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Atlantic County Workforce Development Full Board Meeting 9am September 24, 2020

Attendance:

Neil Bellinger	Pat Constantino	Jim Drew	Dr. Gaba	Dan Kelly
Stephanie Koch	Theresa Lutz	Paul McClellan	Maryann McGhee	Riaz Rajput
Nandi Singh	Marian Woodson	Joe Ingemi	Jim Waters	Gina Demaio
Carol Spina	Dan Konzcyk	Tim Kreischer		

This meeting was called to order by the Board Chair Riaz Rajput at 9am.

The Chair asked if the membership had had the opportunity to review the minutes from the June meeting and if there were any additions, corrections and/or amendments to the current document. The membership was in acceptance of the minutes as written. The Chair asked for a motion to approve the minutes, motion was made and seconded and minutes were approved by the board.

Financial Report:

John Fata, fiscal officer, reported on the PY19 revenue and expenditure. Overall on a total budget of \$9.7 million, the agency has expended just over \$7 million and a 72% expenditure rate. Page 4 of the financial report reflects the \$3.93 million in contractual obligations. Overall, 62% of all contracts were expended. Mr. Fata acknowledged that the pandemic has had a detrimental effect on the agency’s ability to spend allocated funds. For PY20, the only funds that are currently available are the \$3.3 million in allocated WIOA funds and \$1.7 million in carry-in from PY19. Currently the agency has obligated and expended approximately 7% of allocated funds. There are no competitive contracts at this time, however, there are currently 18 enrollments for Individual Training Accounts (ITAs). In comparison to the prior year, the total training enrollments for PY 19 were 197. We did receive our preliminary number for allocated Work First New Jersey (WFNJ) funds this week. The total amount allocated for nine (9) months was \$2.8 million. A motions was given by Paul McClellan to approve the financial report and seconded by Stephanie Koch.

Board Chair Report

Riaz Rajput reports that the Board would like to create an Ad-hoc budget committee with 4-5 members. This committee would be more deeply involved in the fiscal operations of the agency and have a greater understanding of the regulations and requirements associated with the fiscal processes. Should any Board member desire to become a part of this Ad-hoc committee, please contact the Executive Director, Fran Kuhn.

Presentations

A presentation was given by Gina DeMaio ACIT regarding Registered Apprenticeships. A copy of the PowerPoint will be attached to these minutes.

Executive Director Report

Fran Kuhn reports that the One Stop has been fully staffed as of June 16, 2020, however, due to the pandemic agency services are as follows:

- Case managers are communicating via telephone and e-mail;
- all testing i.e. HSE, Literacy, Training and CASA will be done by appointment only with limited seating.

In the month of August, 18 customers were tested. Two customers achieved their High School Equivalency diploma.

There are approximately 40 customers scheduled for training appointments.

As an alternate training opportunity, On-the-Job Training (OJT) has \$500,000 set aside. The executive director requested, and received permission for the wage reimbursement to be increased from 50% to 70%. The OJT manual will be updated and forwarded to the Board.

Performance goals are reflected on the report given during this meeting. The table associated with performance reflects that Atlantic County is one of five areas that either met or exceeded performance requirements for PY 19. The agency is currently in negotiations concerning the suggested performance benchmarks. There is a good deal of concern that the numbers may be difficult to achieve because of the pandemic and current economic conditions in Atlantic County, whose current unemployment rate is 24%.

Committee Reports:

Minutes were provided for the Healthcare Subcommittee and the membership committee.

Membership Committee:

Committee Chair Carol Spina reports that there are openings for the Board as well as the need to fill committee chair seats. Board members that have been absent from multiple meetings were contacted regarding their attendance and or intent to continue to participate.

No old/new business

Meeting adjourned 9:50am

Respectfully submitted.

