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Executive Board Committee Meeting 9am February 16, 2017 Pleasantville One Stop

Attendance:

Elizabeth Denham	Jim Drew	Stephanie Koch
Rhonda Lowery	Riaz Rajput	Eric Reynolds

Staff:

Alicia Oatman

Minutes:

The meeting was called to order at 9:06am by Mr. Riaz Rajput. A motion to accept the November 17, 2016 meeting minutes was made by Mr. Jim Drew and seconded by Ms. Elizabeth Denham. The November 17, 2016 meeting minutes were approved.

Financial Report: The financial report submitted by Mr. John Fata is reflective ending January 31st 2017. The revenue analysis is as follows: PY 16 Total Revenue is \$9,090,742, PY 16 Local Area Budget is \$8,550,026 and the Unallocated Revenue is \$540,716 which puts us at 46% spending. The target is 58% and we are starting to expend a little more. Monitoring has pointed out that there are a few outstanding invoices; on the average invoices are submitted in the month of November and December as this information is driven by the data entered. Mr. Reynolds stated that the enrolled column on the report is inaccurate. There have been 10 placements, 7 submitted, and have received 3 additional. The concern is that the Full Board will not have a correct report. The question is raised by Mr. Rajput as to the delay. It was explained by Ms. Lowery that the cause of the delay is that invoice information is not being disseminated to the appropriate staff in a timely manner. As per Mr. Fata, the revenue has not changed with the exception of NEG and Ms. Lowery and I are working a new budget. The ITA report is as follows: 228 enrollment, 66 completions, 8 employed, and 7 has training related employment. According to Ms. Lowery the data is submitted by the Case Managers, the data from Mr. Adams are referrals in which he keeps a data spreadsheet to track the information is then given to Mr. Fata. This process does not raise any questions with the State nor Atlantic County. Performance measures is the focal point and should any red flags arise, the State will request a corrective plan of action. This report is not reflective of the Youth due to a late start of the program. A motion to approve the financial report was made by Mr. Reynolds and seconded by Mr. Drew.

There was a section in the By-Laws that was in question by Mr. Konczyk however he is not present therefore the Full Board Chair Mr. Rajput will contact him to prior to the full board meeting on March 16, 2016 however Mr. Reynolds states that this is a moot point because this issue has already been voted on and the By-Laws were approved. Ms. Lowery further added that Mr. Konczyk's concern is that the "At Large Member" because it was removed from the By-Laws. He want Union Reps on the Full Board and we currently have two.

We are pleased to announce that our new Contract Administrator Mr. Steve Moran is currently working on the One Stop Operator Bid ensuring that all firewalls are in place regarding procurement.

New Business

The NOO for the ACNEG have been received. We have an Inter-Local Agreement with Atlantic Cape Community College. Wrap-Around Services as well as Case Management plans has been approved by the State. A Web Page has been designed www.Atlantic.Edu for customers to log onto as well as a marketing plan has been developed. NEG (National Emergency Grant) has been extended until June 30th 2017 therefore we can take our plan as a template for future endeavors. The Taj Mahal Casino will not re-open however a rapid response is scheduled to facilitate those affected by this. Customer can log onto www.learntrainworkac.com for additional updates and services, and should anyone have information to submit please do so by forwarding it to Mrs. Alicia Oatman. Mr. Drew also suggested that we have a LINKEDIN Web page. The Regional Plan, Local Plan and MOU's have been completed and submitted to the State. Once an approved it will be effective for a 3 year period.

Elections for officers: the Membership Committee has developed a new election process for officers of the Board. Each term is a two year term that will go into effect June 2017. All forms and conditions pertaining to this process will be emailed to the all Board members as this is an anonymous process. Mr. Rajput is in agreement with this.

Meeting adjourned 9:56am

