



Meeting Minutes

Executive Committee

David Hollowell, Chair

December 10, 2012 via conference call

Attendees: Marie Betlow, David Hollowell

Staff: Jack Patten (WIB Director)

The meeting was called to order at 10:05 a.m.

Hurricane Sandy NEG

Jack Patten reported that the New Jersey Department of Labor and Workforce Development has applied for and secured a US Department of Labor National Emergency Grant (NEG) for recovery from Hurricane Sandy. After extensive discussions with possible work sites, the WIB requested \$180,000 to fund twelve recovery positions in the tri-county area. The Goodwill facilities in Pequannock and Rockaway have requested six workers each. Additional funds can be accessed pending work site demand.

Learning Link Funding

Jack Patten reported that in June, the WIB received a Notice of Obligation for \$79,000 to fund Learning Links in Program Year 2012. The Links cost approximately \$210,000 to operate annually. Consequently, Morris-Sussex-Warren Employment & Training Services (ETS) planned to close all three Learning Links in Dover, Franklin and Phillipsburg in mid-November.

The Phillipsburg Learning Link teacher resigned in August. The Dover Learning Link teacher has been reassigned to the Hurricane Sandy NEG effective December 3. In November, the WIB received an additional Learning Link Notice of Obligation for \$47,000. With only the Franklin Learning Link teacher still employed by ETS, the WIB and ETS decided that the remaining teacher will rotate among the three Learning Link sites, providing literacy services as capacity allows. The WIB is awaiting notification of additional Learning Link funding for this and next program year.

Transparency

WIB's, along with other selected public entities, are subject to enhanced transparency requirements. After extensive discussions with Morris County Public Information, the WIB has fully complied with all requirements effective December 7, 2012. Since the financial information reviewed by the Oversight Committee is now publicly posted, Jack raised the possibility of discontinuing the Committee. He said that this should be a carefully considered decision made over time by the full Executive Committee.

One-Stop Operator/ETS Director

Jack reported that Olga Burns, current One-Stop Operator and Employment & Training Services (ETS) Director, will retire on January 18, 2013. He reminded the Committee that Donna Buchanan has been trained and prepared for assuming the Director's role for over fourteen months. The WIB has requested guidance from Morris County on the personnel process for filling the position and Jack will share the response with the Executive Committee upon receipt from the County.