

2019



[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.



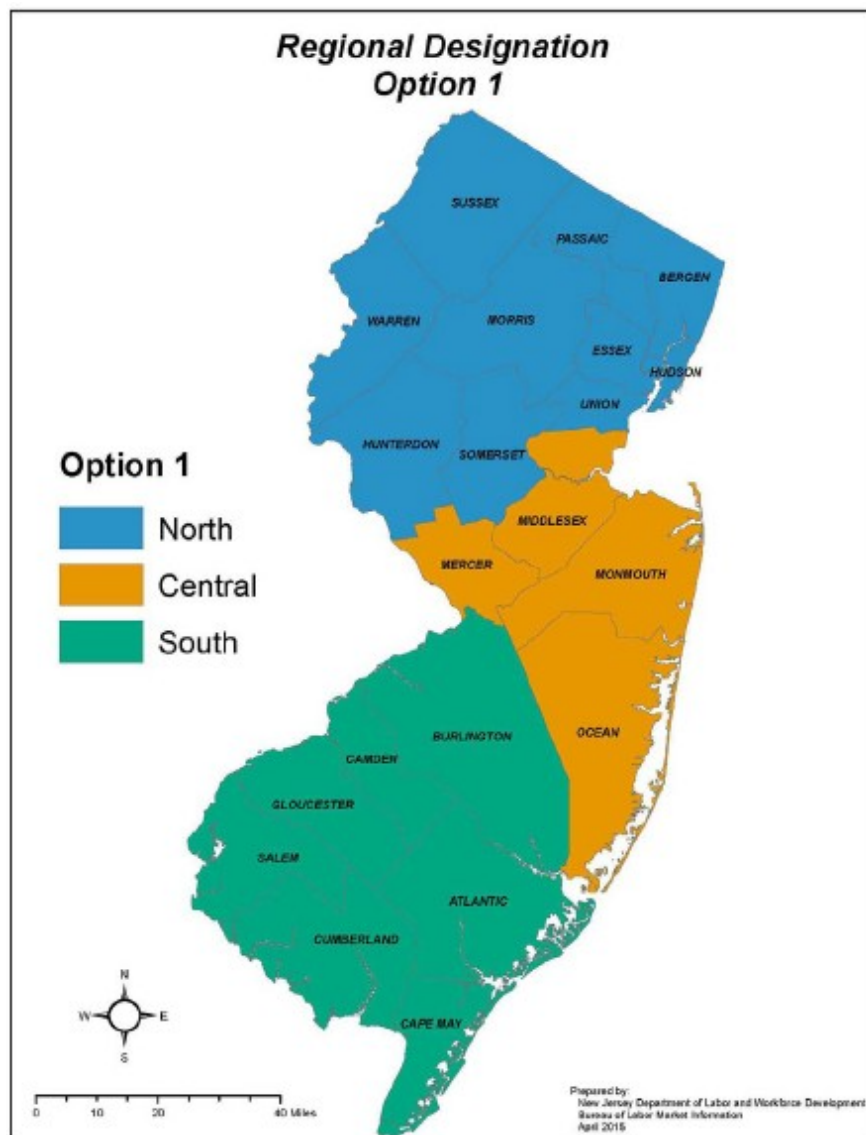
3. Workforce Development Boards in New Jersey

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, m 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.
- Ensure 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.



