,602	2,585	2,612	-16	-1%	27	1%
55-0000	Military occupations	260	251	250	-9	-4%	-1	0%
99-0000	Unclassified Occupation	0	0	0	0	0%	0	0%
Total (All Jobs)		52,287	53,678	56,013	1,391	3%	2,335	4%

Source: EMSI

Community Profile

Occupation Analysis, Broad Occupational Group - Comparison

SOC	Description	Hunterdon County, NJ		New Jersey		United States	
		2010-2015 % Change	2015-2020 % Change	2010-2015 % Change	2015-2020 % Change	2010-2015 % Change	2015-2020 % Change
11-0000	Management Occupations	1%	1%	2%	2%	7%	4%
13-0000	Business and Financial Operations Occupations	2%	5%	1%	3%	9%	6%
15-0000	Computer and Mathematical Occupations	2%	3%	7%	6%	14%	9%
17-0000	Architecture and Engineering Occupations	1%	-4%	-2%	1%	7%	3%
19-0000	Life, Physical, and Social Science Occupations	-1%	4%	-4%	0%	5%	6%
21-0000	Community and Social Service Occupations	-1%	11%	4%	7%	7%	9%
23-0000	Legal Occupations	-6%	0%	-4%	2%	3%	4%
25-0000	Education, Training, and Library Occupations	-1%	3%	3%	1%	2%	6%
27-0000	Arts, Design, Entertainment, Sports, and Media Occupations	4%	4%	2%	1%	7%	4%
29-0000	Healthcare Practitioners and Technical Occupations	3%	8%	6%	6%	7%	10%
31-0000	Healthcare Support Occupations	6%	12%	10%	9%	11%	12%
33-0000	Protective Service Occupations	-4%	3%	-1%	2%	3%	5%
35-0000	Food Preparation and Serving Related Occupations	11%	9%	10%	5%	15%	7%
37-0000	Building and Grounds Cleaning and Maintenance Occupations	10%	7%	3%	5%	6%	7%
39-0000	Personal Care and Service Occupations	9%	12%	6%	9%	10%	10%
41-0000	Sales and Related Occupations	2%	5%	2%	1%	6%	3%
43-0000	Office and Administrative Support Occupations	0%	2%	1%	1%	6%	4%
45-0000	Farming, Fishing, and Forestry Occupations	-19%	-5%	-1%	0%	7%	2%
47-0000	Construction and Extraction Occupations	12%	4%	12%	5%	10%	3%
49-0000	Installation, Maintenance, and Repair Occupations	5%	5%	5%	2%	10%	4%
51-0000	Production Occupations	3%	-3%	1%	-5%	10%	-1%
53-0000	Transportation and Material Moving Occupations	-1%	1%	6%	2%	11%	4%
55-0000	Military occupations	-4%	0%	-1%	0%	-3%	-1%
99-0000	Unclassified Occupation	0%	0%	0%	0%	0%	0%

Community Profile

Public Schools

Total Number of Public Schools	43
Elementary Schools	28
Intermediate/Middle schools	10
High Schools	5
Total Expenditure per Pupil by County*	\$19,211
High School Enrollment	7,182

Source: NJ DOE, NCES IPEDS

*average for all school districts

High School	Graduation Rate	Avg. SAT Score
Delaware Valley Regional HS	97%	1583
Hunterdon Central Regional HS Distr	95%	1644
North Hunterdon High School	97%	1687
South Hunterdon HS	96%	1583
Voorhees High School	96%	1725

Source: NJ DOE, NCES IPEDS

*average for all school districts

Local Secondary Institutions

	Fall 2014 Enrollment	2013-2014 Completions
Raritan Valley Community College (RVCC)	8,214	1,093

Source: NCES IPEDS

Education Assets

Public schools in Hunterdon County, excluding special education, vocational, and alternative schools

Enrollment, graduation rates, and SAT scores at Hunterdon County public schools

Enrollment and degrees/credentials conferred at local higher educational institutions

Community Profile

Education Assets

RVCC: Top Degrees, Certificates, and Diplomas (2013-2014)

	Certificates (2-years and below)	Associate's Degrees	Total Awards
Biological And Biomedical Sciences	-	13	13
Business, Management, Marketing, and Related Support Services	15	88	103
Communication Technologies/Technicians and Support	-	8	8
Communication, Journalism, and Related Programs	1	13	14
Computer and Information Sciences and Support Services	22	19	41
Construction Trades	-	-	-
Education	3	69	72
Engineering Engineering Technology and	-	24	24
Engineering-Related Fields	5	14	19
English Language and Literature/Letters	-	13	13
Health Professions and Related	27	134	161
Homeland Security, Law Enforcement, Firefighting and Related Protective Services	7	64	71
Legal Professions and Studies	11	9	20
Liberal Arts and Sciences, General Studies and Humanities	3	320	323
Multi/Interdisciplinary Studies	-	124	124
Parks, Recreation, Leisure, and Fitness Studies	6	18	24
Personal and Culinary Services	-	8	8
Public Administration and Social Service Professions	-	6	6
Visual and Performing Arts	2	47	49
Grand total	102	991	1,093

Source: NCES IPEDS

Degrees and certificates awarded in various programs at Raritan Valley Community College

Community Profile

Median Home Value

	Hunterdon County	New Jersey	United States
Median Home Value	\$414,840	\$346,715	\$200,006

Source: ESRI

Climate

	Hunterdon County	United States
Average High Temperature (July)	86.2°F	86.5°F
Average Low Temperature (January)	20°F	20.5°F
Average Annual Rainfall (Inches)	47	37
Average Annual Snowfall (Inches)	28	25
Average Precipitation Days	116	100
Average Clear Days	204	205

Source: bestplaces.net

Cost of Living Index vs. United States

United States, as base	100
Cost of Living	143

Source: Bestplaces.net

Driving Distances and Times to Selected Locations

	Distance (in miles)	Time
New York City	58	1h 9mins
Boston	278	4h 22 mins
Washington D.C	186	3h 15 mins
Philadelphia	51	1h 3 mins
Baltimore	153	2h 34 mins
Toronto	472	7h 5 mins.
Montreal	400	6h 20mins
Chicago	772	11h 5mins.
Atlanta	839	11h 59 mins.

*From Flemington, Google Maps

Quality of Life

Median value of homes in Hunterdon County, compared to the state and nation

Climate of Hunterdon County, compared to the US

Cost of Living in Hunterdon County, compared to the US. The cost of living in Hunterdon County is 43% higher than the US average.

Transportation Assets

Distance and drive time from Flemington, NJ to major cities

Community Profile

Nearest Commercial Airports and Distance

Airport Name	Category	Distance (in miles)	Time
Newark Liberty International	Large Hub	48	54 mins.
John F. Kennedy International	Large Hub	74	1h 29 mins.
La Guardia Airport	Large Hub	75	1h 27 mins.

*From Flemington, Google Maps

State Corporate Income Tax

Taxable Base			
Taxable base	\$100,000	\$100,000- \$50,000	Less than \$50,000

Tax rate for income greater than \$100,000	9%	8%	7%
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Source: State of New Jersey

Individual Personal State Income Tax

	Max. State Tax Rate
New Jersey	9.0%
Delaware	6.6%
Maryland	5.8%
Pennsylvania	3.1%
New York	8.8%
Connecticut	6.7%

Source: State of New Jersey

Sales and Use Tax

State Rate	7%
Local Add-On	--

Source: State of New Jersey

Property Tax (County Average, 2015)

Effective Property Tax Rate per \$1,000 of home value	\$27
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Source: State of New Jersey

Transportation Assets

Distance and drive time from Flemington, NJ to major airports

Taxes (2015)

Corporate income tax in New Jersey

Personal income tax in New Jersey, compared to neighboring states

New Jersey sales tax

Average property tax rate in Hunterdon County

Community Profile

Labor Legislation, Workers' Compensation, and Unemployment Insurance

Union Elections

	# of Elections	Union Wins	Union Losses	# Certifications / Decertifications
2015	1	1	0	1/0
2014	2	0	0	2/0

Source: National Labor Relations Board

Number of union elections in Hunterdon County

State Unemployment Insurance (2015)

Unemployment Insurance Rate (avg. existing employers)	1.2%-7.0%
Unemployment Insurance Rate (for new employers)	3%
Unemployment Insurance Taxable Base	\$32,000
Unemployment Insurance Maximum Weekly Benefit Amount	\$646

Source: ADP

Unemployment insurance rates, and benefits in New Jersey

Workers Compensation Insurance (2015)

Manufacturing Rate	5.06
Rate- clerical code 8810	0.28
Maximum weekly benefit	\$855

*Manufacturing is average of the following codes: 3179, 3145, 3114, 4459

Source: New Jersey Compensation Rating and Inspection Bureau

Workers compensation insurance in New Jersey

Community Profile

30 Minute Labor Shed Profile: Intersection of US Route 202 and Route 31 (Raritan Township, NJ)

Population

	Hunterdon Labor Shed	New Jersey	United States
2010 Population	387,932	8,791,894	308,745,538
2015 Population	395,192	8,918,440	318,536,439
2020 Population	404,520	9,093,131	330,622,575
2010-2015 % Change	1.9%	1.4%	3.2%
2015-2020 % Change	2.4%	2.0%	3.8%

Source: ESRI

Diversity - Percent of Total Population

	Hunterdon Labor Shed	New Jersey	United States
White Alone	79.7%	66.4%	70.9%
Black Alone	4.4%	13.8%	12.8%
American Indian Alone	0.2%	0.4%	1.0%
Asian Alone	10.8%	9.3%	5.2%
Pacific Islander Alone	0.0%	0.0%	0.2%
Some Other Race Alone	2.7%	7.1%	6.7%
Two or More Races	2.2%	3.1%	3.3%

Source: ESRI

Educational Attainment

Highest Level	Hunterdon Labor Shed	New Jersey	United States
Less than 9th Grade	2.2%	5.5%	5.7%
9-12th Grade/No Diploma	3.2%	5.8%	7.5%
High School Diploma	19.9%	25.9%	23.6%
GED/Alternative Credential	1.6%	2.8%	4.1%
Some College/No Degree	15.0%	16.6%	21.0%
Associate's Degree	6.4%	6.5%	8.2%
Bachelor's Degree	28.8%	22.8%	18.6%
Graduate/Professional Degree	22.7%	14.2%	11.4%
Total	276,859	6,124,475	214,026,813

Source: ESRI

Community Profile

30 Minute Labor Shed Profile: Intersection of US Route 202 and Route 31 (Raritan Township, NJ)

Age Distribution - Hunterdon Labor Shed

	2010		2015		2020 (proj.)	
	#	%	#	%	#	%
0 - 4	19,980	5.2%	18,498	4.7%	18,438	4.6%
5 - 9	25,698	6.6%	24,068	6.1%	22,283	5.5%
10 - 14	29,340	7.6%	29,056	7.4%	27,266	6.7%
15 - 19	26,150	6.7%	26,280	6.6%	25,781	6.4%
20 - 24	17,745	4.6%	20,431	5.2%	18,527	4.6%
25 - 34	36,706	9.5%	38,034	9.6%	41,572	10.3%
35 - 44	55,672	14.4%	48,750	12.3%	49,842	12.3%
45 - 54	74,154	19.1%	69,260	17.5%	62,101	15.4%
55 - 64	52,184	13.5%	61,589	15.6%	67,564	16.7%
65 - 74	27,183	7.0%	34,862	8.8%	42,870	10.6%
75 - 84	16,141	4.2%	16,546	4.2%	19,959	4.9%
85+	6,977	1.8%	7,818	2.0%	8,317	2.1%

Source: ESRI

Age Distribution (2015)

	Hunterdon Labor Shed	New Jersey	United States
	%	%	%
0 - 4	4.7%	5.8%	6.2%
5 - 9	6.1%	6.2%	6.4%
10 - 14	7.4%	6.5%	6.5%
15 - 19	6.6%	6.4%	6.6%
20 - 24	5.2%	6.4%	7.2%
25 - 34	9.6%	12.8%	13.6%
35 - 44	12.3%	12.8%	12.6%
45 - 54	17.5%	14.6%	13.5%
55 - 64	15.6%	13.2%	12.8%
65 - 74	8.8%	8.6%	8.6%
75 - 84	4.2%	4.5%	4.3%
85+	2.0%	2.2%	1.9%
Total	395,192	8,918,440	318,536,439

Source: ESRI

Change in Population by Age - Hunterdon Labor Shed

	2010-2015 Change		2015-2020 Change	
	#	%	#	%
0 - 4	-1,482	-0.1%	-60	0.0%
5 - 9	-1,630	-0.1%	-1,785	-0.1%
10 - 14	-284	0.0%	-1,790	-0.1%
15 - 19	130	0.0%	-499	0.0%
20 - 24	2,686	0.2%	-1,904	-0.1%
25 - 34	1,328	0.0%	3,538	0.1%
35 - 44	-6,922	-0.1%	1,092	0.0%
45 - 54	-4,894	-0.1%	-7,159	-0.1%
55 - 64	9,405	0.2%	5,975	0.1%
65 - 74	7,679	0.3%	8,008	0.2%
75 - 84	405	0.0%	3,413	0.2%
85+	841	0.1%	499	0.1%

Source: ESRI

Community Profile

30 Minute Labor Shed Profile: Intersection of US Route 202 and Route 31 (Raritan Township, NJ)

Median Age

	Hunterdon Labor Shed	New Jersey	United States
2010	42.3	38.9	37.1
2015	43.6	39.7	37.9
2020	44.7	40.4	38.6
2010-2015 % Change	3.1%	2.1%	2.2%
2015-2020 % Change	2.5%	1.8%	1.8%

Source: ESRI

Household Income Distribution

	Hunterdon Labor Shed	New Jersey	United States
<\$15,000	3.9%	9.0%	12.8%
\$15,000 - \$24,999	4.0%	6.8%	10.3%
\$25,000 - \$34,999	5.4%	8.8%	10.3%
\$35,000 - \$49,999	8.4%	12.2%	13.5%
\$50,000 - \$74,999	13.2%	15.2%	17.6%
\$75,000 - \$99,999	12.4%	13.6%	12.5%
\$100,000 - \$149,999	17.1%	15.7%	12.9%
\$150,000 - \$199,999	15.3%	8.8%	5.1%
\$200,000+	20.3%	9.9%	5.1%
Total Households	147,300	3,264,662	120,744,617

Source: ESRI

Median Household Income

	Hunterdon Labor Shed	New Jersey	United States
2010*	\$102,990	\$69,811	\$51,914
2015	\$105,772	\$70,538	\$53,217
2020 (proj.)	\$118,414	\$79,556	\$60,683
2010-2015 % Change	3%	1%	3%
2015-2020 % Change	12%	13%	14%

Source: ESRI

*2010 Labor Shed value is from 2009-2013 ACS

Community Profile

30 Minute Labor Shed Profile: Intersection of US Route 202 and Route 31 (Raritan Township, NJ)

Civilian Labor Force in Hunterdon Labor Shed

2015		
	#	%
Civilian Employed	206,300	95.1%
Civilian Unemployed	10,630	4.9%
Total Civilian Labor	216,930	

Source: ESRI

Resident Employment By Occupation - 2015

Occupational Group	Hunterdon Labor Shed		New Jersey	USA
	#	%	%	%
White Collar	155,549	75%	66%	60%
Management/Business/Financial	46,417	23%	16%	14%
Professional	60,239	29%	24%	22%
Sales	23,312	11%	11%	11%
Administrative Support	25,581	12%	14%	14%
Blue Collar	25,581	12%	17%	21%
Farming/Forestry/Fishing	413	0%	0%	1%
Construction/Extraction	7,633	4%	4%	5%
Installation/Maintenance/Repair	5,157	3%	3%	4%
Production	5,364	3%	4%	6%
Transportation/Material Moving	7,220	4%	6%	6%
Services	25,168	12%	17%	18%
Total	206,299	100%	4,340,882	147,789,353

Source: ESRI

Community Profile

30 Minute Labor Shed Profile: Intersection of US Route 202 and Route 31 (Raritan Township, NJ)

Resident Employment by Industry - 2015

Industry Group	Hunterdon Labor Shed		New Jersey	USA
	#	%	%	%
Agriculture/Mining	1,032	0.5%	0.3%	2.0%
Construction	11,347	5.5%	5.7%	6.4%
Manufacturing	25,375	12.3%	8.6%	10.6%
Wholesale Trade	5,776	2.8%	3.2%	2.5%
Retail Trade	21,455	10.4%	11.4%	11.6%
Transportation/Utilities	7,221	3.5%	5.8%	5.0%
Information	7,014	3.4%	2.6%	2.0%
Finance/Insurance/Real	18,980	9.2%	8.5%	6.6%
Services	100,262	48.6%	49.6%	48.5%
Public Administration	7,633	3.7%	4.3%	4.8%
Total	206,300	100%	4,340,882	147,789,353

Source: ESRI

Contact the Greater Raritan Workforce Development Board

Address:

27 Warren Street, 2nd Floor
Somerville, New Jersey 08876

Phone: (908) 541-5790

E-mail: grwib@co.somerset.nj.us.

ATTACHMENT 2

COMMUNITY ECONOMIC PROFILE SOMERSET COUNTY, NEW JERSEY

Community Profile

Population

	Somerset County	New Jersey	United States
2010 Population	323,444	8,791,894	308,745,538
2015 Population	334,511	8,918,440	318,536,439
2020 Population (proj.)	346,715	9,093,131	330,622,575
2010-2015 % Change	3.4%	1.4%	3.2%
2015-2020 % Change	3.6%	2.0%	3.8%

Source: ESRI

Diversity - Percent of Total Population

Race/Ethnicity	Somerset County	New Jersey	United States
White Alone	66.3%	66.4%	70.9%
Black Alone	9.6%	13.8%	12.8%
American Indian Alone	0.2%	0.4%	1.0%
Asian Alone	16.4%	9.3%	5.2%
Pacific Islander Alone	0.0%	0.0%	0.2%
Some Other Race	4.7%	7.1%	6.7%
Two or More Races	2.9%	3.1%	3.3%

Source: ESRI

Educational Attainment

Highest Level	Somerset County	New Jersey	United States
Less than 9th Grade	3.1%	5.5%	5.7%
9-12th Grade/No Diploma	3.2%	5.8%	7.5%
High School Diploma	19.9%	25.9%	23.6%
GED/Alternative Credential	1.6%	2.8%	4.1%
Some College/No Associate's Degree	13.8%	16.6%	21.0%
Associate's Degree	5.9%	6.5%	8.2%
Bachelor's Degree	28.9%	22.8%	18.6%
Graduate/Professional Degree	23.6%	14.2%	11.4%
Total	229,378	6,124,475	214,026,813

Source: ESRI

Population & Demographics

Past and projected changes in population

Racial and ethnic distribution of Somerset County residents, compared to the state and nation

Educational attainment of Somerset County residents, compared to the state and nation

Community Profile

Household Income Distribution

	Somerset County	New Jersey	United States
<\$15,000	3.9%	9.0%	12.8%
\$15,000 - \$24,999	3.9%	6.8%	10.3%
\$25,000 - \$34,999	5.5%	8.8%	10.3%
\$35,000 - \$49,999	8.3%	12.2%	13.5%
\$50,000 - \$74,999	13.9%	15.2%	17.6%
\$75,000 - \$99,999	12.3%	13.6%	12.5%
\$100,000 - \$149,999	18.5%	15.7%	12.9%
\$150,000 - \$199,999	13.5%	8.8%	5.1%
\$200,000+	20.2%	9.9%	5.1%
Total Households	121,330	3,264,662	120,744,617

Source: ESRI

Median Household Income

2015	\$103,971	\$70,538	\$53,217
2020 (proj.)	\$115,657	\$79,556	\$60,683
2010-2015 % Change	7%	1%	3%
2015-2020 % Change	11%	13%	14%

Source: ESRI

2015 Households by Disposable Income

	#	%
<\$15,000	6,371	5.3%
\$15,000-\$24,999	6,997	5.8%
\$25,000-\$34,999	8,635	7.1%
\$35,000-\$49,999	13,391	11.0%
\$50,000-\$74,999	22,047	18.2%
\$75,000-\$99,999	15,712	12.9%
\$100,000-\$149,999	26,803	22.1%
\$150,000-\$199,999	11,365	9.4%
\$200,000+	10,009	8.2%
Total	121,330	100%
Median Disposable Income	\$ 79,064	
Average Disposable Income	\$ 97,720	

Source: ESRI

Population & Demographics: Income

Household Income Distribution for Somerset County households, compared to the state and nation

Median Household Income for Somerset County households, compared to the state and nation

Distribution of Somerset County residents by amount of disposable income

Community Profile

Median Age

	Somerset County	New Jersey	United States
2010	40.2	38.9	37.1
2015	41.3	39.7	37.9
2020	42.3	40.4	38.6
2010-2015 % Change	2.7%	2.1%	2.2%
2015-2020 % Change	2.4%	1.8%	1.8%

Source: ESRI

Age Distribution - Somerset County

	2010		2015		2020 (pro.)	
	#	%	#	%	#	%
0 - 4	19,237	5.9%	17,973	5.4%	18,185	5.2%
5 - 9	22,488	7.0%	21,854	6.5%	20,350	5.9%
10 - 14	24,163	7.5%	24,984	7.5%	23,835	6.9%
15 - 19	21,406	6.6%	22,343	6.7%	22,343	6.4%
20 - 24	14,592	4.5%	17,979	5.4%	16,462	4.7%
25 - 34	36,425	11.3%	35,183	10.5%	38,980	11.2%
35 - 44	48,863	15.1%	44,749	13.4%	45,476	13.1%
45 - 54	57,513	17.8%	55,648	16.6%	51,864	15.0%
55 - 64	38,755	12.0%	46,477	13.9%	52,309	15.1%
65 - 74	20,721	6.4%	26,780	8.0%	32,994	9.5%
75 - 84	13,110	4.1%	13,575	4.1%	16,420	4.7%
85+	6,171	1.9%	6,966	2.1%	7,497	2.2%

Source: ESRI

Change in Population by Age - Somerset County

	2010-2015 Change		2015-2020 Change	
	#	%	#	%
0 - 4	-1,264	-6.6%	212	1.2%
5 - 9	-634	-2.8%	-1,504	-6.9%
10 - 14	821	3.4%	-1,149	-4.6%
15 - 19	937	4.4%	0	0.0%
20 - 24	3,387	23.2%	-1,517	-8.4%
25 - 34	-1,242	-3.4%	3,797	10.8%
35 - 44	-4,114	-8.4%	727	1.6%
45 - 54	-1,865	-3.2%	-3,784	-6.8%
55 - 64	7,722	19.9%	5,832	12.5%
65 - 74	6,059	29.2%	6,214	23.2%
75 - 84	465	3.5%	2,845	21.0%
85+	795	12.9%	531	7.6%

Source: ESRI

Population & Demographics: Age

Past, current, and projected median age of residents of Somerset County, New Jersey, and the US

Past, current, and projected distribution of Somerset County residents by age

Past and projected change in the age distribution of Somerset County residents

Community Profile

Age Distribution (2015)

	Somerset County	New Jersey	United States
	%	%	%
0 - 4	5.4%	5.8%	6.2%
5 - 9	6.5%	6.2%	6.4%
10 - 14	7.5%	6.5%	6.5%
15 - 19	6.7%	6.4%	6.6%
20 - 24	5.4%	6.4%	7.2%
25 - 34	10.5%	12.8%	13.6%
35 - 44	13.4%	12.8%	12.6%
45 - 54	16.6%	14.6%	13.5%
55 - 64	13.9%	13.2%	12.8%
65 - 74	8.0%	8.6%	8.6%
75 - 84	4.1%	4.5%	4.3%
85+	2.1%	2.2%	1.9%
Total	334,511	8,918,440	318,536,439

Source: ESRI

Disconnected Youth (Ages 16-24)

	Somerset County	New Jersey	United States
Number	2,795	124,877	5,527,000
Percent	8.7%	12.1%	13.8%

Source: The Opportunity Index

Individuals with Disabilities*

	Somerset County	New Jersey	United States
Number	22,856	819,666	34,655,705
Employed	22.6%	22.5%	22.5%
Unemployed	4.1%	5.0%	4.5%
Not In Labor Force	73.3%	72.5%	73.0%

Source: American Community Survey, 2009-2013 5-Year Estimate, Table S1811

*noninstitutionalized population

Population & Demographics: Age

Distribution of Somerset County residents, compared to the state and nation

Targeted Populations

Residents aged 16 to 24 that are neither in school nor working, in the county, state, and nation

The employment prospects of individuals with disabilities in the county, state, and nation.

Community Profile

Veteran Population

	Somerset County	New Jersey	United States
Total	13,757	437,652	21,263,779
Working Age*	5,612	197,941	11,977,656
Employed	62%	68%	67%
Unemployed	16%	10%	9%
Not In Labor Force	22%	22%	25%

Source: American Community Survey, 2009-2013 5-Year Estimate, Table S2101

*Ages 18-64

Households with Income Below Poverty Line

	Somerset County	New Jersey	United States
Number	5,593	321,177	16,415,984
Percent	4.8%	10.1%	14.2%

Source: ESRI

Labor Force (2015*)

	Somerset County	New Jersey	United States
Employment	96.6%	93.8%	94.6%
Unemployment	3.4%	6.2%	5.4%

*as of September 2015

Source: NJ DOL

Labor Force - Somerset County

	2005	2010	2015*	2010-2015 % Change
Civilian Labor Force	174,550	173,700	175,061	0.8%
Employment	168,600	160,500	166,556	3.8%
Unemployment	5,950	13,200	8,500	-35.6%

*as of September 2015

Source: NJ DOL

Labor Force Participation

	Somerset County	New Jersey	USA
Labor Force Participation Rate	70%	68%	65%

Source: American Community Survey, 2009-2013 5-Year Estimate, Table S1811

Targeted Populations

Employment prospects of veterans in the county, state, and nation

Percentage of households living below the federal poverty line in Somerset County, New Jersey, and the United States

Labor Force

Employed and unemployed Somerset County workers, compared to NJ and the US

Change in Somerset County's civilian labor force over time

Distribution of Somerset County residents, compared to the state and nation

Community Profile

Resident Employment in Somerset County By Occupation - 2015

Occupational Group	Somerset	New Jersey	USA
	#	%	%
White Collar	128,144	75%	66%
Management / Business / Financial	37,497	22%	14%
Professional	51,430	30%	22%
Sales	18,233	11%	11%
Administrative Support	20,813	12%	14%
Blue Collar	22,533	13%	21%
Farming / Forestry / Fishing	172	0%	1%
Construction / Extraction	5,848	3%	5%
Installation / Maintenance / Repair	4,128	2%	4%
Production	5,504	3%	6%
Transportation / Material Moving	6,880	4%	6%
Services	21,329	12%	18%
Total	172,006	100%	147,789,353

Source: ESRI

Workforce Travel Time to Work

	#	%
Less than 5 minutes	2,568	1.7%
5 to 9 minutes	10,347	6.7%
10 to 14 minutes	17,223	11.2%
15 to 19 minutes	19,725	12.8%
20 to 24 minutes	22,291	14.5%
25 to 29 minutes	10,062	6.5%
30 to 34 minutes	21,350	13.9%
35 to 39 minutes	5,644	3.7%
40 to 44 minutes	7,805	5.1%
45 to 59 minutes	15,377	10.0%
60 to 89 minutes	13,025	8.5%
90 or more minutes	8,408	5.5%

Source: ESRI

Labor Force

Distribution of Somerset County residents by the type of occupation

Commuting Patterns

Distribution of Somerset County by average commute to work

Community Profile

Jobs Counts by Places

Where Workers Live - Primary Jobs

	2013	
	#	%
Somerset County, NJ	45,701	26.7%
Middlesex County, NJ	30,336	17.8%
Morris County, NJ	12,344	7.2%
Union County, NJ	11,471	6.7%
Hunterdon County, NJ	10,517	6.2%
Monmouth County, NJ	6,701	3.9%
Mercer County, NJ	6,490	3.8%
Essex County, NJ	6,240	3.7%
Bergen County, NJ	4,158	2.4%
Warren County, NJ	3,870	2.3%
All Other Locations	33,055	19.3%
Total Primary Jobs	170,883	100%
Non-County residents as % of employees		73%

Source: OntheMap

Jobs Counts by Places

Where Workers are Employed - Primary Jobs

	2013	
	#	%
Somerset County, NJ	45,701	30.1%
Middlesex County, NJ	27,813	18.3%
Morris County, NJ	12,189	8.0%
Union County, NJ	11,641	7.7%
Mercer County, NJ	8,844	5.8%
Essex County, NJ	7,789	5.1%
New York County, NY	7,167	4.7%
Bergen County, NJ	5,029	3.3%
Hunterdon County, NJ	4,430	2.9%
Hudson County, NJ	3,618	2.4%
All Other Locations	17,411	11.5%
Total Primary Jobs	151,632	100%
% of residents working outside County		70%

