



Meeting Minutes

Morris • Sussex • Warren Workforce Investment Board

Open Meeting

Date: June 13, 2013
Location: The Farmstead Golf Club

IN ATTENDANCE:

Members

Marie Betlow (Prime Time Personnel), Anne Marie Brown (Sodexo Senior Services), Mary Emilius (United Way of Northern New Jersey), Ann Marie Flake (Saint Clare's Health System), David Hollowell (D & D Associates, **WIB Chair**), Carol Hults (Highlands State Bank), Jim Jones (Morris County Economic Development Corporation), Rosalie Lamonte (Morris, Sussex and Warren County Schools), Scott McGill (NJ Division of Vocational Rehabilitation Services), Gus Modla (Sussex County Technical School), Terry Newhard (NORWESCAP), Carol Novrit (Sussex County Division of Social Services and Skylands Ride).

Guests

Stacy Crosson (Sussex County Technical School), Maureen DiFonzo (Dover Business College), John Ehret (NJ Department of Labor & Workforce Development), Ray Gara (Warren County Technical School), Kirsten Giardi (NJ Department of Labor & Workforce Development), Pat Green (Project Self-Sufficiency), Sean Hendricks (NJ Department of Labor & Workforce Development), Donald Hogan (NJ Department of Labor & Workforce Development), Mary Lee (Project Self-Sufficiency), Andrew Manganiello (NJ Department of Labor & Workforce Development), Dennis Mudrick (Sussex County Board of Chosen Freeholders), Steven Neblett (Morristown Neighborhood House), Brandon Schoonover (NJ Department of Labor & Workforce Development), Irene Schrader (Morris County Vocational School District), Richard Serrano (NJ Department of Labor & Workforce Development), Dorothy Stone (Home Energy Matters).

Staff

Jack Patten (**WIB Director**), Donna Buchanan (Director of Employment & Training Services [ETS] and **One-Stop Operator**), Sallie Sullivan (Secretary to the WIB Director), Marin Regenthal-Garland (Secretary to the ETS Director).

ABSENT:

Members

William Austin, Paul Boudreau, Tammy Case, George Chando, James Dufford, Kenneth Edwards, David File, David Fiore, Robert Glowacky, James Graham, Carl Jablonski, George Krevet, Karen Kubert, Stephen Matthaey, Paul Mazur, Don Meng, Scott Moffitt, Kevin O'Donnell, Robert Peabody, Frank Pinto, Ed Rebholz, Peter Rizzo, Steve Sitek, Mary Tucker, Ed Yaw.

Prior to the June 13, 2013 Open Meeting, the following documents were posted on the WIB website (www.mswwib.org) for review: January 31, 2013 Open Meeting minutes; April 3, 2013 Disability

Committee minutes; April 24, 2013 Literacy Committee minutes; May 7, 2013 One-Stop Career Center Committee minutes; May 24, 2013 Executive Committee minutes; May 30, 2013 Youth Investment Council minutes; WIB Director Report; and, One-Stop Operator Report. All documents and current committee minutes were also available at the meeting.

The Oversight Committee electronically reviews budget, performance and monitoring reports monthly. Documents shared with the Oversight Committee were available at the Open Meeting.

Committee Discussions

At 9:00 a.m., WIB members and guests visited committee stations and conferred with the chairs and staff on committee and other WIB issues. The attendees took the opportunity to network with each other and WIB committee chairs, WIB Chair David Hollowell, WIB Director Jack Patten and One-Stop Operator Donna Buchanan.

WIB Business Meeting

Meeting Opening Remarks

At 9:30 a.m., WIB Chair David Hollowell called the meeting to order and read the Public Meeting Notice. After welcoming everyone to the meeting, he invited those present to introduce themselves. Chair Hollowell then thanked Sussex County Freeholder Dennis Mudrick and Dorothy Stone, President of Home Energy Matters, for coming to the meeting. He also acknowledged and welcomed new WIB members Donna Buchanan (Director of Morris-Sussex-Warren Employment & Training Services, and One-Stop Operator), Jim Jones (Executive Director of the Morris County Economic Development Corporation), and Gus Modla (Superintendent of Sussex County Technical School).

