



Meeting of the Cumberland Salem Cape May Workforce Development Board
Avalon Country Club
1510 North Route 9, Cape May Court House, NJ
April 11, 2019 – 12:00 p.m.

MINUTES

A meeting of the Cumberland Salem Cape May Workforce Development Board was held Thursday, April 11, 2019 at the Avalon Country Club. Those in attendance were:

Workforce Development Board Members:

Andrew Bulakowski, Bert Lopez, Betsy Reed, Cheryl Golden, Dawn Hunter, Donna Groome, Edward Geletka, Melanie Ernest, Hugh McCaffery, Kathy Lockbaum, Leslie Gimeno, Louis Joyce, Melissa Niles, Nancy Hudanich, Pat Harrison, Dr. Shelly Schneider (Dr. Terrence Hardee Alt.), Thomas Wysocki, Vicki Clark (Tom Piratzky Alt.)

Guests:

Steve Kehs, Terri Bryan

Public:

Joe Sittineri, Brian Fitzgerald, Anne Garrison, Diana Persaud

Staff:

Allison Spinelli, Christy DiLeonardo, Brian Langdon

Freeholders:

Charles Hassler, Will Morey

Handouts:

Proposed WDB Plan Narrative Inserts, PY 2018-19 Financial Status Report, Cumberland/Salem/Cape May WDB Budgetary Highlights, Cumberland/Salem/Cape May WDB Expenditure Highlights, WIOA Performance Indicators: PY 17 & PY 18 (Quarter 1), Summer Youth Employment Pilot Funding Allocation, Cumberland-Salem-Cape May WDB Recertification Feedback

I. Welcome/Opening Remarks

Bert Lopez opened the meeting by welcoming all attendees and read the Open Public Meeting Act. The meeting began at 12:03pm. Bert handed the meeting over to Cape May County Freeholder Will Morey to say a few words. Freeholder Morey welcomed everyone and expressed his contentment with the three county Workforce Board relationship. He praised Allison Spinelli for the great work she does, as

well as Terri Bryan and her staff. Freeholder Morey is excited about the new technology village project at the Cape May airport. He informed the group that they already have two tenants. Freeholder Morey handed the meeting back to Bert. Introductions were made around the room. Bert introduced Thomas Wysocki, President of Wysocki Electric, newly appointed member to the Workforce Development Board from Salem County. Bert requested a motion to approve the minutes from the January 10, 2019 meeting. Hugh McCaffery made the motion, Second by Nancy Hudanich. All in favor, minutes approved.

II. Regional & Local Plan Updates

Steve Kehs from Triad informed the Board of the Regional & Local Plan updates that need to occur. There is a limited amount of time to prepare the updates as the updated plan must be posted for public comment by May 30th. Steve explained the process. Open public meetings and partner meetings will take place in each county. Allison Spinelli explained and reviewed the Proposed WDB Plan Narrative Inserts. Allison informed the group that Regional and Local Plans are mostly adding and updating language. On the section on Pre-Apprenticeship and Apprenticeship, Hugh McCaffrey talked about the Prevailing Wage Act. Allison said that she would add this to the challenges in section (IIIId.) which talks about Pre-Apprenticeships and Apprenticeships. Christy DiLeonardo suggested that the State might want to designate a representative for each region to assist with Apprenticeship applications, designing programs, etc. Allison said she would expand on this in the challenges and will ask for assistance from the State. Suggestions that were made were dully noted. Nancy Hudanich thanked Allison for all her hard work in updating the Regional and Local Plans. Allison informed the group that Partners Meetings will be held in the coming weeks, then the open public meetings will take place, then a draft of the plan will be posted on the website for public comment. The Workforce Development Board will have a chance to comment before it is viewed by the public. A final version of the updated plans will go before the WDB for approval once the SETC approved them.

ACTION ITEM: Approval of Updates

Bert requested a motion to approve the updates to the Regional and Local Plans. The motion was made by Dawn Hunter, Second by Melissa Niles. All in favor, motion approved.

III. Local Area Budgets vs. Expenditures

Allison explained the PY 2018-19 Financial Status Report. Overall, she believes the three counties are in a position to meet the expenditure requirements of all grants.

Cumberland

Allison explained the Expenditure Highlights for Cumberland. In WIOA, the only remaining PY 17 funds are in Out-of-School Youth. The plan is to apply FIFO to contract expenses to utilize remaining funding. PY 18 Adult funding is on track to meet 80% expenditure requirement by 6/30/19. PY 18 Dislocated Worker funding has already exceeded 80% expenditure requirements. All ITA funding was obligated by January 2019. \$100,000 of Atlantic City Electric Workforce funding was allocated to support ITAs for the remainder of the program year. PY 18 In-School Youth funding is on track to meet 80% expenditure requirements by 6/30/19. PY 18 Out-of-School Youth has contract funding available due to transfer of expenses to PY 17. An RFP was released and proposals are due on April 24th to obligate the available balance. In WFNJ, TANF is on track to meet 100% obligation requirement by 6/30/19. GA/SNAP 77% of funding is expended or obligated as of February 2019. Allison will closely monitor expenditures to ensure that we do not over obligate. Modification of staff and facility cost allocations may be necessary.

