

**Burlington County
Workforce Investment Board
Literacy Committee
Minutes
September 9, 2004**

Attendance: Marion Huddleston, LVABC; William Stewart, BC Freeholders; Judith Ruilova, Workplace Learning Lab; Mark Remsa, Economic Dev. & Regional Planning; Brigette Satchell, BCC; Vernon Hill, One-Stop Career Center; Susan Lilly, LVABC; Sally Ann Love, LVABC; Sarah Thomson, BC Library; Kelly West, WIB.

- **Call to Order:** Mark Remsa called the meeting to order at 8:35 am
- **Welcome and Introductions** Susan Lilly, Treasurer and Board member for LVABC attended the meeting to answer questions that members may have had regarding the LVABC request for funds.
- **Request for Funds** LVABC submitted a request for funding to the WIB, in the amount of \$20,992.00 for program related salary expenses in the delivery of program services. LVABC maintains a database of services provided and has a history of high accountability. The LVABC is not a partner in the BC Adult Basic Education Consortium this year due to a cut in contract funds. Although the WIB has specified in their consolidated plan and in their literacy budget the use of funds to assist Community Based Organizations, this request is over the bid threshold in public contracting laws. Mark asked for a voice vote to move this request to the Executive Committee, as well as, getting a ruling on allocating funds. Abstaining from the voice vote: Marion Huddleston, Sally Ann Love, and Susan Lilly. Recommendation from the committee to approve request and move the matter to the Executive Committee.
- **Open Discussion** Judy Ruilova praised the LVABC for the services they provide to customers at the lowest levels of literacy. Sarah Thomson stated that the library also utilized LVABC as a referral source for their customers. Bill Stewart commented on how well-run the organization is and the high level of involvement that the Board members have.
- **Workplace Learning Link Update** Judy Ruilova gave a brief update on the Learning Link. They have had very positive results with their customers. She stated the need for a separate testing and assessment center in the One-Stop Career Center.
- **Adjournment** 9:10 am. Next meeting October 14, 2004 at 8:30 am.