Board Business

PY12 Budget Approval Announcement

Jack Patten spoke of the requirements of WIB Recertification, which has been taking place over the last year. The MSW WIB has completed its submission to the State Employment & Training Commission (SETC) and is among the very first WIBs to meet all certification criteria. Jack read the WIB approval of the PY12 budget (approved by the WIB in November 2012) into the minutes, thus completing all current certification requirements. Jack expressed his thanks to all the WIB members who come to the meetings, provide their crucial input, and participate by voting on important issues. He also acknowledged and thanked the many committee members who are not on the Board, and who help to forward the goals of the WIB by attending and participating in their committees' meetings.

PY13 Funding

Jack reported that 45 of the 50 states had their WIA funding decreased; however, New Jersey's allocation increased due to its high unemployment rate. Morris-Sussex-Warren WIB's allocations increased by 12% overall. Adult funding increased by 12%, Dislocated Workers by 9%, and Youth by 19%. Jack informed the members and guests that the WIB is pleased to have increases in Adult and Dislocated Workers since funds have been limited since February, and to be able to provide training for everyone and anyone who is eligible and needs it.

Consortium Agreement

The Morris-Sussex-Warren Consortium Agreement is the document under which the three counties "agree to maintain the three county Local Area for the purpose of carrying out workforce program activities." Jack explained that Morris County has been and continues to be the administrative entity for the WIB. The renewal of the Agreement included updates that reflect current requirements for multi-county WIB consortia.

Jack thanked Carol Novrit for her help in presenting the Agreement to the Sussex County Freeholders for their review, as well as Karen Kubert who did the same with the Warren County Freeholders. The final signature and execution of the Agreement took place on March 27, 2013. It is a part of the SETC Recertification process.

Meeting Frequency

The SETC has advised that the WIB meet four times per year instead of three. The possibility of having the winter meeting by conference call is under consideration; two of the last three winter WIB meetings had to be cancelled due to adverse weather. The WIB will continue to rotate the other meetings between the three counties.

Sussex County Freeholder Dennis Mudrick suggested the possibility of having a preplanned back-up date for meetings held in the winter. Terry Newhard suggested using a program like GoToMeeting.com instead of a conference call.

Old Business

None

New Business

None

Meeting Topics

Labor Market Discussion

Jack Patten reminded those present that the principal role of the WIB is to advise the One-Stop Career Center system on training and employment needs. He continued to emphasize that WIB meetings have been restructured to permit maximum labor market information advice from meeting attendees.

Marie Betlow of Prime Time Personnel noted she sees growth in the professional, retail and healthcare sectors, as well as in construction due to Hurricane Sandy and changes in the housing market. She also mentioned that S.T.E.M. (Science, Technology, Engineering and Math) continues to be an area of growth. Marie named several "hot" jobs, including computer jobs with an emphasis on software, bio tech sales and actuarial sciences. She said a Bio Tech Sales professional makes an average salary of \$164,000, while Managers of Bio Tech Sales average between \$174,000 and \$200,000. She indicated that those working in actuarial sciences (creating the plans that influence health care, pensions, and insurance claims) also earn high salaries of \$90,000+. They have 0% unemployment right now, and she sees a 27% growth in their jobs in the next ten years. Jack asked if there was a training path for actuarial sciences. Marie said there is a degree, then certifications, and they have to pass certain exams. They obviously have to be very adept at math.

Marie stressed that, while medium to large size companies are presently doing well, smaller companies are not. They are expressing concern about the effects of the Affordable Care Act. She also spoke of changes in healthcare occupations, including a shift away from hospitals to ambulatory or urgent care centers, which have been showing much growth. Dental assistants are still in demand.

Dennis Mudrick said that as part of the Patient Protection and Affordable Care Act, medical benefits must be provided to employees working 28 hours or more per week. This will present challenges to school districts. Rosalie Lamonte said she has seen many school districts cutting back on full-time aides and hiring part-time aides to avoid paying healthcare costs. Marie mentioned "skinny medical" plans, which offer preventative care, but no hospitalization. The costs generally run about \$40 to \$100 per month.

Carol Hults of Highlands State Bank said that computer skills, particularly in programs such as Excel and Word, are desirable in banking. Workers with these skills can be readily trained for entry level positions. A tech savvy applicant is always a plus.