Source: OntheMap

Commuting Patterns

Analysis of where people who work in Somerset County live

Analysis of where Somerset County residents work

Community Profile

Industry Analysis, 2 Digit NAICS - Somerset County

NAICS	Description	2015 Jobs	2015 Location Quotient	Current Total Earnings	% of All Jobs
11	Crop and Animal Production	152	0.06	\$44,273	0.1%
21	Mining, Quarrying, and Oil and Gas Extraction	358	0.33	\$97,359	0.2%
22	Utilities	280	0.41	\$128,581	0.1%
23	Construction	7,017	0.68	\$73,835	3.6%
31	Manufacturing	15,794	1.02	\$157,759	8.2%
42	Wholesale Trade	11,823	1.57	\$147,915	6.1%
44	Retail Trade	21,018	1.04	\$44,156	10.9%
48	Transportation and Warehousing	3,824	0.60	\$54,712	2.0%
51	Information	6,927	1.91	\$179,269	3.6%
52	Finance and Insurance	10,706	1.39	\$147,395	5.5%
53	Real Estate and Rental and Leasing	2,836	0.89	\$77,194	1.5%
54	Professional, Scientific, and Technical Services	20,536	1.68	\$127,368	10.6%
55	Management of Companies and Enterprises	10,146	3.75	\$196,581	5.2%
56	Administrative and Support and Waste Management and Remediation Services	15,685	1.29	\$63,823	8.1%
61	Educational Services	3,873	0.80	\$46,175	2.0%
62	Health Care and Social Assistance	22,129	0.92	\$56,431	11.4%
71	Arts, Entertainment, and Recreation	2,963	0.93	\$31,478	1.5%
72	Accommodation and Food Services	11,088	0.68	\$24,556	5.7%
81	Other Services (except Public Administration)	8,084	0.88	\$31,394	4.2%
90	Government	18,039	0.60	\$80,961	9.3%
99	Unclassified Industry	110	0.44	\$41,816	0.1%
Total		193,386		\$93,777	

Source: EMSI

Industry Analysis

Analysis of industries in Somerset County by the number of jobs, location quotient, and earnings per employee

Location Quotient (LQ): measure of how concentrated employment in the county is relative to employment in the nation. For example, if construction accounts for 10% of employment in the county and 5% of employment in the US, the construction industry in the county would have an LQ of 2

Community Profile

Industry Analysis, 2 Digit NAICS - Somerset County

NAICS	Description	2010 Jobs	2015 Jobs	2020 Jobs	2010 - 2015		2015 - 2020	
					#	%	#	%
11	Crop and Animal Production	179	152	115	-27	-15%	-37	-24%
21	Mining, Quarrying, and Oil and Gas Extraction	312	358	386	46	15%	28	8%
22	Utilities	249	280	312	31	12%	32	11%
23	Construction	6,177	7,017	7,369	840	14%	352	5%
31	Manufacturing	15,836	15,794	14,519	-42	0%	-1,275	-8%
42	Wholesale Trade	8,737	11,823	12,660	3,086	35%	837	7%
44	Retail Trade	19,631	21,018	21,784	1,387	7%	766	4%
48	Transportation and Warehousing	4,248	3,824	3,758	-424	-10%	-66	-2%
51	Information	6,365	6,927	6,143	562	9%	-784	-11%
52	Finance and Insurance	11,764	10,706	10,781	-1,058	-9%	75	1%
53	Real Estate and Rental and Leasing	2,175	2,836	3,097	661	30%	261	9%
54	Professional, Scientific, and Technical Services	19,969	20,536	22,012	567	3%	1,476	7%
55	Management of Companies and Enterprises	8,449	10,146	11,150	1,697	20%	1,004	10%
56	Administrative and Support and Waste Management and Remediation Services	11,627	15,685	18,024	4,058	35%	2,339	15%
61	Educational Services	3,452	3,873	4,160	421	12%	287	7%
62	Health Care and Social Assistance	19,601	22,129	24,707	2,528	13%	2,578	12%
71	Arts, Entertainment, and Recreation	2,716	2,963	3,084	247	9%	121	4%
72	Accommodation and Food Services	9,816	11,088	11,820	1,272	13%	732	7%
81	Other Services (except Public Administration)	8,127	8,084	8,626	-43	-1%	542	7%
90	Government	17,952	18,039	18,008	87	0%	-31	0%
99	Unclassified Industry	305	110	<10	-195	-64%	Insf. Data	Insf. Data
Total		177,686	193,386	202,525	15,700	9%	9,139	5%

Source: EMSI

Community Profile

Industry Analysis, 2 Digit NAICS - Comparison

NAICS	Description	Somerset County		New Jersey		United States	
		2010 - 2015	2015 - 2020	2010 - 2015	2015 - 2020	2010 - 2015	2015 - 2020
		% Change	% Change	% Change	% Change	% Change	% Change
11	Crop and Animal Production	-15%	-24%	-3%	-2%	3%	-1%
21	Mining, Quarrying, and Oil and Gas Extraction	15%	8%	2%	9%	29%	13%
22	Utilities	12%	11%	2%	0%	1%	0%
23	Construction	14%	5%	15%	6%	11%	3%
31	Manufacturing	0%	-8%	-5%	-11%	7%	-4%
42	Wholesale Trade	35%	7%	3%	1%	8%	4%
44	Retail Trade	7%	4%	5%	2%	7%	3%
48	Transportation and Warehousing	-10%	-2%	5%	3%	13%	4%
51	Information	9%	-11%	-3%	-10%	3%	-2%
52	Finance and Insurance	-9%	1%	-5%	0%	4%	4%
53	Real Estate and Rental and Leasing	30%	9%	0%	3%	6%	2%
54	Professional, Scientific, and Technical Services	3%	7%	5%	8%	13%	10%
55	Management of Companies and Enterprises	20%	10%	8%	7%	18%	6%
56	Administrative and Support and Waste Management and Remediation Services	35%	15%	11%	8%	18%	8%
61	Educational Services	12%	7%	-2%	6%	9%	11%
62	Health Care and Social Assistance	13%	12%	8%	9%	12%	12%
71	Arts, Entertainment, and Recreation	9%	4%	13%	4%	11%	7%
72	Accommodation and Food Services	13%	7%	6%	4%	16%	6%
81	Other Services (except Public Administration)	-1%	7%	7%	6%	0%	5%
90	Government	0%	0%	-3%	-1%	-2%	2%
99	Unclassified Industry	-64%	Insf. Data	26%	-30%	32%	-10%
Total Change in Employment		9%	5%	4%	3%	8%	5%

Source: EMSI

Community Profile

Industry Analysis (25 Largest Industries), 4 Digit NAICS - Somerset County

NAICS	Description	2015 Jobs	2015 Location Quotient	Current Total Earnings
5511	Management of Companies and Enterprises	10,146	3.75	\$196,581
9036	Education and Hospitals (Local Government)	9,934	0.95	\$81,966
7225	Restaurants and Other Eating Places	7,882	0.63	\$22,197
5613	Employment Services	7,125	1.59	\$40,175
5415	Computer Systems Design and Related Services	6,387	2.58	\$149,280
9039	Local Government, Excluding Education and Hospitals	5,172	0.75	\$77,344
5241	Insurance Carriers	4,765	2.96	\$161,034
3254	Pharmaceutical and Medicine Manufacturing	4,619	13.07	\$219,872
4451	Grocery Stores	4,214	1.26	\$31,553
5617	Services to Buildings and Dwellings	3,577	1.06	\$32,550
5417	Scientific Research and Development Services	3,269	3.95	\$167,812
6211	Offices of Physicians	3,232	1.00	\$96,757
5416	Management, Scientific, and Technical Consulting Services	3,179	1.61	\$97,825
5171	Wired Telecommunications Carriers	3,149	4.18	\$245,804
4234	Professional and Commercial Equipment and Supplies Merchant Wholesalers	3,110	3.94	\$129,012
4521	Department Stores	2,671	1.60	\$26,428
6221	General Medical and Surgical Hospitals	2,309	0.41	\$62,763
5619	Other Support Services	2,254	5.81	\$170,566
5413	Architectural, Engineering, and Related Services	2,201	1.17	\$101,225
7139	Other Amusement and Recreation Industries	2,198	1.37	\$30,030
4481	Clothing Stores	2,104	1.59	\$70,502
5242	Agencies, Brokerages, and Other Insurance Related Activities	2,000	1.20	\$126,942
4242	Drugs and Druggists' Sundries Merchant Wholesalers	1,990	8.21	\$279,539
4411	Automobile Dealers	1,955	1.25	\$72,274
5221	Depository Credit Intermediation	1,891	0.90	\$103,639

Source: EMSI

Industry Analysis

Analysis of industries in Somerset County by the number of jobs, location quotient, and earnings per employee

Location Quotient (LQ): measure of how concentrated employment in the county is relative to employment in the nation. For example, if construction accounts for 10% of employment in the county and 5% of employment in the US, the construction industry in the county would have an LQ of 2

Community Profile

Industry Analysis (25 Largest Industries), 4 Digit NAICS - Somerset County

NAICS	Description	2010 Jobs	2015 Jobs	2020 Jobs	2010 - 2015		2015 - 2020	
					#	%	#	%
5511	Management of Companies and Enterprises	8,449	10,146	11,150	1,697	20%	1,004	10%
9036	Education and Hospitals (Local Government)	9,247	9,934	9,986	687	7%	52	1%
7225	Restaurants and Other Eating Places	6,618	7,882	8,320	1,264	19%	438	6%
5613	Employment Services	3,769	7,125	9,060	3,356	89%	1,935	27%
5415	Computer Systems Design and Related Services	6,061	6,387	7,084	326	5%	697	11%
9039	Local Government, Excluding Education and Hospitals	5,362	5,172	5,178	-190	-4%	6	0%
5241	Insurance Carriers	4,699	4,765	5,066	66	1%	301	6%
3254	Pharmaceutical and Medicine Manufacturing	5,624	4,619	3,890	-1,005	-18%	-729	-16%
4451	Grocery Stores	4,195	4,214	4,396	19	0%	182	4%
5617	Services to Buildings and Dwellings	2,845	3,577	4,098	732	26%	521	15%
5417	Scientific Research and Development Services	3,534	3,269	3,575	-265	-7%	306	9%
6211	Offices of Physicians	3,023	3,232	3,406	209	7%	174	5%
5416	Management, Scientific, and Technical Consulting Serv	2,810	3,179	3,402	369	13%	223	7%
5171	Wired Telecommunications Carriers	2,963	3,149	2,650	186	6%	-499	-16%
4234	Professional and Commercial Equipment and Supplies	1,523	3,110	4,067	1,587	104%	957	31%
4521	Department Stores	2,605	2,671	2,718	66	3%	47	2%
6221	General Medical and Surgical Hospitals	1,993	2,309	2,255	316	16%	-54	-2%
5619	Other Support Services	2,438	2,254	2,791	-184	-8%	537	24%
5413	Architectural, Engineering, and Related Services	1,906	2,201	2,234	295	15%	33	1%
7139	Other Amusement and Recreation Industries	2,164	2,198	2,325	34	2%	127	6%
4481	Clothing Stores	2,064	2,104	2,412	40	2%	308	15%
5242	Agencies, Brokerages, and Other Insurance Related Ac	1,738	2,000	2,148	262	15%	148	7%
4242	Drugs and Druggists' Sundries Merchant Wholesalers	1,000	1,990	1,957	990	99%	-33	-2%
4411	Automobile Dealers	1,629	1,955	2,055	326	20%	100	5%
5221	Depository Credit Intermediation	2,284	1,891	2,088	-393	-17%	197	10%
Total (Top 25 Industries)		90,542	101,332	108,312	10,790	12%	6,978	7%

Source: EMSI

Community Profile

Employment Clusters by Industry, Somerset County

Description	Location Quotient
Advanced Materials	2.5
Agribusiness, Food Processing & Technology	0.2
Apparel & Textiles	1.2
Arts, Entertainment, Recreation & Visitor Industries	0.8
Biomedical/Biotechnical (Life Sciences)	1.3
Business & Financial Services	1.6
Chemicals & Chemical Based Products	3.1
Defense & Security	1.2
Education & Knowledge Creation	1.1
Energy (Fossil & Renewable)	0.9
Forest & Wood Products	1.4
Glass & Ceramics	0.1
Information Technology & Telecommunications	2.6
Transportation & Logistics	0.7
Manufacturing Supercluster	0.5
Primary Metal Mfg.	0.4
Fabricated Metal Product Mfg.	0.4
Machinery Mfg.	0.4
Computer & Electronic Product Mfg.	1.1
Electrical Equipment, Appliance & Component Mfg.	0.7
Transportation Equipment Mfg.	0.0
Mining	0.8
Printing & Publishing	1.7

Source: Stats America

Employment Clusters by Occupation, Somerset County

Description	Location Quotient
Managerial, Sales, Marketing and HR	1.3
Skilled Production Workers	0.8
Health Care and Medical Science (Aggregate)	0.8
Health Care and Medical Science (Medical Practitioners and Scientists)	1.1
Health Care and Medical Science (Medical Technicians)	0.8
Health Care and Medical Science (Therapy, Counseling and Rehabilitation)	0.8
Mathematics, Statistics, Data and Accounting	1.8
Legal and Financial Services, and Real Estate (L & FIRE)	1.1
Information Technology (IT)	2.4
Natural Sciences and Environmental Management	1.9
Agribusiness and Food Technology	0.4
Primary/Secondary and Vocational Education, Remediation & Social Services	1.0
Building, Landscape and Construction Design	1.0
Engineering and Related Sciences	1.4
Personal Services Occupations	0.9
Arts, Entertainment, Publishing and Broadcasting	1.0
Public Safety and Domestic Security	0.6
Postsecondary Education and Knowledge Creation	0.7
Technology-Based Knowledge Clusters	1.7

Source: StatsAmerica

Location Quotient (LQ): measure of how concentrated employment in the county is relative to employment in the nation. For example, if construction accounts for 10% of employment in the county and 5% of employment in the US, the construction industry in the county would have an LQ of 2

Community Profile

Top 25 Largest Employers in Somerset County

Company Name	Location Employee Size	NAICS	Primary Product or Services	City
Sanofi US	4,000	325412	Pharmaceutical Preparation Manufacturing	Bridgewater
Verizon Business	3,500	517919	All Other Telecommunications	Basking Ridge
Executive Risk Indemnity Inc	2,000	524126	Direct Property & Casualty Insurance Carriers	Warren
Janssen Research & Devmnt LLC	2,000	811219	Other Electronic & Precision Equip Repair & Maint	Raritan
Northwestern Pacific Indemnity	2,000	524126	Direct Property & Casualty Insurance Carriers	Warren
Pfizer Inc	2,000	311119	Other Animal Food Manufacturing	Bridgewater
Chubb Group Of Insurance Co	1,800	524126	Direct Property & Casualty Insurance Carriers	Warren
Federal Insurance Co	1,800	524126	Direct Property & Casualty Insurance Carriers	Warren
Ortho Mcneil Pharmaceutical	1,800	325412	Pharmaceutical Preparation Manufacturing	Raritan
Somerset Medical Ctr	1,500	621111	Offices Of Physicians (Exc Mental Health Specs)	Somerville
Bloomberg LP	1,381	523930	Investment Advice	Skillman
Ethicon Inc	1,200	325412	Pharmaceutical Preparation Manufacturing	Somerville
Johnson & Johnson	1,200	325412	Pharmaceutical Preparation Manufacturing	Skillman
Met Life	1,200	238220	Plumbing Htg & Air-Conditioning Contractors	Bridgewater
Memorial Sloan-Kettering	1,000	622310	Specialty (Exc Psychiatric/Substance Abuse) Hsptl	Basking Ridge
Ortho-Clinical Diagnostics Inc	1,000	334516	Analytical Laboratory Instrument Manufacturing	Raritan
Cellco Partnership	800	517210	Wireless Telecomms Carriers (Except Satellite)	Basking Ridge
Lab Corp	800	621511	Medical Laboratories	Raritan
Medicis	800	424210	Drugs & Druggists' Sundries Merchant Wholesalers	Bridgewater
PVH Distribution Ctr	800	423990	Other Miscellaneous Durable Goods Merchant Whlsrs	Bridgewater
Adt Security Svc LLC	700	238210	Electrical Contr & Other Wiring Installation Contr	Somerset
VA Medical Ctr-Lyons	675	622110	General Medical & Surgical Hospitals	Lyons
Carrier Clinic	650	621493	Freestanding Ambulatory Surgical & Emergency Ctrs	Belle Mead
Braun Research Inc	600	541910	Marketing Research & Public Opinion Polling	Princeton
SHI International Corp	600	443142	Electronic Stores	Somerset

Source: Reference USA

Community Profile

Occupation Analysis, Broad Occupational Group - Somerset County

SOC	Description	2015 Jobs	Median Hourly Earnings	Avg. Earnings	Location Quotient
11-0000	Management Occupations	12,879	\$67.29	\$73.42	1.25
13-0000	Business and Financial Operations Occupations	13,756	\$38.54	\$41.21	1.45
15-0000	Computer and Mathematical Occupations	11,054	\$47.34	\$50.30	2.12
17-0000	Architecture and Engineering Occupations	3,410	\$44.78	\$45.52	1.06
19-0000	Life, Physical, and Social Science Occupations	2,683	\$38.97	\$41.81	1.70
21-0000	Community and Social Service Occupations	2,281	\$25.11	\$26.18	0.74
23-0000	Legal Occupations	1,303	\$51.39	\$59.69	0.81
25-0000	Education, Training, and Library Occupations	11,227	\$25.74	\$27.21	1.02
27-0000	Arts, Design, Entertainment, Sports, and Media Occupations	3,066	\$24.93	\$26.81	0.91
29-0000	Healthcare Practitioners and Technical Occupations	8,304	\$43.84	\$44.78	0.80
31-0000	Healthcare Support Occupations	6,028	\$14.07	\$14.46	1.12
33-0000	Protective Service Occupations	3,056	\$26.73	\$26.73	0.70
35-0000	Food Preparation and Serving Related Occupations	11,435	\$11.75	\$12.76	0.72
37-0000	Building and Grounds Cleaning and Maintenance Occupations	6,774	\$13.05	\$14.15	0.92
39-0000	Personal Care and Service Occupations	6,264	\$14.06	\$14.92	0.83
41-0000	Sales and Related Occupations	21,268	\$21.28	\$24.71	1.07
43-0000	Office and Administrative Support Occupations	32,152	\$19.64	\$20.50	1.10
45-0000	Farming, Fishing, and Forestry Occupations	193	\$13.72	\$14.50	0.13
47-0000	Construction and Extraction Occupations	5,522	\$25.92	\$27.24	0.63
49-0000	Installation, Maintenance, and Repair Occupations	6,905	\$26.30	\$26.89	0.94
51-0000	Production Occupations	10,371	\$18.27	\$19.25	0.89
53-0000	Transportation and Material Moving Occupations	12,781	\$15.99	\$17.25	1.02
55-0000	Military occupations	674	\$15.15	\$16.77	0.27
99-0000	Unclassified Occupation	0	\$0.00	\$0.00	0.00
Total (All Jobs)		193,386	\$27.55	\$29.46	

Source: EMSI

Occupation Analysis

Analysis of occupations in Somerset County by the number of jobs, median and average hourly earnings, and location quotient

Location Quotient (LQ): measure of how concentrated employment in the county is relative to employment in the nation. For example, if Production Occupations account for 10% of employment in the county and 5% of employment in the US, Production Occupations in the county would have an LQ of 2

Community Profile

Occupation Analysis, Broad Occupational Group - Somerset County

SOC	Description	2010 Jobs	2015 Jobs	2020 Jobs	2010-2015 # Change	2010-2015 % Change	2015-2020 # Change	2015-2020 % Change
11-0000	Management Occupations	11,872	12,879	13,433	1,007	8%	554	4%
13-0000	Business and Financial Operations Occupations	12,753	13,756	14,326	1,003	8%	569	4%
15-0000	Computer and Mathematical Occupations	9,890	11,054	11,726	1,164	12%	673	6%
17-0000	Architecture and Engineering Occupations	3,178	3,410	3,507	232	7%	97	3%
19-0000	Life, Physical, and Social Science Occupations	2,796	2,683	2,696	-112	-4%	13	0%
21-0000	Community and Social Service Occupations	2,263	2,281	2,530	18	1%	249	11%
23-0000	Legal Occupations	1,345	1,303	1,318	-42	-3%	15	1%
25-0000	Education, Training, and Library Occupations	10,609	11,227	11,629	617	6%	402	4%
27-0000	Arts, Design, Entertainment, Sports, and Media Occupations	3,015	3,066	3,245	52	2%	179	6%
29-0000	Healthcare Practitioners and Technical Occupations	7,320	8,304	9,066	984	13%	762	9%
31-0000	Healthcare Support Occupations	5,140	6,028	6,799	887	17%	771	13%
33-0000	Protective Service Occupations	3,011	3,056	2,849	46	2%	-208	-7%
35-0000	Food Preparation and Serving Related Occupations	10,036	11,435	12,257	1,399	14%	823	7%
37-0000	Building and Grounds Cleaning and Maintenance Occupations	5,924	6,774	7,441	850	14%	668	10%
39-0000	Personal Care and Service Occupations	5,754	6,264	7,038	510	9%	774	12%
41-0000	Sales and Related Occupations	19,927	21,268	21,839	1,341	7%	571	3%
43-0000	Office and Administrative Support Occupations	30,107	32,152	33,035	2,045	7%	882	3%
45-0000	Farming, Fishing, and Forestry Occupations	186	193	178	7	4%	-15	-8%
47-0000	Construction and Extraction Occupations	4,786	5,522	5,915	736	15%	393	7%
49-0000	Installation, Maintenance, and Repair Occupations	6,217	6,905	7,117	688	11%	212	3%
51-0000	Production Occupations	9,555	10,371	10,438	817	9%	67	1%
53-0000	Transportation and Material Moving Occupations	11,327	12,781	13,469	1,454	13%	688	5%
55-0000	Military occupations	673	674	672	1	0%	-2	0%
99-0000	Unclassified Occupation	0	0	0	0	0%	0	0%
Total (All Jobs)		177,686	193,386	202,525	15,700	9%	9,139	5%

Community Profile

Occupation Analysis, Broad Occupational Group - Comparison

SOC	Description	Somerset County, NJ		New Jersey		United States	
		2010-2015 % Change	2015-2020 % Change	2010-2015 % Change	2015-2020 % Change	2010-2015 % Change	2015-2020 % Change
11-0000	Management Occupations	8%	4%	2%	2%	7%	4%
13-0000	Business and Financial Operations Occupations	8%	4%	1%	3%	9%	6%
15-0000	Computer and Mathematical Occupations	12%	6%	7%	6%	14%	9%
17-0000	Architecture and Engineering Occupations	7%	3%	-2%	1%	7%	3%
19-0000	Life, Physical, and Social Science Occupations	-4%	0%	-4%	0%	5%	6%
21-0000	Community and Social Service Occupations	1%	11%	4%	7%	7%	9%
23-0000	Legal Occupations	-3%	1%	-4%	2%	3%	4%
25-0000	Education, Training, and Library Occupations	6%	4%	3%	1%	2%	6%
27-0000	Arts, Design, Entertainment, Sports, and Media Occupations	2%	6%	2%	1%	7%	4%
29-0000	Healthcare Practitioners and Technical Occupations	13%	9%	6%	6%	7%	10%
31-0000	Healthcare Support Occupations	17%	13%	10%	9%	11%	12%
33-0000	Protective Service Occupations	2%	-7%	-1%	2%	3%	5%
35-0000	Food Preparation and Serving Related Occupations	14%	7%	10%	5%	15%	7%
37-0000	Building and Grounds Cleaning and Maintenance Occupations	14%	10%	3%	5%	6%	7%
39-0000	Personal Care and Service Occupations	9%	12%	6%	9%	10%	10%
41-0000	Sales and Related Occupations	7%	3%	2%	1%	6%	3%
43-0000	Office and Administrative Support Occupations	7%	3%	1%	1%	6%	4%
45-0000	Farming, Fishing, and Forestry Occupations	4%	-8%	-1%	0%	7%	2%
47-0000	Construction and Extraction Occupations	15%	7%	12%	5%	10%	3%
49-0000	Installation, Maintenance, and Repair Occupations	11%	3%	5%	2%	10%	4%
51-0000	Production Occupations	9%	1%	1%	-5%	10%	-1%
53-0000	Transportation and Material Moving Occupations	13%	5%	6%	2%	11%	4%
55-0000	Military occupations	0%	0%	-1%	0%	-3%	-1%
99-0000	Unclassified Occupation	0%	0%	0%	0%	0%	0%

Source: EMSI

Community Profile

Public Schools

Total Number of Public Schools	74
Elementary Schools	44
Intermediate/Middle schools	18
High Schools	12
Total Expenditure per Pupil by County*	\$19,211
High School Enrollment	17,454

Source: NJ DOE, NCES IPEDS

*average for all school districts

High School	Graduation Rate	Avg. SAT Score
Bernards HS	98%	1729
Bound Brook HS	78%	1308
Bridgewater-Raritan Regional HS	95%	1683
Franklin HS	84%	1404
Hillsborough HS	95%	1676
Manville HS	92%	1426
Montgomery HS	93%	1852
North Plainfield HS	90%	1329
Ridge HS	98%	1773
Somerset Vocational & Technical HS	85%	1446
Somerville HS	89%	1594
Watchung Hills Regional HS	99%	1697

Source: NJ DOE, NCES IPEDS

Local Secondary Institutions

	Fall 2014 Enrollment	2013-2014 Completions
Raritan Valley Community College (RVCC)	8,214	1,093

Source: NCES IPEDS

Education Assets

Public schools in Somerset County, excluding special education and alternative schools

Enrollment, graduation rates, and SAT scores at Somerset County public schools

Enrollment and degrees/credentials conferred at local higher educational institutions

Community Profile

Education Assets

RVCC: Top Degrees, Certificates, and Diplomas (2013-2014)

	Certificates (2-years and below)	Associate's Degrees	Total Awards
Biological And Biomedical Sciences	-	13	13
Business, Management, Marketing, and Related Support Services	15	88	103
Communication Technologies/Technicians and Support	-	8	8
Communication, Journalism, and Related Programs	1	13	14
Computer and Information Sciences and Support Services	22	19	41
Construction Trades	-	-	-
Education	3	69	72
Engineering Engineering Technology and	-	24	24
Engineering-Related Fields	5	14	19
English Language and Literature/Letters	-	13	13
Health Professions and Related	27	134	161
Homeland Security, Law Enforcement, Firefighting and Related Protective Services	7	64	71
Legal Professions and Studies	11	9	20
Liberal Arts and Sciences, General Studies and Humanities	3	320	323
Multi/Interdisciplinary Studies	-	124	124
Parks, Recreation, Leisure, and Fitness Studies	6	18	24
Personal and Culinary Services	-	8	8
Public Administration and Social Service Professions	-	6	6
Visual and Performing Arts	2	47	49
Grand total	102	991	1,093

Source: NCES IPEDS

Degrees and certificates awarded in various programs at Raritan Valley Community College

Community Profile

Median Home Value

	Somerset County	New Jersey	United States
Median Home Value	\$474,657	\$346,715	\$200,006

Source: ESRI

Climate

	Somerset County	United States
Average High Temperature (July)	85.6 °F	86.5°F
Average Low Temperature (January)	20.5 °F	20.5°F
Average Annual Rainfall (Inches)	47	37
Average Annual Snowfall (Inches)	22	25
Average Precipitation Days	109	100
Average Clear Days	206	205

Source: Bestplaces.net

Cost of Living Index vs. United States

United States, as base	100
Cost of Living	147

Source: Bestplaces.net

Driving Distances and Times to Selected Locations

	Distance (in miles)	Time
New York City	44	50 mins.
Boston	264	4h 4 mins.
Washington D.C.	212	3h 29mins.
Philadelphia	64	1h 18mins.
Baltimore	171	2h 44mins.
Toronto	482	7h 10 mins.
Montreal	388	5h 43mins.
Chicago	485	11h 13mins.
Atlanta	526	12h 4mins.

*From Somerville, Google Maps

Quality of Life

Median value of homes in Somerset County, compared to the state and nation

Climate of Somerset County, compared to the US

Cost of Living in Somerset County, compared to the US. The cost of living in Somerset County is 43% higher than the US average.

Transportation Assets

Distance and drive time from Somerville, NJ to major cities

Community Profile

Nearest Commercial Airports and Distance

Airport Name	Category	Distance (in miles)	Time
Newark Liberty International	Large Hub	33	33 mins.
John F. Kennedy International	Large Hub	57	1h and 6 mins.
La Guardia Airport	Large Hub	65	1h and 8 mins.

