



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 February 12, 2016

ATTENDANCE

Members		Meeting Dates						
		17-Jul	14-Aug	26-Oct	13-Nov	9-Dec	8-Jan	12-Feb
DeBaere, Gregg T., CHAIR	Atlantic Coast Communications	X	X	X	X	X	X	X
Campbell, Art	Camden County Commerce							X
Clark, Jeffrey	NJDVR	X	X	X	X	X	X	X
Conners, Kristi	NJ Department of Labor	X	X			X	X	X
Festenstine, Teresa	Board of Social Services	X	X		X	X	X	X
Filipek, Frank	Camden County One-Stop	X	X		X		X	X
Kopala, Damon	Edmund Optics							
Mayfield, Kathy	Camden County One-Stop	X	X	X		X	X	X
Potts, John	Graphic Communication M14							
Sinicki, Stan	NJ Department of Labor		X					
Towers, Ruthanne	Our Lady of Lourdes							
Wahlquist, Robert	Preit Associates							
Swartz, Jeffrey S., Exec. Director	WDB	X	X	X	X	X	X	X
Williams, Leslie J	WDB			X	X			X
Stubblefield, Lelia	WDB					X	X	X
Cruz, Wanda	WDB	X	X		X			
Primas, Theo	WDB							

Welcome

Chair Gregg DeBaere called the meeting to order, welcomed attendees and asked for roundtable introductions. Kathy Mayfield announced that Kristi Connors is now the Camden Workforce Manager.

Youth One-Stop Update – Frank Filipek

Progress of the youth Level of Service Report: Kathy just received the roster for the Youth One-Stop from the MIS department. Kathy will review the report and give feedback at the next meeting.

Step-by-Step Process Guide- Greg inquired if a step-by-step process was included in the Youth Transition Plan. Frank said the plan included a diagram which lays out a broad process but not a step-by-step process. The thought was, once the plan was completed and submitted, we would begin to work on a detailed process. Jeff added that the Youth Transition plan was sent to Kirk Lew on time. However, to date, we have not received any feedback. Jeff also said that Matt Verney and the Youth Investment Council was pleased with the plan and commended Laurie Maguire on a job well done.

Consortium Update- Jeffrey Swartz

Transportation Distribution and Logistics (TDL) and Advance Manufacturing meeting dates-Jeff is in the process of scheduling a meeting with TDL and Advance Manufacturing Consortia. Jeff explained that he wants to meet with the consortium partners to identify if the employer curriculum needs have changed and to see if they are still in tune with the WIB strategies. Furthermore, there are still issues with some of the driving schools not meeting the necessary requirements to get the students tested by the Motor Vehicle Commission (MVC). Per Jeff, the three main issues are (1) individuals cannot pass the revised MVC exam, (2) employers only offer part-time employment and (3) recruitment of individuals for employment. Jeff mentioned that Greg Scully, who is the coordinator for the Transportation Distribution Talent Network, held a symposium in Burlington County regarding the MVC requirements and employers transportation issues. His goal was to get feedback from the employers, take it back to the State and then have the State address the MVC. Art Campbell asked the committee is there something in writing that articulates the change in the job description for drivers, specifically bus drivers. Art told members that he could present the requirement changes to several Chamber of Commerce members since it is job related. Frank said the information regarding the changes was given to all training providers prior to the July 1st start date of the new testing. Jeff said he will reach out to Greg Scully to see if he can obtain the changes. Gregg informed members that at the last Healthcare consortium meeting they were told that medical coding is changing significantly. Kris Kolluri wants to meet with CCWDB and the One-Stop about how to add additional training programs for medical coding. Kathy suggested having a person from the college attend the meeting.

