

2024



[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



Contents

1. Key Terms	3
2. The National Workforce Development Board System.....	4
3. Workforce Development Boards in New Jersey.....	5
4. What is a Workforce Development Board?	6
5. Why is there a Workforce Development Board?	6
6. Local Area Mission and Vision.....	7
7. Strategic Priorities.....	8
8. Governance Structure, Greater Raritan Workforce Development Board	8
9. Governance Structure, Greater Raritan Workforce Development Board	10
10. Administrative Structure and Vendor Services	11
11. Greater Raritan One Stop Career Centers	12
12. Financial Structure.....	14
13. Annual Budgeting	15
14. Annual Federal and State Workforce Investment Grants.....	15
15. GRWDB Annual Budget - Administration	16
16. GRWDB Annual Budget - Program	17
17. Board Member Responsibilities	18
18. GRWDB Committees.....	18
19. FAQ.....	19
What is a Local Workforce Development Board?.....	19
What does the Greater Raritan Workforce Development Board do?	19
How is the Greater Raritan Workforce Development Board organized?	19
How is the Greater Raritan Workforce Development Board funded?	20
What is the Workforce Innovation and Opportunity Act of 2014?	20
20. Our Commitments	20
21. How to Contact Us.....	21
22. Learn More	22
23. Suggested Reading	22

1. Key Terms

Administrative Funds: The portion of federal and state workforce investment grants that do not provide direct training and employment services to individuals. These funds support the day-to-day operations of the Greater Raritan Workforce Development Board (GRWDB) and its staff. The GRWDB also uses grant funding to support program-related functions it provides to customers and vendors.

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, July 1 to June 30.

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 are drafted by GRWDB staff and include the review of the county fiscal agent. They are subsequently reviewed and approved in public meetings of the Somerset County Board of Commissioners.

Joint Agreement: A required agreement between the Board of County Commissioners of the County of Hunterdon, New Jersey, the Board of County Commissioners of the County of Somerset, New Jersey, and the GRWDB Board establishing the operating structure for the Greater Raritan Local Area.

Local Area and Region: 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." The GRWDB is part of the North Region - see Page 5.

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 Career Center: Centrally located centers in Somerville and Flemington staffed by state Employment Services, Division of Vocational Rehabilitation and Business Services team members. In the center, Employment Services is the first point of contact for those looking for state-funded career-related services. See Page 12.

One-Stop Career Training Services Center: The competitively procured provider of direct career training and education resources for individuals seeking services funded through WIOA (see below). The vendor is currently Somerset County Department of Human Services. This staff also works with the competitively procured vendors for Youth Services (currently Middle Earth and Hunterdon County Polytech) and WorkFirst NJ (currently Hunterdon County Educational Services Commission.)

One-Stop Operator: The primary management level position overseeing the delivery of services and resources directly to individuals and to engage "partners" in the delivery of services. For Greater Raritan, as the result of the competitive procurement process, the One-Stop Operator is currently EmPower Somerset.

Program Funds: Workforce investment grant revenue from federal and state sources that directly provides individuals with training and employment resources and services.

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.

