



WORKFORCE DEVELOPMENT BOARD

Supporting the Development and Retention of a World Class Workforce

Robert Weil, Chair
Jeffrey S. Swartz, Executive Director

**QUARTERLY BOARD OF TRUSTEES MEETING
JUNE 24, 2020
CAMDEN COUNTY WORKFORCE DEVELOPMENT BOARD**

| | | 26-Jun-19 | 25-Sep-19 | 18-Dec-19 | 24-Jun-20 |
|--|---|-----------|-----------|-----------|-----------|
| Board of Trustees | | | | | |
| Weil, Robert (CHAIR) | Conner Strong & Buckelew, Inc. | X | | X | X |
| Abusi, Patrick | Railroad Construction Co. of South Jersey | X | | | X |
| Arthur, Debra | Dewberry Engineers | X | | X | X |
| Borden, Donald | Camden County College | X | | | |
| Brahl, Ken | Ratvitz Family Markets, ShopRite | | X | X | |
| Bresch, Jim | I.B.E.W. LU 351 | X | | X | |
| Cirii, Frank | Local Area Operation Director, CCOS | X | X | X | X |
| Connors, Kristi | NJ Department of Labor | X | X | X | X |
| Cooper-Vanderlip, Diana | CPAC | X | | X | X |
| DeBaere, Gregg | Atlantic Coast Communications | X | X | X | |
| Deitz, Jeffrey | Division of Vocational Rehabilitation | | | | X |
| Donato, Carl | Wawa Inc. | | X | X | X |
| Doran, Ryan | IBEW Local 351 | | | | X |
| Figueroa, Victor | Housing Authority of the City of Camden | | X | X | X |
| Fitzgerald, Patricia | Camden County Technical Schools | X | X | X | X |
| Godofsky, Mark | Surety Title | | | | X |
| Godorov, Lori | The Work Group | | X | | |
| Green, Elizabeth "Beth" | Senior VP HR Cooper Hospital | | X | | |
| Heintisz, Christine | Board of Social Services | X | X | | X |
| Janoff, Carla | Careers USA | | | | |
| Kalitan, Marlyn | Kalitan Consulting | X | | X | X |
| Kelly, Sandra | SLK Partners | | | | X |
| Kiselewski, Michael | Painters Local District Council 711 | | | | |
| Maggioncaldà, Jim | TFG Management Group | | | X | X |
| Martinez, Rosa N. | WWHS/Veterans Memorial Family School | | X | X | |
| Miller, Richard | Capital One Bank | | | | X |
| Mitchell, Wilbert | Respond Inc. | X | | | X |
| Pugh-Bassett, Lovell | Camden County Office of Education | | | | X |
| Regensburger, Robert C. | Lockheed Martin | X | X | X | X |
| Riggins, Matthew | Riggins Oil | X | | | |
| Schiavinato, Robert | Union Organization for Social Services | X | | X | |
| Shuttleworth, Patrick | Camden County Improvement Authority | | | | |
| Verney, Matthew | OceanFirst Bank | X | X | X | X |
| Willmann, Michael | WMSH Marketing Communications | X | X | X | X |
| Young, Jennifer | Verizon | | | | |
| | | | | | |
| | | | | | |
| Camden County Workforce Development Board Staff | | 26-Jun-19 | 25-Sep-19 | 18-Dec-19 | 24-Jun-20 |
| Levitt, Alex | WDB, Administrative Assistant | X | X | X | X |
| Primas, Theo | WDB, Program Evaluator | X | X | X | X |
| Swartz, Jeffrey | WDB, Executive Director | X | X | X | X |
| Varallo, Kathleen | WDB, Administrative Assistant to the Director | X | X | X | X |
| Williams, Leslie | WDB, Comptroller | X | X | X | X |

