



2  
South  
Main Street 2<sup>nd</sup> Floor  
08232



Pleasantville, NJ

Telephone: 609.485.0153 Fax: 609.485.0067

## MEETING MINUTES

Full Board Agenda

3-25-2020

9:30 am to 10:30 am (Teleconference)

### Members Attending:

|                 |                |                  |                |                |
|-----------------|----------------|------------------|----------------|----------------|
| James Barton    | Jim Drew       | Dan Konczyk      | Maryann McGhee | Nandini Singh  |
| Pat Constantino | Paul McClellan | Phil Guenther    | Roy Foster     | Riaz Rajput    |
| Stephanie Koch  | Tim Kreischer  | Candace Titanski | Fran Kuhn      | Marian Woodson |

- I. Call to Order-Riaz Rajput: Chair - meeting was called to order at 9:31 am.
- II. Approval of Minutes – minutes were not available from the last meeting.
- III. Financial Report- Mr. John Fata reviewed the documents sent to board members. Including: Schedule of Budget/Expenditures, Schedule of Program Contracts, Schedule of individual training accounts and Funding level analysis from program years 2010 – 2018. Motion to approve the minutes made by Pat Constantino Seconded by Jim Drew. Financial report was approved.
- IV. Chairman’s Report: Riaz Rajput
- V. Executive Director Report – Fran Kuhn
  - Incumbent Worker Contract –established an incumbent worker training contract with Atlantic Cape to upskill workers from customer service and patient care to medical assistant positions. ACWDB will then participate in back filling positions lost to those upskilled positions.
  - Amended By-Law changes – Mr. Fran Kuhn emailed updated By-Laws for each board member to read and review. The proposed amended changes were read and reviewed during the meeting as is required by Article XIV of the By-Laws. The updates included changes to absence and conflict of interest sections of the by-laws (pages 5,6,7) . The board should be prepared to vote next board meeting (6/25/2020).
  - There are current vacancies for the Board Secretary, Business and Economic Development, and Youth Committee Chairs. Jim Barton expressed an interest in being part of the Business and Economic Development Committee. Carol Spina, the new chair of the Membership Committee is working on updating all members. Mr. Kuhn made a request that all members who receive the survey form complete it and get it back to Carol.
  - Performance- Future Works, Work Participation Rate and Employment Stats - performance goals are based on federal guidelines tracked at the end of 2<sup>nd</sup> and 4<sup>th</sup> quarter. Pat Costantino suggested that the performance report should include post-secondary, and other benchmarks related to WIOA performance. This information will be included in the next board report.

- Review and approval of Memorandum of Understanding and Infrastructure Funding Agreement (IFA). Discussion explained that the MOU is a required document under WIOA. The IFA identifies shared responsibility for infrastructure costs which are mostly related to rent, utilities and security. Because the county allows the WDB to pay rent at half of the fair market value of the space, the WDB, through the county, uses the funding difference to assume responsibility for the partners who cannot afford to pay for the space they occupy, as a third party payor. The motion to approve the MOU/IFA made by Dan Konczyk and seconded by Candace Titanski.
- Planned Summer Youth Program – WIOA Youth Funds are available internally to support the program. This will include approximately 75 youth including IS and OS youth ages 16-24. The program will include In-School and Out-of-School youth that are currently involved in year round programming through the Office of Workforce Development.
- Standing Committee Reports- (Minutes are in packet)
- Mr. Kuhn had a meeting with Roy Foster and IBEW (International Brotherhood of Electrical Workers), to discuss partnering to provide possible employment opportunities for those customers who are participating in the Atlantic City Electric training program. More on this as it develops.

#### VI. Old Business

VII. New Business: a) Approval of Partner MOU b) First review and approval of By-Law amendments

VIII. Adjournment: the meeting was adjourned at 10:30 am.

Next Meeting will be held at Harbor Pines, June 25, 2020 at 9am.

If you cannot attend, the call in number is: **(712) 770-4856**. **Access Code is: 528959**.