Allison explained the Budgetary Highlights. In WIOA, reallocation of staff costs from Adult and Dislocated Worker to Youth due to youth follow-up work assignments. An additional Out-of-School Youth RFP was released to obligate remaining balance. In WFNJ, Allison is monitoring GA/SNAP expenditures to determine the need to reallocate staff and operating costs.

Salem

Kathy Lockbaum explained the Expenditure Highlights for Salem. In PY 18 Adult funding, all ITA funds have been exhausted and are overspent by \$6,954. Additional funding is needed, in addition to the ACE Grant funds that were already received. In PY 18 Dislocated Worker funding there is only \$383.07 left in ITA funds. Additional funding is needed, in addition to the ACE Grant funds that were already received. In PY 17 In-School and Out-of-School Youth funding, there are still obligations remaining for contracted Youth vendors. Expected to be paid by 6/30/19. Salem currently has 24 Youth enrolled and each of them is on track. In ACE Grant funding, Salem has obligated \$71,212 of the \$82,000 originally allocated. Kathy explained the Budgetary Highlights. In PY 17 WIOA funding, there have been various transfers between occupancy and travel cost line items. In PY 18 WIOA Adult funding, there is a need to transfer Other participants cost to ITA. Salem could use additional Adult ITA funds of \$4,500 or more. In PY 18 WIOA Dislocated Worker funding, Salem could use additional DW ITA funds of \$4,000 or more.

Cape May

Terri Bryan explained the WIOA Expenditure Highlights for Cape May. Cape May exceeded minimum LOS for Dislocated Worker and requested to move DW funds to service a larger training population for 2018-19. Out-of-School Youth Industry Specific/Internship RFP was released by Cumberland for Cape May with return due date of 4/24/19. Operational Dates for start-up projected for 6/1/19 thru 5/31/20 with July 1st OSY enrollment projections. Cape May is in the midst of a Department of Labor audit. Records for January 2019 are being reviewed. Results will be shared upon completion. Over the past six months, Cape May has hired one keyboarding clerk and one employment specialist. Cape May is working diligently with Cumberland to stay in compliance with all WDB Expenditure Requirements. Terri explained the WIOA Budgetary Highlights. Department of Labor strongly recommended for the local area to allocate/encumbrance as six months are left in Wildwood Office rental lease/quarterly vehicle lease. Completing purchase order will add to April Reports. Cape May reallocated \$29,125 from S&W Dislocated Worker and \$24,841 from Other and requested the funds be used to DW training. This allows the local area to enroll DWs without having to place on a waiting list. Staffing levels continue to be a challenge but they are working with HR to fill two open vacancies. Cape May is striving to meet or exceed the 80% expenditure requirement by 6/30/19.

Donna Groome explained the WFNJ Expenditure Highlights. WFNJ is currently underspent in TANF/CM and TANF/WA. They requested a reallocation of funds to training contracts.

Donna explained the WFNJ Budgetary Highlights. Initial allocation reflected a 54% cut (a large percentage to GA/SNAP WA/CM). Allison Spinelli advocated to the State and reduced the cut to approximately 20% with an increase to GA/SNAP WA/CM. Donna reported that they are still trying to determine the appropriate staffing splits. GA/SNAP WA/CM is sufficient and spending out. TANF CM and TANF WA are problematic due to the caseloads and the number of work ready TANF recipients. Staffing level remains an issue.

ACTION ITEM: Approve Budget Modifications

Bert requested a motion to approve the budget modifications. The motion was made by Louis Joyce, Second by Nancy Hudanich. All in favor, motion approved.

IV. New Business

WIOA Performance Indicators: PY 17 & PY 18 (Quarter 1)

Allison explained the WIOA Performance Indicators. A part of the reason we are reporting negative outcomes is because the State is experiencing issues with the transfer of information. PY 17-19 are considered implementation years so there will be no sanctions. Allison informed the group that we have time to work on the PY 18 data to ensure that it is complete and reflects true outcomes, which will enable us to renegotiate targets for PY 19-20. She informed the group that they are exploring other data collection options. Now is not the time for the WDB to recommend action for improvement because we do not believe the outcomes are accurate. A subcommittee may potentially need to be formed to review data if needed.

Summer Youth Employment Program Pilot – Cumberland

Allison explained the Summer Youth Employment Program from the State. There is a need to clarify on the target Youth population. Allison is currently recruiting worksites in the meantime. They will be targeting 80 Youth. Cumberland is part of this pilot program with the goal of making this a statewide program next year. The Youth will be paid on the county payroll. They will be making \$10.50/hr. Allison informed the group that these Youth will not count toward our WIOA Youth targets.

V. Old Business

Update on ACE Programs

Allison provided an update on the ACE programs. Cumberland and Cape May have completed their first round of classes. The two counties had a combined 88% pass rate. Salem will be starting their classes soon. 6 individuals are being referred to the Line School training offered in Atlantic and Camden Counties.

WDB Recertification Update

Allison informed the group that the WDB has passed the recertification. We will receive our certificate at the next SETC meeting.

One Stop Facilitator Position

Allison informed the group that interviews took place to fill the One Stop Facilitator position and an offer has been made. Now they are waiting on a response.

VI. Adjournment

Bert requested a motion to adjourn the meeting. The motion was made by Tom Piratzky, Second by Dawn Hunter. The meeting adjourned at 1:21pm.