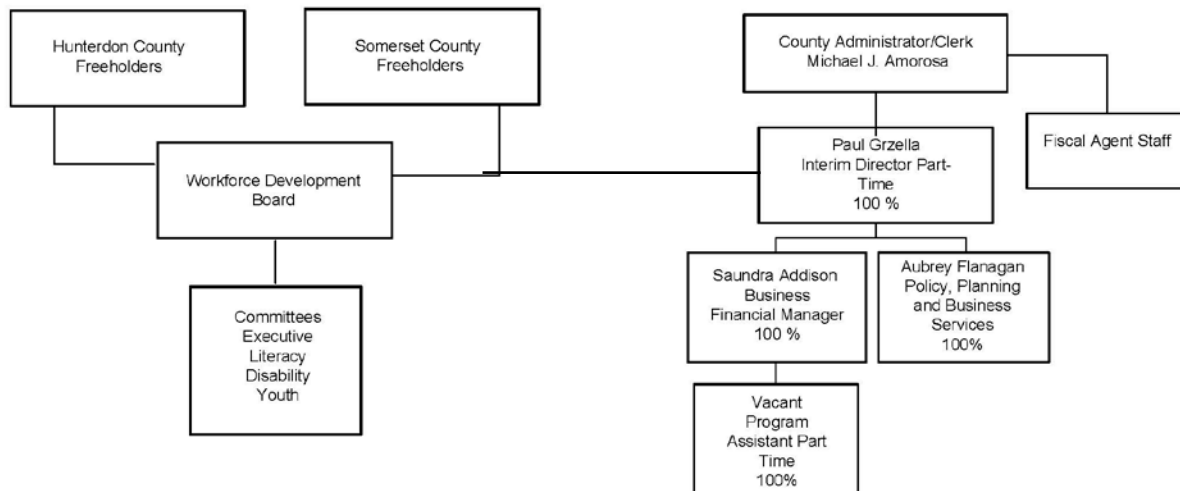
9. Governance Structure, Greater Raritan Workforce Development Board

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.

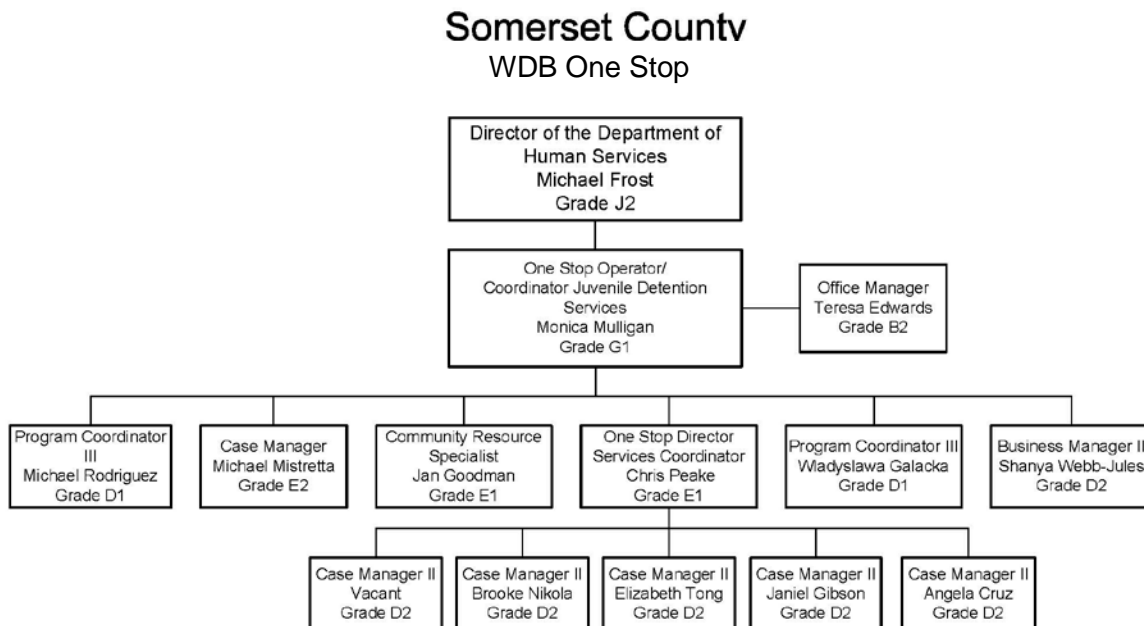
The GRWDB enters into a contract with Somerset County Department of Human Services to serve as the “One Stop Operator.” The Greater Raritan One Stop Operator and the One Stop Career Training Services are two different entities. The One Stop Operator acts as a supervisor to One Stop Career Training Services Center.

