



Meeting of the Cumberland Salem Cape May Workforce Development Board
Salem County Vocational Technical School
880 NJ-45, Woodstown, NJ
October 11, 2018 – 12:30 p.m.

MINUTES

A meeting of the Cumberland Salem Cape May Workforce Development Board was held Thursday, October 11, 2018 at the Salem County Vocational Technical School. Those in attendance were:

Workforce Development Board Members:

Anna DeNovellis, Bert Lopez, Elizabeth Reed, Dawn Hunter, Donna Groome, Edward Geletka, Erich Florentine, Gary Green, Jack Swain, Kathy Lockbaum, Marva Ferguson, Leslie Gimeno (Terri Bryan Alt.), Melissa Niles, Nancy Hudanich, Pat Harrison, Dr. Shelly Schneider (Dr. Terrence Hardee Alt.)

Guests:

Nancy Wheeler Driscoll

Staff:

Allison Spinelli, Christy DiLeonardo, Brian Langdon

Handouts:

Cumberland/Salem/Cape May WDB Budgetary Highlights, PY 2018-19 Local Area Budget, Workforce Development Board Certification Process for 2018, PY 2016-17 WDB Evaluation Report, PY 2017-18 WDB Evaluation Report, 2018 WDB Certification: Guidance on WDB Evaluation Reports, Cumberland Salem Cape May Workforce Development Board Supportive Service Policy, PY 18 & PY 19 WIOA Performance Targets, Cumberland Salem Cape May Local Area WIOA Performance Targets PY 17-19 & Cumberland Salem Cape May Local Area Targets Compared with State Targets PY 18-19, Letter to David Ramsey Regarding the PY 18 & PY 19 WIOA Performance Targets

I. Welcome/Opening Remarks

Bert Lopez began the meeting by welcoming all attendees and read the Open Public Meeting Act. Bert requested a motion to approve the minutes from the October 12, 2017 meeting and the minutes from the July 12th meeting. Bert explained that the October 12, 2017 minutes had not been approved due to the Special Joint Meeting that took place in February 2018. Jack Swain made the motion, Second by Anna DeNovellis. All in favor, minutes approved.

II. Workforce Development Board Action Items

Local Area Draft Budgets

Cumberland Highlights – Allison Spinelli

Allison Spinelli explained the Cumberland WDB Budgetary Highlights found on the WDB Budgetary Highlights handout. Allison explained that the 5% reduction in WIOA funding may result in waiting lists, but she does not believe that will happen because of the funding Cumberland will be receiving from the Atlantic City Electric Grant. Also in WIOA, Allison informed that group that there is significant carry-over funds in out-of-school youth. Allison is planning to RFP for additional industry-focused services. Some of Allison's staff have been assigned youth tasks to allow salaries and benefits to be used from youth funding. This will free up some Adult and Dislocated Worker funding that was affected by the reduction. Allison has two staff vacancies that may remain open until next program year. Allison informed the group that Cumberland received a 2% increase in WFNJ funding. She was able to extend the ESL contract through 6/30/2019. There are no current staff vacancies at this time. Workforce Learning Link (WLL) received a 22% funding reduction. One class will be supported with WFNJ funds because the individuals participating in this class also fall under WFNJ.

Salem Highlights – Kathy Lockbaum

Kathy Lockbaum explained the Salem WDB Budgetary Highlights found on the handout. Kathy informed the group that Salem received a 5% increase in WIOA funding. Youth funds are being carried over and an RFP for industry focused services will be issued. Kathy explained that because they have experienced difficulties with Youth funding, Salem will be redesigning the program to be more industry services focused. She is confident this will result in more efficiency and effectiveness in serving the youth. Kathy informed the group that Salem received a 32% increase in WFNJ funding. There is a possibility for program design changes after the State workgroup completes a project focused on WFNJ services. Salem has one staff vacancy that will be filled. Staff development and training will continue for all staff in PY 18-19. Dawn Hunter asked Kathy why she thinks the youth in Salem County are not engaged. Kathy explained the old process of vendors being responsible for youth outreach. Kathy believes this may not have been the most effective method for youth engagement. Kathy is looking to split the responsibility of engaging youth so it involves more institutions than just the vendors. Kathy's staff will have a part in enrolling youth in programs. She informed the group that they will be targeting youth on public assistance services. Bert suggested that finding a way to go to the youth instead of the youth coming to them would be a more effective method. Kathy agreed.