| Committee Members | | 26-Jun-19 | 25-Sep-19 | 18-Dec-19 | 24-Jun-20 |
|--------------------------|--|-----------|-----------|-----------|-----------|
| Banks, Evangeline | Juvenile Justice Commission | | | X | X |
| Barclay, Arthur | Camden County One-Stop | | | X | |
| Forman, Lois | Independent Rehabilitation Jewish Family & Children Services | | | X | |
| Lucas, Angela | Jewish Employment and Vocational Services | | | | |
| Maguire, Laurie | Camden County One-Stop, MIS Manager | | | | |
| McCormick, Carol | Camden County College, Business Services | X | X | X | |
| Newman, Jason | NJDOL, Veteran Services | X | | X | |
| Page-Soncrant, Jeanne | LWD, Business Services | | X | | X |
| Pape, Barbara | Camden County One-Stop, Fiscal Manager | | | | |
| Peterson, Jyi | Camden County One-Stop, Youth Counselor | | | | |
| Sinclair, Nidia | Director, Camden County Career Center | X | | | X |
| Waller, Darchelle | Winslow Township High School | | X | X | X |
| Wardlow-Hurley, Rhonda | HACC Youth Build | X | | | X |
| Guest: | | 26-Jun-19 | 25-Sep-19 | 18-Dec-19 | 24-Jun-20 |
| Abdill, Suzanne | Department of Education | | X | | |
| Ayscue, Brian | Camden County One Stop Career Center | | | x | X |
| Biles, Shaniqua | CFP | | | X | |
| Brand, Tina | DVR- Camden | X | X | X | |
| Brown, Tiffany | Camden County Board of Social Services | | | X | |
| Carey, Lawanna | Camden County Board of Social Services | | X | | |
| Corriveau, Anita | Center for Family Services | X | | | |
| DeLucia, Dan | Keller Williams | | | | |
| Draft, Dyon | Camden County Board of Social Services | X | | | |
| Eisenmann, Kevin | Camden County One Stop | | | X | |
| Ellison, Alexis | Community Options | | | | |
| Farmer, Natalice | Camden County Board of Social Services | X | | | |
| Felch, Lisa | Camden County BSS | X | | | |
| Ford, Leslie | Camden County Board of Social Services | | | X | |
| Fussell, Imani | Camden County | X | | X | |
| Guzman, Elizabeth | DVRS | | | X | |
| Hanna, Kaina | Camden County College | | X | | |
| Harrison, Kat | LAEDA | | | X | |
| Hill, Lauren | Camden County Career Center, Youth Manager | x | | | X |
| Iannucci, Susan | Camden County College | x | x | x | |
| Jones-Benjamin, Michaela | Camden County Board of Social Services | | | X | |
| Kilson, Yvonne | Camden County College | X | X | X | |
| Klinges, Kerri | Delaware Valley Regional Planning | | | X | |
| Koonce, Carlton | NJ Dept. of Labor | | X | | |
| Guest: | | 26-Jun-19 | 25-Sep-19 | 18-Dec-19 | 24-Jun-20 |
| Lamboy, Raymond | LAEDA | | | X | |
| Leonetti, Mike | DMV | | | X | |
| Mannino, Maritza | EMR | | | | |
| Marchetti, Tony | CCC Retired | | | | |
| McFarland, Salama | Camden County BSS | X | X | X | X |
| McIntyre, Stephenie | CCBSS | | | | |
| McKelvey, Chris | NJ Dept. Labor and Workforce Development | | | | X |
| McLaughlin, Margie | Salvation Army/ Camden KROC Center | X | | | |
| Mendez, Kelly | Camden County Board of Social Services | | | X | |
| Neal, Emma | Camden County Board of Social Services | | X | | |
| Nguyen, Khoi | Camden County Board of Social Services | | X | | |
| Powell, Jamila | LAEDA | | | x | |
| Quattrone, Cathy | Camden County Technical School | x | x | x | |
| Robles, Diamond | EMR Success Story | | | | |
| Robinson, Terrenny | NJ Industry Partnerships | | X | X | X |
| Romo, Raymond | Coopers Ferry Partnership | | X | | |
| Russomanno, Salvatore | Applied Enterprises, LLC | | | X | |
| Sayles, Keith | Camden County College | X | X | X | |
| Scalia, Donna | USDOL - Apprenticeship | | | X | |
| Shaffer, Derena | Camden County College | | X | X | |
| Snyder, Billy | Pennsauken Public Schools | | | X | |
| Taguwa, Denise | Department of Labor Workforce | | | X | |
| Ton, Son | Camden County Board of Social Services | | X | | |
| Tran, Jimmy | Camden County Board of Social Services | | X | | |
| Veneziani, Jennifer | DVRS, Business Outreach Coordinator | | x | x | X |
| Venable, Margo | Camden County College | | x | x | |
| Vu, Hai | Camden County Board of Social Services | | x | | |
| Waravitz, Shari | Camden County Board of Social Services | | | x | |
| Williams, Rev. Michael | Abundant Life Fellowship Church | x | x | x | |
| Young, Jonathan | Camden County Board of Chosen Freeholders | x | | x | X |

