



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

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

LITERACY COMMITTEE MEETING
MINUTES
OCTOBER, 04 2016

ATTENDANCE

	MEMBERS	Meeting Dates							
		3-Mar	5-Apr	10-May	7-Jun	12-Jul	2-Aug	12-Sep	4-Oct
Brahl, Ken CHAIR	Ravitz Family Shoprites	X	X	X	X	X		X	X
Abrams, Barbara	Jewish Family & Children Service of Southern NJ	X		X	X			X	
Beach, Patti	Camden County One-Stop	X	X						
Cleveland, Jennifer	Burlington County Title II Consortium							X	X
Dann, Carol	Camden County College		X	X			X		X
Hicks, Rosemari	RHC Consulting								
Kalitan, Marlyn	Kalitan Consulting	X	X	X	X		X		X
Knopf, Dick	Marketing Professional Services	X	X	X	X	X	X	X	
Weir, Barbara	Burlington County WIB								
Young, Jennifer	Verizon		X						X
Swartz, Jeffrey S., Exec. Director	WDB	X	X	X	X	X	X	X	
Stubblefield, Lelia	WDB	X	X	X	X				
Varallo, Kathleen	WDB				X	X	X	X	X
Williams, Leslie J	WDB							X	
Regina Pryor	LWD-Div. of Workforce Operations and Business Services					X		X	X
Naroden, Eric	WDB Intern	X			X		X	X	

WELCOME

Ken Brahl called the meeting to order, welcomed attendees and asked for roundtable introductions. He said the sole purpose or agenda of this meeting is to thoroughly review the Literacy Needs Assessment (LNA) for any final changes or additions that would be necessary to finalize the plan. Each member of the committee received the draft that was presented to the full board at the Quarterly meeting on September 28, 2016, held at the Camden County College, Blackwood Campus.

Ken started this plan review meeting with the reading of the Federal Definition of Literacy brought in by Regina Pryor, LWD-Division of Workforce Operations and Training Services.

“A measure of an individual’s ability to participate and successfully function in both in the workplace and society.” Ken said that this definition will be added to the definition that is already in the LNA.

Definition of Literacy (Current Draft)

In order to analyze literacy concerns within Camden County, first this assessment must define the concept of literacy. Webster's Dictionary defines literacy as the ability to read and write or knowledge that relates to a specified subject. Neither of these definitions fully address the 21st century demands of technology and global competition. Nor do these definitions address the challenges facing Camden County’s businesses in relation to how they hire and retain employees. For the purpose of this assessment, literacy will be defined as: The baseline math and reading skills necessary to perform most duties for entry-level employment.

- **LITERACY NEEDS ASSESSMENT UPDATE (LNA)**

Ken once again complimented the time and dedication of Eric Naroden, Master's Candidate Rutgers University, Camden to organize the LNA and was happy with this final draft. He suggested that the committee read the plan page by page and look for any grammar, spelling or word replacements that might still need editing.

Carol Dann presented the committee with a table that showed actual percentages of population in such categories as unemployment rates by age groups, household poverty rates, population without a high school diploma and other data in comparison to overall state rates. The table also noted the sources of this information. The committee agreed that this information, presented in this chart format, could be included as an attachment to the LNA. Carol will complete the data table and send it to Eric and Ken. Carol also asked that it be noted that the Adult Basic Skills Consortium be listed as a lead agency participating in the development of the LNA.

The committee spent the remainder of the meeting carefully reviewing the LNA for minor edits, revisions to the maps and general language used in the LNA.

The committee discussed next steps once the final draft changes have been made. The committee agreed that the LNA should be published to the WDB website under the Literacy Committee heading. The Committee discussed the intention of presenting the LNA to elected officials in Camden County. It would also create additional opportunities for the Camden County One-Stop to help in terms of outreach programs and services they now offer. The plan may be used for the purposes of writing grant applications for literacy programs as grant opportunities arise. All members of the WDB Board will receive a digital copy of the LNA.

The information contained in the LNA could help determine where satellite offices could be set up to provide literacy training institutes or facilities. Libraries and Colleges could be included as well. Ken said that the presentation he made at the quarterly meeting was very well received. Thomas J. Weaver, Mayor, Clementon Borough offered space at a library located in the Borough for Literacy programs. He also said that Howard Miller, LWD, who was the guest speaker at the quarterly meeting, complimented the efforts of the Literacy Committee and asked that the completed version be sent to him.

NEXT MEETING

The next Literacy Committee meeting is scheduled for Tuesday, November 1, 2016, 8:30am at the CCWDB office. This will be a joint meeting with the Abilities Committee.

Submitted by,

Kathleen Varalle

Administrative Assistant

Camden County Workforce Development Board