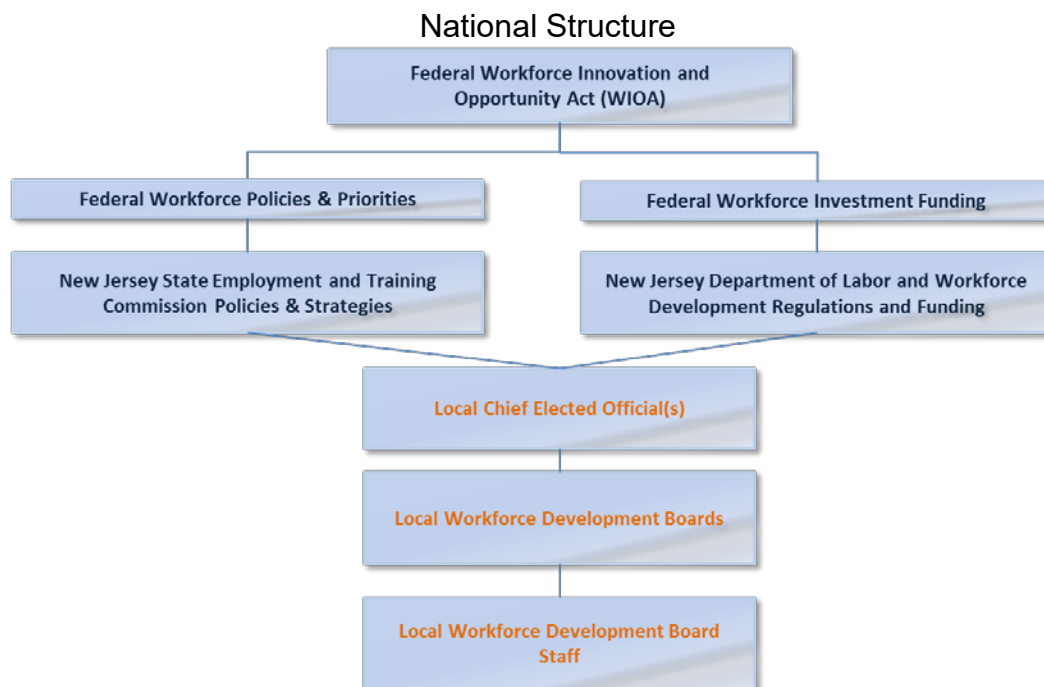
2. The National Workforce Development Board System

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 (Operations/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.



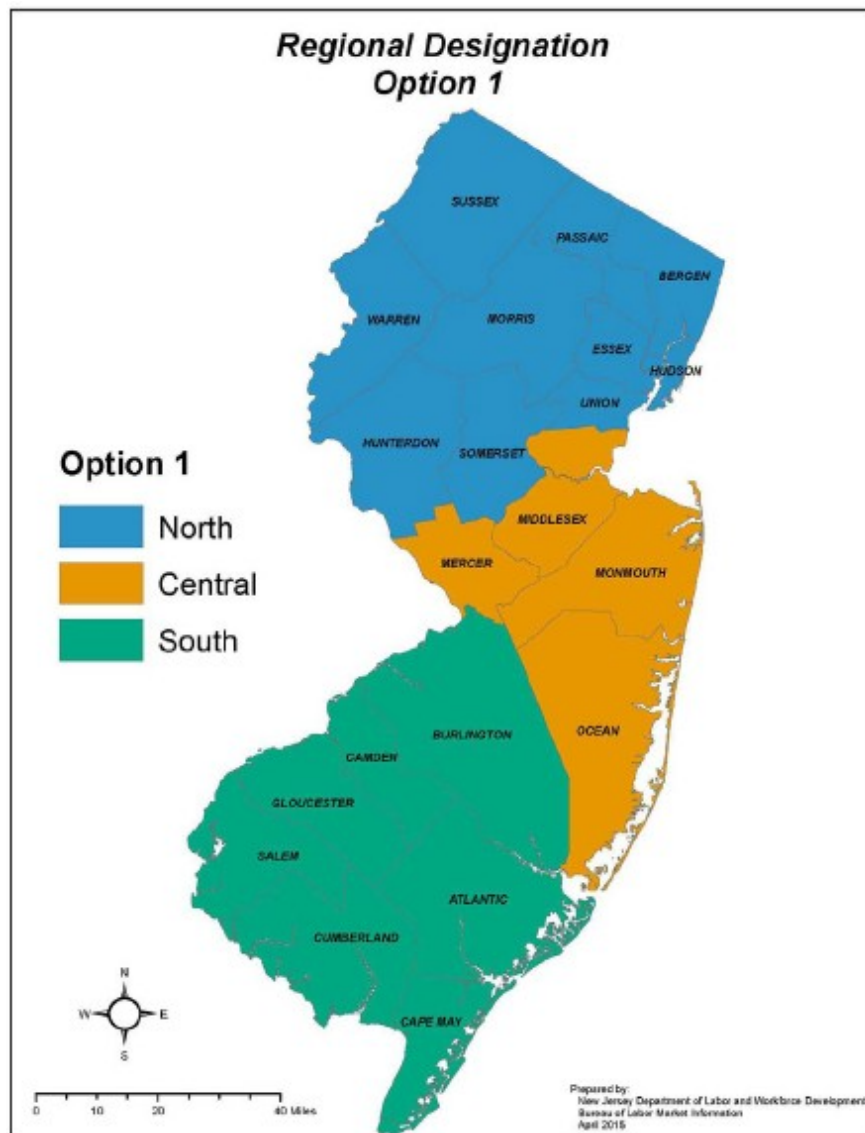
3. Workforce Development Boards in New Jersey

