



# 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 March 11, 2016

### ATTENDANCE

Members		Meeting Dates							
		17-Jul	14-Aug	26-Oct	13-Nov	9-Dec	8-Jan	12-Feb	11-Mar
<b>DeBaere, Gregg T., CHAIR</b>	Atlantic Coast Communications	X	X	X	X	X	X	X	X
Campbell, Art	Camden County Commerce							X	X
Clark, Jeffrey	NJDVR	X	X	X	X	X	X	X	X
Conners, Kristi	NJ Department of Labor	X	X			X	X	X	X
Festenstine, Teresa	Board of Social Services	X	X		X	X	X	X	X
Filipek, Frank	Camden County One-Stop	X	X		X		X	X	X
Kopala, Damon	Edmund Optics								
Mayfield, Kathy	Camden County One-Stop	X	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	X
Williams, Leslie J	WDB			X	X			X	
Stubblefield, Lelia	WDB					X	X	X	X
Cruz, Wanda	WDB	X	X		X				
Primas, Theo	WDB								

### Welcome

Chair Gregg DeBaere called the meeting to order and welcomed attendees.

### Memorandum of Understanding /Resource Sharing Agreement

Jeff informed members that the MOU and RSA were submitted to the State for their review on February 29th. Gregg stated the committee will review the Matrix at the next meeting. If no feedback is received from the State, Camden County will obtain signatures for the MOU. Kathy said that a narrative is needed for the Resource Sharing Agreement. Camden County is currently using three out of the four allocation methods that the State has listed for guidance purposes. Kristi will assist Kathy to prepare a paragraph for the narrative. Jeff informed members the RSA is due to the State in 2017. Lelia will email the MOU and RSA to the committee to review for the April Operations Committee Meeting.

## Youth One-Stop Update – Frank Filipek

- **Youth Transition Plan Feedback:** The Youth Transition Plan was submitted and received by the State, with no feedback received back at this time. The Plan states what Camden County will provide and most of it will originate from the summary report. Gregg suggested involving Matthew Verney in the development of the youth check list, while Jeff also mentioned that Matthew wants to involve more private sector members on the Youth Investment Council. Jeff also informed members that he, Nidia, Marisol and Matthew will make a presentation to the two juvenile judges promoting the Youth One-Stop on March 31. Kathy said there should be agencies addressing the youth (e.g. foster kids) who are aging out of foster care that need assistance, especially since Camden County is focusing on dropouts.
- **Youth Level of Service Report:** The Youth Level of Service Report was submitted to the Executive Committee. The report covered the period beginning July 1, 2015 to February 15, 2016 of program year 2015. This report will be on the same cycle as all of the Level of Service and Contract Reports. The next report will provide a summary through February 28, 2016, and future reports will be provided on a monthly basis.
- **Status of Youth One-Stop process document:** Frank reviewed several draft documents, however, the documents were not comprehensive. Frank said they will continue to work on this.

In addition, Art mentioned to Frank that he needs two youth for the summer to be mascots for the County's "Shop Local" program that the Chamber of Commerce sponsors.

## Consortium Update- Jeffrey Swartz

Jeff informed members that he attended the Camden Healthcare Task Force meeting at Lourdes Hospital. Jeff said he met several individuals from Allied Barton, a security company that had a positive recruitment and placed job orders with Trish McGowan of the One-Stop. Jeff also noted that the State is resurrecting their Healthcare Talent Network, with a meeting that was held in Burlington County and had roughly eighty people were in attendance. He mentioned that the Healthcare Consortium in the South is being managed through Rutgers and Jeff will continue to attend the meetings. Additionally, Jeff told members that the State's Transportation, Distribution and Logistics (TDL) Talent Network did not renew their contract with Rutgers. Camden County College was awarded the Advance Manufacturing Talent Network grant in the South and Union County College was awarded the Advance Manufacturing Talent Network grant in the North. The State will not develop a Talent Network for Information Technology (IT). The Hospitality, Retail and Tourism Talent Network is managed in the South by Stockton University.