*From Somerville, Google Maps

State Corporate Income Tax

Taxable Base			
Taxable base	\$100,000	\$100,000- \$50,000	Less than \$50,000
Tax rate for income greater than \$100,000	9%	8%	7%

Source: State of New Jersey

Individual Personal State Income Tax

	Max. State Tax Rate
New Jersey	9.0%
Delaware	6.6%
Maryland	5.8%
Pennsylvania	3.1%
New York	8.8%
Connecticut	6.7%

Source: State of New Jersey

Sales and Use Tax

State Rate	7%
Local Add-On	--

Source: State of New Jersey

Property Tax (County Average, 2015)

Effective Property Tax Rate per \$1,000 of home value	\$ 23.51
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Source: State of New Jersey

Transportation Assets

Distance and drive time
from Somerville, NJ to
major airports

Taxes (2015)

Corporate income tax in
New Jersey

Personal income tax in New
Jersey, compared to
neighboring states

New Jersey sales tax

Average property tax rate
in Somerset County

Community Profile

Union Elections

	# of Elections	Union Wins	Union Losses	# Certifications / Decertifications
2015	1	1	0	1/0
2014	2	0	0	2/0
2013	5	2	3	5/0
2012	1	1	0	1/0
2011	1	1	0	1/0
2010	1	1	0	1/0
2009	4	2	2	4/0
2008	3	1	2	3/0
2007	4	2	2	3/1
2006	1	2	0	1/1

Source: National Labor Relations Board

State Unemployment Insurance (2015)

Unemployment Insurance Rate (avg. existing employers)	1.2%-7.0%
Unemployment Insurance Rate (for new employers)	3%
Unemployment Insurance Taxable Base	\$32,000
Unemployment Insurance Maximum Weekly Benefit Amount	\$646

Source: ADP

Workers Compensation Insurance (2015)

Manufacturing Rate	5.06
Rate- clerical code 8810	0.28
Maximum weekly benefit	\$855

*Manufacturing is average of the following codes: 3179, 3145, 3114, 4459

Source: New Jersey Compensation Rating and Inspection Bureau

Labor Legislation, Workers' Compensation, and Unemployment Insurance

Number of union elections in Somerset County

Unemployment insurance rates, and benefits in New Jersey

Workers compensation insurance in New Jersey

Community Profile

30 Minute Labor Shed Profile: Intersection of US Route 22 and US 202/206 (Bridgewater, NJ)

Population

	Somerset Labor Shed	New Jersey	United States
2010 Population	1,303,721	8,791,894	308,745,538
2015 Population	1,336,146	8,918,440	318,536,439
2020 Population	1,374,735	9,093,131	330,622,575
2010-2015 % Change	2.5%	1.4%	3.2%
2015-2020 % Change	2.9%	2.0%	3.8%

Source: ESRI

Diversity - Percent of Total Population

Race/Ethnicity	Somerset Labor Shed	New Jersey	United States
White Alone	62.2%	66.4%	70.9%
Black Alone	11.4%	13.8%	12.8%
American Indian Alone	0.3%	0.4%	1.0%
Asian Alone	16.2%	9.3%	5.2%
Pacific Islander Alone	0.0%	0.0%	0.2%
Some Other Race Alone	6.8%	7.1%	6.7%
Two or More Races	3.0%	3.1%	3.3%

Source: ESRI

Educational Attainment

Highest Level	Somerset Labor Shed	New Jersey	United States
Less than 9th Grade	5.1%	5.5%	5.7%
9-12th Grade/No Diploma	4.1%	5.8%	7.5%
High School Diploma	20.9%	25.9%	23.6%
GED/Alternative Credential	2.0%	2.8%	4.1%
Some College/No Degree	14.0%	16.6%	21.0%
Associate's Degree	5.9%	6.5%	8.2%
Bachelor's Degree	27.3%	22.8%	18.6%
Graduate/Professional Degree	20.7%	14.2%	11.4%
Total	898,440	6,124,475	214,026,813

Source: ESRI

Community Profile

30 Minute Labor Shed Profile: Intersection of US Route 22 and US 202/206 (Bridgewater, NJ)

Age Distribution - Somerset LaborShed

	2010		2015		2020 (proj.)	
	#	%	#	%	#	%
0 - 4	80,575	6.2%	75,750	5.7%	76,500	5.6%
5 - 9	87,983	6.7%	86,488	6.5%	81,234	5.9%
10 - 14	90,580	6.9%	94,106	7.0%	90,672	6.6%
15 - 19	91,496	7.0%	92,464	6.9%	92,175	6.7%
20 - 24	81,411	6.2%	88,898	6.7%	82,740	6.0%
25 - 34	160,476	12.3%	159,037	11.9%	170,217	12.4%
35 - 44	190,659	14.6%	177,185	13.3%	182,547	13.3%
45 - 54	211,506	16.2%	203,515	15.2%	192,612	14.0%
55 - 64	150,743	11.6%	174,883	13.1%	190,330	13.8%
65 - 74	82,099	6.3%	104,207	7.8%	125,498	9.1%
75 - 84	52,117	4.0%	52,797	4.0%	62,039	4.5%
85+	24,076	1.8%	26,817	2.0%	28,168	2.0%

Source: ESRI

Age Distribution (2015)

	Somerset Labor Shed	New Jersey	United States
	%	%	%
0 - 4	5.7%	5.8%	6.2%
5 - 9	6.5%	6.2%	6.4%
10 - 14	7.0%	6.5%	6.5%
15 - 19	6.9%	6.4%	6.6%
20 - 24	6.7%	6.4%	7.2%
25 - 34	11.9%	12.8%	13.6%
35 - 44	13.3%	12.8%	12.6%
45 - 54	15.2%	14.6%	13.5%
55 - 64	13.1%	13.2%	12.8%
65 - 74	7.8%	8.6%	8.6%
75 - 84	4.0%	4.5%	4.3%
85+	2.0%	2.2%	1.9%
Total	1,336,147	8,918,440	318,536,439

Source: ESRI

Change in Population by Age - Somerset Labor Shed

	2010-2015 Change		2015-2020 Change	
	#	%	#	%
0 - 4	-4,825	-0.1%	750	0.0%
5 - 9	-1,495	0.0%	-5,254	-0.1%
10 - 14	3,526	0.0%	-3,434	0.0%
15 - 19	968	0.0%	-289	0.0%
20 - 24	7,487	0.1%	-6,158	-0.1%
25 - 34	-1,439	0.0%	11,180	0.1%
35 - 44	-13,474	-0.1%	5,362	0.0%
45 - 54	-7,991	0.0%	-10,903	-0.1%
55 - 64	24,140	0.2%	15,447	0.1%
65 - 74	22,108	0.3%	21,291	0.2%
75 - 84	680	0.0%	9,242	0.2%
85+	2,741	0.1%	1,351	0.1%

Source: ESRI

Community Profile

30 Minute Labor Shed Profile: Intersection of US Route 22 and US 202/206 (Bridgewater, NJ)

Median Age

	Somerset Labor Shed	New Jersey	United States
2010	38.3	38.9	37.1
2015	39.2	39.7	37.9
2020	40.1	40.4	38.6
2010-2015 % Change	2.3%	2.1%	2.2%
2015-2020 % Change	2.3%	1.8%	1.8%

Source: ESRI

Household Income Distribution

	Somerset Labor Shed	New Jersey	United States
<\$15,000	5.9%	9.0%	12.8%
\$15,000 - \$24,999	4.7%	6.8%	10.3%
\$25,000 - \$34,999	6.6%	8.8%	10.3%
\$35,000 - \$49,999	10.0%	12.2%	13.5%
\$50,000 - \$74,999	14.5%	15.2%	17.6%
\$75,000 - \$99,999	13.1%	13.6%	12.5%
\$100,000 - \$149,999	17.8%	15.7%	12.9%
\$150,000 - \$199,999	10.8%	8.8%	5.1%
\$200,000+	16.6%	9.9%	5.1%
Total Households	466,309	3,264,662	120,744,617

Source: ESRI

Median Household Income

	Somerset Labor Shed	New Jersey	United States
2010*	\$89,078	\$69,811	\$51,914
2015	\$89,184	\$70,538	\$53,217
2020 (proj.)	\$101,311	\$79,556	\$60,683
2010-2015 % Change	0.1%	1%	3%
2015-2020 % Change	14%	13%	14%

Source: ESRI

*2010 Labor Shed value is from 2009-2013 ACS

Community Profile

30 Minute Labor Shed Profile: Intersection of US Route 22 and US 202/206 (Bridgewater, NJ)

Civilian Labor Force

	2015	
	#	%
Civilian Employed	670,977	94.2%
Civilian Unemployed	41,313	5.8%
Total Civilian Labor	712,290	

Source: ESRI

Resident Employment in Somerset Labor Shed By Occupation - 2015

Occupational Group	Somerset		New Jersey	USA
	#	%	%	%
White Collar	478,407	71%	66%	60%
Management/Business/Financial	130,841	20%	16%	14%
Professional	186,532	28%	24%	22%
Sales	74,479	11%	11%	11%
Administrative Support	87,227	13%	14%	14%
Blue Collar	99,305	15%	17%	21%
Farming/Forestry/Fishing	671	0%	0%	1%
Construction/Extraction	21,471	3%	4%	5%
Installation/Maintenance/Repair	17,445	3%	3%	4%
Production	26,168	4%	4%	6%
Transportation/Material Moving	34,220	5%	6%	6%
Services	93,266	14%	17%	18%
Total	670,978	100%	4,340,882	147,789,353

Source: ESRI

Community Profile

30 Minute Labor Shed Profile: Intersection of US Route 22 and US 202/206 (Bridgewater, NJ)

Resident Employment in Somerset Labor Shed By Industry - 2015

Industry Group	Somerset		New Jersey	USA
	#	%	%	%
Agriculture/Mining	1,342	0.2%	0.3%	2.0%
Construction	32,207	4.8%	5.7%	6.4%
Manufacturing	72,466	10.8%	8.6%	10.6%
Wholesale Trade	20,129	3.0%	3.2%	2.5%
Retail Trade	71,124	10.6%	11.4%	11.6%
Transportation/Utilities	33,549	5.0%	5.8%	5.0%
Information	22,142	3.3%	2.6%	2.0%
Finance/Insurance/Real Estate	66,427	9.9%	8.5%	6.6%
Services	331,463	49.4%	49.6%	48.5%
Public Administration	20,800	3.1%	4.3%	4.8%
Total	670,977	100%	4,340,882	147,789,353

Source: ESRI

Contact the Greater Raritan Workforce Development Board

Address:

27 Warren Street, 2nd Floor
Somerville, New Jersey 08876

Phone: (908) 541-5790

E-mail: grwib@co.somerset.nj.us.

ATTACHMENT 3

IN-DEMAND OCCUPATIONS ANALYSIS HUNTERDON COUNTY, NEW JERSEY

In-Demand Occupations

Introduction

In order to better understand occupational demand in Hunterdon County, key characteristics of the 10 most “in-demand” occupations were assessed. In-demand occupations were defined as the occupations with a median hourly wage of at least \$15.46 that are projected to have the highest number of annual openings over the coming years.

The wage of \$15.46 was determined using the United Way of Northern New Jersey’s ALICE Study of Financial Hardship. This report analyzed the costs of food, housing, healthcare, and transportation, among many other variables, to determine the minimum wage to afford basic life necessities. In Hunterdon County, this wage for a single adult was determined to be \$15.46 per hour.

The information provided for each occupation is summarized below:

- **2015 Employment:** the number of workers employed in the occupation across all industries in 2015
- **Average Annual Openings:** the average number of annual openings in the occupation projected between 2015 and 2020. Openings include both new demand (from new jobs being created) and replacement demand (from retirements and other turnover).
- **Projected Change (2015-2020):** the number of jobs projected to be created between 2015 and 2020 between 2015 and 2020
- **Median Hourly Earnings:** the median hourly earnings of workers in the occupation in 2015. Earnings do not include benefits.
- **Average Monthly Postings:** the average number of online job advertisements being posted by county employers per month over the past 12 months (October 2014 to September 2015)
- **Average Monthly Hires:** the average number of workers being hired per month over the past 12 months (October 2014 to September 2015)
- **Postings to Hires Ratio:** compares the average number of monthly online job postings in the county over the past 12 months to the average number of hires over the same period. A high “Postings to Hiring Ratio” may indicate that employers are having difficulty finding workers to fill open positions. A low number may indicate that employers use means other than online job postings to find workers.
- **Top Skills Requested:** presents the skills most frequently requested by employers nationally, based on an analysis of online job postings
- **Top Employers:** presents the employers most frequently posting online job advertisements in the county
- **Certifications Requested (if applicable):** presents the certifications most frequently requested by employers nationally, based on an analysis of job postings. For some occupations, certifications are not typically required, in which case, this table is excluded.

Questions? Contact the Greater Raritan Workforce Development Board

Address:

27 Warren Street, 2nd Floor
Somerville, New Jersey 08876

Phone: (908) 541-5790

E-mail: grwib@co.somerset.nj.us.

In-Demand Occupations

Registered Nurses

Assess patient health problems and needs, administer nursing care to ill. May advise patients on health maintenance and disease prevention. Licensing or registration required

Source: O-Net

Employment Analysis

Overview

2015 Employment
1,041
Annual Openings
37
Projected Change (2015-2020)
81 New Jobs

Source: EMSI

Top 5 Industries (2015 Employment)

Industry	2015 Jobs
General Medical and Surgical Hospitals	645
Offices of Physicians	77
Hospitals (State Government)	73
Nursing Care Facilities (Skilled Nursing Facilities)	47
Home Health Care Services	43

Source: EMSI

Median Hourly Earnings

Hunterdon County	New Jersey	United States
\$36.80	\$37.35	\$31.95

Source: EMSI

Online Job Postings Analysis

Occupation	Avg Monthly Postings*	Avg Monthly Hires*	Postings to Hiring Ratio
Registered Nurses	182	23	7.91

*Oct 2014- Sep 2015

Source: EMSI

Top Skills Requested

Skill	% of Postings with Skill
Experience	76%
Nursing	63%
Health	53%
Medical	47%
Healthcare	42%

Source: EMSI

Certifications Requested

Certifications	% of Postings with Certification
Basic Life Support(BLS)	23%
Accredited	21%
Advanced Life Support	16%
Licensed	16%
Rn License	14%

Source: EMSI

Top Employers

Company
Parlon Corp
Hunterdon Healthcare System
Hunterdon Medical Center
All About Staffing, Inc.
Nurses 24/7

Source: EMSI

*By number of online job ads

In-Demand Occupations

Customer Service Representatives

Interact with customers to provide information in response to inquiries about products and services and to handle and resolve complaints.

Source: O-Net

Employment Analysis

Overview

2015 Employment
707
Annual Openings
27
Projected Change (2015-2020)
34 New Jobs

Source: EMSI

Top 5 Industries (2015 Employment)

Industry	2015 Jobs
Direct Insurance (except Life, Health and Medical) Carriers	132
Supermarkets and Other Grocery (except Convenience) Stores	38
Insurance Agencies and Brokerages	30
Management of Companies and Enterprises	29
Commercial Banking	21

Source: EMSI

Median Hourly Earnings

Hunterdon County	New Jersey	United States
\$17.93	\$17.18	\$15.02

Source: EMSI

Online Job Postings Analysis

Occupation	Avg Monthly Postings*	Avg Monthly Hires*	Postings to Hiring Ratio
Customer Service Representatives	43	28	1.54

*Oct 2014- Sep 2015

Source: EMSI

Top Skills Requested

Skill	% of Postings with Skill
Business	31%
Retail	23%
Scheduling	21%
Accuracy and Precision	16%
Data	14%

Source: EMSI

Top Employers

Company
Kelly Services, Inc.
Hunterdon Medical Center
Kohl's Corporation
Wawa, Inc.
Hunterdon Healthcare System

Source: EMSI

*By number of online job ads

In-Demand Occupations

Claims Adjusters, Examiners, and Investigators

Review settled claims to determine that payments and settlements are made in accordance with company practices and procedures. Confer with legal counsel on claims requiring litigation. May also settle insurance claims.

Source: O-Net

Employment Analysis

Overview

2015 Employment
384
Annual Openings
24
Projected Change (2015-2020)
68 New Jobs

Source: EMSI

Top 5 Industries (2015 Employment)

Industry	2015 Jobs
Direct Insurance (except Life, Health, and Medical) Carriers	343

Source: EMSI

Median Hourly Earnings

Hunterdon County	New Jersey	United States
\$35.14	\$33.32	\$29.70

Source: EMSI

Online Job Postings Analysis

Occupation	Avg Monthly Postings*	Avg Monthly Hires*	Postings to Hiring Ratio
Claims Adjusters, Examiners, and Investigators	5	8	0.63

*Oct 2014- Sep 2015

Source: EMSI

Top Skills Requested

Skill	% of Postings with Skill
Business	46%
Customer Service	37%
Maintenance, Repair, & Operations	25%
Workers' Comp.	23%
Finance	22%

Source: EMSI

Certifications Requested

Certifications	% of Postings with Certification
Background Check	5%
Associate in Claims (AIC) Designation	1%

Source: EMSI

Top Employers

Company
Chubb Group of Insurance Companies
Nationwide Mutual Insurance Company
Asplundh Tree Expert Co.
Mueller Service Co., LLC
Insurance Overload Inc.

Source: EMSI

*By number of online job ads

In-Demand Occupations

Accountants and Auditors

Examines, analyzes, and interprets accounting records to prepare financial statements, give advice, or audit and evaluate statements prepared by others.

Source: O-Net

Employment Analysis

Overview

2015 Employment
477
Annual Openings
21
Projected Change (2015-2020)
33 New Jobs

Source: EMSI

Top 5 Industries (2015 Employment)

Industry	2015 Jobs
Accounting, Tax Preparation, Bookkeeping, and Payroll Services	171
Management of Companies and Enterprises	34
Direct Insurance (except Life, Health, and Medical) Carriers	24
State Government, Excluding Education and Hospitals	19
Local Government, Excluding Education and Hospitals	14

Source: EMSI

Median Hourly Earnings

Hunterdon County	New Jersey	United States
\$33.02	\$35.72	\$31.23

Source: EMSI

Online Job Postings Analysis

Occupation	Avg Monthly Postings*	Avg Monthly Hires*	Postings to Hiring Ratio
Accountants and Auditors	16	23	0.70

*Oct 2014- Sep 2015

Source: EMSI

Top Skills Requested

Skill	% of Postings with Skill
Accounting	82%
Finance	77%
Audits	55%
Business	54%
Projects	43%

Source: EMSI

Certifications Requested

Certifications	% of Postings with Certification
Certified Public Accountant (CPA)	24%
Background Check	2%
Enrolled Agent (EA)	1%
Auditor (CIA)	1%

Source: EMSI

Top Employers

Company
Republic Services, Inc.
The Dubin Group
Intertek Group PLC
Construction Specialties, Inc.
Parker Lynch

Source: EMSI

*By number of online job ads

In-Demand Occupations

First-Line Supervisors of Retail Sales Workers

Directly supervise and coordinate activities of retail sales workers in an establishment or department. Duties may include management functions, such as purchasing, budgeting, accounting, and personnel work, in addition to supervisory duties.

Source: O-Net

Employment Analysis

Overview

2015 Employment
543
Annual Openings
20
Projected Change (2015-2020)
19 New Jobs

Source: EMSI

Top 5 Industries (2015 Employment)

Industry	2015 Jobs
Supermarkets and Other Grocery (except Convenience) Stores	59
Family Clothing Stores	40
Home Centers	31
Department Stores	30
Other Gasoline Stations	25

Source: EMSI

Median Hourly Earnings

Hunterdon County	New Jersey	United States
\$19.67	\$20.19	\$17.18

Source: EMSI

Online Job Postings Analysis

Occupation	Avg Monthly Postings*	Avg Monthly Hires*	Postings to Hiring Ratio
First-Line Supervisors of Retail Sales Workers	91	28	3.25

*Oct 2014- Sep 2015

Source: EMSI

Top Skills Requested

Skill	% of Postings with Skill
Sales	73%
Retail	68%
Customer Service	68%
Communication	55%
Training	48%

Source: EMSI

Top Employers

Company
CVS Caremark Corporation
GNC Corporation
Hess Corporation
Maurices Incorporated
Charlie Charming Inc.

Source: EMSI

*By number of online job ads

In-Demand Occupations

General and Operations Managers

Plan, direct, or coordinate the operations of public or private sector organizations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources.

Source: O-Net

Employment Analysis

Overview

2015 Employment
622
Annual Openings
18
Projected Change (2015-2020)
28 New Jobs

Source: EMSI

Top 5 Industries (2015 Employment)

Industry	2015 Jobs
Management of Companies and Enterprises	26
Direct Insurance (except Life, Health, and Medical) Carriers	24
Restaurants and Other Eating Places	24
New Car Dealers	16
Local Government, Excluding Education and Hospitals	16

Source: EMSI

Median Hourly Earnings

Hunterdon County	New Jersey	United States
\$65.88	\$68.24	\$46.59

Source: EMSI

Online Job Postings Analysis

Occupation	Avg Monthly Postings*	Avg Monthly Hires*	Postings to Hiring Ratio
General and Operations Managers	18	32	0.56

*Oct 2014- Sep 2015

Source: EMSI

Top Skills Requested

Skill	% of Postings with Skill
Sales	50%
Finance	43%
Planning	42%
Customer Service	37%
Retail	33%

Source: EMSI

Top Employers

Company
Radio Shack Inc
New York Life Insurance Company
Michaels Stores, Inc.
Ann Taylor
Vitamin World, Inc.

Source: EMSI

*By number of online job ads

In-Demand Occupations

Elementary School Teachers, Except Special Education

Teach students basic academic, social, and other formative skills in public or private schools at the elementary level.

Source: O-Net

Employment Analysis

Overview

2015 Employment
658
Annual Openings
18
Projected Change (2015-2020)
14 New Jobs

Source: EMSI

Top 5 Industries (2015 Employment)

Industry	2015 Jobs
Education (Local Government)	611
Elementary and Secondary Schools	37

Source: EMSI

Median Hourly Earnings

Hunterdon County	New Jersey	United States
\$30.89	\$30.20	\$25.92

Source: EMSI

Online Job Postings Analysis

Occupation	Avg Monthly Postings*	Avg Monthly Hires*	Postings to Hiring Ratio
Elementary Schools Teachers, Except Special Education	2	29	0.07

*Oct 2014- Sep 2015

Source: EMSI

Top Skills Requested

Skill	% of Postings with Skill
Education	49%
School	46%
Elementary	30%
Learning	25%
Curriculum	23%

Source: EMSI

Top Employers

Company
Clinton Township School District
Michaels Stores, Inc.
Knowledge Learning Corporation

Source: EMSI

*By number of online job ads

In-Demand Occupations

First-Line Supervisors of Office and Administrative Support Workers

Directly supervise and coordinate the activities of clerical and administrative support workers.

Source: O-Net

Employment Analysis

Overview

2015 Employment
493
Annual Openings
17
Projected Change (2015-2020)
21 New Jobs

Source: EMSI

Top 5 Industries (2015 Employment)

Industry	2015 Jobs
Direct Insurance (except Life, Health, and Medical) Carriers	51
Offices of Physicians	26
Commercial Banking	24
Supermarkets and Other Grocery (except Convenience) Stores	24
Management of Companies and Enterprises	20

Source: EMSI

Median Hourly Earnings

Hunterdon County	New Jersey	United States
\$27.68	\$27.64	\$24.43

Source: EMSI

Online Job Postings Analysis

Occupation	Avg Monthly Postings*	Avg Monthly Hires*	Postings to Hiring Ratio
First-Line Supervisors of Office and Administrative Support Workers	31	20	1.55

*Oct 2014- Sep 2015

Source: EMSI

Top Skills Requested

Skill	% of Postings with Skill
Business	47%
Scheduling	30%
Finance	29%
Accuracy and Precision	28%
Data	23%

Source: EMSI

Top Employers

Company
Hunterdon Medical Center
B.J. Tidwell Industries, Inc.
Hunterdon Healthcare System
The PNC Financial Services Group, Inc.
VoltInformation Sciences, Inc.

Source: EMSI

*By number of online job ads

In-Demand Occupations

Secretaries and Administrative Assistants (Except Legal, Medical, and Executive)

Perform routine clerical and administrative functions like correspondence, scheduling appointments, organizing and maintaining files.

Source: O-Net

Employment Analysis

Overview

2015 Employment
761
Annual Openings
Projected Change (2015-2020)
34 New Jobs

Top 5 Industries (2015 Employment)

Industry	2015 Jobs
Education (Local Government)	73
Religious Organizations	51
Direct Insurance (except Life, Health, and Medical)	24
Carriers	24
State Government, Excluding Education and Hospitals	24

Source: EMSI

Median Hourly Earnings

Source: EMSI

Local Area	Hunterdon County	New Jersey	United States	34
	\$17.81	\$18.69	\$15.97	

Source: EMSI

Online Job Postings Analysis

Occupation	Avg Monthly Postings*	Avg Monthly Hires*	Postings to Hiring Ratio
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	19	39	0.49

*Oct 2014- Sep 2015

Source: EMSI

Top Skills Requested

Skill	% of Postings with Skill
Filing	35%
Data	29%
Scheduling	27%
Meeting	27%
Business	25%

Source: EMSI

Top Employers

Company
Robert Half International Inc.
Maurices Incorporated
Kelly Services, Inc.
Hunterdon Healthcare System
Chubb Insurance Company Of New Jersey

Source: EMSI

*By number of online job ads

In-Demand Occupations

Automotive Service Technicians and Mechanics

Diagnose, adjust, repair, or overhaul automotive vehicles.

Source: O-Net

Employment Analysis

Overview

2015 Employment
400
Annual Openings
16
Projected Change (2015-2020)
29 New Jobs

Source: EMSI

Top 5 Industries (2015 Employment)

Industry	2015 Jobs
New Car Dealers	173
Automotive Mechanical and Electrical Repair and Maintenance	143
Automotive Parts and Accessories Stores	13
Automotive Body, Paint, Interior, and Glass Repair	12

Source: EMSI

Median Hourly Earnings

Hunterdon County	New Jersey	United States
\$20.93	\$20.66	\$16.58

Source: EMSI

Online Job Postings Analysis

Occupation	Avg Monthly Postings*	Avg Monthly Hires*	Postings to Hiring Ratio
Automotive Service Technicians and Mechanics	9	14	0.64

*Oct 2014- Sep 2015

Source: EMSI

Top Skills Requested

Skill	% of Postings with Skill
Repair	75%
Automotive	73%
Maintenance	54%
Mechanical	44%
Electricity	37%

Source: EMSI

Certifications Requested

Certifications	% of Postings with Certification
Automotive Service Excellence (ASE)	40%
ASE Certification	35%
Mobile Electronics Certification Program	1%

Source: EMSI

Top Employers

Company
The Goodyear Tire & Rubber Company
Mavis Tire Supply Corp.
Miller Toyota
A and B Garage
Audi

Source: EMSI

*By number of online job ads

ATTACHMENT 4

IN-DEMAND OCCUPATIONS ANALYSIS SOMERSET COUNTY, NEW JERSEY

Somerset County, NJ In-Demand Occupations

In-Demand Occupations

Introduction

In order to better understand occupational demand in Somerset County, key characteristics of the 10 most “in-demand” occupations were assessed. In-demand occupations were defined as the occupations with a median hourly wage of at least \$15.46 that are projected to have the highest number of annual openings over the coming years.

The wage of \$15.46 was determined using the United Way of Northern New Jersey’s ALICE Study of Financial Hardship. This report analyzed the costs of food, housing, healthcare, and transportation, among many other variables, to determine the minimum wage to afford basic life necessities. In Somerset County, this wage for a single adult was determined to be \$15.46 per hour.

The information provided for each occupation is summarized below:

- **2015 Employment:** the number of workers employed in the occupation across all industries in 2015
- **Average Annual Openings:** the average number of annual openings in the occupation projected between 2015 and 2020. Openings include both new demand (from new jobs being created) and replacement demand (from retirements and other turnover).
- **Projected Change (2015-2020):** the number of jobs projected to be created in the occupation between 2015 and 2020
- **Median Hourly Earnings:** the median hourly earnings of workers in the occupation in 2015. Earnings do not include benefits.
- **Average Monthly Postings:** the average number of online job advertisements being posted by county employers per month over the past 12 months (October 2014 to September 2015)
- **Average Monthly Hires:** the average number of workers being hired per month over the past 12 months (October 2014 to September 2015)
- **Postings to Hires Ratio:** compares the average number of monthly online job postings in the county over the past 12 months to the average number of hires over the same period. A high “Postings to Hiring Ratio” may indicate that employers are having difficulty finding workers to fill open positions. A low number may indicate that employers use means other than online job postings to find workers.
- **Top Skills Requested:** presents the skills most frequently requested by employers nationally, based on an analysis of online job postings
- **Top Employers:** presents the employers most frequently posting online job advertisements in the county
- **Certifications Requested (if applicable):** presents the certifications most frequently requested by employers nationally, based on an analysis of job postings. For some occupations, certifications are not typically required, in which case, this table is excluded.

Questions? Contact the Greater Raritan Workforce Development Board

Address:

27 Warren Street, 2nd Floor
Somerville, New Jersey 08876

Phone: (908) 541-5790

E-mail: grwib@co.somerset.nj.us.

In-Demand Occupations

Customer Service Representatives

Interact with customers to provide information in response to inquiries about products and services and to handle and resolve complaints.

Source: O-Net

Employment Analysis

Overview

2015 Employment
3,823
Annual Openings
130
Projected Change (2015-2020)
116 New Jobs

Source: EMSI

Top 5 Industries (2015 Employment)

Industry	2015 Jobs
Direct Life, Health, and Medical Insurance Carriers	347
Management of Companies and Enterprises	310
Wired Telecommunications Carriers	300
Telephone Call Centers	186
Temporary Help Services	164

Source: EMSI

Median Hourly Earnings

Somerset County	New Jersey	United States
\$19.65	\$17.18	\$15.02

Source: EMSI

Online Job Postings Analysis

Occupation	Avg Monthly Postings*	Avg Monthly Hires*	Postings To Hiring Ratio
Customer Service Representatives	187	165	1.13

*Oct 2014 - Sep 2015

Source: EMSI

Top Skills Requested

Skill	% of Postings with Skill
Business	31%
Retail	23%
Scheduling	21%
Accuracy and Precision	16%
Data	14%

Source: EMSI

Top Employers

Company
Wegmans
The PNC Financial Services Group, Inc.
Phillips- Van Heusen Corporation
Kohl's Corporation
Family Dollar Stores, Inc.

Source: EMSI

*By number of online job ads

In-Demand Occupations

Office Clerks, General

Performs duties that require knowledge of office systems and procedures. Clerical tasks assigned may include a combination of answering telephones, bookkeeping, typing, word processing, and filing.