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: Greater Raritan (Hunterdon/Somerset), Bergen, Hudson/Jersey City, Essex, Newark, Passaic, Union, and Northwest Jersey (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: Atlantic, Burlington, Camden, Gloucester, and Cumberland/Salem/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 job seekers."

The GRWDB oversees workforce delivery policy and programming 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 \$3,900,000.00 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.
- Develop additional revenue streams and re-think our finances.
- Develop, host and promote career-related programming and resources as appropriate for job seekers and businesses.

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 County Commissioners of Hunterdon and Somerset Counties and the Greater Raritan Workforce Development Board enter into a “Joint Agreement” defining roles and responsibilities of each party.

This agreement has been updated several times over the past two decades, to reflect new directives in the establishing legislative directives. The latest update of the "Joint Agreement, or MOU, was completed and approved by all parties in the fall of 2022 and is effective for January 1, 2023.

Among other provisions the current the Joint Agreement:

- Establishes GRWDB Member appointments and GRWDB Board responsibilities
- Designates staff and committee structures
- Designates the County of Somerset, New Jersey as the Grant Recipient and Fiscal Agent
- Requires the GRWDB to develop a four-year Local Plan and participate in the development of a four-year Regional Plan.

[Click here to read the 2023 Joint Agreement.](#)

The following chart shows the relationship between the Boards of County Commissioners, the Greater Raritan Workforce Development Board, state entities, the Board’s staff, and the One-Stop Career Training Services Center.



9. Governance Structure, Greater Raritan Workforce Development Board

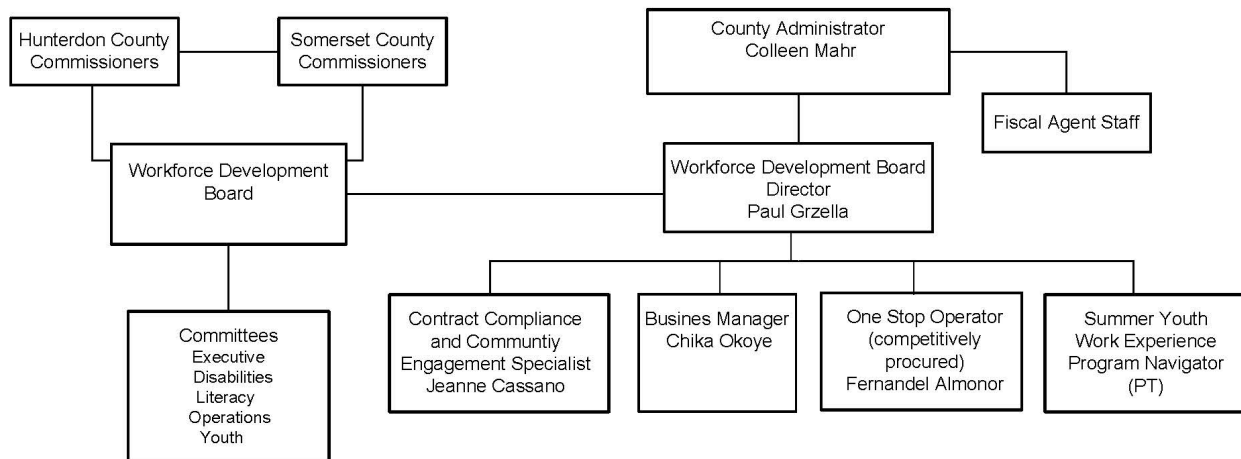
The County of Somerset, NJ has agreed to be the employer of Greater Raritan Workforce Development Board. This enables the Board to leverage the resources of the County of Somerset including personnel policies, payroll administration, performance review, and employer responsibilities under federal and state laws and regulations.