Art Campbell mentioned that the State's budget has one million dollars for behavioral health and the State will be looking to for ways to distribute those resources. The Camden County Chamber, along with Burlington County and Gloucester County Chambers, will host a Health Forum in July at Rowan University. The panel will consist of CEO's from several hospitals. Art also informed members that he is on the board of Visit South Jersey. The tourism industry is struggling and Art stated he would like to be associated with the Talent Networks. Jeff will schedule a meeting with the Healthcare Network and invite Art to attend. Jeff also mentioned that Kerri Gataling is now the contact from the State who coordinates and oversees the Talent Networks, and he added that Deputy Labor Commissioner Aaron Fichtner has three visions for the Talent Networks: 1) the talent networks will focus on industry trends, gathering intelligence on industry needs that will develop an industries valued credential list. The State will partner with the labor market staff to produce an annual report on the Talent Networks and have an Annual Summit; 2) the State will partner with the rapid response people; and 3) the State will work with partners to establish industry partnerships and establish twenty partnerships during the current year. Additionally, Jeff said the State will also be establishing Talent

Development Centers. Camden County College, Union County College and Rutgers are the three Talent Development Centers that were established. Each center is to receive nine hundred thousand dollars (\$900,000.00) from the State. Four hundred and fifty thousand dollars (\$450,000.00) will be used to train dislocated workers and four hundred and fifty thousand dollars (\$450,000.00) will be used for incumbent worker training. Jeff said that Camden County College will operate as the Advance Manufacturing center, Union County College is set-up to be TDL and Rutgers is going to be a center for Healthcare. Kathy stated they are going to start April 1, 2016.

Jeff informed members that Lelia emailed several potential meeting dates to the TDL and Advance Manufacturing consortiums. CCWDB is waiting to receive confirmation of which date would work better for the consortiums members.

### Regional Planning Update-Jeffrey Swartz

Jeff informed members that he attended a LWD-SETC meeting in Trenton and a consultant from Thomas P. Miller and Associates was in attendance, who provided a nine-page framework template for guidance. Jeff added that the Southern Region met on March 4, 2016 and the region will send the State a two- page narrative informing the State of what the region has been discussing and what has been accomplished. Jeff said the Regional Plan is due to the State on October 3, 2016. The plan is a four year plan that is reviewable every two years. Jeff added that Rhonda Lowery, WDB Executive Director for Atlantic/Cape May County, asked Stacy Forman, Atlantic/Cape May County Contract Administrator, to assist with writing the plan. Jeff stated the State's Plan has been sent to the Governor for review.

### Business Service Team Update-Jeffrey Swartz

Jeff informed members that he revisited and discussed the four strategies with the BSR's, discussed their current focus, and reviewed their goals. Jeff said that the BSR's will continue to focus on the goals that were established. The committee discussed job orders that were received and how the job orders should be handled. Art informed members that the Tri-County Business Expo, the largest in New Jersey, will be held March 31, 2016, at the Crowne Plaza in Cherry Hill. Art stated there are over 100 businesses with booths at the expo and Camden County can obtain several connections with the businesses at the expos. Jeff invited Art to attend the BSR meetings and Lelia will send Art the BSR meeting notices.

### Current Business Discussion

- **Updates on Recertification Process /Board Composition:** Jeff informed members that CCWDB needs two board of trustee members to be in compliance with the State's mandate of 51% private sector membership. He has reached out to two new potential members, Christopher Warren, the Marketing President for BB&T Bank, and Beth Green, the HR Vice President at Cooper Hospital. Jeff also said that the SETC has ten required elements for re-certification. The Certification renewal package is due April 1, 2016.
- **Strategic Plan Update:** Jeff informed members that the Local Plan is due in December and Regional Plan is due in October. Jeff added that the Local Plan should align with the Regional Plan and the Regional Plan should align with the State's Plan.
- **March 31 Scorecard Review:** Kathy will provide data for the scorecard at the April meeting. Jeff informed members that Assemblyman Troy Singleton will be the guest speaker at the Quarterly Board meeting on March 23, 2016. The Quarterly Board meeting will be held at the One-Stop at 9: 00 a.m. Frank will provide Jeff with a success story for the Quarterly meeting. Also, Frank suggested to give incentives to individuals who were a success in completing the program and gained employment. Frank also said we should present an award to employers for the hiring of a Camden County success story.

A success can be received from any connection to the One-Stop and its partners (e.g. departments and providers whom the Camden County One Stop has placed in a job). Gregg suggested videotaping the success stories and Jeff added recognizing the counselors as well.

WDB/One-Stop Staffing Updates—CCWDB is in the process of hiring an Administrative Assistant and has scheduled interviews for the position.

The meeting Adjourned at 10:57 a.m.

#### **Next Meeting**

The next committee meeting is scheduled for April 8, 2016 at 9:00 AM at the WDB offices, 1111 Markkress Road, Suite 101, Cherry Hill, N.J. 08003.

Submitted by:

*Lelia Stubblefield*

Administrative Assistant