

**Executive & One Stop Operations**  
**April 17, 2019**

**Members Present**

Les Vail, WDB Chair  
Tom Bianco, WDB Economic Development  
Tom Brown, MASCEC  
Heather Faulkner, GC Housing Authority  
Kimberly Quigley, St. John of God  
Michelle Shirey, WDB Director  
Cleve Bryan, Youth Development  
Bridget DiGiambattista, WDB Staff

Michael Girone, WDB Vice Chair  
Ralph Bingham, GC Library System  
Robert DeMarco, NJLWD  
Stephen Hart, DWD  
Brigette Satchell, RCGC  
Stacey Smith, DVRS  
Eileen Gallo, WDB Staff

**Members Absent**

Anthony Bellia, Marketing & Business Outreach  
Michael Dicken, GCIT  
Sam Ferraino, Apprenticeship & Industry Dev.  
Dr. William King, FBO

Lisa Cerny, GC Human & Disability Svrs.  
Katie Doyle, GC Div. Social Services  
Jack Fisher, Apprenticeship & Industry Dev.  
Denise Taguwa, NJLWD

**Visitor**

Cathleen Scanlon, St. John of God

Les opened the meeting at 2:00 pm

Tom Bianco administered Oath of Office to reappointed WDB member Cleve Bryan.

A motion to approve January 16, 2019 meeting minutes was made by M. Girone, seconded by R. DeMarco.

**New Business**

Extension of One Stop Operator Contract with County – Michelle reported in the current contract with the County there is a clause to extend the contract for up to 2 years with approval from the WDB and the Board of Chosen Freeholders. The Board of Chose Freeholders wishes to continue to be One Stop Operator under Economic Development and will now need WDB approval to extend said contract. A motion to approve extending Economic Development/One Stop Operator contract was made by B. Satchell, seconded by M. Girone.

AJC Certification Policy – a draft of the Evaluation and Certification of the AJC Guidance was presented. A motion to approve Evaluation and Certification of AJC Policy as written was made by T. Bianco, seconded by M. Girone.

WIOA Incumbent Worker Policy – a draft of the WIOA Incumbent Worker Training Policy was presented. A motion to approve WIOA Incumbent Worker Policy as written was made by T. Bianco, seconded by B. Satchell.

Youth Education & Career Center-Summer Hours – The YECC submitted a letter requesting to change hours during July and August. The request is to change from a 5 day work week to a 4 day work week but to continue with number of contracted hours. The estimated savings is \$5,120 for staff and \$270 for lunches. Michelle made motion to approve requested 4 day work week of Monday through Thursday for months of July and August, but the work hours will remain at 8:00 am – 3:30 pm., seconded by T. Bianco.

Operation Budget – IFR/OS Operating Budget - Michelle stated nothing has changed with the operating budget as presented. For this quarter, we have no announced retirements, no equipment purchases or technology upgrades, and we have been utilizing our funding from ACE funds for dislocated worker training program. We have set aside \$40,000 from the ACE program to continue to train clients in dislocated worker line item due to funding cuts. Michelle stated once we know what our funding will be for 2018-2019, a Resource Analysis & Budget committee meeting will be scheduled. A motion to approve 3<sup>rd</sup> quarter IFR/OS operating budget as presented was made by M. Girone, seconded by C. Bryan.

### **Committee Updates**

Marketing & Business Outreach – Les reported the Workforce & Educational Summit will be held May 3, 2019, 9-11 am at RCGC/Business & Corporate Center. The discussion will be on various career paths that RCGC & Rowan University planning for their students and how they will prepare them for the workforce and what they hope to accomplish in the future. A rep from Gateway High School and their Gateway2Careers program that starts as early as ninth grade by paving career pathways in preparation for college and/or the workforce. Les V. (GC Chamber) & Patty C. (RCGC) will speak on the Gloucester County Chamber Education Committee Programs.

Apprenticeship – Michelle reported we are waiting to hear from Trenton on status of the GAINS submitted application that we partnered with MASCEC. We have resurrected business retention efforts and have visited 9 retention visits in the last month. Michelle stated this gives us an idea of real time in demand jobs.

AJC – Stephen reported the TANF rate has increased to 29.5% for last month. The total PY18 funds for adult have 35 enrolled (\$41,000 remaining); dislocated have 33 enrolled (\$6,000 remaining). The transportation survey done from Jan-April indicated approximately 45% of their clients do not have valid driver's license. The AJC staff does make sure clients are made aware of the Pureland East West Shuttle service and other transportation programs. The average welfare participant wage range from \$8.50-\$15.00 per hour and some of this is due to transportation limitations.

GCLS – Ralph reported the funding they have been receiving for Career Connections grant will not be renewed. Ralph reassured everyone they will continue to provide same services to the community.

### **Announcements**

ACE Update – Michelle reported 22 took the CAST test at RCGC and 16 passed, in our region the pass rate was 83%, which is double the pass rate was done in Maryland and Delaware. ACE will be surveying the faculty and students to see what they have done differently. WDB & RCGC will make referrals for recruitment for the line training school.

Job Fairs -

MEGA Job Fair - Michelle stated the mega job fair held March 29, 2019 was well attend. We did advertising in community newspapers and feels this helped. Michelle stated over the last several job fairs, we have notice more underemployed job seekers attending. The feedback from businesses that participated has been great, we had one company hire 4 job seekers the day of the event. Michelle

expressed thanks to the WDB members that volunteered their time in helping the job seekers the day of the event.

St. Matthew's Job Fair – Michelle stated we have scheduled a job fair to be held at St. Matthew's Church on Saturday, May 18, 2019, 9am-12pm.

Disability Employment Job Fair - Stacey stated the Disability Employment job fair is scheduled for Friday, July 26, 2019, 9am-12pm at the Clayton Complex.

RCGC – Brigette reported main campus graduation is May 16, 2019. The adult high school graduation is May 15, 2019, one of their students who has been attending for 20 years and recently passed the test will be a speaker at the ceremony. The Youth Education & Career Center graduation is June 6, 2019.

A motion for adjournment was made by T. Bianco, seconded by M. Girone.

The next meeting will be held July 17, 2019.

Respectfully submitted,  
Bridget A. DiGiambattista, WDB Staff