For administrative and supervisory purposes, GRWDB staff is aligned with the Administrator’s Office of Somerset County.

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 County Commissioners of Hunterdon and Somerset Counties.



Greater Raritan Workforce Development Board



10. Competitively Procured Career Services

The Greater Raritan Workforce Development Board selects the area's One-Stop Operator, the Career Training Services provider, as well as Youth and WorkFirst New Jersey service providers through a competitive process in accordance with the Uniform Guidance, WIOA and its implementing regulations, and Local procurement laws and regulations.

The RFP time frames for vendors typically are two-years with the option for one-year renewals of various terms. The processes followed for the procurement of all career-services vendors is detailed on the **About - Greater Raritan's One-Stop Partners** page of the GRWDB website. These includes links to all proposal requests, review forms and contracts.

WIOA defines the One-Stop Operator role as: Coordinating service delivery among partners; Coordinating service delivery among physical and electronic sites and Coordinating services across local area system. Among the Operator's primary responsibilities is coordinating and building out a Memorandum of Understanding (MOU) between partners. **Click here to read the GRWDB 2024 Partner MOU.**

In the Greater Raritan Local Area, the One-Stop Operator provides a number of services, including monthly team leader meetings as well as single-topic strategy-brainstorming sessions with specific stakeholders. The details of these meetings are shared on the **One-Stop Partners** page.

The One-Stop Operator collaborates with GRWDB staff and vendor partners on program delivery and customer flow. The Operator works to ensure that job seekers and businesses are experiencing positive outcomes and identifies opportunities for improvement as needed. As part of this work, the Operator produces a monthly Report which outlines achievements, updates partners and the community on upcoming programs and shares ongoing levels of services. Reports for the past six years can be read on the **One-Stop Partners** page.



11. Greater Raritan One-Stop Career Centers

The GRWDB is directly responsible for program oversight of three One-Stop Career Centers locations in the two counties:

Hunterdon County:

Employment Services and
Training Center services
6 Gauntt Place
Flemington, NJ 08822
Phone: 908-237-0016

Somerset County:

Employment Services
Veterans Memorial Drive
Somerville, NJ 08876
Phone: 908-704-3000

Training Center services
27 Warren St., second floor
Somerville, NJ. 08876
Phone: 908-541-5780

The partners of the Greater Raritan One-Stop system provide 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:

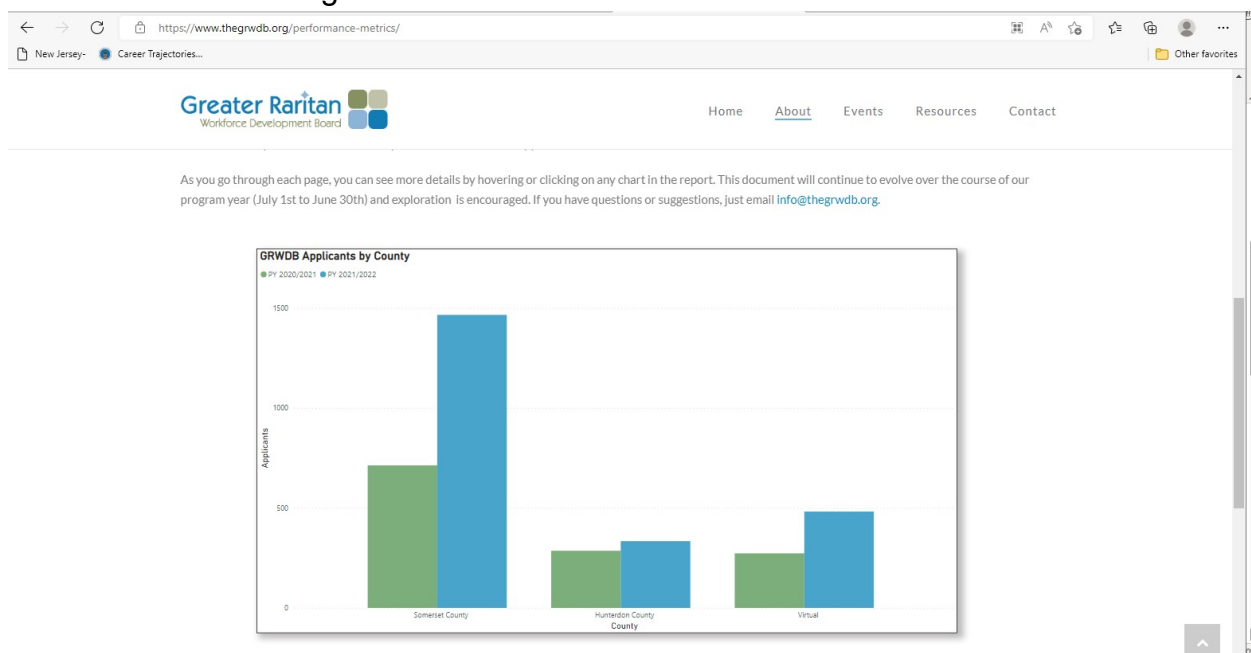
- Individual career counseling and vocational guidance, provided by state certified career counselors
- Services for specialized populations including veterans, youth, 55+, ex-offenders, public assistance recipients and those living with a disability
- Aptitude, interest and skill based assessments to guide career exploration
- Resource areas with free access to computers, phone, fax and copiers for active job seekers
- Virtual and in-person workshops that provide the tools and skills needed to land a job in today's competitive market
- Connection to literacy services to residents 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
- Incumbent worker training grants that enable employers to upskill their existing workforce into career pathway positions and open opportunities for others
- Targeted, on-site and virtual recruitment events that bring together job seekers and businesses who have job openings and are ready to hire; these include events for a single business as well as multiple-employer and multi-county job fairs
- Free labor market resources and information
- Free access to SkillUp Greater Raritan and the Greater Raritan Resume Portal platforms

The GRWDB utilizes a Dashboard Reporting System to record the monthly basic services for different state providers as well as competitively procured vendors of career services. This is a key tool in the function of Program Oversight.

Since its development in 2015, the dashboard has been updated monthly as an Excel document and shared with board members in quarterly meetings.

As of the summer of 2022, the data in the dashboard is available in a public-facing platform accessible to all board and committee members as well as the general public. The interactive dashboard is accessible under the **About - Performance Metrics** tab on the website.

As users go through each page, they can see more details by hovering or clicking on any chart in the report. The document continues to evolve and exploration and feedback are encouraged.



The board also has access to the Futureworks performance dashboard, which provides outcomes for individuals receiving employment services and funded training grants. The outcomes are measured against agreed-upon annual goals with federal and state workforce development agencies; these outcomes help board members and staff understand the effectiveness and impact of services and programs.

These dashboards help the GRWDB plan strategy and policies that can positively impact the job seekers and employers in the two counties.

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

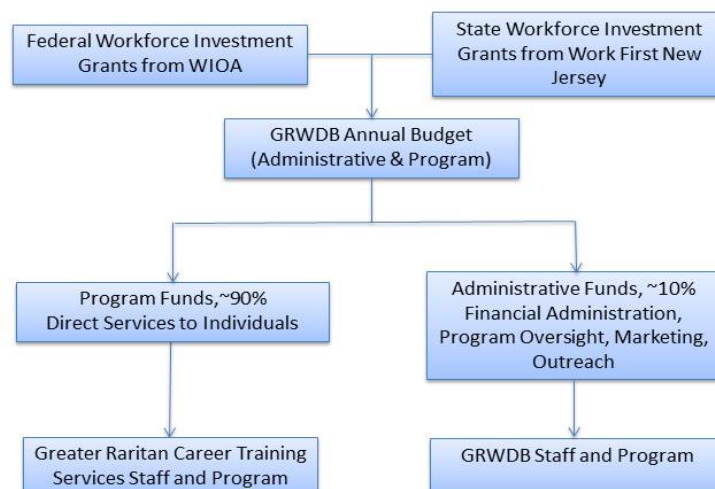
Annually, the State of New Jersey issues Notices of Awards to the GRWDB that detail the program category of funds being made available, the amount of funds being made available, and any special conditions on the funds (i.e. an allocation available for use in only Hunterdon County).