Source: O-Net

Employment Analysis

Overview

2015 Employment
3,610
Annual Openings
105
Projected Change (2015-2020)
134 New Jobs

Source: EMSI

Top 5 Industries (2015 Employment)

Industry	2015 Jobs
Temporary Help Services	271
Education (Local Government)	228
Management of Companies and Enterprises	195
Local Government, Excluding Education and Hospitals	136
Junior Colleges	91

Source: EMSI

Median Hourly Earnings

Somerset County	New Jersey	United States
\$16.26	\$14.66	\$13.81

Source: EMSI

Online Job Postings Analysis

Occupation	Avg Monthly Postings*	Avg Monthly Hires*	Postings to Hiring Ratio
Office Clerk, General	22	223	0.10

*Oct 2014- Sep 2015

Source: EMSI

Top Skills Requested

Skill	% of Postings with Skill
Clerical	40%
Data	38%
Filing	38%
Data Entry	24%
Business	21%

Source: EMSI

Top Employers

Company
Laboratory Corporation of America Holdings
Robert Wood Johnson University Hospital
Atrium Staffing Services Ltd.
Montgomery Co School District
Delta Personnel Services Inc

Source: EMSI

*By number of online job ads

In-Demand Occupations

Registered Nurses

Assess patient health problems and needs, administer nursing care to ill. May advise patients on health maintenance and disease prevention. Licensing or registration required

Source: O-Net

Employment Analysis

Overview

2015 Employment
2,425
Annual Openings
101
Projected Change (2015-2020)
256 New Jobs

Source: EMSI

Top 5 Industries (2015 Employment)

Industry	2015 Jobs
General Medical and Surgical Hospitals	733
Offices of Physicians	238
Specialty (except Psychiatric and Substance Abuse) Hospitals	200
Nursing Care Facilities (Skilled Nursing Facilities)	170
Home Health Care Services	156

Source: EMSI

Median Hourly Earnings

Somerset County	New Jersey	United States
\$39.76	\$37.35	\$31.95

Source: EMSI

Online Job Postings Analysis

Occupation	Avg Monthly Postings*	Avg Monthly Hires*	Postings to Hiring Ratio
Registered Nurse	201	98	2.05

*Oct 2014- Sep 2015

Source: EMSI

Top Skills Requested

Skill	% of Postings with Skill
Experience	76%
Nursing	63%
Health	53%
Medical	47%
Healthcare	42%

Source: EMSI

Certifications Requested

Certifications	% of Postings with Certification
Basic Life Support(BLS)	23%
Accredited	21%
Advanced Life Support	16%
Licensed	16%
Rn License	14%

Source: EMSI

Top Employers

Company
Parlon Corp
Robert Wood Johnson University Hospital
Nurses 24/7
All About Staffing, Inc.
St Lukes Health Corporation

Source: EMSI

*By number of online job ads

In-Demand Occupations

Software Developer, Applications

Develop general computer applications software or specialized utility programs. Design software for client use with the aim of optimizing operational efficiency.

Source: O-Net

Employment Analysis

Overview

2015 Employment
3,353
Annual Openings
91
Projected Change (2015-2020)
230 New Jobs

Source: EMSI

Top 5 Industries (2015 Employment)

Industry	2015 Jobs
Computer Systems Design and Related Services	1,377
Management of Companies and Enterprises	289
News Syndicates	250
Direct Life, Health, and Medical Insurance Carriers	166
Software Publishers	160

Source: EMSI

Median Hourly Earnings

Somerset County	New Jersey	United States
\$52.17	\$45.97	\$45.63

Source: EMSI

Online Job Postings Analysis

Occupation	Avg Monthly Postings*	Avg Monthly Hires*	Postings to Hiring Ratio
Software Developers, Applications	361	556	0.65

*Oct 2014- Sep 2015

Source: EMSI

Top Skills Requested

Skill	% of Postings with Skill
Software	70%
Design	68%
Communication	49%
Computers	46%
Science	43%

Source: EMSI

Top Employers

Company
Oracle Corporation
United Healthcare Insurance Company
Verizon Communications, Inc.
Kforce Inc.
Citigroup Inc.

Source: EMSI

*By number of online job ads

In-Demand Occupations

Secretaries and Administrative Assistants (Except Legal, Medical, and Executive)

Perform routine clerical and administrative functions like correspondence, scheduling appointments, organizing and maintaining files.

Source: O-Net

Employment Analysis

Overview

2015 Employment
3,373
Annual Openings
85
Projected Change (2015-2020)
213 New Jobs

Source: EMSI

Top 5 Industries (2015 Employment)

Industry	2015 Jobs
Education (Local Government)	264
Management of Companies and Enterprises	213
Religious Organizations	161
Temporary Help Services	156
Local Government, Excluding Education and Hospitals	109

Source: EMSI

Median Hourly Earnings

Somerset County	New Jersey	United States
\$20.55	\$18.69	\$15.97

Source: EMSI

Online Job Postings Analysis

Occupation	Avg Monthly Postings*	Avg Monthly Hires*	Postings to Hiring Ratio
Secretaries and Administrative Assistants (except Legal, Medical, and Executive)	79	185	0.43

*Oct 2014- Sep 2015

Source: EMSI

Top Skills Requested

Skill	% of Postings with Skill
Filing	35%
Data	29%
Scheduling	27%
Meeting	27%
Business	25%

Source: EMSI

Top Employers

Company
Kelly Services, Inc.
Robert Half International Inc.
Maurices Incorporated
Premier Personnel Group Inc
Laboratory Corporation of America Holdings

Source: EMSI

*By number of online job ads

In-Demand Occupations

General and Operations Managers

Plan, direct, or coordinate the operations of public or private sector organizations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources.

Source: O-Net

Employment Analysis

Overview

2015 Employment
2,621
Annual Openings
83
Projected Change (2015-2020)
162 New Jobs

Source: EMSI

Top 5 Industries (2015 Employment)

Industry	2015 Jobs
Management of Companies and Enterprises	300
Computer Systems Design and Related Services	112
Management Consulting Services	83
Pharmaceutical and Medicine Manufacturing	57
Research and Development in the Physical, Engineering, and Life Sciences	54

Source: EMSI

Median Hourly Earnings

Somerset County	New Jersey	United States
\$77.28	\$68.24	\$46.59

Source: EMSI

Online Job Postings Analysis

Occupation	Avg Monthly Postings*	Avg Monthly Hires*	Postings to Hiring Ratio
General and Operations Managers	156	120	1.30

*Oct 2014- Sep 2015

Source: EMSI

Top Skills Requested

Skill	% of Postings with Skill
Sales	50%
Finance	43%
Planning	42%
Customer Service	37%
Retail	33%

Source: EMSI

Top Employers

Company
Oracle Corporation
Johnson & Johnson
MetLife, Inc.
Verizon Communications, Inc.
J J Family

Source: EMSI

*By number of online job ads

In-Demand Occupations

First-Line Supervisors of Office and Administrative Support Workers

Directly supervise and coordinate the activities of clerical and administrative support workers.

Source: O-Net

Employment Analysis

Overview

2015 Employment
2,172
Annual Openings
71
Projected Change (2015-2020)
87 New Jobs

Source: EMSI

Top 5 Industries (2015 Employment)

Industry	2015 Jobs
Management of Companies and Enterprises	241
Commercial Banking	107
Direct Life, Health, and Medical Insurance Carriers	106
Offices of Physicians	86
Supermarkets and Other Grocery (except Convenience) Stores	78

Source: EMSI

Median Hourly Earnings

Somerset County	New Jersey	United States
\$30.27	\$27.64	\$24.43

Source: EMSI

Online Job Postings Analysis

Occupation	Avg Monthly Postings*	Avg Monthly Hires*	Postings to Hiring Ratio
First-Line Supervisors of Office and Administrative Support Workers	146	87	1.68

*Oct 2014- Sep 2015

Source: EMSI

Top Skills Requested

Skill	% of Postings with Skill
Business	47%
Scheduling	30%
Finance	29%
Accuracy and Precision	28%
Data	23%

Source: EMSI

Top Employers

Company
The PNC Financial Services Group, Inc.
H&R Block, Inc.
Robert Half International Inc.
Banfield The Pet Hospital
Oracle Corporation

Source: EMSI

*By number of online job ads

In-Demand Occupations

Construction Laborer

Perform tasks involving physical labor at construction sites. May operate hand and power tools of all types. May clean and prepare sites. May assist other craft workers.

Source: O-Net

Employment Analysis

Overview

2015 Employment
1,400
Annual Openings
67
Projected Change (2015-2020)
173 New Jobs

Source: EMSI

Top 5 Industries (2015 Employment)

Industry	2015 Jobs
Residential Building Construction	202
Site Preparation Contractors	181
All Other Specialty Trade Contractors	114
Industrial Building Construction	100
Temporary Help Services	99

Source: EMSI

Median Hourly Earnings

Somerset County	New Jersey	United States
\$22.92	\$19.59	\$14.28

Source: EMSI

Online Job Postings Analysis

Occupation	Avg Monthly Postings*	Avg Monthly Hires*	Postings to Hiring Ratio
Construction Laborers	3	103	0.03

*Oct 2014- Sep 2015

Source: EMSI

Top Skills Requested

Skill	% of Postings with Skill
Construction	62%
Concrete	28%
Routine Maintenance	27%
Repair	21%
Maintain	17%

Source: EMSI

Top Employers

Company
Toll Brothers, Inc.
Delta Personnel Services Inc
Compass Group LLC
Republic Services, Inc.

Source: EMSI

*By number of online job ads

In-Demand Occupations

Accountants and Auditors

Examines, analyzes, and interprets accounting records to prepare financial statements, give advice, or audit and evaluate statements prepared by others.

Source: O-Net

Employment Analysis

Overview

2015 Employment
1,907
Annual Openings
62
Projected Change (2015-2020)
25 New Jobs

Source: EMSI

Top 5 Industries (2015 Employment)

Industry	2015 Jobs
Accounting, Tax Preparation, Bookkeeping, and Payroll Services	404
Management of Companies and Enterprises	377
Direct Life, Health, and Medical Insurance Carriers	71
Management Consulting Services	58
Computer Systems Design and Related Services	57

Source: EMSI

Median Hourly Earnings

Somerset County	New Jersey	United States
\$39.82	\$35.72	\$31.23

Source: EMSI

Online Job Postings Analysis

Occupation	Avg Monthly Postings*	Avg Monthly Hires*	Postings to Hiring Ratio
Accountants and Auditors	183	67	2.73

*Oct 2014- Sep 2015

Source: EMSI

Top Skills Requested

Skill	% of Postings with Skill
Accounting	82%
Finance	77%
Audits	55%
Business	54%
Projects	43%

Source: EMSI

Certifications Requested

Certifications	% of Postings with Certification
Certified Public Accountant (CPA)	21%
Background Check	2%
Enrolled Agent (EA)	1%
Certified Internal Auditor (CIA)	1%

Source: EMSI

Top Employers

Company
Robert Half International Inc.
Verizon Communications, Inc.
Chubb Group of Insurance Companies
Sunrise Systems
Kelly Services, Inc.

Source: EMSI

*By number of online job ads

In-Demand Occupations

Maintenance and Repair Workers, General

Performs work involving the skills of two or more maintenance or craft occupations to keep machines, mechanical equipment, or the structure of an establishment in repair.

Source: O-Net

Employment Analysis

Overview

2015 Employment
1,794
Annual Openings
62
Projected Change (2015-2020)
127 New Jobs

Source: EMSI

Top 5 Industries (2015 Employment)

Industry	2015 Jobs
Real Estate Property Managers	262
Local Government, Excluding Education and Hospitals	107
Pharmaceutical and Medicine Manufacturing	86
Management of Companies and Enterprises	83
Hotels (except Casino Hotels) and Motels	74

Source: EMSI

Median Hourly Earnings

Somerset County	New Jersey	United States
\$22.92	\$19.63	\$17.39

Source: EMSI

Online Job Postings Analysis

Occupation	Avg Monthly Postings*	Avg Monthly Hires*	Postings to Hiring Ratio
Maintenance and Repair Workers, General	46	83	0.55

*Oct 2014- Sep 2015

Source: EMSI

Top Skills Requested

Skill	% of Postings with Skill
Maintenance	87%
Repair	71%
Electricity	48%
Mechanical	41%
Plumbing	27%

Source: EMSI

Top Employers

Company
ARAMARK Corporation
Franklin Resources, Inc.
Riverstone Residential Group, LLC
The Home Depot, Inc.
Laboratory Corporation of America Holdings

Source: EMSI

*By number of online job ads

ATTACHMENT 5

CAHRACTERISTICS OF THE INSURED UNEMPLOYED HUNTERDON COUNTY, NJ

Attachment 5

Hunterdon County Insured Unemployed

Characteristics of Unemployment Insurance Claimants: Hunterdon County	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Current Month Percentage of County Total
TOTAL:	1,148	1,186	1,028	810	760	740	898	889	671	624	
GENDER¹:											
Male	777	828	696	504	439	386	403	402	348	341	54.6%
Female	371	356	331	303	318	351	493	486	321	283	45.4%
N/A	0	*	*	3	3	3	*	*	*	0	0.0%
AGE¹:											
Age 16-19	0	0	0	0	0	0	0	0	0	0	0.0%
Age 20-24	68	69	57	32	18	18	18	13	15	18	2.9%
Age 25-34	193	194	161	107	98	84	104	98	91	89	14.3%
Age 35-44	160	175	145	115	105	108	104	110	95	82	13.1%
Age 45-54	282	288	248	220	216	213	259	267	188	172	27.6%
Age 55-64	315	328	292	236	231	222	284	278	209	190	30.4%
Age 65 and Older	116	117	109	88	76	80	112	108	59	61	9.8%
Age Unknown	14	15	16	12	16	15	17	15	14	12	1.9%
RACE/ETHNICITY¹:											
White/Not of Hispanic Origin	965	987	838	651	618	619	759	750	556	518	83.0%
Black/Not of Hispanic Origin	15	14	18	14	12	12	22	20	18	17	2.7%
Hispanic Origin	71	81	73	50	37	33	41	41	29	29	4.6%
Amer. Indian or Alaska Native	0	0	0	0	0	0	*	*	*	3	0.5%
Asian or Pacific Islander	26	29	28	29	30	23	*	*	*	21	3.4%
Chose not to answer	71	75	71	66	63	53	48	46	42	36	5.8%
INDUSTRY:											
Agriculture	*	12	10	*	*	*	4	*	*	8	1.3%
Mining	*	*	*	*	0	0	0	*	0	*	N/A
Utilities	0	*	*	*	0	*	0	0	*	*	N/A
Construction	206	246	185	129	102	88	82	84	72	69	11.1%
Manufacturing	68	78	69	61	55	54	55	48	36	36	5.8%
Wholesale trade	49	51	50	38	36	39	43	43	35	39	6.3%
Retail trade	115	108	106	84	74	63	68	71	70	55	8.8%
Transportation and warehousing	18	15	17	18	14	15	41	40	7	11	1.8%
Information	21	18	15	20	42	23	22	21	18	11	1.8%
Finance and insurance	31	36	31	37	45	51	55	52	53	50	8.0%
Real estate and rental and leasing	15	17	17	16	14	13	15	16	16	13	2.1%
Professional and technical services	112	102	92	96	101	85	87	93	85	70	11.2%
Management of companies	32	29	28	32	33	31	20	24	21	19	3.0%
Administrative and waste services	194	205	177	113	83	80	75	86	73	72	11.5%
Educational services	23	15	21	15	15	18	59	52	33	32	5.1%
Health care and social assistance	66	62	51	56	58	52	70	70	55	44	7.1%
Arts, entertainment, and recreation	60	57	42	15	11	11	13	11	9	16	2.6%
Accommodation and food services	38	32	25	16	13	51	105	107	24	20	3.2%
Other services except public administration	20	27	24	23	24	27	36	20	16	16	2.6%
Public administration	11	8	5	*	*	6	9	9	6	6	1.0%
N/A	56	64	58	34	34	29	38	36	32	31	5.0%
EDUCATIONAL ATTAINMENT¹:											
Grade 0 - 12	475	536	449	307	278	267	353	328	237	226	36.2%
1 yr College or Tech School	86	84	75	57	59	65	66	64	46	40	6.4%
2 yrs College	129	129	103	92	97	93	113	113	81	71	11.4%
3 yrs College	45	50	56	42	36	35	39	38	27	25	4.0%
4 yrs College or Undergrad	256	248	216	180	165	163	178	191	164	158	25.3%
1 yr Postgrad	44	35	32	33	31	33	37	40	27	28	4.5%
2 yrs Post- grad or Masters	57	52	47	46	47	40	59	66	54	47	7.5%
Doctorate	56	52	50	53	47	44	53	49	35	29	4.6%
Chose not to answer	0	0	0	0	0	0	0	0	0	0	0.0%
OCCUPATION¹:											
Business and Financial	42	41	38	37	42	45	51	47	33	33	5.3%
Construction and Extraction	163	200	143	94	72	72	64	71	61	60	9.6%
Farming, Fishing and Forestry	*	16	12	*	*	*	*	*	*	*	N/A
Installation, Maintenance and Repair	52	50	50	31	34	28	31	32	26	24	3.8%
Management	168	176	158	144	135	126	141	134	122	116	18.6%
Military	*	0	0	*	*	*	*	*	*	*	N/A
Office and Administrative Support	98	102	98	89	95	85	89	91	93	98	15.7%
Production	60	59	47	40	34	34	31	27	26	18	2.9%
Professional and Related	184	169	167	170	178	164	209	207	151	121	19.4%
Sales and Related	87	78	63	50	44	53	64	68	57	57	9.1%
Services	181	185	154	77	54	67	122	124	49	45	7.2%
Transportation and Material Moving	79	93	81	58	48	42	70	63	30	32	5.1%

ATTACHMENT 5

CAHRACTERISTICS OF THE INSURED UNEMPLOYED SOMERSET COUNTY, NJ

Attachment 6

Somerset County, NJ Insured Unemployed

Characteristics of Unemployment Insurance Claimants: Somerset County	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Current Month Percentage of County Total
TOTAL:	3,070	3,240	2,950	2,478	2,379	2,328	2,754	2,697	2,145	2,089	
GENDER¹:											
Male	1,966	2,115	1,878	1,455	1,333	1,270	1,313	1,249	1,183	1,140	54.6%
Female	1,099	1,116	1,065	1,014	1,026	1,050	1,437	1,440	952	946	45.3%
N/A	5	9	7	9	20	8	4	8	10	3	0.1%
AGE¹:											
Age 16-19	9	8	8	7	4	5	*	*	5	10	0.5%
Age 20-24	139	155	160	117	95	89	*	*	100	102	4.9%
Age 25-34	589	610	573	447	416	421	438	431	384	361	17.3%
Age 35-44	583	637	573	476	455	440	526	493	403	396	19.0%
Age 45-54	742	795	706	604	583	577	685	656	524	515	24.7%
Age 55-64	699	720	656	588	603	578	682	676	514	504	24.1%
Age 65 and Older	276	280	241	200	172	180	299	299	178	167	8.0%
Age Unknown	33	35	33	39	51	38	31	35	37	34	1.6%
RACE/ETHNICITY¹:											
White/Not of Hispanic Origin	1,564	1,674	1,470	1,261	1,193	1,146	1,444	1,407	1,064	1,040	49.8%
Black/Not of Hispanic Origin	385	396	391	357	365	377	436	446	373	352	16.9%
Hispanic Origin	673	713	628	406	344	336	404	381	291	310	14.8%
Amer. Indian or Alaska Native	4	3	4	4	*	*	*	0	0	*	N/A
Asian or Pacific Islander	246	232	234	244	*	*	*	254	239	*	N/A
Chose not to answer	198	222	223	206	222	202	204	209	178	155	7.4%
INDUSTRY:											
Agriculture	6	6	5	0	0	*	0	*	*	3	0.1%
Mining	*	*	*	0	0	0	*	*	*	*	N/A
Utilities	*	*	*	*	*	*	*	*	*	*	N/A
Construction	363	439	386	244	175	132	131	118	122	104	5.0%
Manufacturing	193	190	168	170	173	158	146	142	162	185	8.9%
Wholesale trade	175	181	170	163	145	154	149	144	139	140	6.7%
Retail trade	252	275	257	226	228	205	212	221	213	196	9.4%
Transportation and warehousing	96	101	87	85	66	75	197	217	68	70	3.4%
Information	92	90	85	76	148	92	86	71	71	67	3.2%
Finance and insurance	129	130	124	158	163	144	151	156	158	147	7.0%
Real estate and rental and leasing	41	39	38	38	25	23	26	24	19	20	1.0%
Professional and technical services	302	329	321	315	337	340	345	300	294	291	13.9%
Management of companies	83	84	69	75	77	76	65	53	58	53	2.5%
Administrative and waste services	616	639	571	397	352	348	342	353	313	281	13.5%
Educational services	85	78	63	57	58	95	161	170	100	92	4.4%
Health care and social assistance	160	153	161	154	154	202	225	207	164	174	8.3%
Arts, entertainment, and recreation	89	102	88	31	19	13	20	13	12	9	0.4%
Accommodation and food services	109	107	94	95	71	103	271	269	68	63	3.0%
Other services except public administration	60	69	72	67	59	55	57	53	58	63	3.0%
Public administration	79	72	46	21	*	7	68	68	11	17	0.8%
N/A	137	150	142	104	118	103	99	114	111	112	5.4%
EDUCATIONAL ATTAINMENT¹:											
Grade 0 - 12	1,458	1,573	1,407	1,022	907	882	1,118	1,118	802	815	39.0%
1 yr College or Tech School	212	219	200	153	153	153	179	185	134	125	6.0%
2 yrs College	324	327	305	276	261	247	289	289	213	223	10.7%
3 yrs College	115	110	105	116	122	117	114	108	101	95	4.5%
4 yrs College or Undergrad	483	516	492	465	455	468	537	510	465	430	20.6%
1 yr Postgrad	116	127	109	111	122	128	140	133	106	105	5.0%
2 yrs Post- grad or Masters	198	204	191	186	195	179	214	193	175	154	7.4%
Doctorate	164	164	141	149	164	154	163	161	149	142	6.8%
Chose not to answer	0	0	0	0	0	0	0	0	0	0	0.0%
OCCUPATION¹:											
Business and Financial	122	126	131	136	153	154	162	147	137	141	6.7%
Construction and Extraction	305	362	273	187	136	90	96	89	88	86	4.1%
Farming, Fishing and Forestry	9	12	9	*	*	*	5	*	*	*	N/A
Installation, Maintenance and Repair	87	92	100	90	95	75	76	64	62	71	3.4%
Management	346	366	341	329	351	354	365	354	331	328	15.7%
Military	5	6	5	*	*	*	3	*	*	*	N/A
Office and Administrative Support	384	405	393	364	358	327	331	319	297	313	15.0%
Production	194	195	174	125	122	128	138	145	141	147	7.0%
Professional and Related	590	604	543	534	537	543	626	624	539	496	23.7%
Sales and Related	181	204	205	186	190	168	206	198	177	137	6.6%
Services	438	437	373	235	179	250	416	406	176	170	8.1%
Transportation and Material Moving	373	391	367	248	202	196	299	311	155	160	7.7%

ATTACHMENT 9

FREEHOLDER RESOLUTION AUTHORIZING SUBMISSION OF THE LOCAL AREA PLAN

RESOLUTION AUTHORIZING SUBMISSION OF THE GREATER RARITAN
WORKFORCE DEVELOPMENT BOARD LOCAL AREA PLAN

WHEREAS, the Board of Chosen Freeholders of the County of Hunterdon, New Jersey and the Board of Chosen Freeholders of the County of Somerset, New Jersey have entered into an Agreement establishing the Greater Raritan Workforce Development Board; and

WHEREAS, the Agreement between the County of Hunterdon, New Jersey and the County of Somerset, New Jersey establishes the County of Somerset, New Jersey as the administrative entity for the Greater Raritan Workforce Development Board; and

WHEREAS, the federal Workforce Innovation and Opportunity Act of 2014 requires local Workforce Development Boards to develop and submit a Local Area Plan; and

WHEREAS, the Workforce Innovation of Opportunity Act specifies the content Workforce Development Board Local Area Plans; and

WHEREAS, the State of New Jersey has developed guidance and procedures for the development and submission of Local Workforce Development Board Area Plans; and

WHEREAS, the Greater Raritan Workforce Development Board has developed a Local Area plan consistent with the Workforce Innovation and Opportunity Act and guidance provided by the State of New Jersey; and

WHEREAS, on September 8, 2016, October 13, 2016, and November 10, 2016 the Greater Raritan Workforce Development Board has discussed the Local Area Plan content, and;

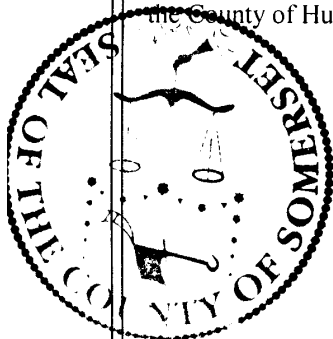
WHEREAS the Greater Raritan Workforce Development Board has made a draft of the Local Area Plan available for Public Comment; and

WHEREAS, on November 10, 2016 the Greater Raritan Workforce Development Board approved the draft Local Area Plan for submission to the State of New Jersey.

NOW, THEREFORE, BE IT RESOLVED that the Board of Chosen Freeholders of the County of Somerset, New Jersey recognizes the efforts of the Greater Raritan Workforce Development Board in developing a Local Area Plan, and

BE IT FURTHER RESOLVED that the Board of Chosen Freeholders of the County of Somerset, New Jersey authorizes submission of the Greater Raritan Workforce Development Board Local Area Plan to the New Jersey State Employment and Training Commission, and

BE IT FURTHER RESOLVED THAT copies of this Resolution be provided to the New Jersey State Employment and Training Commission, the Board of Chosen Freeholders of the County of Hunterdon, New Jersey, and the Greater Raritan Workforce Development Board.



I, Michael J. Amorosa, Administrator/Clerk of the Board of Chosen Freeholders of the County of Somerset in the State of New Jersey, do hereby certify that the foregoing is a true copy of a Resolution adopted by said Board

at a regular meeting of November 22, 2016.

Michael J. Amorosa, Administrator/Clerk

Michael J. Amorosa, Administrator/Clerk

Approved as to Form and Legality
Somerset County Counsel

By: 1f/2, ::::
1

ATTACHMENT 10

GRWDB RESOLUTION AUTHORIZING SUBMISSION OF THE LOCAL AREA PLAN

**Resolution Authorizing Submission of the Greater Raritan Workforce
Development Board Local Area Plan 2016 to 2020 to the
NJ State Employment and Training Commission**

Whereas, the Greater Raritan Workforce Development Board has drafted a Local Area Plan consistent with guidance provided by the NJ State Employment and Training Commission, and

Whereas, the Greater Raritan Workforce Development Board Local Area Plan 2016 to 2020 has been developed consistent with the requirements of the Workforce Innovation and Opportunity Act of 2014, and

Whereas, the Greater Raritan Workforce Development Board has discussed the Local Area Plan at no fewer than three meetings of the Board, and

Whereas, the Greater Raritan Workforce Development Board has sought comment on the draft Greater Raritan Workforce Development Board Local Area Plan 2016 to 2020 directly from partners, and

Whereas, the Greater Raritan Workforce Development Board draft Local Area Plan 2016 to 2020 has been made available for public comment on the web site of the organization, and

Whereas, the availability of the Greater Raritan Workforce Development Board draft Local Area Plan 2016 to 2020 was publicized through press notifications, partner newsletters, and direct distribution to a wide variety of constituents, and

Whereas, the Greater Raritan Workforce Development Board received thoughtful and considered comments on the draft Local Area Plan 2016 to 2020 which have been incorporated into the final document, and

Whereas, the Greater Raritan Workforce Development Board finds the draft Local Area Plan 2016 to 2020 to be consistent with the strategic priorities of the organization and reflective of workforce development opportunities and issues in the region,

Now Therefore Be It Resolved that the Greater Raritan Workforce Development Board hereby authorizes submission of the Local Area Plan 2016 to 2020 to the NJ State Employment and Training Commission for approval.

%FDFNCFS 8, 2016

Adopted: _____

Witness: _____



New Jersey Department of Labor and Workforce Development

Greater Raritan WDB

Program Year 2016 Workforce Innovation and Opportunity Act (WIOA)

WIOA Estimated Performance - The WIOA indicators shown in the following tables include participants carried into Program Year 2016 (PY16) beginning July 1, 2016, as well as new participants, in order to provide a PY16 estimate of your performance under the new indicators. This total population of participants have been used to calculate the outcomes using WIOA Performance Indicator definitions.

Overall Performance	
Exceeded	8
Met	2
Not Met	1

Adults

Measurement	Numerator	Denominator	Negotiated	Actual	% of Goal	Results
Employment Rate (Q2 post-exit)	226	295	83.3%	76.6%	92.0%	Met
Employment Rate (Q4 post-exit)	214	295	71.1%	72.5%	102.0%	Exceeded
Median			\$6,037	\$8,599	142.4%	Exceeded
Credential Attainment	158	191	66.3%	82.7%	124.8%	Exceeded

Dislocated Workers

Measurement	Numerator	Denominator	Negotiated	Actual	% of Goal	Results
Employment Rate (Q2 post-exit)	169	212	85.4%	79.7%	93.3%	Met
Employment Rate (Q4 post-exit)	159	202	77.0%	78.3%	101.7%	Exceeded
Median			\$7,907	\$11,240	142.2%	Exceeded
Credential Attainment	169	189	65.9%	89.4%	135.7%	Exceeded

Youth

Measurement	Numerator	Denominator	Negotiated	Actual	% of Goal	Results
Employment Rate (Q2 post-exit)	15	26	76.7%	57.7%	75.2%	Not Met
Employment Rate (Q4 post-exit)	12	23	45.0%	52.2%	115.9%	Exceeded
Credential Attainment	1	1	82.8%	100.0%	120.8%	Exceeded

State Negotiated Performance Levels Green: Exceeded - greater than 100% of target, Yellow: Met - between 90% and 100% of target, Red: Not Met - less than 90% of target



New Jersey Department of Labor and Workforce Development

Greater Raritan WDB

Program Year 2017

Workforce Innovation and Opportunity Act (WIOA)

This is not a final report. Reporting systems at the state and federal level are still under revision.

