

Atlantic Cape May Workforce Development Board

Atlantic Cape May WDB
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Atlantic Cape May Workforce Development Board OVERSIGHT COMMITTEE MEETING

Atlantic County One Stop Career Center
2 South Main Street, Pleasantville, NJ 08232
April 20, 2016 at 2:30 p.m.
2nd Floor Conference Room

MINUTES

Present

Jerry DelRosso Dan Kelly Rhonda Lowery

Proxy

Susan Jurusz for Dr. Nancy Hudanich

Guest

Elizabeth Satterfield

Staff

John Fata Stacy Forman Fran Kuhn Rev. Dr. Odinga Maddox
Alicia Oatman

CALL TO ORDER

A meeting of the Oversight Committee was held on Wednesday, April 20, 2016 at 2:30 p.m. at the 2nd Floor Conference Room of the Atlantic County Office of Workforce Development located at 2 South Main Street, Pleasantville, NJ 08232. The meeting was called to order by Rhonda Lowery, Executive Director of the Atlantic Cape May Workforce Development Board (WDB) in the absence of a Chair. The minutes from the previous meeting were approved as submitted. The meeting began at 2:37 p.m.

Ms. Lowery reported that at the last board meeting, members asked that the Oversight Committee review the formatting of the financial report and make recommendations for re-format. There were specific items a few board members wanted addressed, but in the absence of said board members Ms. Lowery tabled the agenda item. John Fata, Fiscal Agent stated that the financial report was devised over the years based on board member recommendations. He added that the report will change with the anticipated separation of Atlantic and Cape May counties come the new program year. Ms. Lowery added that the board was concerned about the employment placement category under the contracts page of the financial report; specifically why there were no numbers by vendor. Ms. Lowery stated that in the past these numbers were not entered into AOSOS by vendor; rather as an overall number. She added that staff have begun data entering under vendor contracts to rectify that concern.

CAPE MAY COUNTY OPERATIONS REPORT

Alicia Oatman, Cape May County One Stop Coordinator reported the following:

- **REAL Program:** The current cycle has five youth enrolled. Seven youth completed Cycle 3, while seven from Cycle 2 earned their high school equivalency.

- **WIA /WIOA Programs:** Cape May County Special Services School has 36 active youth enrolled. Atlantic Cape Community College has two active youth and Jersey Cape Diagnostic, Training and Opportunity Center has enrolled nine youth with four pending. Ms. Lowery made note that the youth programs in Cape May County just got started a few months ago.
- **Employment and Training:** There were 19 ITA contracts written since February to present date. The unit had scheduled 94 clients for orientations with 45 showing for eligibility. The unit had scheduled 71 clients for TABE testing, with 10 referred from the Cape May County Board of Social Services (five of the 10 WFNJ clients showed). The office received 12 IRP's for the ABAWD population.

Dan Kelly asked when Cape May County will officially separate from Atlantic County. Ms. Lowery replied July 1, 2016.

ATLANTIC COUNTY OPERATIONS REPORT

Fran Kuhn, Atlantic County One Stop Coordinator reported the following:

The state has announced a planned shift of some service responsibilities to the local organization. Specifically in the Pleasantville One Stop, the tuition waiver services and the Learning Link services will be removed from employment services staff and transferred to One Stop staff. There have been a number of discussions regarding this transition.

In an effort to be better positioned to address the customer's testing needs, the One Stop is in the process of establishing two testing rooms within the One Stop. One will be used primarily for TABE testing and the other will function primarily as a TASC test site. The testing rooms will be equipped with individual testing stations and will be proctored by One Stop literacy staff. Jerry DelRosso asked if the county is responsible for the conversion. Mr. Kuhn replied that the rooms are vacant and being repurposed for use in other capacities. Ms. Lowery added that the rooms are being renovated, with the county doing the painting and relocating the tables to the libraries. She noted that the WDB will hire a vendor, recommended by the county IT department for computer installation and has just received a quote on furniture for the rooms. Susan Jurusz asked if the ABAWD population activity includes education and if so, the referral would come from the Cape May County Board of Social Services. Mr. Kuhn replied yes, but added that with the time requirements it's not likely.

In order to obtain more comprehensive individual assessments of the One Stop population, the agency is intent on pursuing a more integrated service operation as the new program year arrives. Efforts will be more focused on linking literacy, information and training activities to employment. This will include the documented emphasis in our four primary service populations, youth, adult, dislocated and Work First New Jersey populations.

