

# Sam and Jean Jones Glass Education Center Salem Community College Campus

460 Hollywood Avenue Carneys Point February 6, 2025 – Noon Minutes

Approved during the May 8, 2025 meeting

A meeting of the Cumberland Salem Cape May Workforce Development Board was held on Thursday, February 6, 2025, at the Sam and Jean Jones Glass Education Center located on the Salem Community College Campus.

Those in attendance were:

## **Workforce Development Board Members:**

Barbara Jones, Carey Italiano, Carol Musso, Cheryl Golden, Cristina Chillem, Dawn Hunter, Edward Geletka, Hugh McCaffrey, Jerry Velazquez (Alternate), Joe Molineaux, Lauren DeBello (Alternate), Dr. Mike Gorman, Richard Stuart, Sherwood Taylor (Alternate), Steve DiMatteo, Susan Jurusz (Alternate), Tom Wysocki, Trish Lyons (Alternate)

#### Guests

Amy Ronketty - Salem County One Stop Career Center, Jaime Gomez- Cumberland County Division Director

#### Staff:

Amanda Barnes, April Gomez, Christy DiLeonardo

# **Public Representation:**

Nancy Ridgway

# **Call Meeting to Order**

Dawn Hunter called the meeting to order at 12:12 p.m. beginning with the flag salute followed by the reading of the Open Public Meeting Act. She then introduced Dr. Mike Gorman to say a few words about the Glass Center.

Dr. Mike Gorman welcomed everyone to the Sam and Jean Jones Glass Education Center. The building was opened prior to Covid and is still fairly new to the campus. He explained that the glass artwork displayed the lobby showcases works from both world renowned glass artists and pieces from the students and gave a little bit of background about how the building became a part of the campus.

#### **Approval of Minutes**

 $\label{eq:decomposition} \mbox{Daw} \underline{\mbox{n requested approval of the}} \ \mbox{minutes from the November 14, 2024 meeting.}$ 

2029 Noviken German Minutes 2nd Carey Italiano

**Vote Passes** 

# **Public Comment on Agenda Items only**

The public was not yet present at this time.

## **Financial Updates**

Christy DiLeonardo - Has been working to streamline what this report looks like so that it is easy to read and easy to understand for everyone. The report laid out the budgets for all 3 counties for PY 23-24 and PY 24-25 as of December 31, 2024. We are still spending down the PY 23-24 WIOA funds. Plans are in place to ensure that the Youth funds are being spent down. All funds for PY 23-24 must be spent by June 30, 2025.

Work First New Jersey (WFNJ) funds for PY 23-24 - The WFNJ funds are 1 year funds that began on July 1, 2023; ended on June 30, 2024. These funds are no longer available.

Cheryl Golden added that the challenges of providing services under the WFNJ funds are being recognized statewide. Recently, there have been joint regional meetings to discuss what can be done moving forward to provide individuals under these funds what they need.

Christy DiLeonardo - The PY 24-25 Expenditure Snapshot — These numbers are higher as we are currently spending 23-24 funds. These funds were received July 1, 2024. By June 30, 2025- 80% of these funds must be obligated or accrued. Will be working with all 3 counties and finance teams to make sure this happens.

The PY 24-25 WFNJ funds were received July 1, 2024 and must be expended by June, 30 2025. These funds no longer have until December to be expended. All 3 county local areas were made aware of this change.

The last piece shown in the report covers the Adult Literacy Innovations Grant funds. We were one of 5 local areas that were awarded the \$445,000 grant. The highly innovative piece of this grant is a Virtual Reality Training. The software will offer virtual training to participants in various trades which are much needed and high in demand. The funding is for a period of 22 months and must be spent by September 30, 2026. This program will be offered in Cape May and Salem counties.

Jaime Gomez- Shared that there will be an English as a Second Language (ESL) Class offered under this grant using the Burlington English software. It is anticipated that this class will be full with a waiting list. Rovagnati, a company out of Vineland, is very interested in taking advantage of the ESL class so that their employees can better communicate.