GRWDB staff prepares **Resolutions** for acceptance of the funds for consideration by the Somerset County Board of County Commissioners. Upon acceptance by the Commissioner 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 can request a cash draw down for reimbursement. This procedure is detailed in the Cost Allocation Plan, which is reviewed quarterly.

As a Strategic Priority of the Board is to support its work and goals, the GRWDB may pursue other public and private grants that advance the board's mission and vision. Pursuance of grants must be approved by the full board of the GRWDB and the Somerset County Boards of County Commissioners to ensure it is a worthwhile investment and allocation of 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 a multi-layered document which breaks down administrative and programmatic operations of the GRWDB, and delineates how the various revenue streams are divided among competitively procured vendors of career-services programs.

Administrative funds are used to meet the various state requirements, including local and regional strategic planning, budget development and administrative oversight, and implementation of local strategic priorities. Funding also supports programmatic services provided by GRWDB staff.

Generally, program funds can only be used in providing direct services to clients, but direct service funds cannot be used to fund additional administrative functions.

14. Annual Federal and State Workforce Investment Grants

The following is an example of the federal and state funding sources the GRWDB uses to develop its Annual Budget. This is for Program Year 2024 (July 1, 2024 to June 30, 2025) and includes carryover of Program Year 2023 - up to 20 percent of unused WIOA funds may be carried over between program years. (Please note that this budget does not include special grants awarded to the GRWDB.)

Budget Overview					
PY24 Available Funding					
	PY24 Budget Allocations	PY23 Carryover*			
Title I Adult	\$ 418,970	\$ 186,137		Admin	\$ 248,497.50
Title I Dislocated Worker	\$ 868,378	\$ 485,758		Program	\$ 2,236,478
Title I Youth	\$ 466,830	\$ 90,830		Data Reporting	\$ 12,971
TANF	\$ 448,280	\$ 49,665			
SNAP	\$ 282,517	\$ 85,563	\$ 897,953		
WIOA Data Reporting and Analysis	\$ 12,971			total	\$ 3,382,928
WLL					
FutureWorks					
Add additional lines for any additional funding sources					
TOTAL	\$ 2,497,946				
*20% of Title I allocations may be carried over into next year for WIOA; WFNI may be carried over if obligated by June 30, 2023 - must be spent within six months					
PY23 Planned WIOA Expenditures					
	Allocated Admin	Allocated Program	Allocated Total	Unallocated Funds	Admin Rate
Title I Adult	\$ 36,816.67	\$ 518,126.36	\$ 554,943.02	\$ (135,973.02)	7%
Title I Dislocated Worker	\$ 51,410.56	\$ 1,084,952.43	\$ 1,136,362.99	\$ (267,984.99)	5%
Title I Youth	\$ 35,395.22	\$ 453,738.28	\$ 489,133.49	\$ (22,303.49)	8%

15.GRWDB Annual Budget - Administration

The GRWDB divides its budget between Administrative and Program services. Following is the GRWDB Administrative Budget, for Program Year 2024, which represents approximately 8 percent of the total budget. Some of the services provided by the board staff also are covered by the programmatic portion of the budget - this includes direct program services provided by staff members as well as some program services for job seeker and business members in Hunterdon and Somerset Counties.