Regional Planning Update-Jeffrey Swartz

Jeff informed the members that the Regional Planning kick-off meeting went very well. Stacy Forman, Atlantic/Cape May County Contract Administrator will be drafting the agreement in conjunction with Thomas Miller and Associates, consultant for the State plan. Jeff also told members that a conference call will be held on February 17, 2016 at 8:30 with all local area partners and Thomas Miller Associates for the Southern Regions. Jeff said that the Regional Plan should mirror the State's plan and the State plan is available for public comment. Jeff said the Southern Region has meeting dates through June and the next scheduled meeting is the 26th of February. In the future, the Regional Planning meetings will be held on the 4th Friday of each month at a location to be determined at each meeting.

Business Services Team Update

Leslie Williams informed members that several of the Business Services committee members gave updates on upcoming events. A Hire-A-Hero Job fair will be held from 10:00a.m-2:00pm on April 8, 2016 at McGuire-Dix-Lakehurst Joint Base in Fort Dix, NJ. Camden County is hosting a Job fair in April, 2016. The exact date has not yet been determined. Freedom Mortgage will be opening an office in Cherry Hill, NJ, and they are looking to hire several individuals in all areas of service to meet their expansion needs. Leslie also reminded the Business Services committee the need to focus on the goals and industry sectors identified in the Strategic Plan.

Current Business Discussion

Memorandum of Understanding (MOU) – Kathy informed members that Janice and Barbara attended a webinar regarding the Resource Sharing Agreement (RSA). John Bicica said the date may change to submit the RSA. Jeff suggested submitting the MOU and RSA by the original due date given as we are not certain if additional time has been granted beyond February 27th. Kathy said that the required element of the MOU regarding the infrastructure has to be included in the MOU as well as in the RSA. Her primary concern at this point is, in the MOU, how do we address the required partners who are resident, those who are not and how the infrastructure is going to be addressed. Kathy stated, in the current RSA, Camden County uses three of the four formulas the State has listed to allocate infrastructure cost. Kathy told members that the law says all required partners must share in the infrastructure cost. Jeff added the college is a non-resident partner and shares in the infrastructure cost through in-kind services to Camden County customers and there is no monetary exchange.

Kathy asked the WDB and the committee to identify the partners, everyone who is involved in the infrastructure cost, and she will complete the remaining component.

Gregg stated he will make changes on the MOU and Lelia will assist in preparing the matrix to reflect the State's requirement on page nine. Career services will be divided into three categories and the individual line items under the core services will be replaced with the information on pages 9-11. Additionally, the revised column headings will be added. Once the matrix is complete, the document will be emailed to Gregg and Kathy for review. Kathy will prepare the RSA.

Gregg, Jeff and Lelia will meet on Friday, February 19, 2016 at 12 noon to discuss the MOU and Matrix.

Gregg did an overview with the committee regarding the previous meeting discussion.

- The MOU agreement will be in effect for three years.
- A periodic review of the Resource Sharing Agreement
- Include the line item budget from the WDB
- The process to amend the agreement (already included)
- History Overview
- Record Retention Policy. Frank will email the record retention policy used by the local area to Gregg.
- Allocation Methods (RSA)
- Document negotiation and efforts that took place in the MOU-Gregg will write this portion.

Staff Report

Frank informed members that Joan Giordano's retirement party went pleasantly well. She had seventy-five people who were in attendance. Frank Shaw has also retired. The One-Stop has hired a certified teacher for the Learning Link who is also being trained as a career counselor.

Jeff informed members that the CCWDB has had staffing changes as well. CCWDB is in the process of hiring an Executive Administrative Assistant. Jeff also stated that the CCWDB needs three private sector representatives to serve on the Board of Trustees. Jeff met with the Marketing President for BB&T and he will contact the HR Director at Cooper Hospital to replace Doug Allen. Jeff wants to invite two veterans' representatives to attend the Abilities Committee meetings. Kristi will send to Lelia the contact information for Jason Newman and Geoffrey Taylor.

NEXT MEETING

The next Operations meeting is scheduled for Friday, March 11, 2016 at 9:00 a.m. at the WDB office.

Submitted by,

Lelia Stubblefield

Administrative Assistant