### **Subrecipient Updates/Grant Opportunities**

April Gomez- Financial Report Summary handout- Will be adding the number of individuals served to the WIOA Career Services section of the report. Reported on the second Quarter; Salem is still utilizing 23-24 funds. The In and Out of School Youth Program vendors are beginning to pick up as school has started. The number in the youth enrolled column shows only the count of individuals who are fully enrolled and have their certificate of eligibility.

# **Youth Incentives Draft Policy**

April Gomez- This policy is a follow up to the Supportive Services Policy and is required by the state. She gave a brief explanation of what the policy is.

Dawn Hunter requested a motion to approve the policy.

Youth Incentive Draft Policy

1<sup>st</sup> Jerry Velazquez 2<sup>nd</sup> Cheryl Golden

**Vote Passes** 

#### **Fund My Future**

Sherwood Taylor- Spoke about the *Fund My Future Grant* which Atlantic Cape was awarded - \$2.3 Million for one year; Level of Service is 120. This grant is available to help individuals receive training and go to work. There is a maximum of \$9,600 per person for training and supportive services. Atlantic, Cumberland, Salem, Cape May, Camden, Gloucester and Burlington Counties are being serviced through this project. Training must be on the Training Provider List. Eligibility is based on household earned income and the ALICE (Asset Limited, Income Constrained, Employed) Chart.

To give participants the best chance to be successful they are first sent over to the Center for Family Services to get help with determining what "life" barriers may prevent them from succeeding and what aid they will need to manage or overcome these issues. If they are already going through training with a One Stop, they will finish that training before they are entered into the program.

#### **Old and New Business**

Christy DiLeonardo- An RFP was submitted to the purchasing department for the One Stop Operator position. Waiting for purchasing to give the greenlight for the RFP to be released. Expected to have an award by the end of May.

An RFP may also be going out for another Out of School Youth vendor for Cape May County. This is needed as Cape May receives a large amount in youth funds. Anticipated to be released in the spring.

## **Public Comment**

Nancy Ridgeway- Said it was a very interesting meeting and thanked the board for having her.

#### Adjournment

Dawn requested a motion to adjourn the meeting. The motion was made by Carey Italiano and seconded by Barbara Jones. The meeting ended at 1:10 pm



# Program Year 23 - 24 EXPENDITURE SNAPSHOT as of 12/31/2024

	Grant Award	ļ	YTD Expenditures/ Obligations	l Budget					
WIOA									
Adult	\$ 2,144,350.00	\$	2,074,879.00	\$	69,471.00				
Dislocated Worker	\$ 995,927.00	\$	955,446.00	\$	40,481.00				
Youth	\$ 2,236,539.00	\$	1,849,734.00	\$	386,805.00				
WIOA Total	\$ 5,376,816.00	\$	4,880,059.00	\$	496,757.00				

Note: 2 year funds - July 1, 2023 to June 30, 2025

Expended by June 30, 2025

WFNJ			
TANF	\$ 1,563,316.00	\$ 1,413,428.00	\$ 149,888.00
GA/SNAP	\$ 1,007,223.00	\$ 964,056.00	\$ 43,167.00
WFNJ Total	\$ 2,570,539.00	\$ 2,377,484.00	\$ 193,055.00

Note: 1 year funds - July 1, 2023 to June 30, 2024

Obligated by September 30, 2024

Expended by December 31, 2024

# Program Year 24 - 25 EXPENDITURE SNAPSHOT as of 12/31/2024

	Grant Award	i	YTD Expenditures/ Obligations	Remaining Budget				
WIOA								
Adult	\$ 2,539,653.00	\$	488,849.00	\$	2,050,804.00			
Dislocated Worker	\$ 987,753.00	\$	274,815.00	\$	712,938.00			
Youth	\$ 2,611,848.00	\$	286,265.00	\$	2,325,583.00			
WIOA Total	\$ 6,139,254.00	\$	1,049,929.00	\$	5,089,325.00			

Note: 2 year funds - July 1, 2024 to June 30, 2026

Expended by June 30, 2026

WFNJ				
TANF		\$ 1,285,050.00	\$ 564,754.00	\$ 720,296.00
GA/SNAP		\$ 1,113,108.00	\$ 525,333.00	\$ 587,775.00
	WFNJ Total	\$ 2,398,158.00	\$ 1,090,087.00	\$ 1,308,071.00

