

ABILITIES COMMITTEE MINUTES
TUESDAY, APRIL 23, 2019 AT WDB OFFICE

ATTENDANCE – ABILITIES COMMITTEE

MEMBERS		8-May-18	12-Jun-18	10-Jul-18	4-Aug-18	13-Sep-18	13-Nov-18	11-Dec-18	26-Feb-19	20-Mar-19	23-Apr-19
Maggio, Jim CHAIR	Kaleidoscope Education Solutions	X	X	X	X	X	X	X	X	X	X
Abrams, Barbara	Jewish Family & Children Service of Southern NJ	X		X							
Cirii, Frank	Camden County One Stop						X		X	X	
Cooper-Williams, Dina	Express Scripts	X				X			X		X
Deitz, Jeffery	Division of Vocational Rehabilitation Services										
Donato, Carl	Wawa	X					X	X	X		X
Forman, Lois	Bancroft	X	X	X	X			X		X	X
Hale, Dawn	The Arc of Camden County	X								X	
Lucas, Angela	Hireability	X			X		X		X	X	
Taguwa, Denise	LWD-WDB Coord + Support	X	X	X	X		X	X			
Veneziani, Jennifer	DVRS				X						
Levitt, Alex	WDB Administrative Assistant	X			X						
Swartz, Jeffrey S.	WDB Executive Director	X	X	X	X				X	X	X
Varallo Kathleen	WDB Administrative Assistant		X	X	X	X	X	X	X	X	X
Williams, Leslie	WDB Comptroller										

WELCOME

Jim Maggio, Chair, welcomed attendees. He asked for roundtable introductions and asked they announce themselves to dial-in committee members. Lois Foreman, Bancroft, and Carl Donato, Wawa, called in to the meeting.

EVENT FOLLOW-UP

Program Title: **Strategies for Workplace Inclusion** *A Workshop for Human Resource Managers*

Date: Tuesday, October 22th 8am registration, program 8:30am-12:00noon

Location: Camden County Boathouse, 7050 North Park Drive, Pennsauken, NJ 08109

Jim reported that he is attending meetings hosted by the NJ Tri State-Society for Human Resource Management (SHRM) as his schedule allows. He is continuing to promote collaboration between the WDB and SHRM's Diversity and Inclusion Committee and the Workforce Readiness Committee. Dina Cooper-Williams, Express Scripts said that she serves on the Diversity and Inclusion Committee. She was pleased to say that SHRM is aware of the upcoming workshop event and it is posted to their website. Dina was able to confirm that Alma Scott-Buczak, Associate Vice President, Human Resources, Lafayette College Easton, Pa. and Assistant Executive Director of the Garden State Council of the Society for Human Resource Management committed to the event and will speak about unconscious bias. Dina said that Alma will need some sort of wall space as she does utilize visuals and writes input from the audience on large tablets.

Unconscious bias (or implicit bias) is often defined as prejudice or unsupported judgments in favor of or against one thing, person, or group as compared to another, in a way that is usually considered unfair. Many researchers suggest that unconscious bias occurs automatically as the brain makes quick judgments based on past experiences and background. As a result of unconscious biases, certain people benefit and other people are penalized. In contrast, deliberate prejudices are defined as conscious bias (or explicit bias). Although we all have biases, many

unconscious biases tend to be exhibited toward minority groups based on factors such as class, gender, race, ethnicity, religious beliefs, age, able-bodiedness, and other such traits.

Kathleen Varallo, Administrative Assistant, WDB reported that Lois Forman, Bancroft forwarded contact information for Kristin Russell, Advancing Opportunities. Lois had suggested that having her teach a break out workshop about utilizing technology to ease the transition to an inclusive workplace environment utilizing such tools as Alexa. Kathleen read from her bio as follows;

Kristin D. Russell is a dynamic speaker with over 20 years of experience in leading and catalyzing large global operations, services, and information technology (IT) organizations. She currently is the President of Global Services at Arrow Electronics, a Fortune 113 company, where she and her team help enable customers' growth through a simple, sustainable, and scalable technology lifecycle experience.