Cape May Highlights – Terri Bryan

Terri Bryan explained the Cape May WDB Budgetary Highlights found on the handout. Terri informed the group that the WIOA staffing issues have been resolved and Cape May has fully expended the prior year's funds. Cape May has a new staffing model in place and the vacancies are being filled. This new staffing model includes dedicated administrative staff person who will be responsible for all fiscal, grant monitoring, and reporting. Additional admin funds have been requested from the WDB. Additional training and conference opportunities will ensure continual staff development. Donna Groome informed the group that WFNJ funding received a 20% decrease. Donna informed the group that the WFNJ staffing challenges have been resolved and that there are no vacancies at this time. Cape May will be analyzing spending often and early, in the event that reallocation is required. Specialized staff development opportunities may be offered. Donna also informed that group that they are going into the new year with one vendor.

ACTION ITEM: APPROVAL OF LOCAL AREA DRAFT BUDGETS

Bert requested a motion to approve the local area draft budgets. The motion was made by Nancy Hudanich, Second by Jack Swain. All in favor, draft budgets approved.

Draft Supportive Services Policy

Allison explained the Draft Supportive Services Policy. Concerns from the Planning & Oversight Committee Meeting were discussed. Allison explained to the group that this policy is memorializing services we are already providing.

ACTION ITEM: APPROVAL OF DRAFT SUPPORTIVE SERVICES POLICY

Bert requested a motion to approve the Draft Supportive Services Policy. The motion was made by Anna DeNovellis, Second by Melissa Niles. All in favor, draft policy approved.

III. WDB Recertification

Christy DiLeonardo explained the Workforce Development Board Certification Process for 2018 handout. Christy informed the group that there are only a few items left to complete, but we are on track to having everything completed ahead of the deadline. Christy briefly discussed the Evaluation Reports. She emphasized that youth has always been an area of struggle Statewide. This is partially due to the requirements of eligibility. Allison informed the group that she is waiting on the performance report from the State for Annual Report PY 17-18. Bert mentioned that he would like to have a collective Continuous Improvement plan written by all three counties for the Annual Report.

IV. New/Old Business

One Stop Operator Contract

Allison explained the One Stop Operator Contract. She informed the group that Shantay Clark had been let go due to budgetary reductions. Cumberland, Salem, and Cape May are looking to move the One Stop Operator position from full-time to part-time. It will be 3 days/week, and the operator will spend one day in each county. Each county will focus on what they need from a One Stop Operator. Bert inquired whether we are still in compliance with the State. Allison informed him that we are because we still have a contract. Allison informed the group that she hopes the position will be filled by the end of the year.

PY 16 & PY 17 WDB Evaluations

Allison further elaborated on the WDB Evaluation Reports. These reports must be service delivery focused. Allison informed the group that PY 17-18's evaluation will focus on Youth Services. Talks will be had in committee as to what services will be focused on.

PY 18 & PY 19 WIOA Performance Targets

Allison explained the PY 18 & PY 19 WIOA Performance Targets handouts. Allison pointed to the targets comparison chart. Allison's concern is that our targets are higher than the State's targets. She pointed to her letter to David Ramsey voicing her concerns. Allison informed the group that she also drafted a letter on behalf of GSETA inquiring where the data comes from. The 2020 measures will be sanctionable if they are not met.

Bert asked the group if there was any other old or new business. Nancy Hudanich mentioned that she had attended the GSETA Conference that took place last week and she was extremely happy with how it went. She congratulated Allison on all her hard work.

Bert mentioned that the Atlantic City Electric Press Conference is being held on Friday, October 12th.

Christy congratulated Bert on being recognized as one of the most influential Latinos in New Jersey. She is proud to have him as the chairman of the WDB.

V. Adjournment

Bert requested a motion to adjourn the meeting. The motion was made by Dawn Hunter. All in favor, meeting adjourned.