



ATLANTIC COUNTY
WDB
Workforce Development Board



2 South Main Street 2nd Floor Pleasantville, NJ 08232
Telephone: 609.485.0153 Fax: 609.484.0067

ACWDB Full Board Minutes

March 19, 2024

Attendance : Jim Drew Chair, John Fata , Alan Beatty Joe Calio, Kelly Ann DeCurtis, Alan Beatty, Parina Desai, Joe Calio ,Geoffrey Dorsey, Mark Ford, Greg Freelon, Sherwood Taylor (Proxy for Dr. B. Gaba), Forrest Gilmore, Phil Guenther, Elaine Hawkes, Thomas Jennings, Paul McClellan, Michael Pompei, Romeo Ruddock, Nandini Singh, Max Slusher, Steven Stokes, Michelle Soreth, Candace Titanski, Charles Wallace, Cynthia Torres, Dan Konczyk

Absent: Fran Kuhn, Dan Brown, Michael Chait, Dan Kelly, Roy Foster, Sandra Foyil, Tim Kriescher, Dennis Lennon, Maryann McGhee, John Schleifer, Raiz Rajput

The meeting was called to order at 9:10am by the Chair Jim Drew. After a brief discussion he requested a motion to accept the minutes from the December 12th meeting. Motion by Mr. Beatty second by Mr. Dorsey the motion passes.

The Chair introduced Doug Cotter CEO from Grant Associates , the newest vendor that has accepted the contract for the One Stop Operator and Career Services at the One Stop Career Center. He expressed his excitement to work in New Jersey more specifically in Pleasantville. Mr. Cotter shared his commitment to the community and how the last vacant position will be filled no later than the end of the week. The company has been working hard to start with a full staff next week. Finally, he spoke on how important it will be to work in concert with Atlantic County government. Mr. Fata answered the question regarding whether current staff stayed on, his answer all but three, transferred.

Mr. Fata introduced Ms. Torres as working in place of Fran Kuhn Executive Director, who will be in and out of the office for the next few months. His discussion continued with explaining the four areas as presented in the budget WFNJ, WIOA, WLL(Literacy) and finally the breakdown of the contracts with Stockton University and AC Electric. Stockton has performed slow in processing for payments and AC

ATLANTIC COUNTY WORKFORCE DEVELOPMENT BOARD			
SCHEDULE OF WDB FINANCIAL TEMPLATE			
PROGRAM YEAR 2023 - (JULY 1, 2023 - JUNE 30, 2024)			
ATLANTIC WDB BUDGET SUMMARY			
<i>Grant Period: 7/01/23 - 6/30/24</i>			
<i>Report Period: 7/01/23 - 10/30/23</i>			
LOCAL AREA Bud/Exps			
BUDGET	EXPENSES	BALANCE	YTD %
11,007,699	2,149,863	8,857,836	20%
WDB Bud/Exps			
BUDGET	EXPENSES	BALANCE	YTD %
467,772	82,727	385,045	18%
OSO Bud/Exps			
BUDGET	EXPENSES	BALANCE	YTD %
10,539,927	2,067,136	8,472,791	20%



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Electric is completing its final Cohort in April, until 2025. The Chair requested a motion to accept the financial report, motioned by Mr. Beatty second by Mr. Dorsey, motion passes.

Chairman's report: Mr. Drew wanted to thank everyone for their effort to complete the RFP for the One Stop Operator and Career Service process. He stated how changing the review process worked for the committee. He thanked Ms. Moten for managing the process and ensuring everyone received answers to any questions during the process. The Chair wants to continue the same process moving forward. He made a presentation to Pat Constantino for ten years of service and retiring from the Board. In the absence of the Executive Director he forwarded the following report that was read during the meeting. He concluded with a special thanks to ACIT for hosting the meeting in their Café.

One Stop Operator/Career Services Contract

DB Grant Associates was awarded the \$1.8 million contract for One Stop Operator and Career Services in early February. They are poised to begin delivering services during the last week of March or the first week of April. They will be responsible for the adult/dislocated worker and youth training services. They will provide eligibility determination services for the adult/dislocated worker and youth customers, as well as counseling and case management services for those individuals as well. As you are aware, WIOA statute required the Atlantic County Workforce Development Board to procure these services. We have been working on this project since November of 2022 and have recently concluded with the award. The contract will run for 17 months, from February 1 of 2024 to June 30 of 2025. There will then be the opportunity to renew the contract for another two years before another competitive RFP is required. We want to welcome the representatives of Grant Associates to Atlantic County.

Summer Youth Work Experience Program

Atlantic County WDB submitted its application for the Summer Youth Work Experience Program during the last week of January. The total amount of the grant was \$975,000. The grant proposes serving 250 youth in Atlantic County with 100 being served in Atlantic City and a goal of 50 being served in Pleasantville. The remaining 100 will be for youth and young adults in other areas of the county. As before, eligible participants can be between 16 and 24 and will be listed as either in-school youth or out-of-school youth. Youth will have the opportunity to receive \$16 per hour for up to 8 weeks. We are anticipating having over 60 employers participating in the program with a large variety of industries being represented. As a reminder, Atlantic WDB served 230 youth last year. We have not yet received notice of the award. There is some concern that we may not receive the full amount requested because of increased competition and a total pot of \$6 million in grant funding for this project. Notice of award should be out shortly.