Overall Performance	
Exceeded	3
Met	5
Not Met	6

Adults

Measurement	Numerator	Denominator	Actual	Negotiated	% of Goal	Results
Employment Rate 2nd Quarter After Exit	110	218	50.5%	83.3%	60.6%	Not Met
Employment Rate 4th Quarter After Exit	67	123	54.5%	71.1%	76.6%	Not Met
Median Earnings 2nd Quarter After Exit	110		\$5,711	\$6,037	94.6%	Met
Credential Attainment 4th Quarter After	37	65	56.9%	67.3%	84.6%	Not Met

Dislocated Workers

Measurement	Numerator	Denominator	Actual	Negotiated	% of Goal	Results
Employment Rate 2nd Quarter After Exit	219	407	53.8%	85.4%	63.0%	Not Met
Employment Rate 4th Quarter After Exit	112	201	55.7%	77.0%	72.4%	Not Met
Median Earnings 2nd Quarter After Exit	219		\$7,817	\$7,907	98.9%	Met
Credential Attainment 4th Quarter After	69	107	64.5%	66.4%	97.1%	Met

Youth

Measurement	Numerator	Denominator	Actual	Negotiated	% of Goal	Results
Employment Rate 2nd Quarter After Exit	9	12	75.0%	76.7%	97.8%	Met
Employment Rate 4th Quarter After Exit	4	4	100.0%	45.0%	222.2%	Exceeded
Median Earnings 2nd Quarter After Exit	9		\$3,493	N/A		
Credential Attainment 4th Quarter After	0	1	0.0%	83.5%	0.0%	Not Met

Wagner-Peyser

Measurement	Numerator	Denominator	Actual	Negotiated	% of Goal	Results
Employment Rate 2nd Quarter After Exit	1339	2581	51.9%	53.0%	97.9%	Met
Employment Rate 4th Quarter After Exit	693	1283	54.0%	53.4%	101.1%	Exceeded
Median Earnings 2nd Quarter After Exit	1339		\$6,977	\$5,614	124.3%	Exceeded

* N/A indicates Not Applicable

State Negotiated Performance Levels Green: Exceeded - greater than 100% of target, Yellow: Met - between 90% and 100% of target, Red: Not Met - less than 90% of target



New Jersey Department of Labor and Workforce Development

Greater Raritan WDB

Program Year 2018 - Qtr. 1

Workforce Innovation and Opportunity Act (WIOA)

This is not a final report. Reporting systems at the state and federal level are still under revision.

Overall Performance	
Exceeded	2
Met	2
Not Met	10

Adults

Measurement	Numerator	Denominator	Actual	Negotiated	% of Goal	Results
Employment Rate 2nd Quarter After Exit	12	19	63.2%	83.3%	75.8%	Not Met
Employment Rate 4th Quarter After Exit	8	17	47.1%	76.0%	61.9%	Not Met
Median Earnings 2nd Quarter After Exit	12		\$4,730	\$6,087	77.7%	Not Met
Credential Attainment 4th Quarter After	0	1	0.0%	68.7%	0.0%	Not Met

Dislocated Workers

Measurement	Numerator	Denominator	Actual	Negotiated	% of Goal	Results
Employment Rate 2nd Quarter After Exit	41	60	68.3%	85.4%	80.0%	Not Met
Employment Rate 4th Quarter After Exit	30	54	55.6%	77.1%	72.1%	Not Met
Median Earnings 2nd Quarter After Exit	41		\$13,145	\$7,931	165.7%	Exceeded
Credential Attainment 4th Quarter After	0	0	0.0%	73.5%	0.0%	Not Met

Youth

Measurement	Numerator	Denominator	Actual	Negotiated	% of Goal	Results
Employment Rate 2nd Quarter After Exit	2	10	20.0%	72.7%	27.5%	Not Met
Employment Rate 4th Quarter After Exit	0	0	0.0%	45.0%	0.0%	Not Met
Median Earnings 2nd Quarter After Exit	2		\$2,103	N/A		
Credential Attainment 4th Quarter After	0	0	0.0%	74.0%	0.0%	Not Met

Wagner-Peyser

Measurement	Numerator	Denominator	Actual	Negotiated	% of Goal	Results
Employment Rate 2nd Quarter After Exit	333	660	50.5%	54.2%	93.1%	Met
Employment Rate 4th Quarter After Exit	334	613	54.5%	59.2%	92.0%	Met
Median Earnings 2nd Quarter After Exit	333		\$9,100	\$5,932	153.4%	Exceeded

* N/A indicates Not Applicable

State Negotiated Performance Levels Green: Exceeded - greater than 100% of target, Yellow: Met - between 90% and 100% of target, Red: Not Met - less than 90% of target



New Jersey Department of Labor and Workforce Development

Greater Raritan WDB

Program Year 2018 - Qtr. 2

Workforce Innovation and Opportunity Act (WIOA)

This is not a final report. Reporting systems at the state and federal level are still under revision.

Overall Performance	
Exceeded	8
Met	2
Not Met	4

Adults

Measurement	Numerator	Denominator	Actual	Negotiated	% of Goal	Results
Employment Rate 2nd Quarter After Exit	16	19	84.2%	83.3%	101.1%	Exceeded
Employment Rate 4th Quarter After Exit	10	14	71.4%	76.0%	94.0%	Met
Median Earnings 2nd Quarter After Exit	16		\$7,016	\$6,087	115.3%	Exceeded
Credential Attainment 4th Quarter After	0	0	0.0%	68.7%	0.0%	Not Met

Dislocated Workers

Measurement	Numerator	Denominator	Actual	Negotiated	% of Goal	Results
Employment Rate 2nd Quarter After Exit	36	51	70.6%	85.4%	82.7%	Not Met
Employment Rate 4th Quarter After Exit	51	71	71.8%	77.1%	93.2%	Met
Median Earnings 2nd Quarter After Exit	36		\$13,818	\$7,931	174.2%	Exceeded
Credential Attainment 4th Quarter After	4	4	100.0%	73.5%	136.1%	Exceeded

Youth

Measurement	Numerator	Denominator	Actual	Negotiated	% of Goal	Results
Employment Rate 2nd Quarter After Exit	3	6	50.0%	72.7%	68.8%	Not Met
Employment Rate 4th Quarter After Exit	6	7	85.7%	45.0%	190.5%	Exceeded
Median Earnings 2nd Quarter After Exit	3		\$5,237	N/A		
Credential Attainment 4th Quarter After	0	1	0.0%	74.0%	0.0%	Not Met

Wagner-Peyser

Measurement	Numerator	Denominator	Actual	Negotiated	% of Goal	Results
Employment Rate 2nd Quarter After Exit	337	596	56.5%	54.2%	104.3%	Exceeded
Employment Rate 4th Quarter After Exit	398	633	62.9%	59.2%	106.2%	Exceeded
Median Earnings 2nd Quarter After Exit	337		\$8,516	\$5,932	143.6%	Exceeded

* N/A indicates Not Applicable

State Negotiated Performance Levels Green: Exceeded - greater than 100% of target, Yellow: Met - between 90% and 100% of target, Red: Not Met - less than 90% of target

Attachment #8

MEMORANDUM OF UNDERSTANDING

Between the

GREATER RARITAN WORKFORCE DEVELOPMENT BOARD

and the

PARTNERS OF THE GREATER RARITAN ONE-STOP SYSTEM

This Memorandum of Understanding (hereinafter known as “Agreement”) is entered into as of this first day of July, 2016, by and among the Greater Raritan Workforce Development Board (hereinafter known as “GRWDP”), the Partners of the Greater Raritan One-Stop System pursuant to Section 121 (b) (1), of the Workforce Innovation and Opportunity Act of 2014 (hereinafter known as WIOA) and the New Jersey Combined State Plan for WIOA 2016 for New Jersey’s Workforce Development System.

WHEREAS, the Hunterdon County Board of Chosen Freeholders and the Somerset County Board of Chosen Freeholders have appointed members to the Greater Raritan Workforce Development Board to perform the functions assigned to such Boards under WIOA Section 107 and the GRWDB has been certified by the State of New Jersey as the official Workforce Development Board for the Greater Raritan Workforce Development Area.

WHEREAS, the GRWDB is responsible for the planning and oversight of the One-Stop system in accordance with the principles contained in WIOA, the New Jersey Combined State Plan for WIOA 2016 for New Jersey’s Workforce Development System, the Greater Raritan Workforce Development Board Strategic Plan the Greater Raritan Workforce Development Board Welfare-to-Work Strategic Consolidation Plan, the Greater Raritan Workforce Development Board Literacy Plan, Youth Plan and state directives developed now and in the future concerning the establishment of a One-Stop System and a Comprehensive One-Stop Career Center.

WHEREAS, the GRWDB has established a One-Stop Committee to oversee development and continuous improvement of a comprehensive One-Stop Career Center.

WHEREAS, in accordance with WIOA and the New Jersey Combined State Plan for WIOA 2016 for New Jersey’s Workforce Development System, the following agencies are the Greater Raritan One-Stop Mandatory Partners (hereinafter known as “Partners”): The New Jersey Department of Labor and Workforce Development including the following programs: Unemployment Insurance, Employment Services, Veterans Workforce Programs, Senior Community Services Employment, Trade Adjustment Act/North American Free Trade Agreement Department, the Division of Vocational Rehabilitation; Workforce Innovation and Opportunity (WIOA) One Stop Career Training Services; Hunterdon County Educational Services Commission; Somerset County Board of Social Services; Hunterdon County Division of Social Services; Somerset County Vocational and Technical High School; Hunterdon County Polytech Institute; Somerset County Office of Community Development and Raritan Valley Community College. These Partners may enter into agreement with additional Community Partners to serve the Greater Raritan One Stop as identified. These Community Partners must also abide by agree to the terms of this Agreement.

WHEREAS, the GRWDB, in partnership with the Hunterdon County Board of Chosen Freeholders and the Somerset County Board of Chosen Freeholders, in accordance with WIOA, and with the written agreement of three or more Partners designated Somerset County as the One-Stop Operator and WIOA Administrator.

NOW, THEREFORE, the GRWDB and Partners agree as follows:

I. Guiding Documents

The Partners and GRWDB agree to provide, support and oversee services in the One-Stop system in accordance with the New Jersey Combined State Plan for WIOA 2016 for New Jersey's Workforce Development System, the Greater Raritan Workforce Development Board Strategic Plan the Greater Raritan Workforce Development Board Welfare-to-Work Strategic Plan, the Greater Raritan Workforce Development Board Literacy Plan, and One-Stop policies and procedures.

II. Guiding Principles

The Partners and GRWDB agree to maintain a One-Stop System that is in accordance with the Greater Raritan Customer Bill of Rights (Attachment 1) and any principles established in the future through process mapping or by the One-Stop Committee. The One-Stop system includes all services related to promoting the employment and career advancement of local residents and the development of a strong Workforce for local businesses that are provided out of One-Stop Centers or by Partners.

III: Management Structure and Guidelines

The Partners and GRWDB agree to:

- Collaborate and contribute to the development of a One-Stop Operations plan.
- Support the Operator in carrying out its roles and responsibilities as defined in this Agreement.
- Liaise with the Operator in a team approach to serve customers, to attain customer service goals and to achieve established performance standards.
- Cooperate with the Operator in the implementation, coordination, reporting and continuous improvement efforts related to the One-Stop system.
- Provide reports and information, and to attend meetings upon request of the GRWDB and its committees to the extent that Partners organization staffing and budget permits.
- Respect each other's organizational practices, management structure and regulatory requirements in the provision of the services under this agreement.

IV: GRWDB Roles and Responsibilities

The Partners and GRWDB agree to the following roles and responsibilities in carrying out the mission of the One-Stop system as outlined below.

GRWDB

- Identify a strategic vision for the local One-Stop system and local workforce system and support the efforts of the Operator and Partners in the development of a One-Stop system that meets that vision.
- Negotiate performance standards with the New Jersey Department of Labor in collaboration with Chief Elected Officials (Boards of Chosen Freeholders).

- Develop budget for and oversee the use of WIOA, Work First New Jersey (WFNJ), Supplemental Literacy and other funds under the oversight of the GRWDB in conjunction with Somerset County as Fiscal Agent.
- Appoint, oversee and approve recommendations of the One-Stop Committee.
- Network with the broader business and economic development community.
- Facilitate groups/teams on common workforce issues.

One-Stop Committee

- Research, review and recommend policy to the GRWDB.
- Examine the One-Stop Operations plan on an annual basis and revise as needed.
- Determine the number and type of One-Stop Centers and pursue a New Jersey One-Stop Charter for each as appropriate.
- Negotiate MOU's with the Operator, Partners and other entities on behalf of the Board.
- Facilitate planning for coordination between WIOA, WFNJ, Supplemental Literacy and other programs/funds under the oversight of the GRWDB.
- Oversee the implementation of mechanisms to measure One-Stop performance against established standards.

V: Partners Commitment

One-Stop Partner Commitment

- Actively support and implement the One-Stop vision, mission, principles, and policies and procedures.
- Utilize the expertise and unique perspective of each Partner to build and maintain a One Stop system that endorses a team approach to service delivery and places a value on excellent customer service.
- Engage in an intensive and comprehensive functional analysis of the operating policies and procedures for One-Stop Center services (process mapping) as needed.
- Identify resources to commit to the operation of the comprehensive One-Stop Center(s) and Satellite Center(s).
- Identify minimum standards of service – both qualitative and quantitative.
- Provide career related services as outlined (Attachment 2).

One-Stop Commitment to Job Seekers:

- Provide access to Basic Career Services.
- Provide access to Individual Career Services.
- Provide access to Follow Up Career Services
- On-site WIOA Adult and Dislocated Worker and Youth services.
- On-site Vocational Rehabilitation services.
- On-site Employment Service services to targeted populations such as Veterans and Youth.
- Access to Unemployment Assistance.
- Referral to other Partners for other career services, as needed.

One Stop Commitment to Employers

- The Partners agree to coordinate with the GRWDB in continuing to define services to be offered to businesses. Current services to employers include:
- Hiring Incentives which include On the Job Training (OJT) grants to offset the costs of training new employees.
- Training grants for employers to help upgrade the skills of current employees.
- Free referral services to help employers fill jobs with local, qualified candidates.
- Targeted recruitment events to help employers hire for multiple job openings.
- Job listings accessible to the right candidates.
- Work Opportunity Tax Credit (WOTC) application guidance.
- Free Labor Market information to meet local business needs.

VI: One Stop Facility Characteristics

Site Locations: The Boards of Freeholders of Hunterdon and Somerset Counties and the GRWDB have designated the following One-Stop sites:

One-Stop Sites:

Somerville: One Stop Services will be provided in two office buildings, which are located on the same city block and share common parking facilities:

- 75 Veterans Memorial Drive East, Somerville, New Jersey 08876
- 27 Warren Street, Somerville, New Jersey 08876

Flemington: One Stop Services will be provided in one office building

- 6 Gauntt Place, Building 2, Lower Level, Flemington, New Jersey 08822

All One-Stop sites will be characterized by the following:

- Provides customer-focused services (individual customers and employers/businesses).
- Imparts an open, inviting and business-like atmosphere with easy access to information and resources for all visitors.
- Provides easy access to frequently used services and resources, while providing for ample private and quiet areas for assessments and private counseling/discussions.
- Offers accommodations for persons with disabilities.
- Invites clients to spend their waiting time productively, such as exploring or using other resources.
- Provides adequate signage to facilitate identification of the One-Stop Center and the services within.
- Maintains a logical work and traffic-flow from both the client and employee perspectives.
- Provides employees with their own workspace and easy access to the tools/resources they most frequently use in their workday.
- Utilizes common/multi-purpose space to maximize use of the facility.
- Provides for appropriate level of security and safety for all users of the facility (employees, customers, children, visitors).

VII: Customer Services Procedures:

The Partners and Operator agree that all services will be offered in accordance with the following:

- Adhere to all established customer service policies and procedures.
- Staff will have a comprehensive understanding of all Partner programs in order to make appropriate customer referrals.
- Customer information and job leads will be shared in accordance with all confidentiality policies utilizing commonly shared software systems when available.

VIII. Customer Referral

Both business and job seeker customers need to access One Stop system services that provide them with optimum utilization of available partner and community resources that lead to successful outcomes. Partners commit to connect customers as quickly as possible with services through referral processes that are impartial and designed to rapidly and efficiently meet the customer's individual needs.

One-Stop Career Center referral methods include:

- AOSOS
- County level Human Services websites
- Partner specific websites
- Verbal referrals to/from One-Stop Partners
- Written referrals to/from One-Stop Partners
- Marketing material distributed to Partners, employers, vendors, community and faith-based organizations
- Direct link access/referrals made via Partner orientations, including but not limited to, group training orientations, individualized training orientations, school orientations, Re-Employment Assessments (REAs) and Project Reemployment Opportunity System (PROS), WorkFirst NJ orientations and job readiness programs, county-level Partner meetings and WDB committee meetings.
- Partner site visits where co-location is not feasible.

All information provided through Greater Raritan One Stop and/or their Partners will be mutually accessible to all Partners to avoid duplication of services, to the extent permitted by regulations. General information regarding Partner and One Stop programs, services, activities and resources (e.g., labor market information, job leads, programmatic and participant information) will be accessible as allowable and appropriate.

All job-seekers and/or employers visiting or calling the Greater Raritan One Stop or Partner location will be greeted by professionally trained staff familiar with the One Stop's menu of services. Visitors will be briefly assessed to determine the most appropriate program, service, activity or resource needed, and subsequently referred to the appropriate Partner.

IX: Resource Sharing Agreements:

As part of this Agreement, the Partners with the assistance of the Operator and the GRWDB, will identify the resources needed to continue to operate each One Stop Center and will commit to providing them as deemed necessary, appropriate and as available (Attachment 3).

X: One-Stop System Coordination:

The Partners and GRWDB will identify outcomes for specific services offered through the One-Stop Centers and the One-Stop system. These include performance outcomes and customer satisfaction standards as prescribed by the U.S. Department of Labor and the NJ Department of Labor and Workforce Development, as well as locally developed customer satisfaction survey.

XI: Evaluation of One-Stop Outcomes:

The GRWDB will track the performance of the Workforce Innovation and Opportunity Act (WIOA) funded partners through WIOA prescribed performance metrics and measures reports. The other partners may submit to the One-Stop Operator program performance reports specific to One-Stop Center programs and services.

XII: Conflict Resolution Process

The Partners and GRWDB framed a policy based on the agreement that the fundamental mission of the One-Stop system is to provide quality service to the customers. With that singular mission as a backdrop the One-Stop Partners Conflict Resolution Process (Attachment 4) will be used for resolving conflict among Partners and in the delivery of service to the customers.

XIII: Nondiscrimination

All parties to this agreement certify that they are equal opportunity employers. All agree that they will not discriminate in their employment practices or services on the basis of gender, sexual orientation, age, race, color, creed, religion, national origin, disability or veteran's status, or on the basis of any other classification protected under state or federal law. The parties hereby certify that they have in place policies and procedures to address these issues and those policies and procedures have been disseminated to their employees and otherwise posted as required by law.

- A. Equal Opportunity Assurance: The parties to this agreement and respective staff assure that applicants, claimants, and participants of One-Stop programs shall not be discriminated against on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief and, if receiving WIOA program benefits, citizenship and status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I – financially assisted program or activity (Section 188 of WIOA and 29CFR Part 37.20 – identifies civil rights laws).

- B. Parties to this agreement will agree on a single One-Stop Equal Opportunity Officer who will process complaints of discrimination and attempt to address same as prescribed by 29CFR Part 37, "Implementation of the Nondiscrimination and Equal Opportunity Provisions of WIOA."
- C. The parties to this agreement will provide "ongoing and continuing notification (29 Part 37.29)" that "Equal Opportunity is the Law."
- D. The parties to this agreement will abide 29CFR Part; Section 188 of WIOA, and, implementing directive issued by the State.
- E. The MOU must meet all federal requirements contained in the Law and Regulations (Subpart C, 662.300, Sections 662.250 through 662.270).

The parties further certify that they are currently in compliance with all applicable state and federal laws and regulations regarding these issues and that they are unaware of any claims currently pending against them before any court or administrative body relative to alleged violation of such laws.

XIV: Assurances for Special Populations

Partners agree that customers with special needs will have equal access to services and will be provided with additional supports and/or assistive technology as requested and/or deemed necessary. Special populations include, but are not limited to the following: veterans, youth, ex-offenders, non-native English speakers, public assistance recipients, those 55+ years of age and those living with a disability.

Methods to ensure that the needs of workers, youth and individuals with barriers to employment are met will include the following:

- Upfront intake/customer service that provides easy access to One-Stop programs and services.
- Conduct youth outreach with Partners, community and faith-based organizations to develop and expand education, recruitment and access to One-Stop services.
- Conduct formal One-Stop monitoring to ensure practices, policies and procedures are being carried out.
- Conduct periodic examination of the physical accessibility and technology equipment (e.g., computers).
- Ensure and observe whether individuals with barriers are served with other customers of the One-Stop as appropriate.
- Ensure Partners consider a range of services, and not just those funded by Vocational Rehabilitation or services for people with disabilities.
- Meet periodically with the One-Stop Operator or other Partners or officials if there are concerns about the delivery of services for individuals with barriers.

XV: Personally Identifiable Information

New Jersey Workforce Innovation Notice 6-15 addresses the United States Department of Labor's Training and Employment Guidance Letter 39-11 which mandates the handling and protections of personally identifiable information (PII). As part of its work activities, Partners may have in their possession large quantities of protected information related to their organization and staff; subgrantee and partner organizations and staff; and individual program participants. This information is generally found in personnel files, participant data sets, performance reports, program evaluations, grant and contract files and other sources.

Protected information is information that if disclosed could result in harm to the individual whose name or identity is linked to that information. Examples of protected information include, but are not limited to name, social security numbers (SSNs), credit card numbers, bank account numbers, home telephone numbers, ages, birthdates, marital status, spouse names, educational history, biometric identifiers (fingerprints, voiceprints, iris scans, etc.), medical history, financial information and computer passwords.

Partners agree that they will use protected information only for the purpose prescribed in the scope of their work; agree to not remove any protected information in any format from their place of business and agree to shred any documents containing protected information that is not needed for the secured customer file. In addition, Partners agree not to send PII in any electronic format unless the platform provides a secured network and/or is secured through encryption technology.

XVI. Records Retention

Partners agree that all customer files will be retained in a secured area that can only be accessed by staff. Each partner receiving WIOA funds will maintain all records pertinent to grants, contracts and agreements including financial, statistical, property and participant records and supporting documentation for a period of seven (7) years from the date of the final expenditure or final program report, whichever is the latest. The aforementioned records will be maintained beyond the seven years if any litigation or audit is begun or, if a claim is instituted involving the grant or agreement covered by the records.

XVII. Memorandum of Understanding Review

This Agreement will be reviewed every three (3) years by the Greater Raritan One Stop Operator, Greater Raritan One Stop Committee and Greater Raritan Workforce Development Board. Updates will be made to this Agreement as deemed necessary by the aforementioned parties.

XVIII Amendments

This Agreement may be amended when deemed necessary by the Greater Raritan One Stop Operator, Greater Raritan One Stop Committee and Greater Raritan Workforce Development Board. Partners will be notified of any amendments and will be asked to review and indicate agreement with said amendments by signature.

XIX: Termination

This Agreement shall be in effect for the period of time beginning on the date first written above and shall remain in force and in effect for three years or until either party provides the other with sixty (60) days written notice of intent to terminate, repeal of the Workforce Innovation and Opportunity of 2014, otherwise by action of law, subject to earlier termination or extension only as provided herein.

This Agreement may be terminated by any party hereto before expiration of the Term only for "cause" (defined to be a substantial or repeated breach of another party's obligations hereunder) and only upon giving to each other party thirty (30) days advance notice of the proposed termination specifying the cause therefore. If during the first ten (10) day of that 30-day notice period each party claimed to be in breach gives notice to the other parties informing them of its intent to cure the breach, and if it fully does so within the 30-day notice period (or, for a breach which cannot reasonably be fully cured within such period, promptly commences and continues in good faith to implement the cure), this Agreement shall not be terminated.

XX: Indemnity

Each party hereto which itself or whose employees, elected and/or appointed officials, officers, agents or representatives (collectively, "related persons") through any act or neglect connected with performance hereunder, cause(s) or contribute(s) to any losses, does hereby indemnify, hold harmless and agree to defend each other party and its related persons from and against all such losses. As used herein, "Losses" shall mean all claims and awards of damages due to death, personal injury or property damage, and all costs and expenses incurred defending such claims (including without limitation attorneys' fees, discovery costs and court costs at trial and on appeal).

Each party hereto shall purchase and maintain in effect all commercially reasonable or legally required forms and amounts of insurance coverage applicable to its activities in providing services described herein; premises liability insurance for facilities accommodating those employees and services; and general liability insurance covering all associated activities of the party and its related persons.

XXI: Miscellaneous

This Agreement fully expresses all agreements and understanding of the parties hereto relating to its subject matter and there exists no prior or contemporaneous agreement or understanding regarding this subject, which is not stated herein.

The parties to this Agreement are each an independent Subcontractor of the others and none shall be considered or construed to be the agent or employee of another.

This Agreement is personal as between the parties hereto, and shall not be assignable in whole or in part; any attempt to assign any right or obligation hereunder shall be void at its inception.

Any notice permitted or required hereunder shall be given in writing, and shall be effective (a) immediately upon delivery in person or (b) by facsimile with the appropriate receipt (c) by e-mail with the appropriate receipt, or (d) three (3) days mailings by U.S. Mail properly addressed and with sufficient postage affixed.

This agreement is subject to the provisions of the New Jersey Tort Claims Act, N.J.S.A. 59:1-1 et. seq., and the New Jersey Contractual Liability Act, N.J.S.A. 59: 13-1 et seq.

ATTACHMENT 1
Greater Raritan One-Stop
Customer Bill of Rights

One-Stop Customers are guaranteed that:

- Each visit to a One-Stop adds value to a customer's career development efforts.
- Appropriate, quality information is delivered in a professional and courteous manner:
 - Ease of access to services and a pleasant atmosphere
 - Accuracy and timeliness of information
 - Personal contact with and advocacy for customers
 - Cooperation and equal enthusiasm from all Partners
- Staff is knowledgeable, caring, sensitive, and possesses good communications skills and professional demeanor.
- All staff is equally able to explain all available services, including internet and computer-based programs.
- Facilities are well maintained and accommodate persons with disabilities, and equipment functions well.
- Access to services is simple:
 - Access comes without "eligibility" requirements.
 - Customer application processes are uncomplicated and unduplicated.
 - Customer information is fully accessible to all partnering agencies so that customers are not unduly inconvenienced.
 - Information on all services and agencies is available and user-friendly.
- Staff is available, accessible, and multi-lingual to assist customers in resolving problems and accessing services.
- Customers are assisted in scheduling appointments for services.
- Customers are empowered to make well-informed decisions.
- Customers are asked for their feedback regularly, and measures of satisfaction will be uncomplicated and user-friendly.

ATTACHMENT 2

ONE-STOP PARTNER CAREER RELATED SERVICES

	OS Operator	ES	DVRS	UI	Trade Act	Vets	HC Polytech	SC Vo Tech	HCDSS	SCBSS	RVCC	HCESC	CDBG	SCESP
BASIC CAREER SERVICES:														
Eligibility Determination	•	•	•			•	•	•						
Outreach, intake & orientation	•	•	•		•	•	•	•			•		•	•
Assessment	•	•	•			•	•	•	•	•	•	•		•
Labor Exchange Services, including:														
Job Search	•	•	•		•	•	•	•						
Placement Assistance	•	•	•		•	•					•	•		
Labor Market Information	•	•	•		•	•								
Career Counseling	•	•	•		•	•								
Recruitment	•	•	•		•	•								
Business Services					•									
Training provider info	•	•	•		•	•						•		
Local area performance info	•	•												
Supportive services info	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Referrals	•	•	•	•	•	•	•	•	•	•	•	•	•	•
UI claim filing info	•	•	•	•		•								
Help w/eligibility for financial aid prog not funded under this Act	•	•	•		•	•	•	•	•	•	•	•	•	
INDIVIDUALIZED CAREER SERVICES:														
Assessment and testing	•	•	•		•	•	•	•			•	•		•
Individual employment plan development	•	•	•		•	•	•	•				•		•
Group counseling	•	•	•	•		•	•	•			•	•		

	OS Operator	ES	DVRS	UI	Trade Act	Vets	HC Polytech	SC Vo-Tech	HCDSS	SCBSS	RVCC	HCESC	CDBG	SCSEP
Individual counseling	•	•	•	•	•	•	•	•			•	•		•
Career planning	•	•	•		•	•	•	•			•	•		•
Short-term pre-vocational services	•	•	•				•	•				•		
Internships and work experience	•		•			•	•	•			•	•		•
Workforce preparation activities	•	•	•		•	•	•	•			•	•		•
Financial literacy services	•	•	•			•	•	•			•	•	•	•
Out of area employment services	•	•	•			•								•
ESL instruction	•										•	•		
FOLLOW UP SERVICES:														
Follow-up counseling	•	•	•			•	•	•	•	•	•	•	•	•
TRAINING SERVICES (may include):														
Occ. skills training, inc. non-traditional	•	•	•		•	•	•	•			•			•
On-the-job training	•	•	•		•	•								
Incumbent worker training	•										•			
Combined progs. w/ related instruction	•	•	•			•	•	•						
Training services operated by private sector	•	•	•		•	•								
Skill upgrading and retraining	•	•	•		•	•	•	•			•			•
Entrepreneurial training	•	•			•	•								
Transitional jobs	•	•	•		•	•								•
Job readiness training	•	•	•		•	•	•	•			•			•
Adult Ed and literacy activities	•	•				•	•	•			•			
Customized training with commitment											•			

ATTACHMENT 3

RESOURCE SHARING AGREEMENT

As per the U.S. Department of Labor, the WIOA requirements of Sec. 121(h) for local agreements related to shared and infrastructure costs do *not* have to be satisfied in PY 16.