MEETING MINUTES

Due to the New Jersey State of Emergency and COVID 19 response efforts, it was the decision of the WDB and Robert (Bob) Weil, WDB Chair, to cancel the regular in-person Board of Trustees Meeting and convene a virtual meeting via Zoom Conferencing. Leslie Williams, Comptroller, WDB, made a roll call and attendance was recorded as shown above. Email notices were sent to all board members and invitees. Public notice of the meeting was posted on the WDB Website and, in accordance the Sunshine Law, a notice was sent and published in the Courier Post on June 10, 2020.

Bob Weil, WDB Chair, called the meeting to order at 8:35am, welcomed attendees and introduced Jonathan Young, Freeholder Liaison, for Camden County updates and opening remarks.

Jonathan Young reported on many of the positive actions the county has taken to assess the general needs of residents and provide resources, during the pandemic, for COVID testing, food distribution, personal protective equipment, essential worker support and safety measures. He said the County is starting to see the decline in cases and is beginning to plan for re-opening. He said it is the work and personal commitment of county residents and in southern jersey that has brought us to the downside of the curve, and it will be up to us to keep it there. He is also seeing the way businesses have complied to safety standards as he moves about in the County. Restaurants are doing a great job setting up pleasant settings for outdoor dining.

Freeholder Young reported there are still challenges to overcome with unemployment claims. He complimented Frank Cirii, Local Area Operations Director, and the county staff who have been fielding many of the calls and emails that are flooding the Board of Freeholder offices. They are helping as best they can to address resident's concerns with their unemployment claims. He said the County is planning to open offices to return staff on June 29th. Public access will be determined by local and state guidance and will likely restart in phases. He said any things will change but one thing that will remain and is our service level to our constituents. They have remained our number one priority. No matter what happens, their problems are still in front of them every day and they depend on our ability to respond to them and help them through. He also noted that the County is moving aggressively toward building a new One-Stop Career Center facility at the 2600 Mt Ephraim site. It is on track to be completed within the next 20 months. He wished the Board and One-Stop staff a safe and productive summer. On a personal note, he said he was happy to have baseball back. He asked all to stay vigilant and stay on a safe path to recovery. Donald Borden, President, Camden County College, said he has attended many of the County Health and Administrative calls and commented that residents can take comfort in the impressive level of caring and concern the County has shown from day one of this state of emergency. He noted that when Freeholder Young said services continued, they really increased and the response to the needs of residents was one of the most impressive community efforts he has ever been a part of working on while serving in the public domain. Freeholder Young thanked Donald Borden for his comments. Bob Weil noted that Freeholder Young has been at the forefront of community efforts such as food distribution and at testing sites around the County. He also thanked Freeholder Young for all he has done to respond to the needs of residents and provide Camden County Governmental Services to meet those needs during this state of emergency.

Bob Weil introduced Matt Verney, Vice Chair, WDB, to conduct the business portion of the Board of Trustees Meeting. Matt also thanked Freeholder Young for his efforts in the Community. Matt read the following.

BUSINESS MEETING

SUNSHINE LAW

In accordance with the Sunshine Law and the public's right to know, we are required to provide adequate advance notice of our meetings. This meeting was advertised on the WDB's website and in the Courier Post on June 10, 2020. Therefore, the public is welcome to witness the process by which governmental decisions are made and see democracy in action.