PY24 Budget - 7/1/24-6/30/25						
*Please note light gray and green cells have formulas that calculate automatically.						
LWDB Adminstrative Budget						
Cost Category	Amount	Title I Adult Funding	Title I DW Funding	Title I Youth Funding	TANF Funding	GA/SNAP Funding
Total Personnel Costs	\$ 137,597.84	\$ 34,380.70	\$ 48,837.98	\$ 32,432.09	\$ 11,122.22	\$ 10,824.86
Total Non-Personnel Costs	\$ 8,036.00	\$ 2,135.97	\$ 2,272.58	\$ 2,663.13	\$ 485.37	\$ 478.95
Facilities (Occupancy Costs) ³	\$ 8,036.00	\$ 2,135.97	\$ 2,272.58	\$ 2,663.13	485.37	478.95
Equipment (Occupancy Costs) ⁴	\$ -					
Information Technology (Occupancy Costs) ⁵	\$ -					
Professional Development (Conference & Training)	\$ -					
Travel	\$ -					
Contracted Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Add additional contracts	\$ -					
Other-Describe	\$ 1,200.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 150.00	\$ 150.00
Other Expenses	\$ 1,200.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 150.00	\$ 150.00
Grand Total	\$ 146,833.84	\$ 36,816.67	\$ 51,410.56	\$ 35,395.22	\$ 11,757.59	\$ 11,453.81

16.GRWDB Annual Budget - Program

The other part of the GRWDB's Annual Budget represents programming services offered for workforce system customers. The detail below represents services provided by competitively procured vendors as well as programmatic services provided by the GRWDB.

LWDB Program Budget (WIOA)					
Cost Category	Total Title I Funding	Title I Adult Funding	Title I DW Funding	Title I Youth Funding (ISY)	Title I Youth Funding (OSY)
Total Personnel Costs	\$ 845,479.08	\$ 235,668.63	\$ 397,553.70	\$ -	\$ 212,256.76
Total Non-Personnel Costs	\$ 108,923.60	\$ 31,773.60	\$ 45,140.80	\$ -	\$ 32,009.20
Facilities (Occupancy Costs) ³	\$ 82,070.50	\$ 23,883.00	\$ 34,124.00		\$ 24,063.50
Equipment and Materials (Occupancy Costs) ⁴	\$ -				
Information Technology (Occupancy Costs) ⁵	\$ -				
Professional Development (Conferences & Training)	\$ 25,053.10	\$ 7,290.60	\$ 10,416.80		\$ 7,345.70
Travel	\$ 1,800.00	\$ 600.00	\$ 600.00		\$ 600.00
Total Adult/DW Participant Services	\$ 770,542.10	\$ 233,484.13	\$ 537,057.97	\$ -	\$ -
ITAs (Training Contracts)	\$ 577,992.10	\$ 150,084.13	\$ 427,907.97		
OJTs (OJTs)	\$ 50,000.00	\$ 25,000.00	\$ 25,000.00		
Incumbent Worker Training	\$ 40,000.00	\$ 20,000.00	\$ 20,000.00		
Other WBL (Work-Based Training)	\$ -				
Supportive Services	\$ 15,000.00	\$ 7,500.00	\$ 7,500.00		
Contracted One Stop Operator Services	\$ 87,550.00	\$ 30,900.00	\$ 56,650.00		
Contracted One Stop Career Services	\$ -				
Total Youth Participant Services	\$ 206,000.00	\$ -	\$ -	\$ -	\$ 206,000.00
(Training Contracts)/Middle Earth Visions	\$ 110,000.00				\$ 110,000.00
Middle Earth Outreach	\$ 56,000.00				\$ 56,000.00
HC Polytech Outreach	\$ 40,000.00				\$ 40,000.00
Other Expenses	\$ -				
Other-Describe	\$ 125,872.28	\$ 17,200.00	\$ 105,199.96	\$ -	\$ 3,472.32
Other Expenses	\$ 22,439.81	\$ 7,200.00	\$ 11,767.49		\$ 3,472.32
New GRWDB Programs	\$ 103,432.47	\$ 10,000.00	\$ 93,432.47		
Grand Total	\$ 2,056,817.06	\$ 518,126.36	\$ 1,084,952.43	\$ -	\$ 453,738.28