In preparation for the implementation of WIOA Resource Sharing Agreement requirements, the Partners will collect One-Stop Career Center resource information on infrastructure and shared service costs and submit it to the WDB for development of an agreement to be implemented in Program Year 2017. An addendum to this Resource Sharing Agreement will be created and attached to the MOU as required in the future.

Infrastructure costs may include:

- Rental of facilities
- Utilities and maintenance
- Equipment (including assessment-related products and assistive technology for individuals with disabilities)
- Technology to facilitate access to the One-Stop Career Center, including technology used for the Center's planning and outreach activities

Shared costs may include:

- Operation of One-Stop delivery system
- Shared Services

RESOURCE SHARING AGREEMENT FOR PROGRAM YEAR 2016

Greater Raritan One Stop Career Training Services Center will provide the One-Stop Career facility and principal staffing for the Somerville (27 Warren Street) and Flemington (6 Gauntt Place) locations.

The New Jersey Department of Labor and Workforce Development (NJ LWD) will provide OSCC facilities and principal staffing at the Somerville (75 Veterans Memorial Drive) and supplemental staffing in Flemington (6 Gauntt Place). NJ LWD will provide sufficient staff to perform pre-General Assistance orientation and counseling, and, as needed, Veterans' services.

The New Jersey Division of Vocational Rehabilitation Services will provide vocational rehabilitation services in Somerville (75 Veterans Memorial Drive) and Flemington (6 Gauntt Place)

The New Jersey Division of Unemployment Insurance will provide staffing for the UI office in Somerville (75 Veterans Memorial Drive).

ATTACHMENT 4

ONE-STOP CONFLICT RESOLUTION PROCESS

Step #1: Staff will be empowered to resolve differences on any issues that arise.

Step #2: If the issue cannot be resolved among them, staff will be instructed to inform their supervisor who is expected to bring it to the attention of the supervisor from the other Partnering organization. All Partners agree to resolve the issue as quickly as possible, but no longer than five (5) working days.

Step #3: If there is no resolution, the supervisors are required to bring the matter to the attention of the top-level decision maker in their respective organization both verbally and in writing (e-mail correspondence is appropriate). The written communication must include a definition of the problem and the resolution sought, with a copy transmitted to the Operator.

Step #4: Once again, the Partners agree to resolve the issue within five (5) working days. The resolution to the issue must be put in writing, with a copy to the Operator.

Step #5: When issues cannot be resolved within five working days, then the Operator will convene the Partners as a team to resolve the issue. The Partners have three (3) days in which to convene. The Operator will facilitate the meeting and is empowered by the Partners to recommend solutions to the issue. The Operator will develop operating policies and procedures to avoid a similar issue in the future. All policies will be referred to the GRWDB for review. If a resolution cannot be achieved within ten (10) working days, the Operator will provide the GRWDB with a report detailing the issue at hand and the steps already taken to resolve it.

It is agreed that the Partners and Operator will make every effort to resolve issues among themselves before bringing the issue to the GRWDB or its Committees.

Step #6: In those instances where the issue cannot be resolved, then the GRWDB will take the issue under advisement. A special meeting of the One-Stop Committee will be held. The issue will be evaluated using this Agreement as a guide as well as the Greater Raritan Workforce Development Board Strategic Plan and the New Jersey Combined State Plan for WIOA 2016 for New Jersey's Workforce Development System.

The Partners also agree that each will follow their own internal organized labor grievance procedures, as appropriate to the situation.

ATTACHMENT 5

LIST OF REQUIRED ONE-STOP WORKFORCE SYSTEM PARTNERS

1. Adult, Dislocated Worker and Youth, Title I

Greater Raritan One Stop
PO Box 3000
Somerville, NJ 08876-1262
Monica Mulligan, One Stop Operator

2. Wagner-Peyser Title III

Employment Services
NJ Department of Labor and Workforce Development
John Fitch Plaza, Trenton, NJ
Catherine Starghill, Executive Director

3. Adult Education and Family Literacy, Title II

Hunterdon County Educational Services Commission
28 Hoffmans Crossing Road
Califon, NJ 07830
Marie Kisch, Superintendent

4. Vocational Rehabilitation, Title IV

Division of Vocational and Rehabilitation Services
NJ Department of Labor and Workforce Development
John Fitch Plaza, Trenton, NJ 08625
Alice Hunnicutt, Director

5. Senior Community Service Employment

NJ Department of Labor and Workforce Development
John Fitch Plaza, Trenton, NJ 08625
Name of signatory to be provided by LWD

6. Career and Technical Education

Hunterdon County Polytech
8 Bartles Corner Road
Flemington, NJ 08822
Dr. Kimberly Metz, Superintendent

Raritan Valley Community College
118 Lamington Road
Branchburg, NJ 08876
Michael John McDonough, President

Somerset County Vo-Tech
14 Vogt Drive
Bridgewater, NJ 08822
Chrys Harttraft, Superintendent

7. Trade Adjustment Act

Trade Act/TRA
NJ Department of Labor and Workforce Development
John Fitch Plaza, Trenton, NJ 08625
Name of signatory to be provided by LWD

8. Veterans

NJ Department of Labor and Workforce Development
John Fitch Plaza, Trenton, NJ 08625
Catherine Starghill, Director

9. Community Services Block Grant

Community Development Block Grant
27 Warren Street
Somerville, NJ 08876
Kimberly Cowart, Director

10. Department of Housing and Urban Development

No presence in the local area

11. Unemployment Insurance

Division of Unemployment Insurance
NJ Department of Labor and Workforce Development
John Fitch Plaza, Trenton, NJ 08625
Catherine Starghill, Director

12. Second Chance Act

No presence in the local area

13. Temporary Assistance for Needy Families (TANF)

Hunterdon County Division of Social Services
6 Gauntt Place
Flemington, NJ 08822
Christine Hellyer, Director

Somerset County Board of Social Services
73 East High Street
Somerville, NJ 08876
Dominic Crisall, Director

PARTNER COMMITMENT AGREEMENT

As of July 1, 2016, _____
(Agency/Organization)

Has been identified as a Greater Raritan One-Stop Community Partner and as such is subject to the terms of this attached Memorandum of Understanding.

This agreement will remain in effect until June 30, 2019 or such time that either the System Partner or Greater Raritan WDB requests relief from such.

Printed Name: _____

Title: _____

Agency(s): _____

Signature: _____

Date: _____

December 21, 2017

John Bicica
Chief
Office of WIOA Technical Assistance and Capacity Building
New Jersey Department of Labor and Workforce Development
1 John Fitch Plaza
P.O. Box 110
Trenton, NJ 08625-0110

Dear Mr. Bicica:

The Greater Raritan Workforce Development Board, a designated Local Area under the Workforce Innovation and Opportunity Act of 2014, is herewith submitting our Infrastructure Funding Agreement (IFA) for review and signature by NJ Department of Labor and Workforce Development leadership.

We wish to acknowledge the work of the Greater Raritan One Stop Operator in the development of this agreement, and we trust that it meets with your approval.

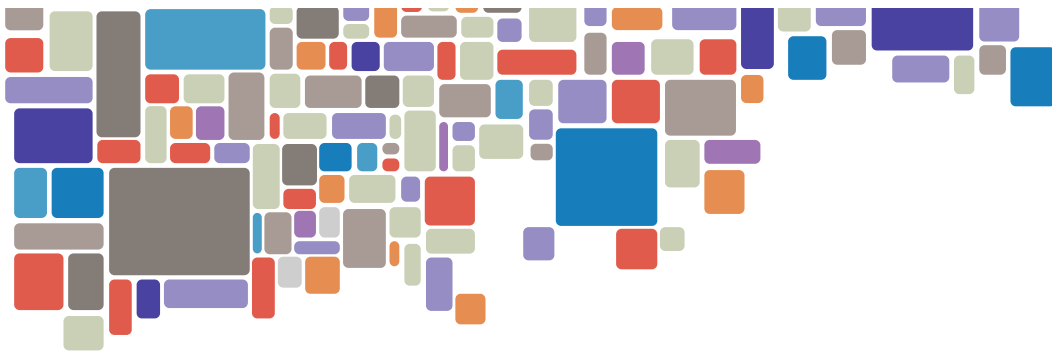
We also note that the requirement for a formal IFA is currently embodied in the Memorandum of Understanding between the Greater Raritan Workforce Development Board and the partners of the Greater Raritan One Stop System. The Memorandum of Understanding recognizes that the IFA will become a part of the broader agreement upon submission to and acceptance by the NJ Department of Labor and Workforce Development.

Thank you for your attention to this matter and we look forward to acceptance of our IFA by the Department.

Best regards,

John Maddocks
Executive Director

C: Monica Mulligan, Greater Raritan One Stop Operator



Greater Raritan Infrastructure Funding Agreement

I. PURPOSE

As required by the Greater Raritan Workforce Development Board's contract with Somerset County Department of Human Services for One Stop Operator services, the One Stop Operator was tasked with the creation of an Infrastructure Funding Agreement.

II. INFRASTRUCTURE FUNDING AGREEMENTS

WIOA sec. 121(c); 20 CFR 678.500, 34 CFR 361.500, 34 CFR 463.500,

Mandated under WIOA, an Infrastructure Funding Agreement (IFA) describes a reasonable cost allocation methodology, where infrastructure costs are charged to each partner based on partners' proportionate use of the one-stop center, relative to the benefits received from the use of the one stop center consistent with Federal Cost Principles in the Uniform Guidance at 2 CFR part 200 and the Department of Labor exceptions at 2 CFR part 2900.

III. INFRASTRUCTURE COSTS

WIOA sec. 121(h)(4); 20 CFR 678.700(a)-(b), 34 CFR 361.700(a)-(b), 34 CFR 463.700(a)-(b)

WIOA defines infrastructure costs as the following:

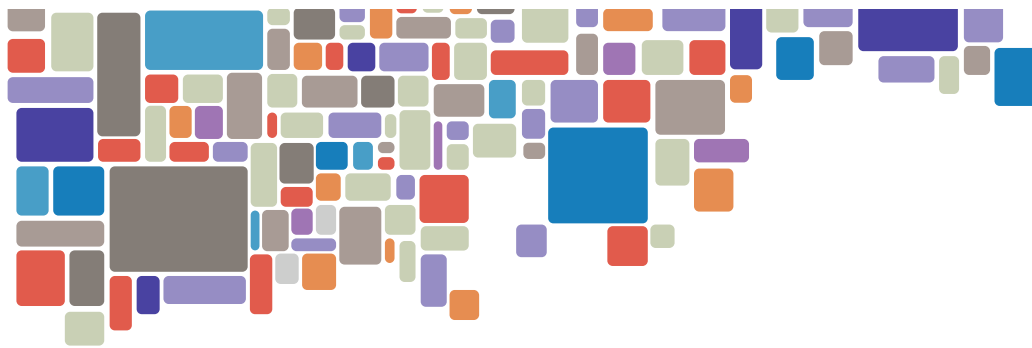
- Non-personnel costs
- Applicable Facility Costs (such as rent) including the cost of utilities and maintenance
- Equipment (including assessment-related products and assistive technology for individuals with disabilities
- Technology to facilitate access to the one-stop center, including technology used for the center's planning and outreach activities
- May consider common identifier costs as costs of one-stop identifier
- May consider supplies as defined in the Uniform Guidance at CFR 200, 94, to support the general operation of the one-stop center.

IV. ADDITIONAL COSTS

WIOA sec. 121(i)(1); 20 CFR 678.760(a)-(b), 34 CFR 361.760(a)-(b), 34 CFR 463.760(a)-(b)

As defined by WIOA, applicable career services, shared operating costs and shared services as follows:

- Must include the costs of the provision of career services in WIOA sec. 134 (c)(2) applicable to each program consistent with partner program's authorizing Federal statutes and regulations, and allocable based on Federal cost principles in the Uniform Guidance at 2 CFR part 200
- May include shared operating costs and shared serviced that are authorized for, and may be commonly provided through the one-stop partner programs, including initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services, referrals to other on-stop partners, and business services.



V. REQUIRED PARTNERS

WIOA sec 121(c); 20 CFR 678.500, 34 CFR 361.500, 34 CFR 463.500

Greater Raritan's Required Partners as mandated by WIOA are listed in Attachment A.

VI. ONE STOP LOCATIONS and CO-LOCATION

Greater Raritan provides One Stop services at three locations, as follows:

- 75 Veteran's Memorial Drive East, Somerville NJ 08876
 - Employment Services (Wagner-Peyser)
 - Jobs for Veterans State Grant (JVSG)
 - Division of Vocational Rehabilitation Services
 - Unemployment Insurance
 - Senior Community Service Employment Program
 - Wage and Hour
 - On the Job Training
 - WDB Coordination and Support
 - Business Services
- 27 Warren Street, Somerville, NJ 08876
 - Greater Raritan Workforce Development Board
 - One Stop Operator
 - WIOA
 - Workforce Learning Link
- 6 Gauntt Place, Flemington, NJ 08822
 - Employment Services (Wagner-Peyser)
 - WIOA

VII. COST ALLOCATION CONTRIBUTIONS

Costs have been allocated to WIOA Required Partners based upon usage of space for provision of services as indicated in Attachment B. At 75 Veterans' Memorial Drive, Technology Costs are the licensing fees for AOSOS, DART, Burning Glass and Microsoft. At 6 Gauntt Place, Additional Costs include utilities and building services.

VII. ALLOCATION RECONCILIATION

The IFA will be reviewed by the Greater Raritan Workforce Development Board twice during each program year to determine if the cost allocation needs to be adjusted based on infrastructure costs and/or programmatic changes. In addition, the Workforce Development Board will periodically reconcile the IFA with actual costs.

Attachment A

LIST OF REQUIRED ONE-STOP WORKFORCE SYSTEM PARTNERS

1. ADULT, DISLOCATED WORKER AND YOUTH, TITLE I

Greater Raritan One Stop
27 Warren Street
Somerville, NJ 08876-1262

2. WAGNER-PEYSER TITLE III

Employment Services
NJ Department of Labor and Workforce
Development
John Fitch Plaza, Trenton, NJ

3. ADULT EDUCATION AND FAMILY LITERACY, TITLE II

Hunterdon County Educational Services Commission
28 Hoffmans Crossing Road
Califon, NJ 07830

4. VOCATIONAL REHABILITATION, TITLE IV

Division of Vocational and Rehabilitation Services
NJ Department of Labor and Workforce
Development
John Fitch Plaza, Trenton, NJ 08625

5. SENIOR COMMUNITY SERVICE EMPLOYMENT

NJ Department of Labor and Workforce
Development
John Fitch Plaza, Trenton, NJ 08625

6. CAREER AND TECHNICAL EDUCATION

Hunterdon County Polytech
8 Bartles Corner Road
Flemington, NJ 08822

Raritan Valley Community College
118 Lamington Road
Branchburg, NJ 08876

Somerset County Vo-Tech
14 Vogt Drive
Bridgewater, NJ 08822

7. TRADE ADJUSTMENT ACT

Trade Act/TRA
NJ Department of Labor and Workforce
Development
John Fitch Plaza, Trenton, NJ 0862

8. VETERANS

NJ Department of Labor and Workforce
Development
John Fitch Plaza, Trenton, NJ 08625

9. COMMUNITY SERVICES BLOCK GRANT

Community Development Block Grant
27 Warren Street
Somerville, NJ 08876

10. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

No presence in the local area

11. UNEMPLOYMENT INSURANCE

Division of Unemployment Insurance
NJ Department of Labor and Workforce
Development
John Fitch Plaza, Trenton, NJ 08625

12. SECOND CHANCE ACT

No presence in the local area

13. TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)

Hunterdon County Division of Social Services
6 Gauntt Place
Flemington, NJ 08822

Somerset County Board of Social Services
73 East High Street
Somerville, NJ 08876

Greater Raritan Cost Allocation Contributions

75 VETERAN'S MEMORIAL DRIVE, SOMERVILLE

PROGRAM	LEASE COST	ADDITIONAL COST	SQUARE FOOTAGE	TECHNOLOGY	TOTAL	REQUIRED	COMMENTS
ES	\$23.50	\$13.40	4,275	\$7,015.00	\$157,747.50	Yes	Includes \$13,065 in-kind contribution (SCSEP)
JVSG (DVOP)	\$23.50	\$13.40	120	\$1,403.00	\$5,831.00	Yes	
DVRS	\$23.50	\$13.40	4,311	\$ 0	\$159,075.90	Yes	
UI	\$23.50	\$13.40	3,659	\$ 0	\$135,017.10	Yes	
SCSEP (PathStone)	\$23.50	\$13.40	240	\$ 0	\$8,856.00	Yes	1 space all tech costs in-kind provision of services
Wage & Hour	\$23.50	\$13.40	30	\$579.00	\$1,686.00	No	
OJT	\$23.50	\$13.40	120	\$1,403.00	\$5,831.00	No	
WDB C&S	\$23.50	\$13.40	120	\$1,403.00	\$5,831.00	No	
Business Serv	\$23.50	\$13.40	240	\$1,403.00	\$10,259.00	No	
			13,115	\$13,206.00	\$490,134.50		

27 WARREN STREET, SOMERVILLE

PROGRAM	LEASE COST	ADDITIONAL COST	SQUARE FOOTAGE	TECHNOLOGY	TOTAL	REQUIRED	COMMENTS
One Stop Operator	\$26.88	\$ 0	0*	\$ 0	\$ 0	Yes	Includes in-kind provision of services *(35 sq./ft. utilized)
WDB	\$16.08	\$ 0	311	\$ 0	\$5,000.00	Yes	
WIOA	\$26.88	\$ 0	3,721	\$ 0	\$100,000.00	Yes	Includes \$6,854.40 (WLL) and \$940.00 (One Stop Operator)
WLL	\$26.88	\$ 0	0*	\$ 0	\$ 0	Yes	Includes in-kind provision of services *(255 sq./ft. included in WIOA's 3,721)
			4032		\$105,000.00	Yes	

6 GAUNTT PLACE, FLEMINGTON

PROGRAM	LEASE COST	ADDITIONAL COST	SQUARE FOOTAGE	TECHNOLOGY	TOTAL	REQUIRED	COMMENTS
WIOA	\$17.92	\$ 14.50	344	\$ 0	\$11,150.91	Yes	Office space (284 sq/ft) and interview room (60 sq/ft)
ES	\$17.92	\$ 14.50	273	\$ 0	\$8,849.09	Yes	Office space (213 sq/ft) and interview room (60 sq/ft)
			617	\$ 0	\$20,000.00		

Greater Raritan Infrastructure Funding Agreement

December 2017

The following individuals acknowledge acceptance of the Greater Raritan Local Area Infrastructure Funding Agreement (IFA) on behalf of New Jersey Department of Labor and Workforce Development for the program areas noted:

Signature:	Print Name:
Title:	Date:
Programs Represented:	
Signature:	Print Name:
Title:	Date:
Programs Represented:	
Signature:	Print Name:
Title:	Date:
Programs Represented:	

Attachment #9

Issued 2-28-2019

New Jersey Local WIOA Planning Guidance: Partner Service Matrix	WIOA Title I Adult	WIOA Title I Dislocated Worker	WIOA Title I Youth	Other Title I-Job Corps	Other Title I- YouthBuild	Title II	Wagner- Peyser - ES	DVRS	SCSEP	COMMENTS
Strength of Partnership (1-Weak to 5-Strong)	5	5	5	2	1	5	5	5	5	
CAREER SERVICES										
Eligibility Determination	•	•	•				•	•		
Outreach, Intake and Orientation	•	•	•				•	•	•	
Initial Assessment of skill levels	•	•	•			•	•	•	•	
Job Search and Placement Assistance	•	•	•			•	•	•		
Career Counseling	•	•	•				•	•		
Provision of info on on-in demand sectors and occupations	•	•	•				•	•		
Provision of info on non-traditional employment	•	•	•				•	•		
Appropriate recruitment and other business services										
Provision of referrals and coordination of activities with other programs and services.	•	•	•			•	•	•		
Provision of workforce and labor market statistics, including the provision of accurate information related to local, regional, and national labor market areas.	•	•	•				•	•		
Provision of performance information and cost on eligible providers	•	•	•			•	•	•		
Provision of information on how the local area is performing on local performance accountability measures and any additional measures.	•	•	•				•			
Provision of information relating the availability of support services or assistance and the appropriate referral to those services and assistance.	•	•	•			•	•	•	•	
Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided by WIOA.	•	•	•				•	•		
Provisional of information and assistance regarding filling claims under UI programs.	•	•	•			•	•	•	•	
INDIVIDUALIZED CAREER SERVICES										
Comprehensive and Specialized Assessment for Adults and Dislocated Workers	•	•	•			•	•	•	•	
Development of individual employment plans	•	•	•			•	•	•	•	
Group and Individual Counseling and mentoring	•	•	•			•	•	•	•	SCSEP: Group Counseling-
Career Planning/Case Management	•	•	•			•	•	•	•	
Short Term Pre-Vocational services	•	•	•			•	•	•	•	
Internships and Work Experiences	•	•	•			•	•	•	•	
Workforce preparation Activities	•	•	•			•	•	•	•	
Financial Literacy	•	•	•			•	•	•	•	
Out-of-Area Job Search Assistance	•	•	•				•	•	•	
English language acquisition and integrated education.	•	•	•			•				
FOLLOW UP SERVICES										
Unsubsidized Employment for up to 12 months										
Transitioning to Career Services	•	•	•			•	•	•	•	
TRAINING SERVICES										
Occupational Skills Training							•	•	•	
On-The-Job Training							•	•		
Incumbent Worker Training										
Programs that combine Workplace Training with Related Instruction							•	•		
Training Programs operated by Private Sector							•	•		
Skill Upgrading and Retraining							•	•	•	
Entrepreneurial Training							•			
Transitional jobs							•	•	•	
Job Readiness Training							•	•	•	
Adult Education and Literacy Activities							•			
Customized Training										
Others: Explain										

New Jersey Local WIOA Planning Guidance: Partner Service Matrix	Perkins C&T	Trade Act	VETS	E&T CSBG	E&T HUD	State UI	Second Chance Act	WFNJ	WDP	Other Funding Streams	COMMENTS
Strength of Partnership (1-Weak to 5-Strong)	5	1	5	5	1	5	1	5	1		
CAREER SERVICES											
Eligibility Determination	•		•								
Outreach, Intake and Orientation	•	•	•	•							
Initial Assessment of skill levels	•		•					•			
Job Search and Placement Assistance	•	•	•								Perkins C&T: Placement Assistance
Career Counseling		•	•								
Provision of info on on-in demand sectors and occupations		•	•								
Provision of info on non-traditional employment		•	•								
Appropriate recruitment and other business services		•	•								
Provision of referrals and coordination of activities with other programs and services.	•	•	•	•		•		•			
Provision of workforce and labor market statistics, including the provision of accurate information related to local, regional, and national labor market areas.		•	•								
Provision of performance information and cost on eligible providers		•	•								
Provision of information on how the local area is performing on local performance accountability measures and any additional measures.											
Provision of information relating the availability of support services or assistance and the appropriate referral to those services and assistance.	•	•	•	•		•		•			
Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided by WIOA.	•	•	•	•				•			
Provisional of information and assistance regarding filing claims under UI programs.			•			•					
INDIVIDUALIZED CAREER SERVICES											
Comprehensive and Specialized Assessment for Adults and Dislocated Workers	•	•	•								
Development of individual employment plans	•	•	•								
Group and Individual Counseling and mentoring	•	•	•			•					Trade Act: Group Counseling
Career Planning/Case Management	•	•	•								
Short Term Pre-Vocational services	•										
Internships and Work Experiences	•		•								
Workforce preparation Activities	•	•	•								
Financial Literacy	•		•			•					
Out-of-Area Job Search Assistance			•								
English language acquisition and integrated education.											
FOLLOW UP SERVICES											
Unsubsidized Employment for up to 12 months											
Transitioning to Career Services	•	•	•	•		•		•			
TRAINING SERVICES											
Occupational Skills Training	•	•	•								
On-The-Job Training		•	•								
Incumbent Worker Training											
Programs that combine Workplace Training with Related Instruction	•		•								
Training Programs operated by Private Sector		•	•								
Skill Upgrading and Retraining	•	•	•								
Entrepreneurial Training		•	•								
Transitional jobs		•	•								
Job Readiness Training	•	•	•								
Adult Education and Literacy Activities	•		•								
Customized Training											
Others: Explain											

Attachment

#10



New Jersey
State Employment and Training Commission

WDB AREA: Greater Raritan

Entities providing programs and services within your local youth workforce system (CBOs, FBOs and county entities)				
Program Element	Who provides programs and services for this the program element? (program element provided by vendor, sub contracted by vendor or provided by one stop center)	Effective or Ineffective implementation of program element?	Replicate, eliminate or gap in services? (Plans to eliminate duplication of services. Are other county, FBOs or CBOs providing similar services)	Comments
1. Tutoring, Study Skills, Dropout Prevention and Recovery	One Stop Center, Youth Program	Effective	Eliminates Gap	Works with enrolled youth to increase literacy and numeracy levels.
2. Alternative Secondary School	Vendor	Effective	Eliminates Gap	Drop outs are provided with the opportunity to earn a high school equivalency diploma.
3. Year-Round Employment	One Stop Center, Youth Program	Effective	There are other agencies in Greater Raritan that work with youth in seeking and securing employment	Connects youth with local employment opportunities
4. Occupational Skills Training	One Stop Center, Youth Program	Effective	Eliminates Gap	Youth participate in a number of assessment which help define and delineate occupational interest and aptitude



WDB AREA: Greater Raritan

5. Leadership Development	One Stop Center, Youth Program	Effective	Eliminates Gap	
6. Supportive Services	One Stop Center, Youth Program	Effective	Eliminates Gap	Provides intensive case management for enrolled youth
7. Adult Mentoring	One Stop Center, Youth Program	Effective	Eliminates Gap	Provides case manager who is available 24/7 to address the needs of enrolled youth
8. Comprehensive Guidance and Counseling	One Stop Center, Youth Program	Effective	Eliminates Gap	Develops Individual Service Strategy to dress each youth's unique needs
9. Follow Up Activities for at least 12 months	One Stop Center, Youth Program	Effective	Eliminates Gap	Provides all follow up for enrolled youth
10. Education offered concurrently with workforce preparation activities	Vendor	Effective	Eliminates Gap	Enrolled youth are able to earn a nationally recognized credential
11. Financial literacy	Vendor	Effective	Eliminates Gap	Curriculum includes a significant section on finances and budgeting
12. Entrepreneurial skills training.	Vendor	Effective	Eliminates Gap	Curriculum includes entrepreneurship



New Jersey
State Employment and Training Commission

WDB AREA: Greater Raritan

13. Services that provide labor market information.	One Stop Center, Youth Program	Effective	Eliminates Gap	Provides youth with information on growth industries
14. Activities that help youth prepare for and transition to postsecondary education and training.	One Stop Center, Youth Program and Subcontractor	Effective	Eliminates Gap	Programs work together to reinforce the same message about what is needed to succeed in education and training

Attachment #11



Serving Individuals with Barriers to Employment Policy and Procedures June 2017

Monica Mulligan

INTRODUCTION

WIOA places an emphasis on serving individuals with barriers to employment, including individuals with disabilities. Individuals with disabilities are a target population, and local boards are required to ensure that these individuals have access to services in all the one-stop centers. WIOA Sec. 107(d) (13) specifically requires every local workforce development board to annually assess the physical and programmatic accessibility, in accordance with Section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990, (including the amendments of 2008) of all one-stop centers in the local area.

The New Jersey Workforce Innovation Notice 17-16 (a) addresses the United States Department of Labor Training and Employment Guidance Letter (TEGL) 16-16, which provides additional guidance regarding this requirement. The TEGL provides the following clarifications regarding “physical” and “programmatic” accessibility:

Physical accessibility refers to the extent to which facilities are designed, constructed, or altered so they are accessible and usable by individuals with disabilities. Evaluations of physical accessibility should take into account both external accessibility and internal accessibility. For example, evaluations of external accessibility could include a review of the availability of transportation to the American Job Center and access into the site location via ramps consistent with the Americans with Disabilities Act’s (ADA) standards. On the other hand, an evaluation of internal accessibility could include a review of the center’s access to bathrooms, adjustable work stations, and appropriate signage, including signage to meet multilingual needs common to the specific region of the State.

Programmatic accessibility refers to the extent to which the full range of services is available to all one-stop customers regardless of disability or cultural background. The implementing regulations of section 188 of WIOA require that American Job Centers provide programmatic accessibility. As such, American Job Centers must provide reasonable accommodations for individuals with disabilities, administer programs in the most integrated setting appropriate, communicate with persons with disabilities as effectively as with others, and provide appropriate auxiliary aids or services.