Additionally, **WIOA** defines the One Stop Operator role as:

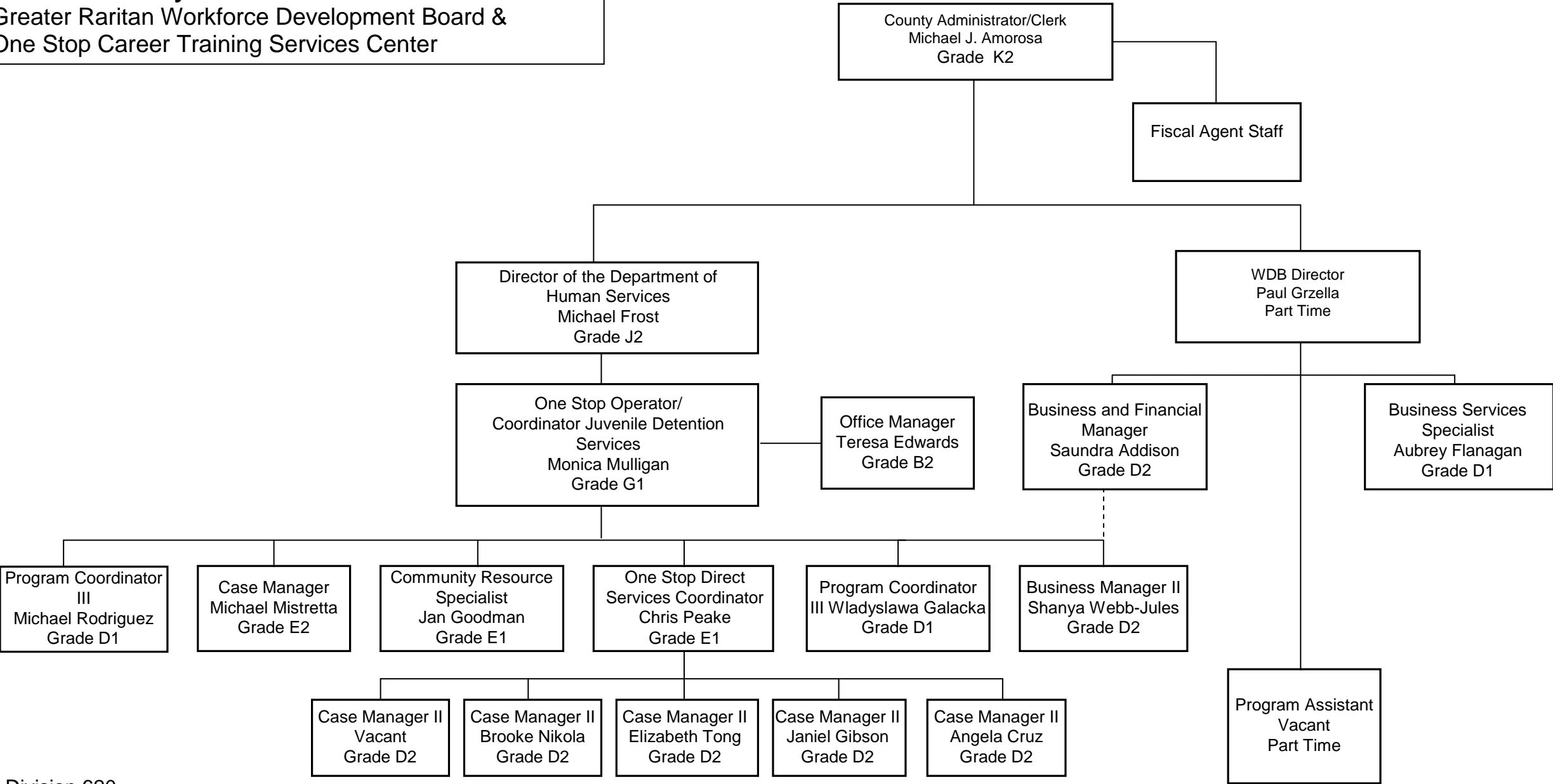
- Coordinating service delivery among partners
- Coordinating service delivery among physical and electronic sites
- Coordinating services across local area system
- Serving as the primary provider of services at physical centers

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.



