



Camden County
Workforce Development Board
Supporting the Development and Retention of a World Class Workforce

Gregg T. DeBaere, Chair
 Jeffrey S. Swartz, Executive Director

OPERATIONS COMMITTEE MEETING
MINUTES OCTOBER 14, 2016

ATTENDANCE

Members		Meeting Dates						
		13-May	10-Jun	8-Jul	12-Aug	9-Sep	14-Oct	4-Nov
DeBaere, Gregg T., CHAIR	Atlantic Coast Communications	X	X	X	X	X	X	
Deitz, Jeff	NJDVR				X	X	X	
Campbell, Art	Camden County Commerce							
Clark, Jeffrey	NJDVR	X						
Connors, Kristi	NJ Department of Labor	X	X	X	X	X	X	
Festenstine, Teresa	Board of Social Services				X	X	X	
Mayfield, Kathy	Camden County One-Stop Operator	X	X	X	X	X	X	
Potts, John	Graphic Communication M14							
Wahlquist, Robert	Preit Associates							
Joshua Friedman	Director, Camden County Resource Center					X	X	
Swartz, Jeffrey S.	WDB Executive Director	X	X	X	X	X	X	
Williams, Leslie J	WDB Comptroller			X		X	X	
Stubblefield, Lelia	WDB Administrative Assistant		X					
Varallo, Kathleen	WDB Administrative Assistant			X	X	X	X	

WELCOME

Chair Gregg DeBaere called the meeting to order at 9:07am, welcomed attendees and asked for roundtable introductions. Gregg asked the committee for a quick review of minutes from the last meeting, September 9th 2016. There were no changes. Gregg asked for a brief review of agenda items. Kathy Mayfield pointed to a correction in the agenda that should read One-Stop Operator Procurement.

• **YOUTH ONE-STOP (YOS) UPDATE:**

Camden Corps Plus (CCP) The grant funded program is a collaborative effort between the local government and schools including Rutgers University and Camden County College. It will help find jobs for young residents, between ages 16 and 24, who don't have a high school degree.

Kathy Mayfield, One-Stop Operator, reported on the progress of the project. There have been two very important meetings held at the One-Stop based on the fact that we have been asked to provide technical assistance. Center for Family Services, Rutgers, the One-Stop Staff and Joe Paserro from LWD, reviewed

all the files to determine what needed to happen to finalize eligibility requirements for the program. Camden County One-Stop has been asked to cover the cost of the high school equivalency test for eligible participants. The One-Stop will be able to count youth entering the program, since it now has a defined role in the Camden Corps Plus Program. All phases of the program were discussed including, eligibility forms, correct procedures and a check list for the intake of youth to the program. Lori Maguire led the meeting and Kathy said she was present to explain or interpret the reasons, rules and regulations associated with the proper maintenance of the program. The current cohort of youth has been confirmed at a total of 17 who are still going thru basic skills training. The second cohort is expected to contain 25 youth, Jeff said he attended one of the CCP meetings with Joshua Friedman, Resource Center Director and was very impressed by the group assembled to run the program. The first cohort is expected to complete by the first week of November.

- **YOUTH ONE-STOP COMMUNICATIONS:** Kathy reported that Dave McKee, Youth Counselor resigned from the Youth One-Stop (YOS). Jye Peterson will be replacing him. Joshua has been meeting with Nidia Sinclair, Youth One-Stop manager to revise Youth One-Stop operations. The staff changes and approved vacations have stalled progress with the reports and outreach. Joshua said that Marisol Vasquez and Jye Peterson get along very well and will make a good team to further the goals of the Youth One-Stop. Kathy said she also met with Jye to review his new role at the YOS.