PHYSICAL ACCESSIBILITY

Physical accessibility must consider four priorities in order to be compliant with Department of Justice ADA Title III regulations:

- Accessible approach and entrance
- Access to goods and services
- Access to public toilet rooms
- Additional access to other items such as water fountains and public telephones

The Greater Raritan One Stop Career Training Services Center provides services in two locations:

27 Warren Street
Somerville, NJ 08876

6 Gauntt Place
Flemington, NJ 08822

Taking into consideration the priorities listed under the ADA Title III regulations, these facilities listed above have been certified as compliant with the ADA Checklist for Existing Facilities based on the 2010 ADA Standards for Accessible Design (Attachment A). These standards include a Safe Harbor provision which indicates that elements in facilities built or altered before March 15, 2012 that comply with the 1991 ADA Standards for Accessible Design (1991 Standards) are not required to be modified to specifications in the 2010 Standards.

The Greater Raritan Workforce Development Board will assess the physical locations of the Career Training Services Centers on an annual basis to ensure that the locations remain in compliance with ADA Title III regulations.

Prior to moving the Greater Raritan One Stop Career Training Services Center to any new location, the Greater Raritan Workforce Development Board will ensure that the new physical location(s) are certified as compliant with all ADA requirements.

EXTERNAL ACCESSIBILITY

The Greater Raritan One Stop Career Centers are currently located in areas that provide optimal public transportation access so that those with disabilities and others who cannot drive easily are able to reach the centers and access services. All One Stop marketing materials include the physical addresses for the locations so that individuals who do not drive are able to consider their transportation options.

The Greater Raritan One Stop Career Center located in Somerville is accessible to customers on foot as well as via bike, personal vehicle, NJ Transit train, NJ Transit bus as well as through local County transportation services which include SCOOT and CAT. In addition, Ridewise, the local Transportation Management Association, is available guide residents with transportation challenges by providing information on transportation availability and options from all points in the County.

The Greater Raritan One Stop Career Center located in Flemington is accessible to customers on foot as well as via bike, personal vehicle and through the Link, a local County transportation service. In addition, HART, the local Transportation Management Association, is available guide residents with transportation challenges by providing information on transportation availability and options from all points in the County.

The ADA Title II and III regulations require more than program accessibility and barrier removal. The regulations include requirements for nondiscriminatory policies and practices and for the provision of auxiliary aids and services, such as sign language interpreters for people who are deaf and material in Braille for people who are blind.

INTERNAL ACCESSIBILITY

The Greater Raritan One Stop Career Centers provide public access space for customers regardless of disability or cultural background.

Staff are provided with an in-service training once a year that prepares them to meet the needs of customers with disabilities. These in-service training opportunities are also shared with our Partners to ensure a seamless provision of services to those with disabilities across our entire one stop system. In addition, monthly staff meetings provide an additional venue to discuss and review our policies for working with those with disabilities. After being trained, staff must acknowledge receipt of training by signature (Attachment A).

As part of the yearly staff in-service training coupled with reviews at our monthly staff meetings, the following topics are covered in the areas of Staff Knowledge, Disclosure of Disability; Accommodation of Request; Registration and Orientation and Service Delivery.

Staff Knowledge

Staff understand that they are required to provide reasonable accommodations to customers with disabilities. The Greater Raritan One Stop has an accessible work station in the public access area to which customers with disabilities have the option to access.

Staff are trained to understand the obligations of the One Stop to comply with all state and federal laws concerning those with disabilities, including the ADA, the Rehabilitation Act, the Non-Discrimination and Equal Opportunity Regulations for WIOA.

Staff are trained to understand that they must make reasonable modifications in service delivery in order to avoid discrimination against people with disabilities.

Staff are trained to understand that the Center is required to provide appropriate auxiliary aids and services to ensure that communication with customers and potential customers with disabilities is as effective as communication with other individuals.

Staff are trained that they cannot decide that an action which would allow program access by a person with a disability is unfeasible. The Direct Services Coordinator and/or the One Stop Operator are tasked with these decisions.

Staff have been trained in emergency evacuation procedures for people with disabilities, including those with mobile impairments. The policies and procedures for evacuation during emergencies are set by the County of Somerset, Office of Emergency Management.

Staff have been trained on knowing what equipment and materials we have on site for assisting people with disabilities.

Disclosure of Disability

Staff are trained to understand that when working with customers with disabilities, that disability is only discussed in the context of access to employment and training services.

Staff are trained that information about a customer's disability cannot be disclosed to any other agency without a release of information that gives permission to do so.

Staff are trained to understand that sharing information with other staff members about a customer's disability is only done when necessary to ensure seamless services.

Staff have been trained understand that when meetings with customers, they are to use the provide interview rooms available all locations. Discussions that occur by phone do so from the staff only area in both locations.

Staff are trained to understand that they are not permitted to discuss a customer's disability with other customers.

Staff are trained understand that the ADA allows the One Stop, under Title II, to ask about a disability but that an employer cannot ask for that information on a job application. If an employer inquires, staff have been trained to inform employers about the limits of inquiry under ADA. Staff have been trained to inform customers of the same.

All electronic customer information is in an electronic file stored on a secure County of Somerset server and is accessibly to only those staff who require such information to effectively deliver services to the individual. Hard copies of files are maintained in a secure location accessible only to staff.

Accommodation of Request

When at customer requests an accommodation, staff have been trained to provide that accommodation. If staff are not sure if the accommodation exists or is reasonable, that request is to be put in writing via e-mail and sent to the Direct Services Coordinator. Once that request is received, the Direct Services Coordinator, in consultation with the One Stop Operator, will make the determination if the request is reasonable if the modification is unfeasible because it would result in a fundamental alteration to the nature of the programs or pose an undue financial or administrative burden.

The One Stop has clear signage in waiting areas, public access areas and promotional materials that clearly indicates procedures for requesting reasonable accommodation (Attachment B).

Registration and Orientation

During registration and Orientation, staff are trained to offer assistance to all customers with filling out forms and applications. When a customer signs up for orientation, customers are provided with a form that they can review and sign that makes clear their right to request an accommodation (Attachment C).

Staff are trained that if a person needs assistance in filling out registration or intake forms, it is to be done in one of the provide interview rooms available at all locations.

Information during orientation is communicated slowly and clearly. The information is projected on a large screen in the conference room while it is being orally explained. In addition, a copy of the orientation presentation is provided in a packet to all who attend.

As required by WIOA, all customers are informed about their rights to nondiscrimination and equal opportunity, including the right to complain and sign a form indicating that they have been informed and understand said rights.

Service Delivery

The One Stop Partner MOU indicates that people with disabilities are served in integrated settings and that those with disabilities have equal access to all services. These MOUs are signed by all required Partners under WIOA.

Eligibility criteria for intensive and training services are established by NJLWD and USDOL and do not discriminate against people with disabilities.

Staff have been trained to know that customers may request an accommodation at any point in the service delivery continuum.

All staff must meet with customers in private interview rooms in order to maintain confidentiality.

Information provided during counseling appointment is provided both verbally and in writing when that accommodation is requested.

All One Stop locations have public access computers where trained staff can assist customers with the technology as requested. These areas are maintained in a manner to be conducive for concentration and thought. If a customer is having difficulty focusing in the public access area, staff have been trained to allow them to work in a private interview room.

In addition to staff training, there are specific policies set in regards to general communication requirements, work stations and equipment, materials, evacuation procedures, marketing materials and outreach, access to transportation and notice on equal opportunity and discrimination.

General Communication Requirements

The Greater Raritan One Stop allows for opportunities for customers with disabilities to request throughout the service delivery continuum. In addition to form that they can review and sign that makes clear their right to request an accommodation first contact, signage is in all public areas reminding customers that they can request an accommodation if needed.

The Greater Raritan One Stop uses both Voicance and the Language Line in order to respond quickly to interpreter requests.

Work Stations and Equipment

Under ADA, it is required that there is at least one computer work station for customers that have been designated to be as universally accessible as possible.

The Greater Raritan One Stop has one work station with the following: large monitor with moveable mounting arm; voice output capability; screen enlargement capability; flatbed scanner; trackball; alternative keyboard, work prediction software; height adjusted table; tape recorder and portable listening device. If conversation to braille is requested, procurement of this service will be completed.

Materials

Conversion of basic orientation materials will be procured when requested upon sign up for orientation. As customers attend orientation approximately two weeks after signing up, there is sufficient time to procure materials in the requested format.

Evacuation Procedures

All Greater Raritan One Stop locations are ADA compliant. The smoke alarms emit a sound as well as flashes of light.

The evacuation procedures established by the County policy must be followed. These policies detail the evacuation of staff and customers with disabilities.

Marketing Materials and Outreach

The Greater Raritan One Stop marketing materials mention individuals with disabilities as one of the groups that it serves.

The Greater Raritan One Stop posts the required equal opportunity employer and auxiliary aid notice in public areas. The auxiliary aid notice is also incorporated into marketing materials.

The Greater Raritan One Stop provides outreach through connections with One Stop Partners (including DVRS) as well as community based organizations and events and non-profit agencies that service a wide range of people, including those with disabilities.

All off-site presentations are held in ADA compliant facilities such as libraries and schools and include information about customers' rights concerning nondiscrimination and equal opportunity.

Access to Transportation

The Greater Raritan One Stop Career Centers are currently located in areas that provide optimal public transportation access so that those with disabilities and others who cannot drive easily are able to reach the centers and access services. All One Stop marketing materials include the physical addresses for the locations so that individuals who do not drive are able to consider their transportation options.

The Greater Raritan One Stop Career Center located in Somerville is accessible to customers on foot as well as via bike, personal vehicle, NJ Transit train, NJ Transit bus as well as through local County transportation services which include SCOOT and CAT. In addition, Ridewise, the local Transportation Management Association, is available guide residents with transportation challenges by providing information on transportation availability and options from all points in the County.

The Greater Raritan One Stop Career Center located in Flemington is accessible to customers on foot as well as via bike, personal vehicle and through the Link, a local County transportation service. In addition, HART, the local Transportation Management Association, is available guide residents with transportation challenges by providing information on transportation availability and options from all points in the County.

Notice on Equal Opportunity and Nondiscrimination

The Greater Raritan One Stop posts the required equal opportunity employer and auxiliary aid notice in public areas and include the contact information of the Equal Opportunity Officer.

This notice is included in all required areas including in subrecipient and subcontractors who receive Title I WIOA funds.

The Local EO Officer is a senior level employee, as required by WIOA regulations and assigned by NJLWD. NJLWD provides all training to the Local EO Officer.

The EO Officer maintains a log of complaints alleging discrimination and maintained by in-house by NJLWD employees.

Record Keeping

All customer information is in an electronic file stored on a secure County of Somerset server and is accessibly to only those staff who require such information to effectively deliver services to the individual. Hard copies of files are maintained in a secure location accessible only to staff.

ATTACHMENT A

As an employee of the Greater Raritan One Stop Career Training Services Center, I understand that I may work with customers with a wide range of disabilities. I understand that WIOA Section 188 requires that all facilities provide both physical and programmatic accessibility.

Programmatic accessibility refers to the extent to which the full range of services is available to all one-stop customers regardless of disability or cultural background. The implementing regulations of section 188 of WIOA require that American Job Centers provide programmatic accessibility. As such, American Job Centers must provide reasonable accommodations for individuals with disabilities, administer programs in the most integrated setting appropriate, communicate with persons with disabilities as effectively as with others, and provide appropriate auxiliary aids or services.

As an employee of the Greater Raritan One Stop Career Training Services Center, I acknowledge the following:

- I have a basic awareness of how to meet the needs of customers with disabilities.
- I understand that I am required to provide reasonable accommodations to customers or potential customers with disabilities unless the Direct Services Coordinator or One Stop Operator determine that providing such an accommodation would cause an undue hardship.
- I understand that people with disabilities have the same rights as anyone else to use the services of the One Stop system
- I understand that services and facilities must be readily accessible.
- I understand that services must be delivered in a setting that is fully integrated as possible, meaning that customers with disabilities receive services alongside customers who are not disabled.
- I understand that I must make reasonable modifications in service delivery to avoid discrimination against people with disabilities, unless the Direct Services Coordinator or One Stop Operator determine that making these modifications would fundamentally alter the nature of the service.
- I understand that the One Stop Career Training Services Center is required to provide appropriate auxiliary aids and services to ensure that communication with customers and potential customers with disabilities is as effective as communication with other individuals, unless this would result in a fundamental alteration in the nature of the service or activity.
- I understand that I cannot decide that an action which would allow program access by a person with a disability is unfeasible. Such decisions must be made by the Direct Services Coordinator or One Stop Operator.
- I understand the emergency evacuation procedures for people with disabilities, including the evacuation of persons with mobility impairments.
- I understand that the One Stop Career Training Services Center has various equipment and materials for assisting people with disabilities, including the center's telecommunication device for the deaf, accessible work stations and accessible materials.
- I understand that when working with customers with disabilities, staff discuss the disability only as it pertains to the customer's need to access employment and training services.
- I understand that when working with a customer with a disability, I must get written consent from the customer before discussing information about the individual's disability with other One-Stop staff or external individuals.
- I understand that when working with customers with disabilities, I will only provide information to other One-Stop staff about a customer's disability only as needed.
- I understand private office space (interview rooms) is available for discussion of disability related issues
- I understand that all discussions with customers and other individuals about a customer's disability take place in private; if discussions are by phone, calls are made in an area where the caller cannot be overheard.
- I understand that I am not permitted to disclose information about another person's disability to other customers.
- I understand that under the ADA, the One-Stop Center may ask whether a customer has a disability (under Title II), but that employers are prohibited from doing so during the job application process (under Title I). As a result, I also understand that I may not disclose the fact that an individual has a disability to an employer without the customer's written consent.
- I understand that I can educate employers about the limits of inquiry under the ADA.
- I understand that I can discuss with customers with disabilities the issue and implications of disclosure of disability to employers and potential employers.
- I understand that information about a person's disability is confidential and that access to information concerning a customer's disability status and information about their disability is limited only to staff who require such information to effectively deliver services to the individual.

Signed: _____ Date: _____

Printed Name: _____

One Stop Partners are equal opportunity employers with equal opportunity programs. Auxiliary aids and services are available upon request to individuals with disabilities.

Please ask a staff member for assistance.

One Stop Partners son empleadores de la igualdad de oportunidades con programas de la igualdad de oportunidades para clientes.

Los recursos auxiliares y los servicios están disponibles a la solicitud a individuos con discapacidades



ATTACHMENT C

One Stop Customer,

One Stop Partners are equal opportunity employers with equal opportunity programs. Auxiliary aids and services are available upon request to individuals with disabilities.

Please inform a staff member if you should need additional assistance or accommodations to participate in and receive services from the One Stop Career Center.

One Stop Partners son empleadores de la igualdad de oportunidades con programas de la igualdad de oportunidades para clientes.

Los recursos auxiliares y los servicios están disponibles a la solicitud a individuos con discapacidades

I certify that I have read the above statement, and understand that if I should need additional services because of my disability I can reach out to a staff member for assistance.

Certifico que he leído la declaración antedicha, y sé que si debería necesito servicios adicionales debido a mi discapacidad puedo pedirle a un miembro del personal de asistencia.

Customer Name

Customer Signature

Date

One Stop Staff Name

One Stop Staff Signature

Date



2019

Attachment # 12



[MEMBER ORIENTATION GUIDE & HANDBOOK]

Please refer to this Member Orientation Guide and Handbook during your tenure as a Workforce Development Board Member. Should there be any inquiry not covered in this guide, please contact our Staff on the last page.

A Message from the Greater Raritan Workforce Development Board Director:

Sustainable, in-demand careers and meaningful employment for the residents of Hunterdon and Somerset counties: That is the mission and vision that propels the staff and volunteers of the Greater Raritan Workforce Development Board.

The work moves forward through partnerships and collaboration. Our partners include federal and state agencies, county public sector entities, private businesses and individuals working to ensure that the Garden State is home to a valuable and valued workforce who contribute to key employers' growth and success.

We thank you for joining in this important work. We invite you to become educated about what we do. And we want your ideas, participation and engagement so that we can maximize our efforts to make our vision an ever-growing reality.

Paul Grzella



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1. Key Terms

Administrative Funds: The portion of gross federal and state workforce investment grants that do not provide direct training and employment services to individuals. They are usually used to support the day-to-day operations of the Greater Raritan Workforce Development Board (GRWDB) and its staff.

Fiscal Agent: The County of Somerset, NJ serves as Fiscal Agent for the GRWDB, by accepting workforce investment grant revenue and using established financial and accounting processes and methods to account for revenue and expenses.

Fiscal Year/Program Year: The timeframe in which workforce investment grant monies are expended, June 30 to July 1.

Grant Recipient: All federal and state workforce investment grants must flow through a public entity; for the GRWDB, the Grant Recipient is the County of Somerset, NJ.

Incumbent Worker: An existing employee at a business

Resolution: A piece of policy-legislation drafted and signed by the respective governing body. Resolutions mandate initiatives, accept funds, establish operations, approve plans, and much more. Resolutions can come from the GRWDB or the Freeholder Boards.

Joint Agreement: A required agreement between the Board of Chosen Freeholders of the County of Hunterdon, New Jersey, the Board of Chosen Freeholders of the County of Somerset, New Jersey, and the GRWDB Board establishing the operating structure for the Greater Raritan Local Area.

Local Area: For purposes of the Workforce Innovation and Opportunity Act of 2014, a geographic region designated by the New Jersey State Employment and Training Commission. For the Counties of Hunterdon and Somerset, New Jersey the Local Area is known as "Greater Raritan."

Region: A group of Local Areas. The GRWDB belongs to the North Region and participates in North Jersey Partners, a partnership of 11 WDBs to set forth plans for regional workforce and economic development improvement.

New Jersey State Employment and Training Commission (NJSETC): The Workforce Development Board for the State of New Jersey. The NJSETC authorizes the existence of Local Areas through a certification process and establishes policies that Local Areas must adhere to.

One Stop Operator: The primary management level position appointed by the Workforce Development Board to oversee the delivery of services and resources directly to individuals and to engage "partners" in the delivery of services. For Greater Raritan, the One Stop Operator is currently the County of Somerset, NJ Department of Human Services.

One Stop Career Training Services Center: Commonly referred to as the One Stop, the experienced staff who provides direct career training and education resources and services to individuals.

Program Funds: Workforce investment grant revenue from federal and state sources that directly provides individuals with training and employment resources and services.

Revenue Spreadsheet: A document prepared annually by WDB staff that details grant revenue by Grant Fund Category.

Workforce Development Board (WDB): A governance and policy body established with the Workforce Innovation and Opportunity Act of 2014.

Workforce Innovation and Opportunity Act of 2014 (WIOA): Commonly referred to as WIOA (Wee-Oh-Ah), a Federal Law that replaced the Workforce Investment Act of 1998 and establishes legal program and administrative requirements.

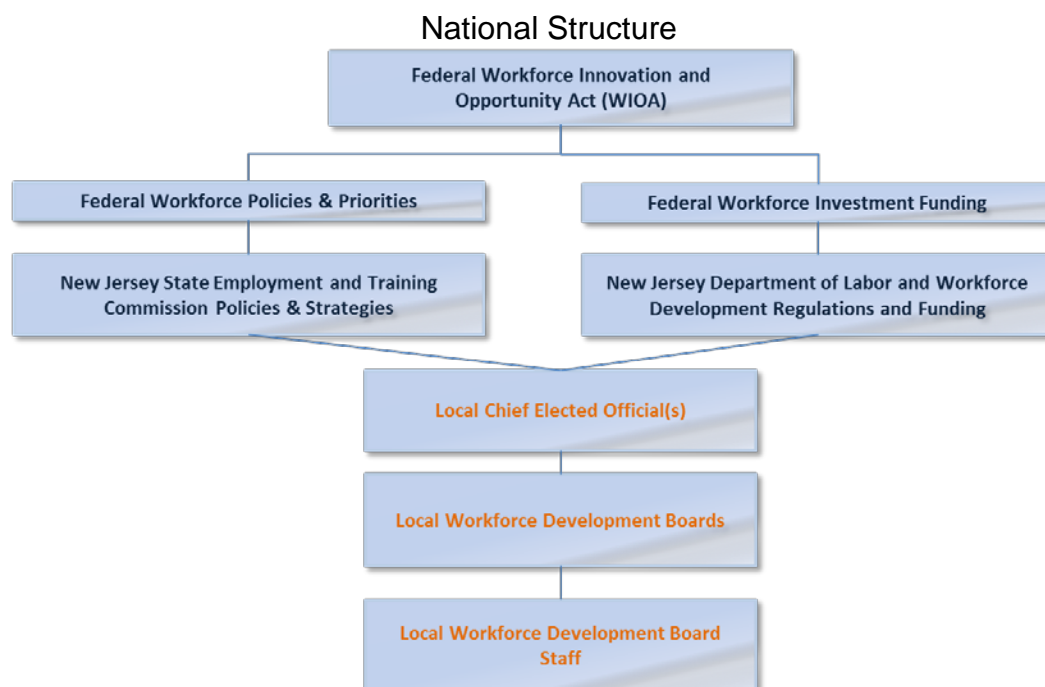
2. The National Workforce Development Board System

The Workforce Innovation and Opportunity Act of 2014 (WIOA) establishes the method of delivering federal workforce training and education investments. This legislation allocates funding to states, contains regulations in governing the use of funds, directs membership categories for Workforce Development Boards, defines required Board committees (One Stop, Youth, Disability, Literacy), sets performance standards, and establishes categories of funding (Dislocated Worker, Adult, Youth) among many other provisions and designated functions.

Key outcomes from the United States Department of Labor Employment and Training Commission on the positive changes in the Workforce Innovation and Opportunity Act:

- “WIOA streamlines membership of business-led, state and local workforce development boards.”
- “WIOA emphasizes engaging employers across the workforce system to align training with needed skills and match employers with qualified workers.”
- “...adds flexibility at the local level to provide incumbent worker training and transitional jobs as allowable activities and promotes work-based training...”
- “...promotes the use of career pathways and sector partnerships to increase employment in in-demand industries and occupations.”

While the Workforce Innovation and Opportunity Act both sets workforce investment policy (ex: board membership) and designates workforce investment funds (Dislocated Worker, Adult, Youth) these functions begin to split at the state level, as depicted in the following chart.



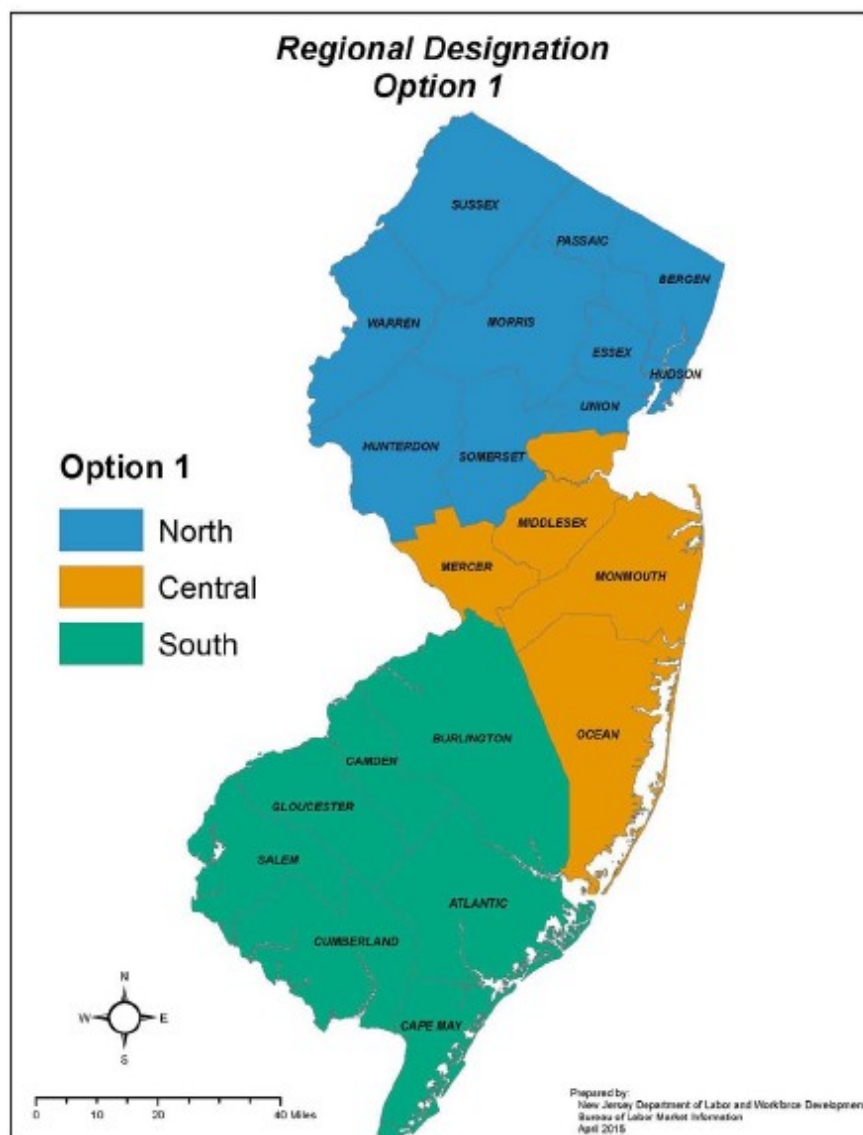
3. Workforce Development Boards in New Jersey

The GRWDB is one of 8 Workforce Development Boards in the “Northern New Jersey Planning Area” and one of 17 Workforce Development Boards in the State of New Jersey. The GRWDB is required to undertake regional workforce investment planning with our northern New Jersey partners.

In northern New Jersey the Workforce Development Boards are: Hunterdon/Somerset, Bergen, Hudson/Jersey City, Essex, Newark, Passaic, Union, and Morris/Sussex/Warren.

In Central New Jersey the Workforce Development Boards are: Mercer, Middlesex, Monmouth, and Ocean.

In Southern New Jersey the Workforce Development Boards are: Burlington, Camden, Gloucester, Cumberland/Salem, and Atlantic/Cape May.



4. What is a Workforce Development Board?

[Editor's Note: The following is excerpted from the New Jersey State Employment Commission "WIB Member Handbook". References to Workforce Investment Boards (WIB's) have been updated to Workforce Development Boards (WDB's) and other minor editing has taken place]

Workforce Development Boards (WDBs) are important policy-setting Boards for occupational skills training and educational programs in their respective local areas. Local elected officials appoint members to volunteer positions on the WDB. A majority of seats are filled with private business representatives and other required membership categories like Labor Unions, Community Based Organizations, Education and others.

WDBs are charged with integrating publicly funded services and training into a workforce system that is flexible, seamless, and responsive to the needs of both job seekers and employers. The WDB must define a vision, mission, and goals based on local community needs. These are memorialized in a strategic plan that establishes the local one stop service delivery system, a system to serve youth, a system to provide literacy training and a system to serve welfare recipients.

The WDB is expected to act as a Board of Directors to identify the needs of the local job market, leverage resources, oversee One Stop Career Centers, and otherwise direct workforce investment programs in their area. WDBs work in conjunction with economic development and related organizations to promote economic growth and ameliorate worker dislocations. They work with community colleges, K-12 school systems, and other providers to improve services and curriculum for dislocated workers, incumbent workers and new entrants to the workforce.

5. Why is there a Workforce Development Board?

- To understand and communicate the skills businesses need and the services and training residents require
- To build collaborative partnerships resulting in a system of integrated programs and services
- To develop and implement strategies that address talent gaps in the region
- To ensure that the workforce system is flexible, seamless, and responsive to the needs of both job seekers and employers

6. Local Area Mission and Vision

Mission Statement: "Through policy, oversight, and planning, The Greater Raritan Workforce Development Board ensures that workforce training and education investments are responsive to and meet the needs of employers and jobseekers."

The GRWDB oversees workforce delivery policy in Hunterdon and Somerset counties, New Jersey.

The GRWDB brings together organized labor, education, community-based organizations and economic development agencies in setting workforce investment policy including:

- Overseeing the investment of approximately \$2,950,000 in federal and state training funds for in-demand occupations training and education to meet local employer and jobseeker needs.
- Serving as a unifying agent for the two-county business sector, especially for small- and medium- sized businesses.
- Fostering high-skill, high-wage jobs for all populations, especially for individuals with disabilities and those in adult literacy programs.
- Helping people on public assistance move into employment.
- Guiding disadvantaged and at-risk youth to career paths and opportunities.
- Ensuring that adults have the basic education to maintain a sustainable living.



The GRWDB envisions a workforce training and education system where:

- Continuous improvement is embraced throughout the workforce training and education system.
- Workforce training and education resources meet the present and future talent needs of employers.
- Customer service and performance outcome expectations are exceeded.
- There is increased engagement of employers in workforce development planning and policy implementation.
- There are expanded opportunities and outcomes for employers and job seekers through increased market penetration with a focus on serving the needs of local businesses.
- There are expanded opportunities and outcomes for youth populations with a focus on sustainable wage career employment.
- Adult literacy service providers are working in concert with workforce development agencies to ensure efforts remain coordinated and integrated in a seamless manner

7. Strategic Priorities

GRWDB members set strategic priorities and generate policy within those guidelines:

- Focus on sector strategies consistent with the New Jersey State (Economic Development) Plan and the New Jersey Unified Workforce Investment Plan.
- Build strategic alliances with partners, including those in the economic development arena.
- Coordinate outreach to the business community among the various entities currently engaged in contacting businesses.
- Focus our strategies on career paths versus simply employment.
- Recognize the role that transportation plays in employment.
- Develop additional revenue streams and re-think our finances.

