

WDB EXECUTIVE & ONE STOP OPERATIONS

July 16, 2025

Participants

Daniel Sulpizio, WDB Chair	Tom Bianco, CNA / Youth Development Council
Lisa Cerny, GC Human & Special Services	Michael Girone, Resource Analysis
Kim Gober, GC Housing Authority	Stephen Hart, DWD
Quincy Lee, NJDOL	Carolyn Oldt, GC Library System
Kimberly Quigley, St. John of God Comm. Svrs.	Brigette Satchell, RCSJ
Michelle Shirey, WDB Executive Director	Stacey Smith, DVRS
Ida Stewart, NJDOL	Alicia Battaglia, Commissioner Aide
Shannon O'Brien, WDB Staff	Allison Spinelli, WDB Staff
Bridget DiGiambattista, WDB Staff	

Visitor

Juana Campbell, NJDOL

Dan opened meeting at 2:33pm

A motion to approved minutes from April 16, 2025 meeting was made by M. Girone, seconded by C. Oldt.

Action Items and Approvals

Review & Approve PY25 WIOA Budget – Ashley reported we did not receive any Workfirst NJ NOA's until September or October as the State wants to align with USDOL fiscal year. We did receive our WIOA NOA's and for adult we received \$545,960; for youth we received \$594,011 and for dislocated we received a huge bump of \$1,198,750. New NJDOL policy is requiring local areas to use old money before using any new money. As of June 30, we have \$277,000 remaining in adult; \$283,000 remaining in dislocated; and \$457,000 remaining in youth. For TANF money which includes additional monies they are giving us to carry through to September 30th, we have \$189,000 left in TANF; and \$112,679 left for GA/SNAP. The administrative budget includes other expenses, salaries and fringe for WDB admin, rent, trainings, outreach and technology upgrades on our side. For program dollars it is salaries, rent, professional development for one stop side. She recommended for ITA's we put \$65,00 in adult funding and \$150,000 in dislocated funding since we are increasing threshold to \$7,500 per the county contract and once policy is intact.

A motion to approve WIOA PY25 Budget was made by M. Girone, seconded by B. Satchell.

Review Draft of NJDOL OIA Monitoring Report - Ashley reported we received draft audit report and we have 2 findings (require corrective action) and 2 areas of concern (show improving). The areas identified as Findings are: Cost Allocation Plan & Indirect Cost Rate and Payables & Obligations; the areas identified as Concerns are: Subrecipient Monitoring and Contracts & Administrative Requirements, including Policies & Procedures. Ashley stated the state has requested we have 2 separate cost allocation plans-one for WDB and the other for One Stop. The other finding was payables & obligations so going forward we must show payables on monthly reports.

Approval of No Cost Extension – Michelle reported since the new contracts will not be approved until the money is approved, we did a no cost extension for One Stop Operator, Career Services and Out of School Youth. Each entity submitted a letter with corresponding budget. RCSJ submitted for out of

school youth program, detailing every line item in their budget and where they projected to be spent as of June 30th and then added a column requesting additional funds if needed for the line items. A motion was made to send entities letter formally approving request for a no cost extension was made by K. Gober, seconded by S. Hart.

Review Procurement Committee Recommendations – Michelle thank the review committee and stated everything went fine, she also thanked the GC Improvement Authority (GCIA) with their experience in competitive procurement. The 3 bids that were approved by the committee have been approved by GCIA and will be on agenda for next Commissioner meeting are contract for One Stop Operator, WIOA Youth Out of School Program and Basic Career Services. We will have to go out again for bid to solicit additional agencies for specialized career services and in-school youth program, these will be handled by GCIA. A final approval will not be done until the contracts are executed and language is updated by both legal teams.

Policy Update Review – Allison reported the WIOA POD team is responsible for doing both program monitoring and technical assistance for areas that have been shown to need improvement during monitoring. This particular program year they review all of the 13 policies that are required to be posted on the WDB website and found 3 that we need to create because we did not have specific policies for those items. The policies we need to create are adult and dislocated worker follow-up which was included in our youth follow-up policy but the state wants it to be separate; youth work experience policy which is in a different youth policy but they want that separate as well; and the complaint procedure policy that we have been just adopting the one-stop standard complaint procedure as our policy but they want us to give it a policy number and get approval. Then for all our other existing policies, they are requesting we review and update them recording the date this occurs. One of the first ones we are working on, because its connected to the individual training accounts that the one stop prepares, we may not be able to finalize until the DOL finalizes their policy.

2024 Annual Report Summary – Michelle provided summary of our performance measurements and stated the report will be presented at the Full WDB Membership conference on August 6th.

WDB Committee Reports

Community Outreach & Engagement – Shannon reported the Disability Employment Job Fair is scheduled for July 17, 9am-12pm at RCSJ, we have 175 job seekers pre-register. Other upcoming job fairs are Golden Opportunities Job fair scheduled for Thursday, September 4 at GC Library/Mullica Hill branch; the Veterans Job Fair is scheduled for Friday, October 3 at GC Library/Mullica Hill branch and the Mega Job Fair is scheduled for Friday, October 10 at RCSJ. The newsletters continue to be sent out monthly and the average open rate is around 40%, click rate is around 1%, industry average for click rate is 2% so we are a little below the average but our open rate is on par with the industry average of 43%. We started doing One Stop customer surveys and the average rating is 9.89. We have a new rack card to get more individuals signed up for our newsletter. We have new stand banners for Workforce Development Board and Economic Development.

One Stop Career Center Update – Stephen reported we end fiscal PY for with total enrollment of 37 individuals which is up from last year of 25 total enrollments-14 adult and 23 dislocated. He received April, May & June TANF participation rate for customers receiving cash assistance that are part of work readiness program. In April we were at 17.2%, the state average was 11.1% which made us second in the State; in May we were at 16.8%, the state average was 10.5% which made us number 1 in the State; in June we were at 13.3%, the state average was 9.14%, this puts us at number 4 overall in the State.

Quincy reported on behalf of JaNea Wilson, April 16 to July 15 we had 258 BCS requests, 170 of the requests were for training. They continue to see 50 new RESEA customers every week with 50 follow-ups. They are seeing influx of federal employees reaching out for assistance. The State Veterans hosted a veteran's job fair & resource event on June 18 at the One Stop and was a success, they had 75 veterans and their families attend. Nelly David, State Veterans Rep has 12 veterans she is case managing in the Gloucester County area. There is an increase of customers coming in to the One Stop regarding ID Me, which is used for verifying unemployment.

A motion for adjournment was made by M. Girone, seconded by S. Hart.

The next meeting will be October 15, 2025.

Respectfully submitted,
Bridget A. DiGiambattista, WDB Staff