

## Meeting Minutes

### Literacy Committee

David Hollowell, Chair

*April 28, 2010 at Morris County Library*

**Attendees:** Leslie Drew, Miriam Faber, Marguerite Gadel, Maria Heaton, David Hollowell (Committee Chair), Nadine Scala (for Claudia Sandanato), Nancy Snyder (for Debbie Leon), Jan Tensen.

**Staff:** Jack Patten

The meeting was called to order at 9:20 a.m.

### Learning Link Report

Nadine Scala reported on the following for Claudia Sandanato:

- All Learning Links are at capacity.
- In the last month, three Dover Learning Link customers secured employment, two received their GED's, two entered further training, and two began Metrix eLearning programs.
- Franklin Learning Link enrolled its first two Metrix eLearning customers.
- Even though the Learning Links are filled to capacity, LL teachers have permitted "guest" students to participate in learning activities as computer availability and space allow.
- A mother and her son both received GED's last month through Phillipsburg Learning Link activities.
- Nadine attended training in "*Promoting Success in the Multi-Level ESL Classroom*". She described the training as valuable and said she learned new strategies for assisting ESL students.

### WIA Title II Report

Miriam Faber reported the Notice of Grant Opportunity for WIA Title II Adult Literacy services has not yet been issued, even though the completed application is due on May 24. The NGO Technical Assistance meeting, originally scheduled for April 8, was cancelled. The Committee discussed the possibility that NJLWD will not require a full application as originally scheduled, but rather permit extension of last year's program with an abbreviated application.

Maria Heaton, Jan Tensen and Miriam Faber reiterated the many problems with the LACES data collection and reporting system. Jack Patten will develop talking points related to the LACES issues for use by Dave Hollowell and Jack in meetings with state adult education representatives. Nancy Snyder informed the group that Morris County Literacy Volunteers of America considered using LACES, but was deterred by the initial cost of \$5,000 and the complexity of the system.

Miriam Faber asked if WIA Title I customers were required to apply for Pell grants to reduce WIA contributions to training. Jack replied that most customers are required to do so. *(Jack later determined that customers attending Pell-eligible schools are required to submit Pell applications.)*

## **Literacy Funding**

Jack Patten reported that the WIB has not received planning estimates or a Notice of Obligation from NJLWD for Program Year 2010 Learning Link activities.

Miriam Faber reported that she just recently received approval for the Program Year 2009 WIA Title II budget.

## **New Business**

Jack reported on *Elevate America*, a new program sponsored by Microsoft. Microsoft has agreed to provide the NJ Department of Labor & Workforce Development (NJLWD) free online training vouchers for customers to learn Microsoft 2007 or IT related information. Ten thousand (10,000) vouchers will be for Microsoft 2007 and two thousand (2,000) will be for IT. The NJLWD will distribute these vouchers evenly among all 17 Local Areas; a baseline number is to be determined. Each Local Area can request additional vouchers if they use their allotted number.

The next Literacy Committee meeting is scheduled for July 28, 2010.