Kathy reported that Joshua contacted the County and has successfully procured the software for WIFI access with built in security measures. She is waiting for a written plan from Nidia Sinclair as to how youth counselors intend to use WIFI at the Youth One-Stop. IT policies have been re-distributed to all staff members at the One-Stop so that we have taken every due-diligence step necessary to ensure proper use of this system. Jeff said that the State seems to have a new positive outlook on the use of social media and now encourages its use at One-Stops. Kathy said that the biggest advantage is to have access to You-Tube and the training videos found there on that website. She wants to make sure that proper steps are followed and procedures or practices are put into place before allowing the staff to step into the social media arena. The committee discussed programs and research that is now available to give the Youth One-Stop staff more insight about youth preferences toward social media and how to reach or communicate with them.

Kathy reported that due to staff changes and a decrease in WorkFirst enrollment, some departments will be combined into a rotational job search offering. She said this is an efficient change that has been thought to improve operations for a long time.

Joshua reported that County Freeholder Jonathan Young visited the One-Stop. He said it was a very positive visit. Kathy said that Freeholder Young is very interested and committed to all that is happening at the One-Stop.

- **YOUTH ONE-STOP SUMMARY REPORT**

Kathy reported that she will be sending a back-up spread sheet to Nidia and Matt Verney, Youth Investment Council Chair. This is the spread sheet that is logged and used to produce the summary report. There are no changes to the report at this time.

- **CONSORTIUM UPDATE:** Jeff reported having attended a Healthcare consortium meeting at the Clayton Senior Center on September 22nd. There were 75 people in attendance and of that number there were only 2 employers present. The rest, in attendance, were providers. Since the goal of the

Consortiums is to gather input from employers, he was disappointed in the low employer turn-out. He attended another event on Monday, September 26th at the River Winds Restaurant in West Deptford, NJ., organized by Stacy Forman, Director of the Retail Hospitality and Tourism Talent Network South, Stockton University. Employers, educators and workforce development professionals from the region were invited to discuss hiring trends, skills and competency needs at the Targeted Industry Partnership Workshop. This event was well attended by employers. Ken Brahl, WDB Board Member, also attended. The committee discussed ways the One-Stop could gain more employer engagement by attending the Consortium meetings and other out-reach opportunities to promote its services to private sector businesses, While obtaining critical intelligence as to employer's needs.

- **BUSINESS SERVICES UPDATE:** Jeff reported on the meeting that was held on Thursday, October 6th 2016. The committee discussed employer recruitments being hosted at the One-Stop. The Business Service Team has been helping to organize the Camden County Fall Job Fair. The Camden County Fall Job Fair will take place on Wednesday, October 26th 9am-2pm at the BB&T Pavilion, One Harbour Blvd. Camden. NJ that some members of the Business Services team are now using the Business Services Employer Outreach Weekly Report developed by Catherine Carroll, LWD Business Service Rep. Kathy asked if these reports could be forwarded to her when Jeff receives them. She would like to review them when she meets with the Business Service Team. Catherine Carroll, NJ Department of Labor organized a joint meeting with Camden County College and Dunkin Donuts. They are interested in working with the One-Stop and also developing some on-the-job training programs.

- **ONE-STOP OPERATOR PROCUREMENT:**

The WDB has begun the process of the One-Stop Operator Procurement. This action is based on a new WIOA law requiring an RFP be published to accept private or public organizations such as community colleges interested in submitting proposals or bids to operate the Camden County One-Stop. The draft RFP is in the process of review to make sure it is consistent with the local public contracts law. The RFP will be published sometime in November. The WDB is also charged with developing a rigorous scoring system to rate the proposals. The One-Stop Operator must be in place by June, 2017.

Jeff reported that the RFP was submitted to County Counsel for local public contracts review and there are no new developments at this time. Gregg asked if there has been any more guidance offered from the state or any new approach being shared by other counties. Jeff said the writing of the regional and local strategic plans have taken priority at this time. Jeff said that our WDB staff researched the best practices and process of many other states including Kentucky before drafting the RFP. The state's logic seems to be that the procurement process will be defined by the writing of the local strategic plan to and what is expected of the One-Stop Operator. Jeff also discussed a regional approach to the procurement process with the WDB Directors who have participated in writing the regional plan. He said they are in favor of a consistent process and are willing to approach their boards with a regional plan for the One-Stop Operator procurement process.

