



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 NOVEMBER 04, 2016

ATTENDANCE

Members		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						
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	X
Stubblefield, Lelia	WDB Administrative Assistant	X					
Varallo, Kathleen	WDB Administrative Assistant		X	X	X	X	X

WELCOME

Chair Gregg DeBaere called the meeting to order at 9:07am, welcomed attendees and asked for roundtable introductions. Gregg suggested that the committee give a quick review of agenda items so that the focus of the meeting could be dedicated to reviewing and editing the Camden County Local Plan.

• **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. We received forty one (41) participant files. They are being reviewed for required documents and being enrolled in the One-Stop system. The next step, to be determined, is the requirements of what Rutgers and the Center for Family Services should be reporting. Kathy said she received guidance from the state concerning the Grant requirements.

- **YOUTH ONE-STOP COMMUNICATIONS:** Kathy reported that she received an email from Jye Peterson which was supposed to be the justification for use of WIFI at the Youth One-Stop. She is thinking about getting Rich Beam, from the county, involved so we are really clear on the parameters of use. The justification kept referring to the use of social media. WIFI is simply the connection. All safety or firewall controls have been put into place. Each staff member was requested to sign a policy statement that was sent out to them. The committee discussed ways to protect the integrity of use for internet services including proper policy signage, public and office-use-only, password protection. Kathy said that all precautions will be taken before the use of WIFI at the One-Stop will be re-instated.

The Committee discussed the official launch or roll-out of the Career Connections branding and website. Kristi Connors, Department of Labor, called and confirmed that the launch will be post pone until further notice.

- **CONSORTIUM UPDATE:** Jeff reported that the next Healthcare Consortium meeting will be held on Veterans Day, November 11th, 2016 at Virtua, Camden, 1000 Atlantic Ave, Camden, NJ 08104. Jeff will also be attending an Advanced Manufacturing TIP, November 10th at the Camden College organized by Raymond Vaccari, Director of the Advanced Manufacturing Talent Network.

Stacy Forman, Director of the Retail Hospitality and Tourism Talent Network South, Stockton University, is organizing another TIP event on Tuesday, November 22nd at the Flying Fish Brewing Company, 900 Kennedy Blvd, Somerdale, NJ 08083. Jeff said he will be attending that meeting along with Matt Verney, WDB Youth Investment Council Chair.

- **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 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 WDB Directors who were involved in writing the regional plan have decided to procure the services of a consultant to draft a regional RFP template for the One-Stop Operator Procurement. They held a conference call on Friday, October 21st for the purposes of discussing this idea. Jeff asked Theo Primas, WDB Program Evaluator, to draft an RFP for the procurement of a consultant. This draft is circulated to the other local area directors for comment and approval by their respective boards. Jeff said that some of the other local areas will be enlisting the services of their Improvement Authority to do the actual procurement as he suggested. The committee discussed and agreed that this approach made good sense.

- **BUSINESS SERVICE TEAM UPDATE:**

Jeff said that Catherine Carroll, Business Service Team Chair, reported having just a few positive recruitments scheduled last month since most employers were directed to register with the Camden County Fall Job Fair that took place on October 26th, 2016. She said the US Census Bureau contacted her about doing a recruitment for field representatives. They will interview candidates and test them on the same day at the One-Stop. These

will be one-year positions that pay very well. The position includes a lot of door to door visitation to collect census data from households in the County. Protocoll, a staffing service in Cherry Hill, is hosting a recruitment on November 4th. She reported there are 22 individuals pre-registered for this recruitment. Hershey Foods placed a job order for merchandisers. Jeff said Bancroft also contacted us to schedule a recruitment.

Jeff said he has been receiving the Weekly Outreach Reports from the Business Service Representatives. Mike Leonetti is still needing some help with using the on-line form. We sent the form to him again.

Jeff reported on a discussion the Business Service Team had about the posting and need for a Veterans Service Representative in Camden County. Stan Sinicki, NJ Department of Labor, Veterans Representative, said he is currently covering 5 counties. He said there is a definite need for more representatives and that some counties are not currently being served. The committee discussed possible candidates for the position.

Jeff said he asked Catherine Starghill, at a recent Veterans round table in Trenton, why the DVOPs were not allowed to do employer outreach. She told him the Federal Law states that their job description calls for them to deal strictly with intake of disabled veterans.

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.

Jeff said that everyone should have received a digital copy of the latest draft of the local plan. He said that Leslie Williams, WDB Comptroller put together a things-to-do or “still open” items list that needed further input in order to complete the plan. He suggested the committee go through the list as a plan agenda for the day. Leslie said there are certain items that have been addressed in the plan that needed further explanation. According to the plan guidance, issued by the SETC, the plan should be written so that the general public would have complete understanding of the language used in the plan. For this reason, Leslie asked for some information about agency names mentioned in the plan. Example: (TABE – Tested Adult Basic Education)

The committee reviewed the open items in the plan that needed input by members of the committee in the area of their expertise. They also discussed some of the attachments to the plan including a Triage, or flow chart of services at the One-Stop.

Based on her industry knowledge, Kathy explained many of the programs and operational functions at the One-Stop that are mentioned in the local plan.

The committee reviewed other missing elements in the plan and Kathy gave further input as needed. The committee discussed the public comment process. Staff at the WDB office will create a public comment form. Both the Regional and Local Plan, each having their own link, will be posted on the Website: www.ccwib.com from November 11th through December 10th, 2016 for a 30 day public comment period.

The committee discussed general layout and design of the plan. The committee complimented Lelia Stubblefield, WDB Administrative Assistant for the design of the plan's cover.

Gregg suggested the sub-committee review the plan one more time before posting it for public comment. Leslie said she will make the additional changes based on today's discussions and email the plan to Gregg first and then to the rest of the committee for that final review. A public notice will be posted in the Courier Post on Friday, November 11th, 2016. An initial introduction of the local plan and plan guidance was mentioned at the Quarterly Meeting on Wednesday, September 28th, 2016. The plan will be presented to the full board for approval at the next Quarterly Meeting scheduled on Wednesday, December 21st, 2016 at the Camden County College, Blackwood Campus. Local elected officials, and educational partners will be invited for this plan presentation.

Kathy Mayfield will submit both the Regional Plan, with its Memorandum of Understanding (MOU) with the Local Plan to the County Freeholder's Office for approval at their meeting on December 15th, 2016.

All local public comments will be directed to the CCWDB office, 1111 Marlkress Road, Suite 101, Cherry Hill, NJ 08003 or emailed to ccwib@ccwib.com

It was decided that the committee will review any public comment submitted at the next Operations Committee meeting to Friday, December 9th, 2016. Local plan guidance calls for any negative comments to be submitted along with the draft to the SETC.

The meeting was adjourned at 10:50 A.M.

NEXT MEETING

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

Submitted by:

Kathleen Varallo

Administrative Assistant