

Atlantic County Workforce Development Board Literacy Sub-Committee Minutes

May 28, 2019

The meeting was called to order by the Chair, Pat Constantino. The meeting began at 2:35 pm. Ms. Constantino requested a report from the Title II representative, Barb Kozek, Title II lead, regarding the most recent update on funding allocations for the coming year. Ms. Kozek reported that the initial award notice presented a reduction of \$86,000 in funding, however, shortly after that notice, she received word that there had been an error in the calculation and subsequently received an allocation that increased their prior allocation. Title II funding for the current year is set at \$450,060. Beginning on July 1, 2019, the Title II funding level will be \$463,683. Ms. Kozek also expressed concern about getting the necessary narrative and budgetary information into the system prior to the July 1st deadline.

Ms. Kozek also reported that the local area met all 12 of the educational functional level gains for performance.

The Title II outcomes for PY 18 are as follows:

TANF ABE Classroom:

Planned LOS- 129 Enrolled to date- 26

Outcomes:

6 of 26 referred back2 of 26 obtained jobs2 of 26 attend occupational training3 of 26 transferred to Learning Link13 of 26 remain in class

TANF ESL Classroom:

Planned LOS- 65

Enrolled to date- 27

Outcomes:

7 of 27 referred back1 of 27 transition to ABE classroom1 of 27 transfer to Bi-Lingual BlackJack Class

Supplemental Learning Lab

LOS- 71

Enrolled to date- 59

Outcomes:

3 of 59 obtained jobs2 of 59 passed High School Equivalency5 of 59 enrolled in post-secondary education7 of 59 transferred to learning link

Ms. Kozek also stated that word about the bi-lingual blackjack program's success is getting out. ESL students involved in and completing this program have obtained jobs 100% of the time. Credential gained from the training includes the Guest Service Professional and qualifications to be a blackjack dealer. Atlantic Cape is expanding the program and adding the game of Roulette as individuals who have two games in their skill set are more employable than those with just one. Atlantic Cape plans 2 blackjack classes and 2 roulette classes for the coming program year. She also stated that the Title II literacy program will offer 4 morning ESL classes and 6 evening classes beginning in late summer. She believes that those classes will be full by the second week of August. There are several other local organizations that are offering ESL classes on a limited basis.

Ken Olivenbaum, Chief Examiner for the high school equivalency exam provided his report and updated committee members in the status of the HSE exam. He stated that there were no changes to the current system. Although there was some discussion regarding the possibility that all testing sites would have to offer all three tests, Ken explained that because the process was going so well for the southern region of the state, that no changes would be made. There are no changes in the price of testing. He indicated that over the past two months and going forward he sees an increase in the number of tests being taken because of demand from youth services and youth corps, and the Atlantic Cape GED class because of a private donation that the college received to fund the cost of the high school equivalency exam for their students. Initial results for those students have been very positive. Mr. Olivenbaum's data on test sessions and test results are included as attachments to the minutes.

Mr. Olivenbaum gave a brief history of the CASAS implementation and stated that Dan Adams has been instrumental in educating everyone in how best to manage the system. New Jersey Department of Labor and Workforce Development has mandated the statewide use of CASAS during the coming program year. Barb Kozek will be a designated trainer for New Jersey and may be going to California to obtain her certification from CASAS's home office.

Rhonda Lowery introduced Nandi Singh, who is a new member of the Atlantic County Workforce Development Board and a new member of the Literacy Sub-Committee. Ms. Singh stated she is a life-long learner who is currently operating the Kumon school in Northfield. Ms. Singh stated she was a professor in India then continued her interest in education in the United States. She engaged in a brief discussion describing the challenges of working with ESL learners who want to pursue the HSE diploma. Barb Kozek offered to help address the challenges by connecting students to the Atlantic Cape ESL classrooms to help them understand the barriers they face without mastery of the English language. Welcome Nandi.

Marian Woodson-stated that all contracted vendors have their customers signed up for literacy assessments through the streamlined registration process and the use of Google Docs to schedule testing. She said that with a few exceptions, this process is going well.

Rhonda Lowery reported on the current status of the Summer Youth Employment Program stating that the program currently had 200 youth registered and 60 employers with completed work site agreements because of the new eligibility criteria, the number of eligible youth has increased.

She also stated that Atlantic County has not yet received its notice of award for literacy for PY 19.

Ms. Lowery informed all committee members that they are eligible for scholarships are available for board and committee members if they are interested in attending the GSETA annual conference in October. She also mentioned that Atlantic County has received a GAINS apprenticeship grant and was taking referrals from youth providers for placement consideration.

Barb Kozek also mentioned that the Atlantic Cape was operating a literacy grant with the Atlantic County Free Public Library through the NJLWD funded program as well as a grant for ESL services funded by the Dollar General Grant. The classes provided through these grants include:

8 basic computer literacy classes

8 guest service classes2 ESL afternoon classes per week1 ESL Saturday class.

In addition, the Oceanside Family Success Center holds an ESL class one day a week and an additional class is sponsored by TD Bank one night per week.

Rhonda Lowery concluded by saying that the agency is planning all new furniture for the supplemental learning lab and the learning link. New classroom furniture in room 206 with a desk for the teacher, new computers and new cubicles for the computers on the wall. The student work tables will be smaller and will be more flexible in how they can be used. The current hope is to complete all work within 1 week of the start date.

Although out of order, the minutes of the prior meeting were briefly discussed. Motion to approve minutes made by Barb Kozek and seconded by Marian Woodson.

Meeting adjourned at 3:27 pm- motion made by Barb Kozek and seconded by Marian Woodson.

Respectfully submitted,

Francis Kuhn