The One Stop Career Center has expanded its TABE and TASC testing activities as a result of increased attention to initial assessments and benchmark requirements. As a result, the testing component of the One Stop has increased activity, including 6 TABE sessions per week and two TASC sessions per week. The average number of customers TABE tested per month for the first quarter of this year is 178.

TASC referrals are also on the increase with most groups being tested at full capacity and future groups being extended out several weeks because of the volume. Currently test group size is 12 per session. The Youth Corps is also using the testing room for HSE testing on first and third Wednesdays and Thursdays.

The High School Equivalency graduation ceremony is scheduled for June 23rd at 4:00 pm at the Atlantic Cape Community College Mays Landing campus. The supplemental learning lab currently has 39 students participating and has no waiting list. The Learning Link is close to capacity for Tuesdays and Thursdays, but still has openings for Fridays.

As is evidenced by the level of service provided by the Employment Specialists in the training unit, there is a substantial increase in the level of services provided by the One Stop over prior years. Because of the multi-faceted funding stream for occupational training contracts, the agency has increased its activity level for job training and placement. To date for the current program year, the One Stop, in conjunction with the NEG-funded job developer, service providers and partners have placed 571 customers in part-time or full-time employment. Specifically, Work First New Jersey totals 304 job placements to date and employment and training services total 267. This information is coming from AOSOS data.

Rev. Dr. Odinga Maddox, Atlantic County Youth Coordinator reported the following:

Thanked Mr. Kuhn for assisting the unit in getting NJ Youth Corps staff certified as a high school equivalency test examiner for TASC. He reported that the program has 60 youth enrolled in the last cycle of this program year. He explained that to date that youth have 6,206 hours of community service completed, with 36 of the enrolled completing the program with a positive outcome. Rev. Dr. Maddox shared worksite and employer partners: Kelsey's, Wal-Mart, T-Byrd, Food Bank and WEHA. He distributed a newsletter highlighting the February's activities.

He reported that the REAL program has enrolled 48 youth since July 2015. He added that the youth enrolled in this last cycle were more determined and motivated than in previous cycles. There were reasons cited. Rev. Dr. Maddox reported that the documentation issues with Stockton University have been cleared and staff will be data entering information for the first three cycles in AOSOS.

PROVIDER ISSUES

Ms. Lowery asked if there anything provider concerns to be addressed. She added that this is an opportunity for the One Stop Coordinators to address any concerns they have for group discussion and resolution. Dan Kelly asked how many people will be graduating with their high school equivalency. Mr. Kuhn replied that 65 were invited. Ms. Jurusz stated that Laura Elston expressed concern about use of the web-based clinical calendar with the anticipated Atlantic/Cape May split. Ms. Lowery replied that the Healthcare Committee had a discussion at its quarterly meeting about the viability of the website due to technical difficulties and the need for training as staff at the hospital and educational institutions change. She added that she hadn't thought about the impact of the split, but would bring it the Committee for further discussion.

Mr. Kuhn stated that he and Ms. Oatman were asking what the process will be for enrolling and follow-up of LPN and Dental Assisting clients attending the Cape May County Technical School during the transition. Ms. Lowery replied that any existing contract dates up to June 30, 2016 will remain Atlantic County cases; "we will see it through to its conclusion." Any new contract as of July 1, 2016 will be authorized by Cape May County under their agreement with the Cumberland/Salem area. Ms. Jurusz asked about WIOA Title II. Ms. Lowery replied that Title II has nothing to do with the transition. She explained that Atlantic Cape Community College is the lead agency and is a bi-county community college. Ms. Lowery added that the composition of the Board and Committees will shift to Atlantic County representation as of July 1, 2016. She stated that a new Chair needs to be assigned to the Oversight Committee.

Ms. Lowery reported that Atlantic County and the Cape May County Technical School has had an arrangement for years wherein Atlantic County residents attending the Dental Assisting program didn't pay out of county costs. She stated her interest in continuing this agreement, even with the anticipated changes. Ms. Jurusz suggested a meeting with Dr. Nancy Hudanich to discuss the agreement.

Mr. DelRosso reported that Volunteers in Medicine is adding a location in Atlantic County. He stated that may be opportunities to partners with the organization. He explained what they do and stated he would forward information to Ms. Lowery.

OLD BUSINESS

There was no old business.

New Business

There was no new business.

ADJOURNMENT

The meeting adjourned at 3:25 p.m. The next meeting is scheduled for July 20, 2016 at the Atlantic County Office of Workforce Development in Pleasantville.