8. Governance Structure, Greater Raritan Workforce Development Board

The GRWDB includes the counties of Hunterdon and Somerset, New Jersey and is certified as a Local Area by the New Jersey State Employment and Training Commission (NJSETC).

In order to establish a governance structure for the Greater Raritan Local Area, the Boards of Chosen Freeholders of Hunterdon and Somerset Counties and the Greater Raritan Workforce Development Board enter into a “Joint Agreement” defining roles and responsibilities of each party.

Among other provisions the current the Joint Agreement:

- Establishes GRWDB Member appointments
- Designates the County of Somerset, New Jersey as the Grant Recipient and Fiscal Agent
- Designates the Department of Human Services of the County of Somerset, New Jersey as the “One Stop Operator”

The following chart shows the relationship between the Boards of Chosen Freeholders, the Greater Raritan Workforce Development Board, state entities, the Board's staff, and the One Stop Career Training Services Operator.



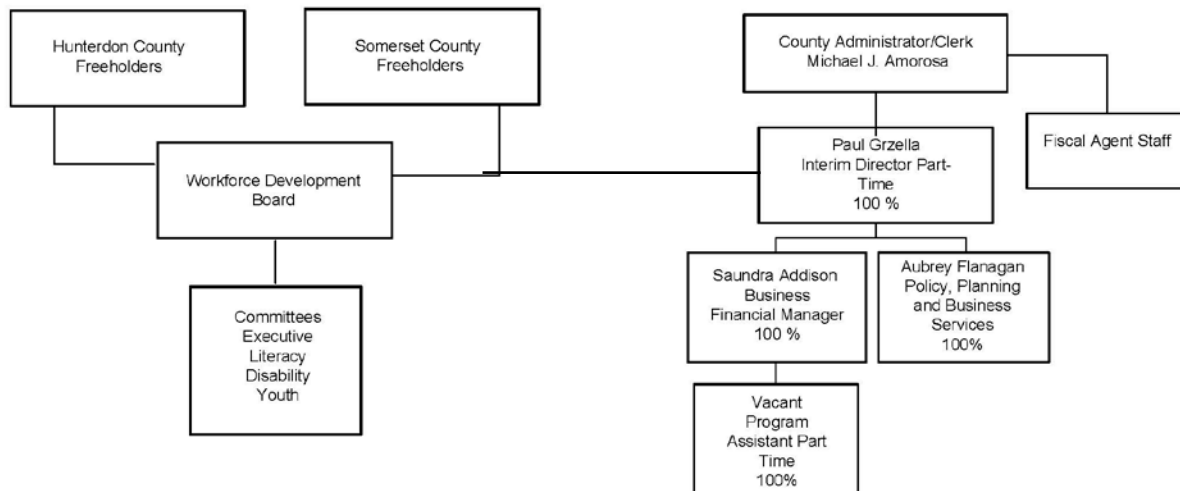
9. Governance Structure, Greater Raritan Workforce Development Board

The County of Somerset, NJ has agreed to be the employer of Greater Raritan Workforce Development Board and Greater Raritan One Stop Career Training Services staff. This enables the Board to leverage the resources of the County of Somerset including personnel policies, payroll administration, performance review, and employer responsibilities under federal and state laws and regulations.

For administrative and supervisory purposes, GRWDB staff is aligned with the Administrator's Office of the County of Somerset, NJ.

The below Organizational Chart depicts how staff of the Greater Raritan Workforce Development Board is aligned with supervisory staff at Somerset County and the connection between that staff, the Workforce Development Board and the Boards of Chosen Freeholders of Hunterdon and Somerset Counties.

Greater Raritan Workforce Development Board



Division 103

10. Administrative Structure, Greater Raritan One Stop Career Training Services

As noted previously, the **Joint Agreement** between the Boards of Chosen Freeholders of Hunterdon and Somerset Counties and the GRWDB calls for the Somerset County Department of Human Services to establish a unique Division for purposes of providing direct services to clients, called the Greater Raritan One Stop Career Training Services Center.

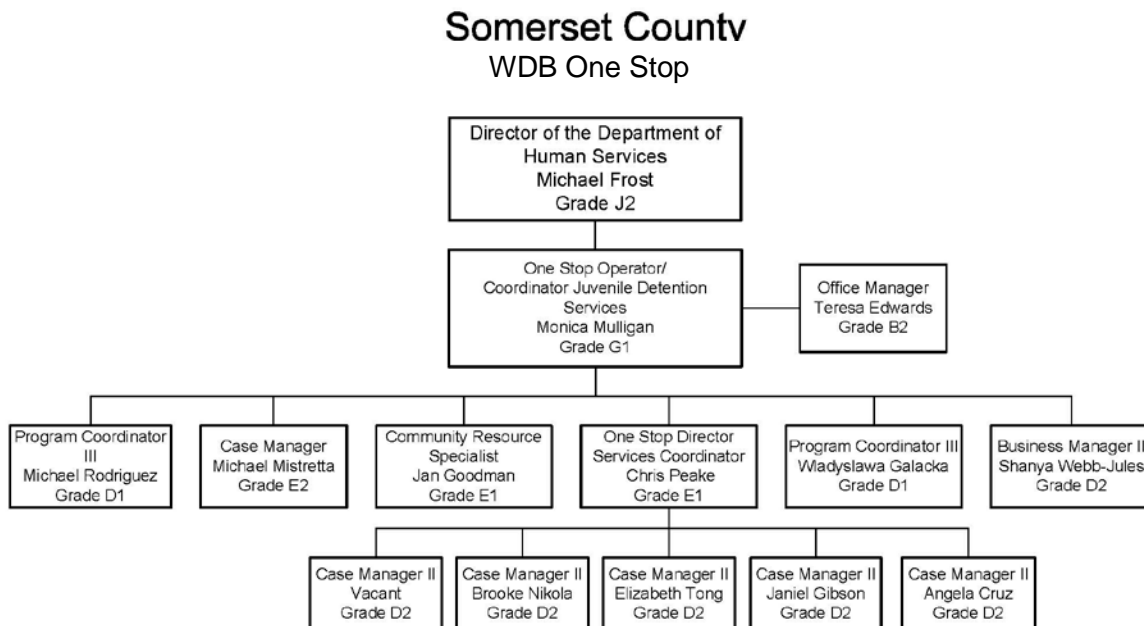
The GRWDB enters into a contract with Somerset County Department of Human Services to serve as the "One Stop Operator." The Greater Raritan One Stop Operator and the One Stop Career Training Services are two different entities. The One Stop Operator acts as a supervisor to One Stop Career Training Services Center.

Additionally, **WIOA** defines the One Stop Operator role as:

- Coordinating service delivery among partners
- Coordinating service delivery among physical and electronic sites
- Coordinating services across local area system
- Serving as the primary provider of services at physical centers

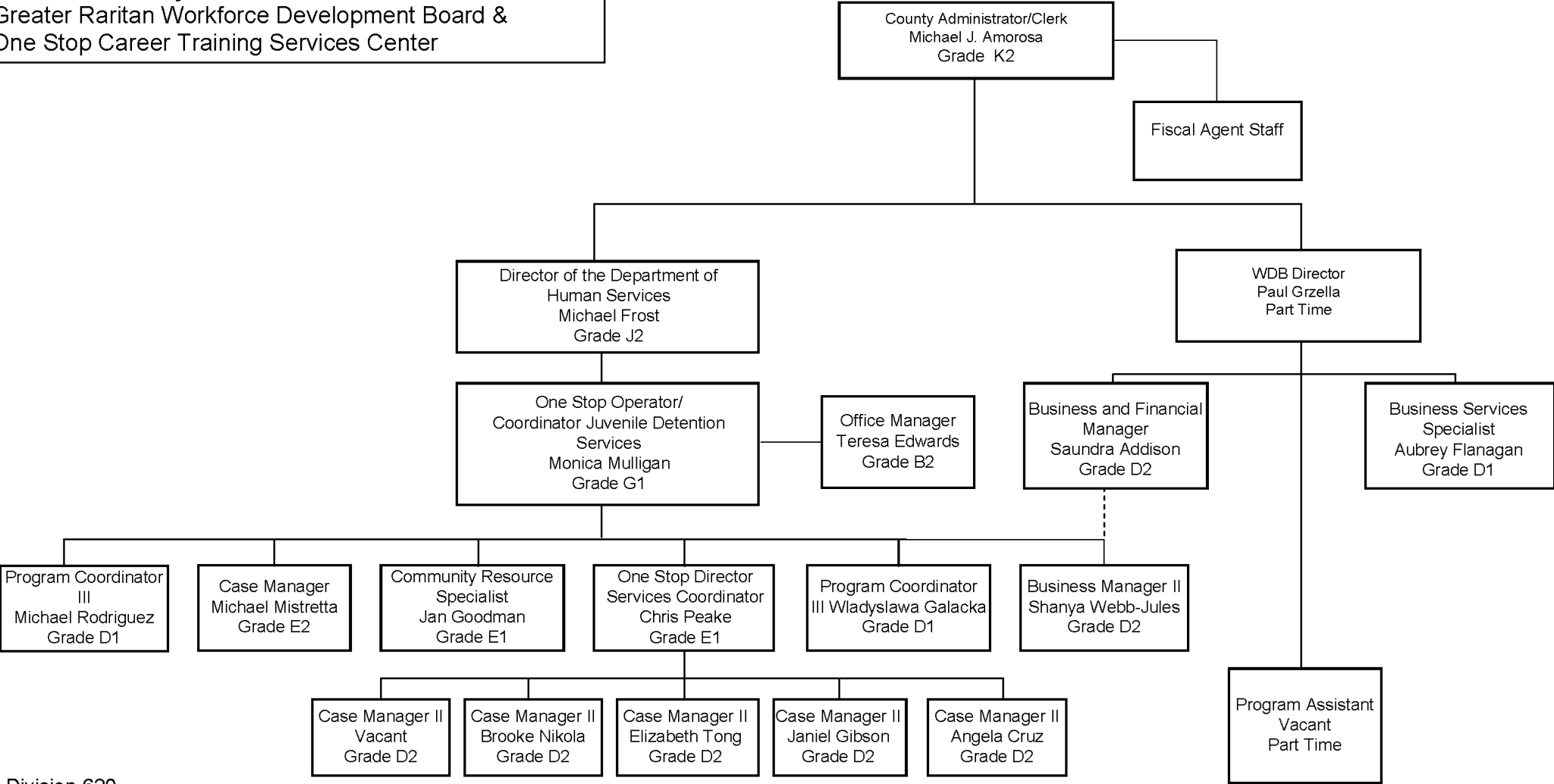
One Stop Operators must be competitively procured through a fair and open process every two years, with two one-year extensions to the current contact allowed.

Depicted below is the current administrative structure for Greater Raritan One Stop Career Training Services.



FORREFERENCE: Administrative Structure, Greater Raritan One Stop Career Training Services Center and the Greater Raritan Workforce Development Board, Combined Organizational Chart

Somerset County
Greater Raritan Workforce Development Board &
One Stop Career Training Services Center



Division 620

11. Greater Raritan One Stop Career Training Services Center

The GRWDB is directly responsible for program oversight of two One-Stop Career Centers, locations below:

Hunterdon County
6 Gauntt Place
Flemington, NJ 08822
Phone: 908-237-0016

Somerset County
27 Warren Street, 2nd Floor
Somerville, NJ 08876
Phone: 908-541-5780

The Greater Raritan One Stop provides quality, accessible, and comprehensive employment and supportive services responsive to the needs of job seekers, employers, and the community. Services for job seeking residents of Somerset and Hunterdon counties include...

- individual career counseling and vocational guidance, provided by state certified career counselors
- services for specialized populations including veterans, youth, 55+, ex-offenders, public assistance recipients and those living with a disability
- aptitude, interest and skill based assessments to guide career exploration
- resource area with free access to computers, phone, fax and copiers for active job seekers
- workshops that provide the tools and skills needed to land a job in today's competitive market
- Workforce Learning Link services for those who are in need of Adult Basic Education, High School Equivalency, English as a Second Language and fundamental computer skills
- training grants to upgrade skills and increase job seekers' marketability to employers
- on-the-job-training grants that allow employers to make an investment in prospective new hires who would benefit from business-specific learning
- targeted, on-site recruitment events that bring together job seekers and businesses who have job openings and are ready to hire
- free labor market resources and information

The GRWDB utilizes a Dashboard Reporting System to record the monthly basic services and One Stop Career Training Services-customer flow. This is a key tool in the function of Program Oversight. Below is a blank dashboard. At each meeting, you will find a completed dashboard to review.

Monthly Basic Services & Financial Dashboard			
Program Year 2017 (July 1, 2017 to June 30, 2018)			
	Previous Year	PY 2017 Goal	YTD
FINANCIAL			
Expended-Workforce Innovation and Opportunity Act			
Hunterdon County			
Somerset County			
Expended-Work First NJ			
Hunterdon County			
Somerset County			
INTAKE & ORIENTATION			
Average Wait to 1st Counseling Session			
Hunterdon County			
Somerset County			
Eligibility Determinations			0
Hunterdon County			0
Somerset County			0
Walk In Clients		0	0
Hunterdon County			
Somerset County			
Workshops Conducted			0
Hunterdon County			
Somerset County			
Workshop Participation		0	0
Hunterdon County			
Somerset County			
Training Grant Orientations		0	0
Hunterdon County			0
Somerset County			0
Other			0
Total Training Grants Provided		0	0
Hunterdon County			0
Somerset County			0
Out of County			0
TRANSPORTATION SERVICES			
Transportation Referrals		0	0
Hunterdon County		0	0
Somerset County		0	0
TRAINING GRANTS BY INDUSTRY			
Total Training Grants	0	0	0
Advanced Manufacturing			0
Bio/Pharma/Life Sciences			0
Financial			0
Health Care			0
Technology			0
Transportation/Logistics/Dist			0
Leisure/Hospitality/Retail			0
Other			0
FOLLOW UP CAREER SERVICES			
Employment Referrals		0	0
Hunterdon County			0
Somerset County			0
Post Training Counselling and Follow Up			
Number of Customers Served			
Counselor Caseload (Avg)			
Customers Placed in Employment			
INDIVIDUALIZED TRAINING SERVICES			
Total Youth Credentials Issued		0	0
Hunterdon County			0
Somerset County			0
Total WFNJ "To Work" Clients		0	0
Hunterdon County			0
Somerset County			0
MARKETING PLAN IMPLEMENTATION			
Non-Profit On-Site Visits			
Non-profit One Stop Tours			
Net Promoter Score			

12. Financial Structure

Federal and state workforce investment grant funds must flow through a government entity. The County of Somerset, NJ has agreed to assume responsibility as the grant recipient and **fiscal agent** for the GRWDB

Annually, the State of New Jersey issues Notices of Obligation to the GRWDB that detail the program category of funds being made available, the amount of funds being made available, and any special conditions on the funds (i.e. an allocation available for use in only Hunterdon County).

GRWDB staff prepares **Resolutions** for acceptance of the funds for consideration by the Somerset County Board of Chosen Freeholders. Upon acceptance by the Freeholder Board, the Somerset County Finance Department establishes grant accounts to track income and expenses.

Note: State and Federal workforce investment funds are “reimbursable,” which means that the State only transmits funds after the funds have been spent at the local level.

To recoup funds expended by the County of Somerset relative to state and federal workforce investment grants, GRWDB staff prepares a monthly submission to the State detailing all previous month expenses. Once the GRWDB monthly expenses report is accepted by the State, the County of Somerset is then reimbursed.

As a Strategic Priority of the Board is to develop additional revenue streams and re-think finances, the GRWDB may pursue other public and private grants that would advance the mission and vision of the Board. Pursuance of grants must be approved by the Somerset County Boards of Chosen Freeholders to ensure it is a worthwhile investment and allocation of **Fiscal Agent** staff time and resources.

Revenue and Budget Flow Chart



13. Annual Budgeting

GRWDB staff prepares a draft budget annually for consideration. The draft budget submission includes known and estimated revenue.

The annual budget package for the GRWDB is actually two separate budgets; one for the administrative operations of the GRWDB, the other for program operations of Greater Raritan Career Training Services.

Administrative funds are used to meet the requirements of the NJSETC, including local and regional strategic planning, budget development and administrative oversight, and implementation of local strategic priorities.

Generally, program funds can only be used in providing direct services to clients.

14. Annual Federal and State Workforce Investment Grants

The following is an example of how the GRWDB begins to develop its Annual Budget based on revenue from federal and state sources

Revenue Worksheet			
Program Year 2018			
June 7, 2018			
Federal Workforce Grant Revenue	PY 2018 Actual	PY 2018 WDB Operations-Admin	PY 2018 Direct Services-Program
Workforce Investment Act Youth	412,849.00	41,284.90	371,564.10
Workforce Investment Act Adult & Dislocated	1,312,601.00	131,260.10	1,181,340.90
Workforce Development Partnership Program - Dislocated Worker - Employer Focus Allotment	-	-	-
Total Federal	1,725,450.00	172,545.00	1,552,905.00
State Workforce First NJ Grant Revenue			
Temporary Assistance to Needy Families-Work Activities/Case Management	695,011.00	83,401.32	611,609.68
General Assistance/Supplemental Nutritional Aid Program	361,992.00	43,439.04	318,552.96
SNAP only	-	-	-
Workforce Learning Link	73,000.00	-	73,000.00
Career Advancement Training (CAVP)	17,170.00	2,060.40	15,109.60
Work Verification	17,000.00	-	17,000.00
SmartSTEPS Program	1,605.00	105.00	1,500.00
Needs Based Work Support	65,000.00	-	65,000.00
Total State	1,230,778.00	129,005.76	1,101,772.24
Total Federal and State	2,956,228.00	301,550.76	2,654,677.24

15.GRWDB Annual Budget

There are two halves to the GRWDB Annual Budget, following is the GRWDB Administrative Operations half.

Greater Raritan Workforce Development Board		
Program Year 2018 Budget		
July 1, 2018 – June 30, 2019		
		PY 2018 Budget
Revenue		
	WIOA Adult & Dislocated Worker	\$ 131,260
	WIOA Youth	\$ 41,285
	WFNJ	\$ 129,006
	Infrastructure Shared	
	Total Revenue	\$ 301,551
Expense		
	Salaries & Wages	\$ 124,552
	Fringe	\$ 49,624
	Conference & Training	\$ 500
	Occupancy	\$ 7,500
	Travel	\$ 250
	Other	
	Annual Report	\$ 4,000
	Board Development	\$ 500
	Career Services Administrative	\$ 69,423
	Committees	\$ 2,000
	Continuous Improvement	\$ 5,000
	Marketing	\$ 1,500
	Memberships	\$ 1,000
	Monitoring	\$ 5,000
	Operating	\$ 3,500
	Professional Services	\$ -
	Strategic Planning	\$ 7,500
	Supplies	\$ 2,000
	Technology	\$ 10,000
	Unallocated Funds	\$ 7,702
	Total Expense	\$ 301,551
	Budget Actual	\$ (301,551)
	Budget Deficit	\$ (0)

16. Greater Raritan One Stop Career Training Services Annual Budget

The other half of the GRWDB's two part Annual Budget is for One Stop Operator and Career Services investments.

Greater Raritan Workforce Development Board Career Services Program Year 2018 Budget (July 1, 2018 to June 30, 2019)		
		PY 2018 Budget
Revenue		
	WIOA Adult & Dislocated Worker	\$ 1,181,341
	WIOA Youth	\$ 371,564
	WFNJ	\$ 1,101,772
	Total Career Services Revenue	\$ 2,654,677
Expense		
	Careers Services Admin	\$ 69,423
	Salaries & Wages	\$ 498,140
	Fringe	\$ 230,297
	Conference & Training	\$ 1,500
	Memberships	\$ 2,000
	Occupancy	\$ 120,000
	One Stop Operator	\$ 23,353
	Travel	\$ 600
	Contracts	
	ITA's & Incumbent Worker	\$ 761,000
	HCESC: WFNJ Hunterdon	\$ 158,024
	HCESC: WFNJ Somerset	\$ 264,345
	HCESC: Workforce Learning Link	\$ 73,000
	HCDSS: Work Readiness Assessment-Hunterdon	\$ 20,990
	SCBSS: Work Readiness Assessment-Somerset	\$ 58,656
	HCESC: Workfirst NJ Client Resources-Hunterdon	\$ 70,000
	HCESC: Workfirst NJ Client Resources-Somerset	\$ 70,000
	ME-Youth Outreach: Somerset	\$ 81,000
	Polytech-Youth Outreach: Hunterdon	\$ 53,000
	ME-VisionYouth Readiness	\$ 75,375
	Youth ITA's	\$ 7,760
	Youth Other	\$ 6,500
	SmartSteps	\$ 1,500
	Needs Based: Transportation	\$ 65,000
	Operating	\$ 5,000
	Supplies	\$ 5,000
	Technology	\$ 2,637
	Unallocated Funds	
	Total Career Services Expense	\$ 2,724,100
	Admin	\$ (69,423)
	Total Career Services Revenue	\$ 2,654,677

17. Board Member Responsibilities

GRWDB Members, while appointed by either the Hunterdon County Board of Chosen Freeholders or the Somerset County Board of Chosen Freeholders, are expected to act in the best interests of the bi-county Local Area and the future workforce needs of employers.

Members are expected to attend meetings and participate in discussions on policy, oversight, and financial matters that may come before the Board. It is a goal of the Board to have actively engaged Members who contribute their insight, experience and knowledge on workforce delivery and investment concerns and opportunities in the Local Area.

It is also expected that GRWDB members will, to the best of their ability, act as ambassadors for the organization and seek to involve others in helping ensure an effective and efficient workforce delivery system in the Local Area.

In order to ensure workforce investments and education and training programs align with the future workforce needs of Hunterdon and Somerset employers, the Board must have a majority membership of private sector business representatives. The Board also hosts three ex-officio, or non-voting members, those being the One Stop Operator and two Freeholder Liaisons appointed from each Board of Chosen Freeholders in Hunterdon and Somerset Counties.

The GRWDB recognizes the need to balance the volunteer nature of Board service with the legislated and regulatory responsibilities of the organization. It is a goal of the GRWDB to engage individuals with special knowledge and experiences to improve the workforce delivery system in the Local Area consistent with the needs of employers.

18. GRWDB Committees

The GRWDB, bi-annually, elects an Executive Committee to serve the Membership in between quarterly meetings of the Board. The Executive Committee meets 8 times per year at times and locations established by the GRWDB.

The GRWDB is responsible for maintaining four required Committees, these are:

- One Stop Partners Committee
- Youth Committee
- Disabilities Committee
- Literacy Committee

The GRWDB may elect to establish other Committees necessary to the efficient conduct of business.

19.FAQ

What is a Local Workforce Development Board?

A Workforce Development Board is a public/private partnership formed at the local level. The “local level” for the GRWDB is Hunterdon and Somerset Counties, New Jersey.

Local Workforce Development Boards are directly responsible for overseeing the investment of federal and state workforce investment grant funds (see: How is the Greater Raritan Workforce Development Board funded?) and for setting workforce investment policy in the region.

What does the Greater Raritan Workforce Development Board do?

The GRWDB is primarily charged with convening key local workforce delivery system stakeholders to ensure that workforce education and training are responsive to the future workforce needs of employers while securing meaningful and sustainable careers for residents.

The primary responsibilities of the GRWDB are to appoint an “Operator” for One Stop Career Training Services (often referred to as the One Stop Operator), develop and adopt an annual budget, and oversee the activities of Greater Raritan Career Training Services.

The Board is also charged with maintaining certain committees, including a Youth Committee, a One Stop Partners Committee, a Disabilities Committee, and a Literacy Committee.

WIOA also outlines 13 Functions for Workforce Development Boards, those being:

1. Local Area Plan[ning]
2. Workforce Research and Regional Labor Market Analysis
3. Convening, Brokering, and Leveraging
4. Employer Engagement
5. Career Pathways Development
6. Proven and Promising Practices [for meeting the needs of employers]
7. Technology [to maximize accessibility]
8. Program Oversight
9. Negotiation of Local Performance Accountability Measures
10. Selection of One Stop Operator(s)
11. Coordination with Education Service Providers
12. Budget & Administration
13. Accessibility for Individuals with Disabilities

The **NJSETC** places additional responsibilities on the Board including requirements to engage in a certification process, participate in regional planning, produce a Local Strategic Plan, develop an Annual Report, and maintain records of the Board’s activities.

How is the Greater Raritan Workforce Development Board organized?

WIOA establishes parameters for local Boards, including roles, responsibilities and membership criteria.

The Boards of Chosen Freeholders of Hunterdon and Somerset Counties, New Jersey appoint Members of the Greater Raritan Workforce Development Board. The County of Somerset, NJ serves as the Fiscal Agent for the Greater Raritan Workforce Development Board.

The NJSETC is responsible to the US Department of Labor, Education and Training Administration, for local Board operations. The NJ SETC authorizes the existence of local Boards through a certification process and establishes policies relative to local activities.

How is the Greater Raritan Workforce Development Board funded?

The Greater Raritan Workforce Development Board receives grant funding from both the state and federal governments. State funds are titled Work First New Jersey (WFNJ) and federal funds are titled Workforce Innovation and Opportunity Act (WIOA). As a Strategic Priority of the Board is to develop additional revenue streams and re-think finances, the GRWDB may pursue other public and private grants that would advance the mission and vision of the Board.

What is the Workforce Innovation and Opportunity Act of 2014?

The Workforce Innovation and Opportunity Act is federal law that authorizes workforce development boards, or WDBs, to be established throughout the country to insure that the workforce system is responsive to the needs of employers and job seekers.

20. Our Commitments

The following Guiding Principles drive the day to day work of the Greater Raritan Workforce Development Board (GRWDB):

We are responsive: GRWDB staff responds to all inquiries in a timely matter. We provide direct answers to questions and/or concerns. Where we do not have an immediate answer we acknowledge the inquiry and seek out facts related to the issue or concern. We communicate these facts regardless of whether they are positive or negative.

We resolve breakdowns: We acknowledge when a breakdown has occurred and analyze the factors contributing to the breakdown. We actively take steps to implement solutions so that breakdowns are not repeated. We improve our operations to eliminate future and/or repeated occurrences of breakdowns.

We are private sector focused: We engage the business community where they are, attending their meetings as guests and actively seeking out additional partners and constituents.

We meet our partners where they are: We carry our message to organizations, trade groups, elected officials, and partners at their regular meetings.

We meet our leadership where they are: We do not expect our volunteers to come to us, we go to them. This includes conducting our meetings at private sector locations

and showcasing private sector job creation in our community.

We are facilitators and collaborators: We recognize the contributions of our partners and seek ways to engage them consistent with the GRWDB's legislated and regulatory responsibilities. We are driven by the human resource talent needs of employers. We seek to eliminate duplication of efforts, and to ensure the business community is being served in an efficient, effective manner.

We seek to act in the best interest of the Local Area: We recognize that an inclusive and holistic approach to workforce development and delivery is essential in serving both the jobseekers and businesses in Hunterdon and Somerset Counties. We collaboratively engage public workforce system partners to the benefit of residents, employers, jobseekers, and especially our underserved populations.

21. How to Contact Us

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22. Learn More

Visit www.theGRWDB.org to stay up to date with meetings, resources, and labor market information. View our “Calendar” tab to survey a host of events, conferences, workshops and job fairs related to employment and training efforts in the Local Area.

Connect with us at @theGRWDB on [Facebook](#), [Twitter](#), and [LinkedIn](#)!

23. Suggested Reading

- [Flow of Money, Review of Local Economies](#)
- [McKinsey's Closing the Skills Gaps](#)
- [NGA Center of Excellence High Performance Workforce Boards](#)
- [NJ Chamber of Commerce's Building New Jersey's Talent Pipeline](#)
- [GRWDB Local Plan 2016--2020](#)
- [NJSETC Handbook](#)

Board Development Plan

At this time, the GRWDB has 25 members, 3 Ex-Officio, or non-voting, members. Currently, the private sector makes up fifty percent of the membership, due to a Business Representative Board member fulfilling the vacant role of Board Director. As this role of Interim Director is temporary and their term as a GRWDB Member has not yet expired, GRWDB Staff is waiting to recruit a replacement from a private sector business in Somerset County in the event the Interim Director will return to the GRWDB as a Board Member. However, it is our intent and mission to continue to recruit members from the private sector, especially from the Hunterdon business community.

Methods of Recruitment:

1. Solicitations of Interest for Board Membership continuously posted on three social media sites (LinkedIn, Facebook, Twitter).
2. The GRWDB's interactive website features the most up-to-date information including mission statement, vision, Board and Executive Committee meeting minutes, and contact information.
3. A link to the GRWDB website is provided from the Somerset County government website, the Hunterdon County Chamber of Commerce website, the Hunterdon County Economic Development website as well as the Somerset County Business Partnership website and Employer Toolkit, i.e. welcome Package given to new businesses in Somerset County.
4. A section on the GRWDB website geared toward Joining the GRWDB.
5. The established Executive Committee will now undertake business engagement and Board development as duties and priorities.
6. Members of the local business community will be encouraged to participate on GRWDB active committees as advisory members.
7. Local NJ Department of Labor and Workforce Development Business Services Representatives interface directly with the business community and act as ambassadors for Board Membership.
8. Employers are made aware of the GRWDB and its role in workforce development in Hunterdon and Somerset Counties through business services and outreach efforts with community, state, local and federal partners.
9. Current GRWDB members are asked to reach out to their peers to discuss becoming involved with the Board or committees.