

Minutes from Burlington County Workforce Development Board (WDB)

Virtual Meeting

Meeting Date: Friday, September 9, 2022

Scheduled Time: 8:00 AM – 9:00 AM

Attendance: via ZOOM

VM = Voting Member

NVM = Non-voting Member

Attendees:

Jon Sharp (Chair) – HIG (VM)

Carl Donato (Vice-Chair) – Wawa (VM)

Rich Temple (Vice-Chair) – Deborah Heart & Lung (VM)

Rhonda Jordan – Virtua (VM)

Leslie Reis – CVS (VM)

Nick D'Antonio – Lockheed Martin (VM)

Caren Freyer – PSEG (VM)

Matt Maiore – Ravitz ShopRite (VM)

Curtis Myers – Aspire Youth (VM)

Rob Wells – Burlco Economic Dev. (VM)

Dr. Michael Cioce – RCBC (VM)

Jeff Keller – Federal Bureau of Prisons (VM)

Kristi Howell – Burlco Reg Chamber of
Commerce (BCRCC) (VM)

Randy Brolo – Local 172 (VM)

Shirla Simpson – Burl Co Human Services (VM)

Stacey Smith – NJDVRS (VM)

Yvonne Payton – NJDOL (VM)

Anthony Phillips – RCBC/WDI/ABE (VM)

Jesus Arestirado – AJC/One-Stop Operator (VM)

Martin Nock – AJC, Supervisor (NVM)

Kelly West – WDB, Director (NVM)

Barbara Weir – WDB, Staff (NVM)

Call to Order – Jon Sharp, Chair

The Board Chair called the WDB meeting to order at 8:02 AM.

Approving of Minutes – Jon Sharp

Motion to approve: Rich Temple

2nd: Carl Donato

Motion passed unanimously

Reading of the Sunshine Law – Barbara Weir

“This virtual meeting is being held in accordance with the provisions of the Open Public Meetings Act, N.J.S.A. 10:4-6 – 10:4-21. A public notice announcing this meeting has been posted in the Burlington County Times, the Burlington County website and the Burlington County Clerk’s office.”

Introduction of New Members – Jon Sharp

– Welcome to the Board –

- Caren Freyer, Regional Public Affairs Manager with PSEG
- Matthew Maiore, Store Director with ShopRite, Ravitz Family Markets

NJ Local Governance Under the Workforce Innovation and Opportunity Act (WIOA) – Kelly West

Summary of Policy

On May 16, 2022 the State Workforce Development Office issued a Workforce Innovation Notice on Local Governance under the Workforce Innovation and Opportunity Act (WIOA). This governance stems from results from audit findings USDOL discovered; many NJ counties were not in compliance.

The **purpose** of the Local Governance policy outlines the roles, responsibilities, and authority of the Chief Elected Officials (CEOs) and Local Workforce Development Boards (WDBs) as defined in the Workforce Innovation and Opportunity Act (WIOA). This policy also sets forth the requirements for the appointment of WDB members, as well as the roles and responsibilities of staff, fiscal agents, WDB committees, and One-Stop Operators, and One-Stop career service providers, including youth services. Additionally, it provides guidance for the development of agreements between the various entities within the local workforce system.

10 Policies were emailed to members of the WDB. Additionally, a revisited committee meeting structure and WDB Budget was also attached for member review.

Kelly noted, some of the following policies have been in place, some needed fine tuning and others need to be written from scratch.

*All policies reviewed and approved by vote, today, will be put forth to the solicitor's office for review.

Motion: Kristi Howell, ***"If Burlington County Legal Department makes any significant changes to any policy voted on today, the policy(ies) will come back to the Board for additional review and vote."***

Second: Randy Brolo

Motion passed unanimously

Review and Vote on Required Operational Policies:

1. AJC Certification/Accessibility Assessment Policy

Under this policy, the Burlington County WDB has established a process of review that includes qualified, non-conflicted, local board members to perform the review process. The Burlington County WDB will provide AJC/One Stop Certification documentation and related items to the New Jersey SETC as directed by the New Jersey SETC and in a timely manner to meet all deadlines.

Evaluations of effectiveness must include how well the AJC/One Stop Center integrates available services for participants and businesses, meets the workforce development needs of participants and the employment needs of local employers, operates in a cost-effective manner, coordinates services among the one stop partner programs, and provides access to partner program services to the maximum extent practicable, including providing services outside of regular business hours where there is a workforce need. These evaluations must consider feedback from one stop customers. They must also include evaluations of how well the one stop center ensures equal opportunity for individuals with disabilities to participate in or benefit from one stop services.

Motion to approve: Carl Donato
2nd: Rich Temple
Motion passed unanimously

2. Code of Conduct & Conflict of Interest Policy

Grantees, subrecipients and contractors funded under WIOA must implement codes of conduct and conflict of interest policies and procedures as stipulated in WIOA law, regulations, and guidance; Office of Management and Budget (OMB) Circulars; state regulations; and state WIOA policies. A conflict-of-interest policy is required to ensure that individuals or representatives of organizations entrusted with public funds will not personally or professionally benefit from the award, administration, or expenditure of such funds.