Note: 1 Year funds - July 1, 2024 to June 30, 2025

Funds must be expended by June 30, 2025

Adult Literacy			
Innovations Grant	\$ 445,000.00	\$ 3,439.00	\$ 441,561.00

Note: December 1, 2024 - September 30, 2026



# WIOA Career Services Financial Report Summary

# Period October 1 - December 31, 2024

											Pre	viously					
	24/25 B		4/25 Budget Adult		Dislo	ocated Worker	Yout	th	2nd Quarter Spent		Spent		2nd Quarter Spe		Total		Balance
Cumberland County Office of																	
Employment and Training	\$	1,302,000.00	\$	151,207.85	\$	57,245.64	\$	104,132.91	\$	312,586.40	\$	94,044.11	\$	406,630.51	\$ 895,369.49		
Salem County Board of Social																	
Services	\$	363,200.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$ 363,200.00		
Cape May County Department of																	
Human Services	\$	1,468,900.00		\$18,029.00	\$	5,822.45	\$	-	\$	23,851.45	\$	-	\$	23,851.45	\$ 1,445,048.55		

Funds are available for two years.

Program year runs from July 1, 2024 - June 30, 2025.

23/24 program year funds can be spent through June 30, 2025.



# WIOA In-School / Out of School Youth

# Financial Report Summary

# Period October 1 - December 31, 2024

					Level of Service: Number of Youth								
					Proposed to	Number of Youth							
	24/	25 Budget	County	Program	Serve	Enrolled	2nd	d Quarter	<b>Previously Spent</b>		ously Spent   Total		Balance
Cumberland County Office of													
Employment and Training	\$	150,000.00	Cumberland	In-school Youth	20	20	\$	28,429.90	\$	8,202.73	\$	36,632.63	\$ 113,367.37
Jersey Cape Diagnostic, Training,													
and Opportunity Center	\$	131,500.00	Cape May	In-school Youth	20	5	\$	10,284.25	\$	16,575.82	\$	26,860.07	\$ 104,639.93
Pathstone Corporation	\$	300,000.00	Cumberland	Out-of-School Youth	40	26	\$	11,043.52	\$	20,472.93	\$	31,516.45	\$ 268,483.55
Ranch Hope, Inc	\$	150,000.00	Salem	Out-of-School Youth	20	5	\$	18,205.94	\$	6,968.75	\$	25,174.69	\$ 124,825.31
Jersey Cape Diagnostic, Training,													
and Opportunity Center	\$	265,500.00	Cape May	Out-of-School Youth	40	7	\$	19,293.23	\$	27,860.92	\$	47,154.15	\$ 218,345.85
LSI Business Development, Inc	\$	187,500.00	Cape May	Out-of-School Youth	25	0		*					
LSI Business Development, Inc	\$	187,500.00	Cumberland	Out-of-School Youth	25	1		*					

Funds are available for one year.

Program year runs from July 1, 2024 - June 30, 2025.

Enrollment for WIOA youth programs ends March 1, 2025.



## **WIOA Youth Incentive Policy (DRAFT)**

### **Purpose**

The purpose of this policy is to provide guidance to service providers of the Workforce Innovation and Opportunity Act (WIOA) youth programs regarding incentives for youth participants so they can award participants in conformance with WIOA (2CFR part 200), DOL Regulations, NJ Workforce Innovation Notices, and Cumberland Salem Cape May Workforce Development Board Policy.

## **Background and Definitions**

The criteria for incentive awards are tied to the youth performance outcomes as defined by WIOA. Incentives may be awarded to participants based on their progress and/or achievement of milestones in the program tied to work experience, education, or training outlined in the Individual Service Strategy (ISS) and/or Individual Employment Plan (IEP). A participant may receive more than one incentive for the achievement of multiple outcomes. No more than one incentive per benchmark is allowed.

