

Atlantic Cape May Workforce Development Board

Atlantic Cape May WDB
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ATLANTIC CAPE MAY WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE MEETING

2 South Main Street, Pleasantville, NJ 08232
2nd Floor Conference Room

February 25, 2016 at 9:00 a.m.

MINUTES

Members:

Dan Konczyk
George Plewa

Fran Kuhn
Riaz Rajput

Rhonda Lowery
Peggy Quinn

Alicia Oatman

Staff:

John Fata

Stacy Forman

MEETING MINUTES

Call to Order/Approval of Minutes

A meeting of the Executive Committee of the Atlantic Cape May Workforce Development Board (WDB) was held Thursday, February 25, 2016 at the Atlantic Cape May Office of Workforce Development in Pleasantville, New Jersey. Riaz Rajput, Chair of the WDB Board called the meeting to order. The meeting began at 9:12 a.m. The November meeting minutes were approved with the correction to add Joe Kelly was present at the meeting.

Financial Statements

Mr. Fata reported that for PY 2015, the local area has expended 46% of its budget; or \$5.5 million of a \$10.2 million dollar budget. The total revenue on the report shows about \$14 million available with \$10.2 million budgeted and approximately \$3.9 million unallocated. The unallocated funds are primarily Workforce Development Program (WDP) funds, which serve dislocated workers that are not eligible for Workforce Innovation Opportunity Act (WIOA) funds. Mr. Fata stated that the local area target expenditure rate is 58 percent, but clarified that a 12% to 15% deviation rate is acceptable. Mr. Fata cited the slower rate of provider invoicing as the reason for the lower expenditure rate. He explained the process for reviewing invoices; adding that the Monitoring and Evaluation Unit is working to reduce delays. Peggy Quinn stated that there is no reason for zero expenditures with six months of operation. Mr. Fata stated that letters were recently distributed to WFNJ providers to amend their contracts; de-obligate funds and reallocate them to other WFNJ services. He added that there are two contracts that have been awarded to Jersey Cape Diagnostic, Training and Opportunity Center that will be included on the next financial statements. Mr. Rajput asked if the delay in vendor invoicing is an issue for the Fiscal Unit. Mr. Fata replied that it presents an inaccurate picture for the Board; keeps the surplus high. Mr. Rajput asked if the community college is submitting timely invoices. Mr. Fata replied that the invoices haven't been timely. Dan Konczyk commented that the schools have always invoiced late. He added that the Youth Advisory Council spoke to this issue at its past meeting; any procedures developed around this issue have to be enforced so vendors understand the significance. Mr. Fata added that Stockton is still trying to get around the college's internal fiscal structure to track and invoice. He added that Stockton is in constant contact while trying to resolve these issues. Mr. Konczyk added that returning to hybrid contract design should improve the invoicing timeline as vendors can collect for some operation costs each month.

Ms. Lowery stated that NJLWD has requested to take back some of the WDP funds that had been awarded to the local area, because they need it. She added that the local area has not received a formal request, but had agreed to return some of the funds, because there are WIOA and ACNEG funds available for dislocated workers.

Mr. Fata reported the PY 2014 ITA and PY 2015 reports.

PY 2014: As of December 2015, 620 clients had enrolled in a training program with 452 completing and 246 securing employment. Of those with a job, 160 secured said employment in a training related area. The training related employment is a little lower than in PY 2013. The overall numbers of enrolled and completed are significantly higher than in PY 2013.

PY 2015 ITA: As of December 2015, 346 clients have been trained with 63 completing and 23 employed. Of those employed, 18 are employed in a training related area, which is up by about 3% at the same time of the year, from PY 2014.