In addition, the Burlington County WDB recognize that by its very composition, conflicts of interest and issues concerning the appearance of fairness may arise. Therefore, it is essential for the Burlington County WDB members to be sensitive and err on the side of caution when potential or real conflict or fairness matters occur.

To accomplish these purposes, the Burlington County WDB established the following definitions, actions, and guidelines for interpretation.

Motion to approve: Rob Wells
2nd: Jeff Keller
Motion passed unanimously

3. Individual Training Account (ITA) Policy

The purpose of this policy is to establish criteria by which the provision of Individual Training Accounts (ITA) will be issued to customers seeking training in the WIOA Adult and Dislocated Worker programs.

WIOA Title I training services for WIOA eligible Adults and Dislocated Workers are provided through Individual Training Accounts (ITAs). Using ITA funds, WIOA eligible Adults and Dislocated Workers purchase training services from eligible training providers they select in consultation with a WIOA Title I Education and Training Counselor. Customers are expected to utilize information such as skills assessments, labor market conditions/trends, and training provider performance, and to take an active role in managing their employment future through the use of ITAs.

Motion to approve: Kristi Howell
2nd: Rhonda Jordan
Motion passed unanimously

4. Youth Program Follow-Up Services – Unresponsive Youth

As stated by 20 CFR 681.580, follow-up services are required to be provided to youth participants

upon completion of the program. However, there are specific exceptions and circumstances in which a youth is either exempt, excluded or may voluntarily opt out of services. This policy will identify those circumstances and provide guidance.

20 CFR 681.580 requires follow-up services be provided to youth for not less than 12 months after completion of participation. Youth who are successful in employment and/or postsecondary education and training receive critical follow-up services to aid their transition as they exit our program. Follow-up services include mentoring, supportive services, financial literacy training, career exploration, and transition services.

All youth participants must be advised of follow-up services at the time of enrollment and offered an opportunity to receive follow-up services. The follow-up services offered must be included in the individual service strategy and align with the participant's goals and objectives.

Motion to approve: Rhonda Jordan

2nd: Rich Temple

Motion passed unanimously

5. Personally Identifiable Information (PII)

Requirements regarding the handling of Personally identifiable Information. Protected PII is the most sensitive information that you may encounter in the course of your grant work, and it is important that it stays protected. The local area and staff are required to protect PII when transmitting information but are also required to protect PII and sensitive information when collecting, storing and/or disposing of information as well.

Motion to approve: Carl Donato

2nd: Randy Brolo

Motion passed unanimously

6. Priority of Service

Section 134(c)(3)(E) of WIOA establishes a priority requirement with respect to funds allocated to a local area for adult employment and training activities. Under this section, American Job Center staff responsible for these funds must give priority to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient in the provision of career and training services.

Motion to approve: Rich Temple

2nd: Leslie Reis

Motion passed unanimously

7. Selective Service Registration

In order to be eligible to receive Adult, Dislocated Worker or Youth services under WIOA, every male citizen, and male non-citizen, 18 through 25 years of age must first be registered with the selective service prior to enrollment.

Motion to approve: Rhonda Jordan

2nd: Carl Donato

Motion passed unanimously

8. Support Services/Incentives/Needs-Related Payments/Stipends

The purpose of this policy is to establish criteria by which the provision of supportive services/incentives/needs-related payments/stipends necessary to participate in workforce activities funded by the WIOA Title I Adult and Dislocated Worker, Youth Programs and Work First NJ Programs.

Workforce guidance and regulations call for a coordinated focus on the provision of supportive services/incentives. These supports may only be provided to participants who are in career or training activities and unable to obtain supportive services through other programs or agencies. They must be provided in a manner necessary to enable individuals to participate in career or training services. The WIOA Title I Manager may establish durational and monetary limits to the provision of these services.

Needs-related payments provide financial assistance to participants for the purpose of enabling them to participate in training and a support service authorized by WIOA Section 134 (d)(3) for adults and dislocated workers and proposed 20 CFR 681.570 for youth. The provision of needs-related payments is a discretionary local area activity.

Stipends are fixed and regular small payments made to WIOA Youth during his or her enrollment to encourage participation in specific activities.

Motion to approve: Leslie Reis

2nd: Kristi Howell

Motion passed unanimously

9. Work-Based Learning

The purpose of this policy is to provide direction for the implementation of Work-Based Learning (WBL) for WIOA eligible adults, dislocated workers, and youth.

Work-Based Learning (WBL) integrates academic learning with real-world application to provide paths to educational and career advancement, while building the talent pipeline. This approach holds great promise for low-income and lower-skilled youth and adults, who all too often lack equitable access to high-quality work-based learning experiences that can serve as steppingstones to increased economic opportunities.