APPROVAL OF MARCH 25, 2020 MEETING MINUTES

A digital copy of the minutes from the last Quarterly Meeting of March 25, 2020 was sent electronically to the full Board of Trustees for review. This meeting was cancelled due to a New Jersey State of Emergency and Covid-19 response efforts. The minutes, from that meeting, describe actions taken to conduct WDB board business by electronic vote and in accordance with the Sunshine Law.

Matt requested a motion to approve the minutes from that meeting. Mike Willman made the first motion, Diana Cooper-Vanderlip made the second motion. Matt asked all Board members, in favor of approving the minutes, to respond by saying, "Aye". He asked all those opposed to respond by saying "Nay". There were no opposing votes. By a unanimous vote of the affirmative, the motion is carried, and the minutes were approved.

MOTIONS FOR APPROVAL

Bob Weil introduced Pat Abusi, Executive Committee, Chair, Nominations Committee, Chair, Systems Performance Committee, to read the following motions for approval.

INSTALLATION OF OFFICERS

Wednesday, June 24, 2020

Pat Abusi thanked the Nominating Committee for taking time out of their busy schedule to be part of the process. He read the following.

As stated in the bylaws of the Camden County Workforce Development Board, Article Six, Section Two- election and terms of officers: The officers shall be elected by the Board at its June meeting. The nominating Committee comprised of three trustees, not wishing to serve as officers, recommended the following slate of names for installation. On behalf of the nominating committee Pat presented the following slate of names for installation as officers for a one-year term commencing July 1, 2020 and ending June 30, 2021.

Robert Weil, Chair

Matthew Verney, Vice-Chair

Gregg T. DeBaere, Secretary/Treasurer

Pat asked if there were any nominations from the floor? (Pat waited for five seconds) Hearing none, Pat requested a motion to install the nominated Corporate Officers as presented by the Nomination Committee. Pat Fitzgerald made the first motion; Donald Borden made the second motion. By a unanimous vote of the affirmative, the motion is carried, and the officers were approved. Bob Weil congratulated the officers and wished them a productive year as the county moves toward the safe end to the global pandemic and transition back to business and economic recovery.

VOTE TO RATIFY RE-NEGOTIATION OF YOUTH RFP TERMS

Wednesday, June 24, 2020 Pat Abusi

Pat read the following motion. The WDB Program Monitor, the MIS Manager; and the One-Stop Fiscal department presented to the Systems Performance Committee re-negotiated terms for the Youth Request for Proposal (RFP). A copy of these re-negotiated terms for the PY18-19 and PY19-20 RFP was sent to the full board on Friday, June 19th by email. The Systems Performance Committee and the Executive Committee have approved the changes. Pat asked for a motion to ratify or get full Board approval of the re-negotiated terms. Frank Cirii made the first motion. Debra Arthur made the second motion. Pat asked all Board members in favor of the re-negotiated terms, to respond by saying, "Aye" and all those opposed to respond by saying "Nay". By majority vote of the affirmative, the vote is carried.

ONE STOP CAREER CENTER UPDATES

Bob introduced Frank Ciri, Local Area Operations Director, to give an update about One-Stop Career Center operations. Frank thanked the efforts of Freeholder Young and other county support for helping to plan and implement a safe re-opening of the One-Stop. The re-opening plan has been vetted by the County, County Health and Human Services, the WDB Executive Committee and has been sent to the State. He also thanked Jeff Swartz, Executive Director, and the WDB staff for their help in writing the plan.

Frank referred to the WIOA Performance Reports emailed on June 19th and today, to the Board along with meeting materials. The reports show that the One-Stop is achieved or exceeded benchmarks in most of the performance areas except credentialing. As many board members know who have served the WDB, this has been a statewide problem for some time. It is an area being addressed but it has been a challenge. Frank encouraged the Board to email any questions about the reports to him or Jeff. He will be happy to update or address concerns about any specific areas of the performance reports.

