



Meeting of the Cumberland Salem Cape May Workforce Development Board
MS Teams Meeting
January 14, 2021 – 12:00 p.m.

MINUTES

A meeting of the Cumberland Salem Cape May Workforce Development Board was held Thursday, January 14, 2021 via Zoom due to COVID-19. Those in attendance were:

Workforce Development Board Members:

Andrew Bulakowski, Betsy Reed, Cheryl Golden, Dawn Hunter, Donna Groome, Hugh McCaffery, Kathy Lockbaum, Kim Ayers, Leslie Gimeno, Louis Joyce, Melissa Niles, Nancy Hudanich, Terrence Hardee, Tom Wysocki, Vicki Clark, Jack Swain, Bert Lopez, Denise Beckson, Thomas Halligan, Erich Florentine, Gary Green, Sheri Stephens,

Staff:

Allison Spinelli, Christy DiLeonardo, Cindy Angelo, Zary Irurita

Handouts: Cumberland, Salem & Cape May OSCC Certification, WDB Certification Checklist 20-22, Annual Reports (PY18-19 & PY19-20).

I. Welcome/Opening Remarks

Bert Lopez opened the meeting by welcome all attendees and read the Open Public Meeting Act. The meeting began at 12:05pm. Bert requested a motion to approve the minutes of the October 8, 2020 meeting. Nancy Hudanich made the motion, Second by Jack Swain. All in favor, minutes approved. Gary Green sustained.

II. ACTION ITEM: Annual Reports and Evaluations – PY 2018 & PY 2019 (Alli)

Alli: Review content of the PY 18 Annual Report. For the WDB Evaluation, we reviewed the access to services for formerly incarcerated residents. Through a federal grant, we attempted to build a pathway from incarceration directly to our Workforce Development System by starting services on site and what was found was that connection did not work for many reasons. In partnership with the Division of Social Services and the Prosecutors Office, developed the “Choose Work” pilot program in Cumberland County. Municipal courts will refer individuals to the program and a staff member will be tracking their progress through those services and reporting back to the courts. If successfully complete services, charges and related fees are dropped. The hope is that they get connected to a job. Continuing project on a virtual level.



A motion was made to approve the PY 18 Annual Report and WDB Evaluation. Andrew Bulakowski made the motion, Second by Louis Joyce. All in favor, motion carried.

Alli: Review content of the PY 19 Annual Report. In PY 19, the WDB conducted an evaluation of the expansion of our service delivery to address the barriers these populations face. The focus of this evaluation covered a review of career planning services and the feasibility of providing those services on a virtual platform. The following career planning services were identified as services that could be easily transitioned to virtual: orientation, work readiness skills assessment, resume review and job search. Challenges continue with customers who may have barriers to accessing technology. Still working on solutions.

A motion was made to approve the PY 19 Annual Report and WDB Evaluation. Cheryl Golden made the motion, Second by Nancy Hudanich. All in favor, motion carried.

III. ACTION ITEM: One-Stop Certifications (Cindy Angelo)

Cindy: The certification process is based on the Baldrige Principles which establish standards for excellence. The principals were formulated through a collaborative effort with the National Association of Workforce Boards, the Commonwealth of Virginia, and the NJ Combined State Plan.

- Several meetings were organized with managers/directors to review the documents and ensure proper understanding of requirements and checklist completion. Several questions were forwarded to the state for clarification and shared in a follow up meeting.
- Allison directed completion of checklist as pre-COVID operations.
- The certification benchmark tool included 7 focus areas:
 - Leadership
 - Strategic Planning
 - Customer and Market focus
 - Information & Analysis
 - Human Resource Focus
 - Process Management
 - Business Results
- Three One Stops answered yes to all elements and included evidence indicators as side notes to be used if audited.
- Overall, the process was straightforward as elements were standard practice at each of the One Stop Centers.

A motion was made to approve One- Stop Certifications. Sheri Stephens made the motion, Second by Gary Green. All in favor, motion carried.



IV. ACTION ITEM: Approve Submission for WDB Certification 2020-2022 (Alli)

All 10 required items are completed and ready to be submitted to the NJ SETC. Checklist is updated and shared with board members. Submission deadline is February 15, 2021.

A motion was made to approve submission for WDB Certification 2020-2022. Dawn Hunter made the motion, Second by Vicki Clark. All in favor, motion carried.

V. Other Updates

Louis Joyce: Grant awarded by the EDA under the C.A.R.E.S Act funding to address impacts from COVID-19 providing recovery. Working to provide direct assistance and get partners for this. Will update quarterly on this matter.

Christy DiLeonardo: Cumberland applied for a business development initiative and submitted a plan last July. This past Monday evening, Cumberland was awarded the grant. As things move forward, updates will be given.

VI. New/Old Business

- Expenditure Report & Highlights
 - (Alli) December report is not due until next week. More accurate report when December is finalized.
- One-Stop Operator Procurement
 - (Alli) Contract with Cumberland Empowerment Zone Corporation expires June 2021 with no renewal options. Will be working on a document to request another proposal for them to be awarded again. Volunteers needed for committee for this matter. More on that in April Meeting.

VII. Adjournment

Bert requested a motion to adjourn the meeting. The motion was made by Kathy Lockbaum, Second by Nancy Hudanich. The meeting adjourned at 12:57 p.m.