Kathleen also said that Kristen did agree to speak at the event, she is waiting for a phone call from a committee member to answer some questions. Jim said he will contact her. Lois said she is an engaging speaker.

Kathleen also reported that she sent an email to Jennifer Sosdorf, State Coordinator of Supportive Employment, Division of Vocational and Rehabilitation Services to request her as speaker to conduct a break out session about the benefits of working with a Job Coach. Jennifer S. forwarded the email to Jennifer Vienianni, Outreach Coordinator Division of Vocational and Rehabilitation Services. She suggested that Jennifer V. teach the workshop. Kathleen said that even though she spoke at last year's event, she always gets great feedback from attendees wherever she does a training. She'll be an asset to the event. All agreed to include Jennifer V. in the event.

Jim said he is going to contact Lou Lessig, based on the suggestion that the event include some updates with regard to laws effecting inclusive hiring practices. **Louis R. Lessig** is a partner with the firm of Brown & Connery, LLP. His practice concentrates in labor and employment counseling, litigation, negotiations and training. He was a former president of Tri-State HR.

Jeffrey S. Swartz, Executive Director, WDB further re-caped prior discussions about changing this year's event to more of a workshop format with break-out sessions. Lois said that the room at the Boathouse location is large enough to accommodate four areas. Kathleen said the room also has dividers. Dina said that having pictures of the room will be helpful.

Proposed Workshop Topics

- Updates to laws regarding ADA compliance, inclusive hiring practices and some discussion on the use of medical marijuana in the workplace
- The benefits of working with Job Coaches and how they can help make a smooth transition into building an inclusive hiring program.
- Unconscious Bias, recognizing what they are and how they can affect the workplace environment

- Working with technology to create accommodations and help design inclusive hiring strategies

Kathleen said that once the speakers are confirmed she will send the information to the county for design of the event flyer. Lois said the sooner promotion can start the better because October is Disabilities Awareness month and there will be lots of other events going on. Kathleen said she will write the proposal that will need to be submitted to SHIRM for approval of CEU re-certification credit hours.

Kathleen presented information about The Job Accommodation Network (JAN). She contacted them to speak about how human resource professionals can take advantage of their free services. They are fully sponsored and would be willing to present at the event. They would only ask for travel expenses. They are going to submit a proposal so the committee can make a decision whether there are enough sponsorship funds to cover the travel expenses.

Kathleen presented a proposal of travel expenses submitted from The Job Accommodation Network (JAN) The Job Accommodation Network (JAN) is the leading source of free, expert, and confidential guidance on workplace accommodations and disability employment issues. Working toward practical solutions that benefit both employer and employee, JAN helps people with disabilities enhance their employability, and shows employers how to capitalize on the value and talent that people with disabilities add to the workplace. <https://askjan.org/Frequently-Asked-Questions.cfm>

The Committee reviewed and discussed the proposal. They agreed that the event budget would have to be further supported by obtaining additional sponsorship to be able to afford the cost to include representatives from JAN to attend. Jeff said the current sponsorship just about covers the event expenses. Lois suggested that table could be set up with information materials about the Website and its usefulness to Human Resource managers. Jeff also said that Angela Lucas, Jevs HireAbility, committed \$500 toward sponsorship of this years' event. He will contact Bancroft to ask again for their support. Kathleen said there was some discussion at the Southern regional meeting of WDB Directors held on April 5th at the WDB office about making the workshop a regional event. She will confirm that with the WDB Directors.

Jim said the committee will be ahead of the planning schedule and can begin to market the event as soon as he gets confirmation from Lou Lessig. He asked the Committee to change the meeting time to 8:30am from 9:00am. No one in attendance had a problem with the time changes as long as the call-in option would remain.

NEXT MEETING

The Abilities Committee is scheduled to meet on Tuesday, May 14, 2019 at 8:30am at the WDB office, 1111 Marlkrass Road, Suite 101, Cherry Hill, NJ 08003.

Submitted by

Kathleen Varallo

Administrative Assistant