Agency Monitoring Report

Atlantic WDB received the results of its monitoring visit for program year 2022 at the end of January 2024. Everyone received a copy of the report as well as the corrective action response. As you can see from the report, there were no areas of concern for the first three areas, those being LWDA Agreements, Local Policies and LWDB Activities. There were three (3) findings identified under the area of One Stop/Youth Services Processes. The first was that the ACWDB had not procured the One Stop Operator Provider; the second was that the procurement documents did not include the statement disclosing the use of federal funds; (this is also known as the Steven's Amendment) and finally that the ACWDB was not conducting monitoring and oversight. Board members also received a copy of the corrective action response that was submitted to NJDOL on 3-5-24. The response addressed each of the findings identified by the monitoring visit. First, we have complied with the Operator procurement requirement as is evidenced by the presence of Grant Associates; Second, we have addressed the language requirement issue for all future procurement activity-this includes sharing this information with the county's director of purchasing so that all future procurement documents include this language. Finally, the agency has always conducted monitoring and oversight of all contracted providers, for some reason, the documents that supported the activity was not part of the monitoring packet.

WDB Certification 2023-2025

Atlantic WDB received notice of their bi-annual requirement submit application for Workforce Development Board Certification, as is required by WIOA. Certification documents include the verification of board member status with emphasis on 51% of the



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board membership being from the private business sector. There are also requirements for representation from the educational sector, unions or trades, community-based organizations and government. Currently, Atlantic County is in compliance with all aspects. The certification also includes the proof of required subcommittee members and activity including full board minutes and subcommittee meeting minutes. This certification also includes the One Stop Certification, LWD program budgets, MOU's including the MOU/IFA and the agreement between the agency and the Chief Elected Official. The WDB is currently working on several aspects of the application, however, there has been no notice from the State Employment and Training Commission (SETC) as the acting director recently retired and the new director has not yet scheduled a meeting. We anticipate submitting our application sometime in May of 2024.

Anchors for Equity Research in Action Lab

This report was provided by the Chair and invited members to attend the next meeting which will be virtually hosted by the Philadelphia Reserve Bank, ACCC and the ACWDB.

WFNJ/TANF Innovation Initiative

ACWDB has been awarded \$890,000 in partnership with Bergen and Middlesex Counties. This is a pilot program designed to address the needs of the client both socially, emotionally and occupationally at the deepest level. **The RFP has not been completed. More information to follow with developing an ADHOC committee.**

Marketing and Outreach/Advertising

The Atlantic WDB is in the process of exploring plans to create a continual marketing/outreach plan to improve customer awareness of the services and resources offered by ACWDB. Training and Employment Guidance Letter (TEGL) 3-23 provides guidance on how WIOA funds can be used for marketing and advertising. The Business and Economic Development Committee had encouraged the director to pursue a marketing consultant to develop an advertising strategy for the ACWDB to establish an advertising campaign however, the policy and fiscal representatives of the New Jersey Department of Labor have not yet clearly indicated that this activity is allowable using WIOA funding. As long as the advertising focuses on services being provided and not branding the agency, advertising costs for print ads, radio, social media, wrapping vehicles and even hiring a social media influencer is permitted. It may be best to use these guidelines and develop an internal strategy to advertise services and resources.

Resolution #1: Approval of 2024-2027 MOU/IFA

This is for the approval of the Partner MOU/IFA for 2024 to 2027. The Memorandum of Understanding/ Infrastructure Funding Agreement is required by WIOA statute and discusses the use of shared services, shared recognition of confidentiality and professionalism. The Infrastructure Funding Agreement acknowledges shared fiscal responsibility for infrastructure costs for those services located within the Pleasantville One Stop Career Center. The document has been posted on the website for your review and edification.

Resolution #2: Policy Clarification: Sub-Recipient and Vendor

This is a policy clarification required by the most recent NJDOL-Fiscal Monitoring Survey. This policy merely establishes the difference between the contracted sub-recipient and vendor as required.

Resolution #3: AOSOS Access for Partners and Vendors

This policy is established as a requirement of the Workforce Innovation Notice (WIN) dated November 3, 2023, WD-PY23-7. This policy grants permission for contractors and vendors to have access to the AOSOS system. It requires the local area to have a policy that monitors appropriate system access and assures annual cyber security certification.

The Chair introduced *Resolution # 1 of 1 2024 RAIFICATION OF 2024-2027 MOU/IFA* . After a discussion the motion was voted on . Motion by Ms. Santiago, second by Mr. Dorsey, motion passes.

The Chair introduced *Resolution #2 of 2024 POLICY CLARIFICATION : Sub-Recipient and Vendor* . After a discussion the motion was voted on. Motion by Mr. Beatty second by Mr. Freelon, motion passes.



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The Chair introduced *Resolution # 3 of 2024 POLICY AOSOS* Access for Partners and Vendors in New Jersey American Job Centers. After a discussion the motion was voted on. Motion by Mr. Dorsey second Mr. Ford, motion passes.

After further discussion the committee questioned if the Board voted on contracting with Grant Associates for the current contract. After Ms. Moten explained that this Board voted on Career Services and the One Stop Operator process which included bidding, re-bidding, contracting and the award. Mr. Beatty requested if we could take a look back to ensure it was not overlooked. After further discussion the Chair requested a vote on the contracting the services for a One Stop Operator and Career Services with Grant Associates. Motioned by Mr. Beatty, second by Mr. Slusher, motion passes.

The Committee reports were submitted and can be found on the website under the Executive Committee minutes.

The Chair requested a motion to adjourn, motioned by Mr. Dorsey, seconded by Ms. Desai motion passes.

Meeting concluded at 10:45am.

Next meeting will be June 25th at the Pleasantville Housing Authority's Community.

Submitted by
Sherrise A. Moten
Contract Administrator/ Board Liaison