

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
January 20, 2016 at 2:30 p.m.
2nd Floor Conference Room

MINUTES

Present

Rhonda Lowery Dr. Peter Mora Elizabeth Reed

Proxy

Michael Margraf for Candace Titanski

Staff

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

CALL TO ORDER

A meeting of the Oversight Committee was held on Wednesday, January 20, 2016 at 2:30 p.m. at the 2nd Floor Conference Room of the Atlantic County One Stop Career Center 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 2:40 p.m.

Ms. Lowery reported on the re-structuring of the Committee, outlining the roles and responsibilities of the Committee moving forward. She explained that partners and procured providers will be invited to participate. She noted that members of this Committee should be those with decision making authority. This Committee will be the forum to voice concerns, for resolution of said concerns and a place for agencies to meet and learn about programs and services. Ms. Lowery stated that about 15 partners and providers were invited to this meeting, but for whatever reason there are fewer present than expected. The Youth and One Stop Coordinators will be present at the meetings so they may learn of concerns and make appropriate adjustments.

Ms. Lowery asked present agencies how often they would like to meet, the format of the meeting, and about day and time preferences. It was agreed that the WDB Office will poll potential Committee members. The Committee will need a Chair.

ATLANTIC COUNTY OPERATIONS REPORT

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

Building –

The One Stop is reallocating space for additional testing to meet the demand for high school equivalency, Tabulation of Adult Education (TABE) and AC NEG Testing. Current demand for testing services include: individuals interest in training, Work First New Jersey (WFNJ) clients, NJ Youth Corps, AC NEG and individuals pursuing their high school equivalency. Atlantic County

anticipates a significant increase over the next four weeks with the advent of requirements for those receiving Supplemental Nutrition Assistance Program (SNAP, formerly Food Stamps) to participate in work activities; needing testing services.

Currently, the TASC (high school equivalency) and the TABE are conducted in the same room. This is not an ideal testing environment, nor is the location of the room. Therefore, there will be two testing rooms made available through this reallocation and the rooms will be relocated to the back of the building farthest away from the reception area. Mr. Kuhn reported that he doesn't have a timeline for implementation. Ms. Lowery added that the reallocation could occur as quickly as furniture is purchased and installed.

Mr. Kuhn stated that the office is conducting a security audit to determine if and what type of measures should be implemented to improve the safety of both clients and employees.

Literacy –

Mr. Kuhn reported that year-to-date, 92 clients have passed the TASC. He stated there is a benefit to taking the test in sections and the office is seeing a higher number passing because of that. Those that struggle are encouraged to participate in literacy services. The Atlantic County graduation is scheduled for the third week in June.

The majority of literacy clients are those receiving WFNJ, putting in about 14 hours per week. The classes for WFNJ are conducted by Atlantic Cape. Mr. Kuhn reiterated that clients that are referred and don't show should be referred back to the case manager for sanction. Ms. Lowery asked what percentage is referred back for sanction. Is another client referred to fill the vacant seat? How long does it take for the sanction letter to be issued and/or mailed? Mr. Kuhn replied that he would provide that information after speaking with the WFNJ Supervisor.

Mr. Kuhn reported that between 50 and 60 clients take the full battery TABE test weekly with re-tests at about 45 to 50 clients per week. He explained that space allocation has been impacted with the volume of Employment and Training and WFNJ clients taking the TABE. Mr. Kuhn reported that this issue has created a backlog for NJ Youth Corps TASC test takers needing to take the TASC. He stated that he and Rev. Dr. Maddox met to strategize how to improve the process for Youth Corps members. It was agreed that a Youth Corps Instructor will get certified to give the TASC, so that when the new space is available this will not be an issue in the future.

Work First New Jersey –

Mr. Kuhn reported that the new WFNJ program design was targeted to maximize efforts towards employment. He stated there are 214 unduplicated clients in employment since July. The concern is that the majority of employment is 30 hours or less and seasonal. He stated there have been about 20 hearings per month, wherein individuals are losing their benefits as a result of the time limitation.

Mr. Kuhn reported that the SNAP (Food Stamp) recipients, defined as able bodied adults without dependants will be required to participate in work activities for 20 hours per week. In Atlantic County the first phase will include about 2,300 clients. This policy is expected to start February 1, 2016. It was noted that clients have been receiving notice from DFD. Ms. Lowery stated that there have been clients coming in to talk about the letter. Betsy Reed stated there is a phone number in the letter that directs clients to a call center. Mr. Kuhn stated that the challenge is that clients must participate 33 out of 36 months to continue receiving benefits; leaving a three month grace period, with the February 1st start date. There were issues discussed around who will remove their benefits if they don't comply – CWA is required to do it. Ms. Lowery asked if CWA can operational manage the volume with their existing case load. There is a mechanism in place to close cases. Mr. Kuhn expressed concern in finding enough CWEP sites to accommodate the increased numbers. Ms. Lowery explained how the number of participation hours is determined.

ATLANTIC COUNTY YOUTH OPERATIONS REPORT–

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

Workforce Investment Act – There are two providers for in-school youth; ACSSSD and Mainland High School. Staff met with providers to provide technical assistance related to the new Individual Service Strategy (ISS) document under WIOA. The ISS now requires more interaction between the client, case manager and provider. All programs have met their level of service.

Summer Program –There were 129 youth enrolled, 13 secured employment, 12 advanced to post secondary education, 15 enrolled in vocational training, and 32 returned to high school. Stockton University provided the academic remediation for participants. There were 16 worksites that partnered with the program.

Urban Gateway – This is a re-vitalization project funded by the NJ Department of Transportation. There are 11 youth enrolled and most earned certifications in CPR and OSHA. The site is at the corners of Delilah and Doughty Roads.

CAPE MAY COUNTY OPERATIONS REPORT

In the absence of Alicia Oatman, Cape May County One Stop Coordinator this item was tabled for the next meeting.

OLD BUSINESS

There was no old business.

New Business

Ms. Reed reported that after San Bernandino, the Wildwood office has changed the process for clients utilizing the restrooms. She explained that the restrooms are located in the back of the building and clients must walk through work areas. This weakened security. Now clients will be escorted to and from the restrooms.

Dr. Mora reported that college has contracted with a company to provide armed security at all three campuses. He stated most are retired police officers. They will cover two shifts per day.

ADJOURNMENT

The meeting adjourned at 3:40 p.m. The next meeting is scheduled for April 20, 2016 at the WDB Office in Pleasantville.