- **REGIONAL PLAN UPDATE:** Jeff reported that the final draft of the regional plan, written with assistance by Jason Barrett and Consultants from Thomas P. Miller Associates, was proof read and reviewed by Leslie Williams, WDB Comptroller and himself. The region's WDB Directors reviewed that final draft with the consultants via conference call and the plan was submitted to the SETC on October 3rd, 2016. The name picked for the Region is the "South Jersey Workforce Collaborative."

Copies of the Regional Plan were provided to the committee.

- **CCWDB LOCAL PLAN:** Background: The Workforce Innovation and Opportunity Act (WIOA) requires each local workforce development board (WDB) to develop and submit, in partnership with the chief elected official (CEO), a comprehensive four-year plan to the Governor. The local plan shall support the vision, goals and strategy described in the State plan and otherwise be consistent with the State plan. The local WIOA four-year plan will be effective July 1, 2016 - June 30, 2020. Local Plans must comply with the requirements outlined in WIOA (in particular Section 108) and align with and support the strategies described in the New Jersey WIOA Combined State Plan. The State shall provide technical assistance and labor market data, as requested by local areas, to assist with such local planning and subsequent service delivery efforts. Each Local Plan forms a portion of the Regional Plan for the region in which the WDB is located. The Local Plan must adhere to all state and local public comment requirements and must be submitted to the State Employment and Training Commission (SETC) no later than December 15, 2016.
- Gregg said he hoped that everyone got a chance to review the state plan, the regional plan and the local plan guidance documents that were sent electronically to the Operations Committee prior to the meeting. The committee discussed elements of the plan. It was decided that those present at the meeting would form the sub-committee charged with writing the local plan. The sub-committee being Jeff Dietz, Kristi Connor, Jeffrey Swartz, Kathy Mayfield, Leslie Williams, Joshua Friedman, and Gregg DeBaere. Gregg suggested that the committee read through the guidance and divide up work or input assignments based on each's area of expertise. He said that certain aspects of the plan involve input that is quantified by the person who is qualified to speak/write on the specific topics covered in the plan.

Gregg said the state's guidance is very specific as to the format to be followed including a minimum 50-75 page requirement and numbering system. Each question should be answered in detail in a way that clearly expresses the intended vision, goals, services operations and outcomes of the local One-Stop System. The committee read through the guidance paragraph by paragraph and took responsibility for providing the input necessary to complete the plan. The plan is due to be submitted to the SETC by December 15th, 2016.

Leslie read the requirement issued by the state as to how the plan was to be published for a local public comment period of 30 days before or prior to submission to the state. She said the local plan and the regional plan could be combined for the 30 day public comment period. Jeff said the plan would be considered a draft until in it is approved by resolution and signed by the County Board of Freeholders. The plan must be submitted to the full board for approval. There is a section in the plan that calls for a written proposal of this local public comment process and how the committee intends to allow local business to preview the plan as well. A public comment report must be submitted along the plan to the SETC.

Gregg said that local economic status, conditions and workforce data needs to be incorporated into the plan. Jeff said that he will research this data using the Comprehensive Economic Development Strategy (CEDS) and LWD Office of Research and Information's Labor Market Information. (LMI) Kathy said that the state has already mandated certain processes and performance measures, so our local plan should closely follow what is already required by the State's strategic plan. The committee read through the guidance document and took their respective input assignments.

It was decided that each person gather and return their input for the writing of the plan by Friday,

October 28th 2016 and that the committee move up the date of the next Operations Committee meeting to Friday, November 4th, 2016. Gregg said he would visit the WDB office on Friday, October 28th to collect the input and he would write the initial draft of the plan.

The meeting was adjourned at 11:28 A.M.

NEXT MEETING

The next committee meeting is scheduled for Friday, November 4th, 2016 at 9:00 A.M. at the WDB office, 1111 Marlkrass Road, Suite 101, Cherry Hill, N.J. 08003.

Submitted by:

Kathleen Varallo

Administrative Assistant