Frank reported that all county staff are scheduled to return to the office beginning June 29th. Staff have been coming into the office intermittently and some are still working from home. He said that he and Nidia Sinclair, Director, Resource Center, have been the constants in the office, reporting to work every day during regular business hours. Other staff have been reporting as needed. It is hoped that staff will be seeing customers by appointment only by mid-July. In the interim, the staff is working toward upgrading and transitioning to many awesome digital and virtual services.

Frank reviewed different parts of the re-opening plan. Facilities have been fitted for social distancing and barrier controls have been put into place outside the building in case crowd control is needed upon re-opening due to Unemployment Issues. Signage and distancing measures have been well marked in all areas of the facility. All public access area seating and classroom occupancy has been adjusted to adhere to safety protocols. The County Health Department toured the facility last Monday, June 16th and approved all efforts and safety measures. Brian Ferguson, Facilities Manager, has been a huge help getting most of the work done and coordinating with OEM and County Administration for the acquisition of personal protective equipment. Administrative controls include hand sanitizer stations increased security, and temperature checks for everyone and anyone entering the facility.

Frank also reported the One-Stop is in the process of purchasing of a new software app program called "QLess." This program will help organize appointment scheduling and communication with customers. The application is like scheduling customers would see in a doctor's office or hair salon. It can be used by phone or computer. Customers can schedule and check their appointment status all the way up to the actual appointment. The program will offer alerts and updates about any changes or delays to customer appointments as well as post the checklist of onboarding documents. It will also track workflow information and will boost productivity for staff as well. Scott Stetzer, Technology Manager, will be meeting with all One-Stop Partners to collect the scheduling data needed to implement the program. Customers will not have to enter the facility until they are contacted by phone at their scheduled appointment time. Kristi Connors, Manager Employment Services, DOL has been heavily involved with the process and implementation. Staff will be continuing to use the tracking system she developed until the new program is tested and fully operational.

Nidia has worked hard with her staff to transition services to digital formats including an online or digital orientation. Special counseling areas will be set aside, in the facility, for safe interactions with customers when the time comes. Various areas have been identified for this purpose and they will be scheduled for use as needed. All staff will be required to wear masks when they are not at their workstation. Frank also said that increased cleaning services have been contracted to wipe down all work surfaces and doors on the hour during the workday. Regular nightly cleaning services will continue.

Frank said customer service options include Aztec remote learning in our Learning Link. Customer progress and help can be monitored online by instructors as well. Counselors can engage customers via Zoom Conferencing and by phone. Laptops have been purchased for counselor customer interaction so they can easily move to those safe areas, in the facility to interact with customers as needed. There are phone stations set up to speak with customers about the safe signing and exchange of paperwork. Tuition waivers and voucher documents are being streamlined as well.

Frank concluded his report and asked if there were any questions or concerns. Hearing none, Bob thanked Frank and his staff for all they will be doing on the frontlines of serving customers. He wished the staff a safe and healthy return to operations.

ADJOURNMENT

Bob opened the meeting for public comment. Board Members shared some of their personal stories and experiences during the state of emergency and shut down. Bob wished all well during this transitional and unprecedented time.

Bob asked for a motion to adjourn the meeting. Gregg T. DeBaere made the first motion, and Sandra Kelly made the second motion. By a unanimous vote to the affirmative the motion was carried, and the meeting adjourned at 9:05

WDB MISSION STATEMENT, AS STATED ON ALL REGULAR BOARD MEETING MINUTES

To create the BEST customer driven delivery system for employment, training and education-related programs and services by providing strategic management, planning, implementation and evaluation in order to enhance the regions long term economic success for all citizens and organizations.

- *To provide leadership in all workforce issues.*
- *To provide a holistic delivery of services.*
- *To continually improve the quality of services for all customers.*
- *To empower customers to make informed choices and take control of their careers.*
- *To provide and guarantee universal access to employment opportunities.*
- *To provide quality workers for all the region's employers.*
- *To create partnerships and collaboration in the government, private and non-profit stakeholders.*

Submitted by,

Kathleen Varallo

Administrative Assistant