Administrative Report

Ms. Lowery reported that the SETC will require that the southern counties submit a regional plan. The group has held its first meeting and will begin meeting monthly. The SETC has provided each region with access to Thomas Miller and Associates, the firm contracted to write the State Unified Plan. With that said, this local area will also have to submit a local plan. The local plan will align with the regional plan, which will align with the State Unified Plan. There has been no submission date issued. Ms. Lowery added that the WDB Board will submit for recertification again. The submission deadline is April 1, 2016. Critical to recertification is board attendance. The WDB also has to submit updated One Stop Partner MOU's. Work has begun, but was held up by the local area designation, which had to be completed prior to the MOU's. There will be one MOU for all partners to sign, with the possible exception of a few partner agencies. This MOU is due February 29, 2016. The local area had to submit a Youth Transition Plan, which was done the last week in January. This document was developed in partnership with the Youth Advisory Council. Mr. Konczyk added that the Council was very happy with the final document. Ms. Lowery stated that once the plan is approved, the WDB will move forward with procurement.

Ms. Lowery reported that the Atlantic County budget has been approved and as such the county has submitted a request to Civil Service for temporary layoffs. This is a direct result of the issues facing Atlantic City and the PILOT Program. She explained that although the WDB and One Stop are funded with grant funds; all employees are county employees and as such fall under the temporary layoff policy. All employees will take 10 days of unpaid furlough time in 2016. The dates have been pre-selected. She added that state offices may be open when county offices are closed; 10 days when services will not be available to the public. Ms. Lowery explained that if something changes, these days may be rescinded. Peggy Quinn asked if Atlantic City is laying off employees. Ms. Lowery replied yes, and added that they will be eligible for services under the dislocated worker category. If there is a large enough layoff, the state will be notified and a rapid response conducted. George Plewa asked if the Wildwood office will be affected. Ms. Lowery replied yes, they're Atlantic County employees working in Cape May County.

Old Business

Ms. Quinn reported that there is a private sector opening on the Board and that Alan Rivin, Tropicana has been invited to join. She is meeting with him Monday to start the process. She added that Mark Ford, Executive Director of Enphront Veteran's Services will join the board as a public sector member. Ms. Lowery thanked Peggy for maintaining the board membership; part of the recertification. Ms. Quinn thanked the Executive Committee for her recent board recognition award.

New Business

Mr. Rajput reported that he received a letter from Cape May County Counsel indicating their intent to partner with another WDB area. Ms. Lowery further elaborated that this is an issue between Cape May and NJLWD; Atlantic County has agreed. She continued by stating that Cape May will remain a partner with Atlantic County through June 30, 2017, when local areas will be up for re-designation again (every two years). Ms. Lowery pointed out that there was a typographical error in the letter stating the period as concluding July 1, 2017, when in actuality, the MOU end June 30, 2017. After that date Cape May County may

partner with another WDB. Ms. Lowery added that if Cape May is able to partner with another area prior to that date, Atlantic County will allow the dissolution of the partnership as per MOU procedures. The NJLWD has yet to indicate if Atlantic County could standalone or would have to partner with another WDB area. It's been made clear that NJLWD doesn't intend to increase the number of WDB's. State representatives are pretty confident that Atlantic County will be able to continue operating as its own WDB area, because the population and poverty rates. Ms. Quinn asked how this impacts Atlantic County's budget. Ms. Lowery replied that the funds awarded to Cape May via NJLWD will go with them to their county of choice. Atlantic County will have no administrative obligation upon separation. Ms. Quinn asked about WDB staff. Ms. Lowery replied that yes, WDB staff does come out of a portion of Cape May County funds. Mr. Konczyk added that he received a letter from Sara Maloney, but wanted to make it clear that he is not appointed as a Cape May County member, rather as a labor representative.

Mr. Plewa asked for a report on the Travel Sales program. Ms. Lowery replied that there have been some issues related to self-employment as many trainees' homes are not conducive to a work-from-home environment. The organization is working with economic developers for an alternative space for those self-employed. She didn't have final outcomes, but about 27 individuals were trained in the first class.

Adjournment

The meeting was adjourned at 10:07 a.m. The next meeting is scheduled for May 26, 2016 at 9:00 a.m.