In order for service providers to receive reimbursement for WIOA appropriate incentives, supporting documentation is required. This includes a certificate of achievement for the outcome awarded and proof of payment to the participant. The certificate must include the participant's full name and date of achievement. A copy must be retained for the participant's file.

The total dollar amount per participant is determined by the allocation of funds as stated in the Program Budget Worksheet submitted by the service provider. The total dollar amount per outcome is determined by the service provider within the parameters of the program budget.

Incentive – A payment to a WIOA participant for the successful participation and achievement of outcomes as defined in the youth's Individual Service Strategy. The incentive must be linked to an achievement and must be tied to training and education, work readiness skills, career exploration, and/or and completion of work experience hours. Incentives are considered awards to WIOA youth for their achievement and participation in WIOA activities.

## **Policy**

- I. Incentive Payments (20 CFR 681.640) are provided to youth participants for recognition and achievement directly tied to WIOA activities and work experience. Incentive payments for activities such as "workshops" or "checking in" are not allowable. Payment for attainment of a degree or certificate or successful completion of a training activity are allowable. Service providers must ensure that incentive payments are:
  - A. Tied to the goals of the WIOA youth program.
  - B. Documented in Program Budget Worksheet.

- C. Aligned with Cumberland, Salem, Cape May Workforce Development Board and WIOA policies.
- D. Are in accordance with the requirements contained in 2CFR part 200.
- II. Incentives are awarded to a youth who is enrolled and documented in the participant's ISS and/or IEP. The outcomes are critical to ensuring the youth will achieve educational or career success and to foster gains that are ultimately valued and needed by employers.
  - A. Incentives can be provided for acquisition of soft skills, gaining an educational competency, or obtaining a specific certificate.
  - B. Incentives are not awarded for fulfilling a program administrative requirement.
  - C. Incentives are reserved for rewarding documented positive gains and demonstrated achievements.
  - D. All incentive awards for Educational Functioning Level increase must be evidenced by pre-tests showing initial deficiency, together with corroborated post-test results.
  - E. The incentive reward can take the form of gift certificates, vouchers, or a check.
  - F. Once awarded, the incentive becomes the property of the youth and is used as the youth sees fit. The funds are not subject to WIOA rules, which do not apply after they are awarded.
- III. Appropriate documentation must be available to support incentive payments. A copy must be located in the participant's file, ISS and case notes. A copy must also be sent to the Workforce Development Board contract manager for reimbursement. Any incentive paid without appropriate documentation is at risk of not being reimbursed. Documentation to be maintained is as such:
  - A. Test results,
  - B. Copy of credential or certificate,
  - C. Transcripts, etc.
  - D. Work experience sign in sheets with date, time and signature

Should a participant need assistance with transportation, uniforms, books, school supplies or any tools related to WIOA appropriate services, please refer to the Workforce Development Board Supportive Services Policy.

Approved	
2/6/2025	



October 24, 2024

Dr. Barbara Gaba President Atlantic Cape Community College 5100 Black Horse Pike Mays Landing, NJ 08330

Dear Dr. Gaba:

The Cumberland Salem Cape May Workforce Development Board provides this letter of support to Atlantic Cape Community College (Atlantic Cape) for your application for the New Jersey Department of Labor and Workforce Development's current *Fund My Future* grant offering.

The Cumberland Salem Cape May Workforce Development Board is dedicated to creating a workforce that aligns with our community's and employers' needs. We are pleased that Atlantic Cape shares our commitment to providing education and training to Cumberland, Salem, and Cape May counties and Southern New Jersey residents. The *Fund My Future* funding will enable Cumberland, Salem, and Cape May counties' participants to access valuable training and supportive services, ensuring their success.

Atlantic Cape's Workforce Development Division has a proven record of success in providing opportunities for residents to improve their lives. We consider the Atlantic Cape team a trusted partner in Workforce Development in our region.

If you require any additional information to support Atlantic Cape's application, please do not hesitate to contact me, Christy DiLeonardo at <a href="mailto:coel.org">cdileonardo@ccoel.org</a> or by phone 856- 238-6772.

Sincerely,

Christy DiLeonardo- Director

Christy Di Leonardo

Cumberland Salem Cape May Workforce Development Board