



Meeting of the Cumberland Salem Cape May Workforce Development Board  
Avalon Country Club  
1510 N. Route 9, Cape May Court House, NJ  
April 5, 2018 – 12:30 p.m.

## MINUTES

A meeting of the Cumberland Salem Cape May Workforce Development Board was held Thursday, April 5, 2018 at the Avalon Country Club. Those in attendance were:

**Workforce Development Board Members:**

Anna DeNovellis, Bert Lopez, Elizabeth Reed, Denise Beckson, Donna Groome (Bobbi-Jo Taylor Alt.), Edward Geletka, Erich Florentine, Melanie Ernest, Gary Green, Hugh McCaffery, Jack Swain, Jody Hirata, Leslie Gimeno, Melissa Niles, Pat Harrison

**Guests:**

Ron Burkhardt, Shantay Clark

**Public:**

Denise Taguwa, Jennifer Sosdorf

**Freeholder:**

Cape May County Freeholder Will Morey

**Staff:**

Allison Spinelli, Brian Langdon, Christy DiLeonardo

**Handouts:**

Program Year 17-18 Budget Presentation: Allocation vs Expenditure 7/1/17 thru 2/28/18, PY 2016-17 Financial Status Report, PY 2017-18 Financial Status Report, Cumberland Salem Cape May One-Stop Deliverables, Cumberland/Salem/Cape May Workforce Development Board Policy on WIOA Youth Work Experience, Cumberland/Salem/Cape May Workforce Development Board Youth Program Worksite Checklist, New Jersey Workforce Innovation Notice 1-17(Y)

**I. Welcome/Opening Remarks**

Bert opened the meeting by requesting a moment of silence for Jeri Gorman, wife of former board member Dr. Michael Gorman, who recently passed away. Bert read the Open Public Meeting Act and gave the floor to Cape May County Freeholder Will Morey for opening remarks. Will expressed happiness at being a part of the Cumberland Salem Cape May Workforce Development Board as Cape May will be

entering their second year in the partnership. He introduced the three new board members from Cape May: Edward Geletka, Dr. Nancy Hudanich, and Elizabeth Reed. Will stated that he has been increasingly aware of the need for the Workforce Development Board as projects are coming into fruition in Cape May. Will gave the floor back to Bert. Introductions were made around the room. Bert asked for a motion to approve the minutes from the February 13<sup>th</sup> Special Joint Meeting. Jack Swain made the motion, Second by Jody Hirata. No abstentions, all in favor. Motion passes, minutes approved.

## **II. Grant Recipient Reports**

Allison explained the Program Year 17-18 Budget Presentation. Discussion followed. Allison informed the board that the pie chart and percentages do not include the contracts and that percentages would look different if they were included. To get a more accurate depiction of percentages for each county, Allison pointed to the PY 2016-17 Financial Status Report and the PY 2017-18 Financial Status Report. She informed the board that each county is working to reach full obligations.

Cumberland County: Allison informed the board that Cumberland County is requesting additional funding from the state, especially in the area of Dislocated Workers. Cumberland is feeling the difficulty of funding cuts, but are making use of outside funding sources where it is possible. Allison informed the board that Cumberland is contracting with Cumberland County College for a pilot ESL program because there is an increased need for it in the area.

Salem County: Allison informed the group that both the WIOA and WFNJ contracts will go into effect in March.

Cape May County: Allison informed the group that we have the capability to carry over 20% of WIOA funds. She reiterated that contracts are not included in the percentages given in the presentation. There is a need for more funding for one of Cape May's vendors. If they are not able to receive additional funding then they will have to end the program early. Cape May is not anticipating having to return any funds this year.

### **ACTION ITEM: APPROVE REVISED PY 2017-18 BUDGETS**

Bert requested a motion to approve the Revised PY 2017-18 Budgets. Motion made by Gary Green, Second by Jack Swain. All in favor, motion passes, budget approved.

It is expected that all funds will be fully actualized and will carry over whatever is necessary.

## **III. Workforce Development Board**

Allison explained the Youth Work Experience Policy. Discussion followed. This policy was produced by a volunteer subcommittee of the Youth Council. The policy addresses two key areas: Payment to the youth, where the subcommittee agreed that the youth should receive an hourly wage instead of a stipend, and creating a minimum and maximum number of hours the youth can participate. This will apply to both the In- and Out-of-School Youth from ages 16-24 years.

Christy asked if the On-the Job Training applies to every student. Allison said that not every student will be in each of the 14 elements outlined in the policy.

Bert asked if there is any impact that would keep any youth from participating. Allison said no, that nothing would keep any youth from participating.

The board will be sent the Youth Eligibility criteria.

**ACTION ITEM: APPROVE YOUTH WORK EXPERIENCE POLICY**

Bert requested a motion to approve the Youth Work Experience Policy. Motion made by Gary, Second by Jack. No abstentions, all in favor. Motion passes, Youth Work Experience Policy approved.

Shantay explained the One-Stop Deliverables report. Discussion followed. Allison made the board aware that the MOUs have not been signed because NJDOL has no one to sign them yet. Bert suggested to Shantay that she come up with targets for each task to make them clearer.

**IV. New/Old Business**

Allison informed the board that the Atlantic City Electric Workforce Funding Agreement was approved at the March 27<sup>th</sup> Freeholder Meeting and is now in the execution process. Funding will last for 6 years, sunseting in 2024. Allison briefly explained the agreement.

Christy delivered the WDB Re-Organization Update. She explained that the board is more balanced throughout each of the three counties and she is happy with the changes.

**V. Adjournment**

Bert requested a motion to adjourn the meeting. Motion made by Gary, Second by Jack. All in favor, motion passes. Meeting adjourned.