



## County of Mercer Workforce Development Board

Mailing Address: 640 South Broad Street, PO Box 8068, Trenton NJ 08650-0068  
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Virgen Velez  
Acting Director

Brian M. Hughes  
County Executive

Keith Secret  
Chairperson

### WDB Executive Committee ♦ Chairperson: Keith Secret

July 20, 2023 12:00 p.m. ♦ Zoom Meeting Minutes

#### In Attendance

**Keith Secret**, Chair (Kinetics Industries); **Anthony Carabelli**, at-large member (MC Economic Development); **Scott Elliott**, Disabilities Committee Chair, (PCIL); **Kathy Fiery**, Health Care Committee Chair, (Health Care Association of NJ); **Latoya Wilson**, YIC Chair, **Scott Needham**, WDB Vice Chair & Adv. Manufacturing Committee Chair

**WDB Staff:** Virgen Velez

#### Welcome

Keith Secret opened the meeting at approximately 12:00 p.m. and welcomed the group.

#### Review and Approval of April 21, 2023 Meeting Minutes

The minutes of the April meeting were not available for review – a vote for approval will be taken at the next meeting along with the July meeting minutes.

#### WDB Issues/Updates

- Regional – Central Jersey Partners (CJP) & Local Plans
  - CJP Plan outlines collaborative meetings that will be scheduled – both operational & WDB meetings that would include committee meetings, meetings of the various Chairs, etc. allowing for more sharing of information and best practices
  - Local Plan – can be used as an implementation plan. We can review and highlight the action items and use them as a roadmap for WDB activities and actions for the next 2-4 years
- US/NJ DOL Local Governance – reviewed the plan submitted to DOL and discussed in detail
  - Current structure
  - Proposed Structure
  - Timeline for implementation
- NJDOL Audit – Committee discussed this in detail
  - NJDOL Office of Internal Audit has been conducting a comprehensive audit of PY 19, PY 20, & PY 21
  - Received letter for PY 19 which ask for funds to be returned – County is in discussions to reduce the amount requested
  - Results of the PY 20 & PY 21 are pending

- Member Recruitment
  - Recommendations have been submitted – they are pending Commissioner Board approval
  - Peg Gould has retired from MCCC – leaving a vacancy on the Literacy Committee

### **WDB Committee Reports**

- Significant issues were reported by the various committees
  - Adv. Manufacturing
  - Disabilities Issues
  - Health Care
  - Literacy
  - YIC

### **WDB Oversight**

- Expenditures Summary – Committee reviewed expenditures through 6/30/23 for PY 21 (7/1/21 – 6/30/23) & PY 22 (7/1/22 – 6/30/24)
  - PY 21
    - WFNJ funds subject to recapture from NJDOL include \$1,427,142 TANF & \$550,242 GA/SNAP – this was due to the Pandemic during which time because participation was not mandatory we significantly reduced the number of contracts. Approximately \$388,000 in Adult & \$346,00 in DW funds are also subject to recapture for similar reasons.
  - PY 22
    - NJDOL has extended the expenditure period for WFNJ until 9/30/23 – normally 6/30. WIOA Adult, Dislocated Worker, & Youth funds can be spent through 6/30/24
- Performance Measures
  - PY 22 Common Measures
    - 14 Measures – 11 Exceeded; 1 Met; 2 Not Met
- PY 23 Budget
  - The NOA (Notice of Awards) have not been received for PY 23 – they will need to be approved by the Board of Commissioners for information into the County budget. We will ask for a conditional approval from the Board with the authority given to the Executive Committee to provide final approval.

### **One Stop Services Report**

- Preliminary Report outlines the services and activities of the One Stop Center during this program year – July 1, 2022 – June 30, 2023.

The meeting adjourned at approximately 1:30 p.m.

**Next Board Meeting**     July 25, 2023

**Next Executive/Oversight Committee Meeting:** October 26/27, 2023

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