



2 South Main Street 2<sup>nd</sup> Floor Pleasantville, NJ 08232  
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Executive Board Meeting November 17<sup>th</sup> 2016 9am  
One Stop 2 South Main Street Pleasantville NJ 08232

**Members:**

|                  |                |
|------------------|----------------|
| Elizabeth Denham | Dan Konczyk    |
| Jim Drew         | Stephanie Koch |
| Ellen Hohmann    | Riaz Rajput    |
| Fran Kuhn        | Eric Reynolds  |

**Staff:**

Rhonda Lowery  
Alicia Oatman

**Minutes:**

Minutes from July were motioned/approved by Mr. Dan Konczyk and Ms. Ellen Hohmann.

Meeting was opened by Riaz Rajput, Chair. Minutes from July were motioned/approved by Mr. Dan Konczyk and Ms. Ellen Hohmann.

Financial Report was given by Mr. John Fata. The budget is \$8,189,737 with \$1,386,038 expenditures. This puts us at 17% to date; we should be at about 33% (see handout). Ms. Stephanie Koch asked if vendors are required to invoice; Ms. Lowery and Mr. Fata's response is yes for compensation purposes an invoice must be submitted. Mr. Rajput asked Mr. Fata how does this reflect on the books. Mr. Fata replied that it does not so that when the auditors review they will see that we have done our part. Mr. Jim Drew asked that if a vendor submits an invoice late, does it affect their payment if so in what way. Mr. Fata states that vendors can submit late as long as it's not too many months beyond the allotted submission time. Ms. Elizabeth Denham added that there are times that we operate without a contract in hand of which Ms. Rhonda Lowery states that this is why a Competitive Bid is the best practice instead of an RFP, also the Law and Purchasing Dept. process is lengthy and sometimes contracts are not returned from the vendors in a timely manner. Mr. Eric Reynolds pointed out that Mr. Kelly misunderstood the LOS vs. Referrals. Ms. Lowery added that this will change in the future. Mr. Rajput asked how long does it take for numbers to get to Mr. Fata and John Fata replied 2weeks.

**Old Business**

Ms. Rhonda Lowery stated that the By-Laws were revised as follows: removed Cape May and changed WIA to WIOA. Should any of the Board members want a copy we will supply one to

you. As the Executive Board, you will need to approve the By-Laws. Page 8 of the By-Laws has been changed; the responsibility of the minutes are not the duties of the Secretary it has been changed and this is the responsibility of Mrs. Alicia Oatman. Every Member of the Board will be required to sit on at least one committee therefor this change is reflected in the By-Laws.

Attendance to the Board meetings are: a member must attend two meetings to be in compliance with the Board. Dan Konczyk is asking for more time to review the By-Laws and is also asking that another representative from the Labor Union be on the Executive Board; Mr. Riaz Rajput replied that it should stay as it currently is. Mr. Reynolds inquired about section 2 asking if the County can appoint a member to the Board and Ms. Lowery stated that she will change that section to state that a Board member has 3yrs. on the Board and will also correct the typo on page 10 section 7. Mr. Reynolds gave a brief history on the Board and made a motion to change the meeting attendance from 3 to 2. Mr. Rajput and Ms. Denham seconded. A motion to approve the By-Laws with the suggested changes to the Full Board was made by Ms. Hohmann and seconded by Ms. Denham however Mr. Dan Konczyk apposed stating he holds to his position regarding the additional Labor Union Rep. being on the Executive Board.

Ms. Denham inquired about the One Stop Operator procurement. Ms. Lowery informed the Executive Board that the One Stop Operator has to Bided out or procured. Ms. Lowery further explained she is hopeful that by competitively bidding for the Coordination of One Stop Services, we do not have to affect the entire staff. ; There are 4 staff to the Board, Fiscal, Coordinator, Executive Director and a Contract Administrator. These position have nothing to do with the operation of the One Stop however everyone else here could be effected. If a procurement is put out for the whole operations that means that everyone other than the Board staff will be affected by whomever is awarded the contract as the Operator. The options of just bidding out the coordination of services which means that I could keep the staff under the county as they are and procure for the coordination of services. With doing so, it will only affect one person and unfortunately that person would be Mr. Fran Kuhn of which we have had conversation regarding possibilities of what can and cannot be done. Ms. Denham ask why the change and Ms. Lowery responded that WIOA states that it has to be procured and the governor has chosen not to ask for a waiver therefore this is the result. Ms. Lowery further added that most counties are going to procure for the coordination of services. . Mr. Riaz Rajput added that it also affects the structure that the One Stop has now; Ms. Denham adding that the One Stop loses control. Mr. Fran Kuhn states that most counties are doing this same process of procuring one position instead of the entire staff and because it is a two to three year grant you have a transition where you have to get readjusted each time a new contracted vendor comes in to take over that responsibility again. Ms. Lowery interjected that the State Employment and Training Commission (SETC) was asked why the Governor isn't willing to asked for a waiver of some sort or to leave things as is and the answer was no he has not done so adding that this is very unfortunate.

### **New Business**

Ms. Lowery informed the Board that the South Jersey Workforce Collaborative is the name for the Southern region which is comprised of six counties: Gloucester, Burlington, Camden, Salem, Cumberland, Cape May and Atlantic. We have finished our Regional Plan which is out for

public comment. We have distributed it to all of the public libraries and municipalities. As Board members a copy will be sent to you as well as the local plan. There is a 30 day comment period and you will have until December 3<sup>rd</sup> to submit your comments. Our Full Board meeting is December 15<sup>th</sup> during such time I will attempt to give some highlights of both plans as I must get this plan to the Freeholders by December 6<sup>th</sup> 2016. I am asking that you, the Executive Board review the plans in a timely manner and submit your comment to Mrs. Alicia Oatman via email so that it can be added in the plan. The Full Board needs to vote and sign the plans at our meeting on December 15<sup>th</sup>.

Needs Based Payments for Workfirst NJ- as you look at the financial report I had requested this money for needs Based payments. We need to put an expenditure cap per person in the amount of \$1000. Currently there is no cap and there is nothing to state the amount that can be spent per person. My recommendation is the cap it at \$1000 per person as this will enable us to help as many customers as possible. Mr. Dan Konczyk made a motion to approve the cap payment of \$1000 and Ms. Elizabeth Denham seconded. All approved for presentation to the full board for final approval.

We have a new agency that is handling our Website and our domain name will be: AtlanticCountyWDB.com. Mr. Riaz Rajput asked that when the website is up to please inform the Executive Board first. Ms. Lowery respond yes we will. Ms. Stephanie Koch inquired about the National Emergency Grant (NEG) submission and Ms. Lowery responded that we are going to meet on November 18<sup>th</sup> so that the committee can approve it first then it can be submitted to the state.

Mr. Riaz Rajput reminded the Executive Board of the Full Board breakfast meeting being held on December 15<sup>th</sup> at the Atlantic City Country Club.

Adjourned 10:34am