Motion to approve: Carl Donato

2nd: Rich Temple

Motion passed unanimously

10. Individual Training Account (ITA) – Including Co-Enrollment of Youth

In order to make available all needed services to our older out-of-school youth customers (18 years or older), Burlington County American Job Center will allow older out-of-school youth to enter training made available through WIOA Adult Individual Training Accounts (ITAs) through the State's Eligible Training Provider List (ETPL) for demand occupations while retaining their "youth" classification. Youth meeting the respective program eligibility requirements may participate in adult and youth programs concurrently.

By allowing for WIOA Adult ITAs with providers and programs approved on the Eligible Training Provider List, there is flexibility in the ability to provide occupational opportunities in youth services. Additionally, it allows broader use of adult funds to be used on both older out-of-school youth and adult training services, ultimately enhancing delivery of occupational skills training and an increase in customer choice for youth.

Motion to approve: Randy Brolo

2nd: Caren Freyer

Motion passed unanimously

** All Policies put forth to the Workforce Development Board were approved unanimously. Christen Martorano reviewed and approved post meeting via telephone, due to issue with joining meeting.

Review of Committee Structure Changes

In addition to new policy on local governance, the State is mandating each Workforce Development Area having the following Committees, in addition to the Board:

* indicates **NEW** Committee

- Executive Committee
- *Disabilities Committee
- Youth Council
- *Literacy Committee
- One-Stop Committee
- Business Engagement Committee
- *Fiscal Committee

Currently, there is a pre-existing Disabilities Committee within the Office of Human Services, which the WDB was able to leverage. However, the State is requesting the Boards have their own.

Caren Freyer has accepted the role of Chair of the Youth Council. Caren has a great amount of experience from her time with the Bergen County Youth Council.

Anthony Phillips, RCBC – Adult Basic Ed (Title II), will spearhead the Literacy Committee. Anthony reported he has met with Zahirah to discuss what the Committee will look like. Anthony will share with Kelly.

The Workforce Development System Oversight Committee will now be called One-Stop Committee.

Business Engagement Committee is not a required Committee, but it is felt to be an important part of the Boards mission to assist employers in fulfilling their needs.

Kelly noted she will be meeting with Legal to discuss the governance, policies, as well as the Fiscal Committee. The duties and responsibilities of the Fiscal Committee, as written by the State, should not fall upon committee volunteers; these tasks should be a staff person.

Budget 2023 Review and Vote to Approve

The Workforce development Board Budget for 2023 was sent via email to review and prepare for discussion. Reviewed Cost Summary for Learning Link, which we receive a reduction each Program Year. Review of Contract Summary, WIOA Funds and WorkFirst NJ Funds (GA/SNAP & TANF).

Motion to approve: Rich Temple

2nd: Carl Donato

Motion passed unanimously

Workforce Development Board Bylaws

Bylaws were discussed in the manner that Board Staff will revise current Bylaws to:

1. Include **New** Committees, and
2. Revise duties and responsibilities of existing committees.

A revision to the Bylaws will need to be reviewed and voted upon. Possible review/vote via email or a special virtual meeting may be called to process appropriately.

General Discussion/Questions/Announcements – General Membership

- Randy stated he will touch base with trades, when their apprenticeship programs open up he can create a list and staff can post.
- Kristi announced one week from Monday...The Annual Economic Development & Government Affairs “**State of the County**” Dinner to be held at The Merion, Monday, September 19th. Networking and Dinner from 5:30 to 7 PM with the Program beginning at 7 PM. Email Kristi khowell@bcrc.com if you are interested in attending.
- Dr. Ciocce mentioned a useful tool, DARM (Division of Archives and Records Management) the college uses for PII – items label confidential or sensitive materials – can the item be disposed or archived. He will forward the DARM Standards to Kelly.
- Leslie offered a *thank you* to Curtis Myers and his team at Aspire for attending the tour with CVS in Lumberton. Youth were able to tour the facility, meet with CVS staff, and apply to jobs. Thank you for the collaboration.

- Code of Conduct will be issued to ALL WDB Members to keep in line with the State's new Governance Policy.
- Kristi inquired about obtaining a list of WDB Members for the purpose of networking. The WDB maintains a list of all members, which is included on the County Website and on our Annual Reports.
- Kelly shouted a big **CONGRATULATIONS** to Shirla Simpson for being recognized by the Burlington County Women's Advisory Council for 2022 Outstanding Women of Burlington County. Shirla is being recognized for her leadership and service to the community. She is the Award Recipient for Social Services. The awards dinner will be held Wednesday, September 21 beginning at 6PM, at the Riverton Country Club in Cinnaminson. Tickets for the awards reception are \$80 and are now available. They can be purchased online at outstandingwomenburlco2022.eventbrite.com

Meeting Adjourned: 9:01 AM

Next Meeting: December 9, 2021, 8:00 AM