

**CUMBERLAND/SALEM
WORKFORCE INVESTMENT BOARD**

PLANNING AND OVERSIGHT COMMITTEE MEETING

Minutes of July 25, 2011

A meeting of the Cumberland/Salem Planning and Oversight Committee was held on Monday, July 26, 2011. The meeting was held at the Salem County Vocational Technical Schools in Woodstown, NJ.

Attendance:

Kathy Lockbaum, Salem BOSS
Loren Thomas, SCVTS
Mark Dykoff, DOL/Salem One Stop
Ray Bolden, Interagency Council
Yarilee Miranda, Kintock
Sharon Gates, CCTEC
Dante Rieti, CCWD
Todd Bonsall, CCTEC

Staff:

Anthony Scott, WIB
Christy DiLeonardo, WIB
Shelley Spina, WIB

Handouts:

Example of Monitoring Work
Year End Financial Report
Grant Funding:2010-11 vs. 2011-12 Allocations
Cumberland/Salem Performance Measures

Welcome & Opening Remarks:

John Hall was unable to attend so the meeting was chaired by Yarilee Miranda. He welcomed everyone and thanked them.

Minutes:

The minutes were tabled until the next meeting because there was no quorum.

Monitoring: Anthony Scott

Tony reported that he is responsible for in depth reviewing, observing and reporting on contracted funded programs to ascertain whether or not these programs are carried out in accord with contractual agreements or federal guidelines An example of the monitoring process is 1.) He will review contracts and Federal regulation. 2.) He will familiarize himself with goals and objective of the contract. 3.) He will then conduct on site

monitoring using a standard reporting form for the purposes of observing actual operation of the program. He will conduct field interviews with participants and he will review program records to make sure that they are in compliance with the contract. He will send out a letter to the sites to set up a time for him to come. If he finds a site that is non compliant, he will give them a certain time frame to fix the problem and then revisit them to make sure they have fixed the problem.

Dante said that Tony also does spot checks if there is a complaint. Most of them are safety issues and they are usually immediately fixed.

Tony stated that he attends a monthly state monitoring meeting.

Staff Reports

Performance Standards Report: Christy DiLeonardo

Christy passed around the performance standards for the members to review. She explained each column and reported that we are meeting or exceeding all of our standards.

Dante stated that there is one standard, Literacy Numeracy that has no percentages because this is a new standard. This report is a preliminary report. The percentages should go up in the final report and then they will check out this new standard.

Legislative Report: Christy DiLeonardo

Christy brought with her a draft of the report. Some changes are going to be made to this draft. At first they were going to lose the WIA funding but it has been put back into the draft but it won't be as much as last year.

Dante said that there will be sector grants coming out. He does not see a lot of changes to the draft in the legislation. Input from this committee is very important.

Financial Report: Dante Rieti

They have until June 30th to spend all of their resources. He stated that we have spent all the funds in Adult, Dislocated Workers Program has spent all of their funding and Youth have spent all but a dollar. ARRA funding has \$1,900 left that will have to be sent back to the state. We have received 3.2 million in all.

Local Formula Grants must be 80% obligated by June 30th. We are in good shape in all three programs. The Workforce Learning Link funds and WDP funds are 100% obligated. We have spent about one half of the WFNJ funds. He stated that this program is hard to serve. GA/FS is also 100% obligated.

WIB Administration Grant has a balance but we have until December to spend the funds. TANF/Health care is 100% expended. WDP and DNP funds are 100% expended. Dante felt that it was a very good year.

Budget Report: Dante Rieti

In Cumberland/Salem Local area 90% less funding was received for Adult Programs, Dislocated Worker received more money, Youth was the same, WLL received more funding compared to last year. There was a 70% reduction across the board and he feel we are facing a challenge this year.

New/Old Business

Dante reported that in the future we will not be having the Performance Standards reports unless the state continues the contract or the local government picks up the contract.

Adjournment:

Todd Bonsall made a motion to adjourn.