Somerset County
Greater Raritan Workforce Development Board &
One Stop Career Training Services Center



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 vs Program Year 2019						
July 17, 2019						
Federal Workforce Grant Revenue	PY 2018 Actual	PY 2018 WDB Operations-Admin	PY 2018 Direct Services-Program	PY 2019 Actual	PY 2019 WDB Operations-Admin	PY 2019 Direct Services-Program
Workforce Investment Act Youth	412,849.00	41,284.90	371,564.10	438,584.00	43,858.40	394,725.60
Workforce Investment Act Adult & Dislocated	1,312,601.00	131,260.10	1,181,340.90	1,320,806.00	132,080.60	1,188,725.40
Workforce Development Partnership Program - Dislocated Worker - Employer Focus Allotment	-	-	-	-	-	-
Total Federal	1,725,450.00	172,545.00	1,552,905.00	1,759,390.00	175,939.00	1,583,451.00
State Workforce First NJ Grant Revenue						
Temporary Assistance to Needy Families-Work Activities/Case Management (CAVP & WV INCLUDED)	695,011.00	83,401.32	611,609.68	729,181.00	85,461.72	643,719.28
SNAP/GA	361,992.00	43,439.04	318,552.96	361,992.00	43,439.04	318,552.96
SNAP only	-	-	-	-	-	-
Workforce Learning Link	73,000.00	-	73,000.00	62,000.00	-	62,000.00
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	1,153,173.00	128,900.76	1,024,272.24
Total Federal and State	2,956,228.00	301,550.76	2,654,677.24	2,912,563.00	304,839.76	2,607,723.24

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 2019 Budget July 1, 2019 - June 30, 2020		
	BUDGET SUMMARY	PY 2019 Admin Budget
Revenue		
	WIOA Adult & Dislocated Worker	132,080.60
	WIOA Youth	43,858.40
	WFNJ	128,900.76
	Carry-In PY 18 Funds	40,395.09
	Offset Program Cost - Transfer from Program Budget	17,939.36
	Total Revenue	363,174.21
Expense		
	WDB Salaries (Admin & Program Offset (3 Staff)	174,125.00
	WDB Fringe (Admin & Program Offset (3 Staff)	83,867.25
	Career Services (Admin Offset (4 Staff)	55,736.10
	Career Services Fringe (Admin Offset (4 Staff)	27,834.62
	Conference & Training	1,500.00
	Occupancy	12,036.02
	Travel	100.00
	Marketing	1,250.00
	Memberships	2,000.00
	Other/Operating	1,475.22
	Supplies	1,250.00
	Technology	2,000.00
	Total WDB Admin PY 19 Budget	363,174.21

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 2019 - Budget (July 1, 2019 to June 30, 2020)			
			PY 2019 Program Budget
Revenue			
	WIOA Adult & Dislocated Worker		1,188,725.40
	WIOA Youth		394,725.60
	WFNJ		1,024,272.24
	Carry-In PY 18 Funds		35,422.00
	Offset Admin Cost - Transfer from Admin Budget		83,570.72
	Total Career Services Revenue		2,726,715.96
Expense			
	Careers Services Admin		-
	Career Salaries (Program & Admin Offset - 12 Staff)		537,039.00
	Career Services Fringe (Program & Admin Offset)		265,845.44
	WDB Salaries (Program Offset - 2 Staff)		11,964.36
	WDB Fringe (Program Offset - 2 Staff)		5,975.00
	Conference & Training		1,500.00
	Memberships		2,000.00
	Occupancy Somerset		96,993.62
	Occupancy Hunterdon		11,576.32
	One Stop Operator		23,353.00
	Assessment Tool		3,400.00
	Travel		600.00
	Supplies		5,000.00
	Technology		5,000.00
	Operating		5,000.00
	Contracts		
	ITA's & Incumbent Worker		586,000.00
	Supportive Services		5,000.00
	Other Training Opportunities		20,000.00
	TANF Contracts		427,278.00
	CAVP		15,109.60
	Work Verification		17,000.00
	WFNJ: GA, GA/SNAP, SNAP Contracts		214,737.00
	Work Force Learning Link		62,000.00
	Youth Contracts		125,700.00
	Youth Work Experience - Visions(20% Youth Program Funds)		78,945.00
	Youth ITA's		7,760.00
	Youth Other		5,000.00
	SmartSteps		-
	Needs Based: Transportation		-
	Other/Operating (Unspecified)		151,517.62
	Sub-Total Career Services PY 19 Budget		2,691,293.96
	Carry-PY18		35,422.00
	Total Career Services PY19 Budget		2,726,715.96

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.

To learn more about GRWDB protocol, please review our [2019 By-Laws](#).

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](#)