LWDB Program Budget (non-WIOA)			
Cost Category	Total Funding	TANF Funding	SNAP Funding
Total Personnel Costs	\$ 149,898.84	\$ 82,271.00	\$ 67,627.85
Total WFNJ Participant Services	\$ 528,476.00	\$ 323,339.00	\$ 205,137.00
HCESC-Somerset County	\$ 292,048.64	\$ 177,120.64	\$ 114,928.00
HCESC-Hunterdon County	\$ 164,277.36	\$ 99,630.36	\$ 64,647.00
SCBSS	\$ 56,700.00	\$ 36,288.00	\$ 20,412.00
Contracted WFNJ/SNAP/GA Services	\$ -		
Other WFNJ/SNAP/GA participant services/ One Stop Operator	\$ 15,450.00	\$ 10,300.00	\$ 5,150.00
Total Non-Personnel Costs	\$ 20,017.25	\$ 10,951.80	\$ 9,065.45
Facilities (Occupancy Costs) ³	\$ 12,929.50	\$ 7,106.00	\$ 5,823.50
Equipment (Occupancy Costs) ⁴	\$ -		
Information Technology (Occupancy Costs) ⁵	\$ -		
Professional Development (Conferences & Training)	\$ 6,087.75	\$ 3,345.80	\$ 2,741.95
Travel	\$ 1,000.00	\$ 500.00	\$ 500.00
Other-Describe	\$ 9,193.50	\$ 5,261.30	\$ 3,932.20
Chromebooks	\$ 3,000.00	\$ 2,250.00	\$ 750.00
Other Expenses	\$ 6,193.50	\$ 3,011.30	\$ 3,182.20
Grand Total	\$ 707,585.59	\$ 421,823.10	\$ 285,762.50

17. Board Member Responsibilities

GRWDB Members, while appointed by either the Hunterdon County Board of County Commissioners or the Somerset County Board of County Commissioners, 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 four meetings annually and special meetings as needed; they are expected to participate in discussions on policy, oversight, programming and financial matters that may come before the Board. Meetings are conducted in a hybrid format, with virtual and phone-in options available. 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. As part of their ongoing work, board members also review and adopt local policies to help guide the work done by staff and vendors. These policies are listed on the **About - Mission, Policies and Strategic Priorities** page of the website.

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. More detail is provided in the **GRWDB Code of Conduct and Conflict of Interest Policy**.

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. 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. The Board also hosts three ex-officio, or non-voting members: the One-Stop Operator and two Commissioners Liaisons appointed from each Board of County Commissioners in Hunterdon and Somerset Counties.

To learn more about GRWDB protocol, please review our [2022 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 as needed.

The GRWDB is responsible for maintaining four required Committees, these are:

- Disabilities Committee
- Literacy Committee
- Operations Committee
- Youth Committee

The GRWDB may elect to establish other Committees necessary to the efficient conduct of business. Each committee meets a minimum of four times a year along with special meetings as needed. Meetings are conducted in a hybrid format, with virtual and phone-in options available.

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 include competitively procuring a local One-Stop Operator to act as a conveyor for all workforce system partners (including other vendors), oversee system customer flow and identify opportunities for improvement (including in how vendor dollars are spent), act as a connector between workforce partners, and help develop (and provide) workforce services as needed.

The Board is also charged with maintaining certain committees, including a Youth Committee, an Operations 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 County Commissioners of Hunterdon and Somerset Counties appoint Members of the Greater Raritan Workforce Development Board. Somerset County serves as the Fiscal Agent for the Greater Raritan Workforce Development Board.

The NJSETC is responsible to the U.S. 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 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 constantly review its finances, the GRWDB may pursue other public and private grants that 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 pertinent facts. 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 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 seeking out additional partners and constituents.

We meet our partners where they are: We carry our message to job seekers, 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, in person and/or virtually.

We are innovative: We help develop programs to meet the needs of 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 and the skills of our job seekers. 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 the job seekers and businesses in Hunterdon and Somerset Counties. We collaboratively engage public workforce system partners to the benefit of residents, employers, job seekers, 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](#), 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 2023-2026](#)
- [North Jersey Partners 2023-2026 Regional Plan](#)
- [NJSETC Handbook](#)