

## GRWDB Board Meeting

Thursday, April 3, 2025, 11:30 a.m.-12:30 p.m.

In person at 27 Warren St., 2<sup>nd</sup> floor conference room, Somerville

**GRWDB Mission:** “Through policy, oversight, and planning The Greater Raritan Workforce Development Board ensures that workforce training and education are responsive to and meet the needs of employers and job seekers.”

- I. Welcome and Introductions (3) ..... Violet Kocsis
- II. Jan. 23, 2025, [Meeting Minutes](#)\* (2) ..... Violet Kocsis
- III. Presentation: [HESAA assistance for NJ Adults and Families](#) (10)..... Carla Donegan
- IV. One-Stop Operator Report, including [customer preference data](#) (10) .....Fernandel Almonor
- V. Monitoring Reports (15)\*.....Jeanne Cassano
  - a. Monitoring Committee [Overview](#)
  - b. Individual reports: WFNJ: [Hunterdon County Educational Services Commission](#) and [Somerset County Board of Social Services](#); Youth Outreach: [Hunterdon County Polytech](#); Youth Outreach and Work Experience: [Middle Earth](#); Training Services: [Somerset County Human Services](#); One-Stop Operator: [Empower Somerset](#)
- VI. GRWDB performance and budget discussion (15).....GRWDB staff
  - a. State Visit and Reports: Greater Raritan [Q2 Performance](#) and [Q2 Budget](#) reports
  - b. Grant [spending trends](#) and [extra funding/budget modification requests](#)
  - c. PY24 state fiscal audit update
  - d. PY24 program monitoring – [policies review](#)
- VII. New programs: [Summer Youth 2025](#), [OPG Manufacturing Training](#); Pathways 2025? (5)
- VIII. Other and Adjournment..... All

\*Items with an asterisk require Board action

**Upon adjournment, board members and staff will participate in a Board Retreat focusing on a number of topics, including an overview of labor market statistics; a review of the Local Area’s organization chart; a review of roles and responsibilities of board staff and staff contingency plans and protocols; succession planning for board staff AND board members; training for board members; and funding. The retreat will be a time for discussion and no votes will be taken, and the retreat will end at 2 p.m.**

## **GRWDB Board Retreat**

Thursday, April 3, 2025, 12:30 p.m.-2 p.m.

**In person at 27 Warren St., 2<sup>nd</sup> floor conference room, Somerville**

**GRWDB Mission:** “Through policy, oversight, and planning The Greater Raritan Workforce Development Board ensures that workforce training and education are responsive to and meet the needs of employers and job seekers.”

- I. Welcome
- II. Foundational documents (10)
  - a. [2025 GRWDB system Org Chart](#)
  - b. [New member handbook](#) – last revised in 2024
  - c. [Joint Agreement](#) establishing the board – last updated in 2023
  - d. [2023-2026 Local Area Plan](#)
  - e. [MOU Partner Agreement 2024-2026](#)
  - f. [By-laws](#) – last revised in 2022 – time to revisit?
  - g. [GRWDB budget management policies and procedures](#)
  - h. [GRWDB approved policies](#)
  - i. Anything missing?
- III. 2025 Q1 labor market reports (15)
  - a. Economic overview: [Greater Raritan](#), [Hunterdon](#), [Somerset](#)
  - b. Job postings analysis: [Greater Raritan](#), [Hunterdon](#), [Somerset](#)
  - c. How do these reflect what board members are seeing right now?
- IV. Succession planning and development (30)
  - a. Board staff – what is written down and what contingency plans are in place?
  - b. Board leadership – are roles of chair and vice-chair clearly written?
  - c. Board membership – ongoing and constant - gaps, skill sets needed, and opportunities
  - d. Resources for board development – what would be helpful for board members?
- V. Budget (10)
  - a. What do we know as today, possible impacts and mitigation efforts?
  - b. Other funding sources
- VI. Open discussion on any topics, including need for subcommittees on anything (15)
- VII. Next steps and adjournment