

# Atlantic County Workforce Development

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Business Committee and ACNEG MEETING October 26, 2016  
ACCC City Campus 9am

## Attendance:

Jim Drew	Elaine Williams
Joe Kelly	Stephanie Koch
Alan Beatty	Rhonda Lowery

## Staff:

Alicia Oatman

## Minutes:

Minutes were approved by Alan B. and Stephanie K. Joe K. gave an overview of the assignments that were due from the other members: 1. Outreach 2. Wrap around services 3. Assessments  
A draft was given (see handout).

Rhonda L. Assessment Report- asked everyone to review this info and give feedback so that this can be put into a format. Rhonda also explained that we are in the process of getting a new website therefore this type of info can be highlighted on the website as much as we want. We will also have a Facebook and Twitter account. I will submit the info to the State. Joe asked about the time line for the proposal and what time period does the monies allocated can be used. Rhonda's response is that the extension is for a period of 1 year ending in mid-December 2017 therefor \$3 Million should be spent by that time. Elaine W. explained that they have seen about 60 people. Alan B. added that e wants to ensure that we are getting credit for monies spent thus far. Rhonda also stated that Atlantic County has been given more Literacy money which the process is in place and the Resume Workshop began today. Drew asked if we can asked any specific question of the State and Rhonda responded yes we looking to assess the needs of the customer (See Handout). Rhonda also explained that we use an employability plan as well. Stephanie asked if it could be translated to Spanish and Rhonda responded yes. Joe asked if this requires any additional info for the proposal and the answer is no. Rhonda will make the recommended adjustments to the form that she submitted.

Stephanie K. report Case Management/Wrap Around service- an overview was given regarding case management. Stephanie stated that a portion of the NEG remaining funds in Atlantic County be utilized for case management wrap around supports, job readiness, retention, etc. She also suggest that WDB run this process. I believe given the current closings of the Casino's these services is a must. A wrap-around case manager is the individual that will ensure that the customer keeps the job and to reinforce/help advance job readiness, monitor participation, time and attendance. They would also develop a career plan, goals, to ensure participants progress in achieving the plan. A handout was given also regarding job readiness/retention. Stephanie added that she will add a budget and re-write this piece of the proposal. Rhonda stated that we have a title that we use for Case Managers and that is Employment Specialist. Alan asked if there is an organization that we can contract to case manage since we don't know the volume. Rhonda responded that the position would then have to be and RFP. Joe asked if the NEG could be a 2yr. process and Rhonda responded that she was unsure however given the current state of dislocated workers I don't think that the State will extend. Rhonda stated that a quicker way may be to enhance an existing relationship with placement to pick up this piece with NEG dollars proposing a 20% increase on something to get it started and the Board may want to consider keeping this idea because it did work and it was effective.

Joe K. report on Employer Engagement- this is key to the success of the NEG extension program. The following strategies for informing employers about NEG: Surveying Employers regarding skill sets, General Business Meetings, Business Sector Meetings, and Targeted call to employers. This plan is for employer engagement and is very hands on (See Handout). This would be a great employer lift. Rhonda added that these services are open to all

not just NEG. When this is submitted to Aaron F. and Patti M. it will be in a letter format along with the budget. Jim D. added that he has openings so when we have NEG customers looking please send them to the Borgata. Rhonda asked if the Borgata hires ex-offenders and the answer is yes they are placed in positions according to the charges for example a person with a theft charge will not be hired in housekeeping.

Meeting adjourned: 10:25am