Jack reminded those present that the WIB continues to provide basic computer training through the three Learning Links and a basic computer class at the Morristown One-Stop Career Center. The WIB has a tentative agreement with the Tri-County Adult Education Consortium to provide teachers, not money, to expand current services at the Learning Links.

Sean Hendricks, Business Representative with the NJ Department of Labor & Workforce Development, reported that a pharmaceutical company in Parsippany has moved to another location in the same town due to their growth.

John Ehret, Labor Market Analyst with the New Jersey Department of Labor & Workforce Development, provided some employment related statistics, including:

- The non-seasonally adjusted annual average unemployment rate for 2012 was: Morris County: 7.3%; Sussex County: 9.1%; & Warren County: 8.2%
- For comparison, the non-seasonally adjusted unemployment rates for the three counties for April 2012 and April 2013 were:

	April 2012	April 2013
Morris County	6.9%	6.5%
Sussex County	9.2%	8.2%
Warren County	8.2%	7.0%

- Private sector employment in the WIB's labor market area is up over the past year by 1.6%, which was led by Mining, Logging & Construction (+8.7%); Leisure & Hospitality (+4.6%) and Financial Activities (+3.3%).

John also provided some results from analysis of recent job postings for the Morris, Sussex and Warren area. They revealed that job listings (by industry sectors) were highest among Professional, Scientific & Technical Services (25.1%), followed by manufacturing (18.2%) and Healthcare & Social Assistance (15.5%). These same job postings revealed that four occupational groups accounted for 54.9% of the demand: Computer & Mathematical (16.6%); Management (16.4%); Business & Financial Operations (11.9%); and Office & Administrative Support (10.0%). In terms of 'Baseline Skills,' the top five skills identified as being in the greatest demand were: communication, organization, training, leadership, and writing. Among specialized skills, the highest demand was for accounting, Oracle (database management software), sales, SAP (business management software), and business process.

Carol Novrit asked if the unemployment numbers that John provided were seasonally adjusted. John said they were not. David Hollowell asked how he reconciles the down tick in retail trade when it seems that regionally and nationally consumer confidence in spending has been trending upward. John said he could not provide an answer at this time.

John passed out county industry snapshot sheets called Key Industries for Morris, Sussex and Warren Counties. Brandon Schoonover, another Labor Market Analyst with the Office of Research and Information, passed out the most recent issue of Regional Focus: North Jersey, a publication from NJ LWD that provides employment data and information. Both provided contact information.

Jack thanked everyone for their guidance and insight in understanding the area labor market.

Presentation - On-the-Job Training

Jack Patten provided an OJT PowerPoint presentation (attached) on why the WIB considers On-the-Job Training the best training program available. He gave the definition of On-the-Job Training as "training by an employer that is provided to a paid participant while engaged in productive work in a job that:

- Provides knowledge or skills essential to the full and adequate performance of the job;
- Provides reimbursement to the employer for the extraordinary costs of providing the training and additional supervision related to the training; and
- Is limited in duration as appropriate to the occupation for which he participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate."

Jack pointed out the fact that the employer generally receives up to 50% salary reimbursement for an eligible trainee for up to six months; the standard reimbursement is \$4,000. He also went over the contract variations which include extended training periods and the possibility of an increased contract reimbursement ceiling in certain cases.

In addition, Jack covered the benefits of the program, the make-up of the standard OJT contract, the successful slimming down of the MSW WIB OJT contract, information on customers who can self-market, the results showing how the MSW WIB leads the state in the number of OJTs written, and the percentages showing the OJT success rate compared to other occupational training programs.

Jack then introduced Dorothy Stone, President of Home Energy Matters, a home performance contracting company which has hired several OJT program participants. Ms. Stone shared information on her company's work making existing homes up to 90-95% more energy efficient while ensuring they're also safe to live in. She lauded the OJT program for providing trained employees that have helped her business grow.

Carol Hults asked if the energy grade was going to start affecting the housing market. Dorothy said she feels it will affect it overwhelmingly and that people will demand the energy audit. She expects it to be consumer driven.

The meeting was adjourned at 10:45 a.m.