



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 April 15, 2016

ATTENDANCE

Members		Meeting Dates								
		17-Jul	14-Aug	26-Oct	13-Nov	9-Dec	8-Jan	12-Feb	11-Mar	15-Apr
DeBaere, Gregg T., CHAIR	Atlantic Coast Communications	X	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	X
Connors, Kristi	NJ Department of Labor	X	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	X
Kopala, Damon	Edmund Optics									
Mayfield, Kathy	Camden County One-Stop	X	X	X		X	X	X	X	X
Potts, John	Graphic Communication M14									
Rojas, Lillian	Board of Social Services									X
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	X
Williams, Leslie J	WDB			X	X			X		X
Stubblefield, Lelia	WDB					X	X	X	X	X
Cruz, Wanda	WDB	X	X		X					
Primas, Theo	WDB									

WELCOME

Chair Gregg DeBaere called the meeting to order at 9:15am and welcomed attendees.

MOU RESUBMISSION

- **Comments from NJDLWD**-Gregg referenced the email feedback received from John Bicica and thanked Kathy for adding the missing elements to the MOU. Kathy said the Record Retention and Personal Identifiable Information procedures were added as attachment A and attachment B, respectively. Gregg further remarked that the statement regarding customer referrals was added as # 7, access to services for those with disabilities was added at the end of # 8 and performance reporting is

mentioned in # 12. No additional feedback was received for NJDLWD from the re-submission of the MOU.

- **Review of Matrix**– Kathy said on the last page of the Matrix, the column title PROS should be changed to Reemployment Services and Eligibility Assessment (RESEA). Kathy will email Leslie the changes.
- **Signatures /Freeholder Agenda**-The MOU will be submitted to the Freeholder's for signature. The MOU is effective for one year May 1, 2016 until June 30, 2017. Leslie said for re-certification, the MOU with signatures must be submitted on or before May 16, 2016. Jeff informed members that the MOU was emailed to everyone listed on the signature page. However, to date, we have only received 3 of the 10 signatures requested. Jeff suggested calling Victor Figueroa from the Housing Authority to ensure he adds the MOU to the agenda for his next Board meeting. Leslie said she spoke with Victor Figueroa's assistant and the MOU is on the Board's agenda.
- **Review of Resource Sharing Agreement (RSA)** –Considering making the RSA part of the MOU, Kathy said on # 11 in the MOU delete “as a separate agreement” and change it to read “The Resource Sharing Agreement shall be developed and reviewed annually for those MTP's physically located at the One-Stop Career Center”, and will be included in the MOU as Attachment C. Jeff said the RSA is due 2017.

YOUTH ONE-STOP UPDATE

- **Transition Plan Feedback** – Jeff informed members no feedback was received from the State.
- **Youth Level of Service Report (LOS)** -Kathy told members that the Youth Counselors meet weekly. Kathy will provide a March LOS report at the next Executive meeting. Frank said there are several changes regarding the vision of the Youth One-Stop (YOS) since WIOA came into effect. The counselors are experiencing some challenges but they are moving forward. Frank also explained some of the tasks, projects and responsibilities the YOS staff have been working on. Frank mentioned they met with Center for Family Services (CFS). The Center for Family Services has a Camden Core Plus program for individuals between the ages of 18-26. Frank said the YOS is working on developing ways to connect services between CFS and the YOS.
- **Meeting with Judges** - Jeff informed the committee that Nidia, Matt and he went to the Juvenile Court system to make a presentation to the judges concerning the services available at the YOS. However, due to a scheduling conflict, judges were not available. The presentation has been reschedule to April 21, 2016 at 8:45a.m.
- **Aging kids out of foster care**-Kathy brought up a topic concerning youth aging out of foster care which was highlighted in a Millennium Strategies email she received. Kathy said she is not sure why a process has not been set up to refer these youth to the YOS but the Youth Committee/YOS needs to come up with a procedure that will allow us to capture these youth as they come out of the system. Kathy further commented that we may need to connect with the Board of Social Services (BSS), who has access to these youth. This is another pool of kids who may help us meet our Youth numbers. Lillian from BSS confirmed they have a unit that services youth ages 16-20 and it would be a good idea to connect them with the YOS. Kathy commented that if these youth are in school, the County will need to change its plan concerning the amount of in- school and out- of- school youth they are going to serve, if it is not going to be 100%. Kathy also said that Camden County still needs to focus on how to attract dropouts. Kristi asked if referrals could be received from Department of Child Protection and Permanency (DCP&P), formerly DYFS. Kathy said referrals could be obtained from DCP&P. Jeff mentioned Lori Godorov from The Work Group has dropouts she cannot service and is willing to send them to the YOS. Frank said he would contact Lori regarding the youth. Frank also mentioned that the

YOS is increasing their outreach efforts, bringing in another person from the County to assist YOS staff. The committee discussed the calculation used in coming up with youth standard performance measures. Gregg added Camden County will continue its efforts on plan year 2014 and focus more on plan year 2015 efforts. Gregg said Camden County needs more than four people to service its youth. Gregg asked are there any other ideas that can help Camden County meets it performance measures or have we exhausted all our resources. Kathy said the Housing Authority has individuals that Camden County may be able to tie into the YOS numbers but we will need to focus on the Housing Authority in PY16. Kathy said that for now, we are focusing on the current resources and partnerships we currently have.

CONSORTIUM UPDATE

State Talent Networks- Jeff informed members the State has establish new consortiums and the consortiums are now being referred to as Talent Networks. Jeff said Camden County College was awarded the Advance Manufacturing Talent Network grant in the South, Union County College was awarded the Advance Manufacturing Talent Network grant in the North and Hospitality, Retail and Tourism Talent Network is managed in the South by Stockton University. The only sector the State will not develop a Talent Network for is Information Technology (IT). 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 have been established thus far. 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 on a local level, Camden County has established three consortiums. Healthcare, Transportation, Distribution and Logistics (TDL) and Advance Manufacturing. Jeff told members that potential meeting dates have been emailed to consortiums members and the majority of those members are unavailable to attend on those dates. Lelia will email members more potential dates.

Gregg told members at the last Healthcare consortium meeting he attended, Kris Kolluri indicated medical coding is changing significantly. Gregg asked if Kris Kolluri has been contacted regarding the medical coding training requirement. Lelia will contact Kris to schedule a meeting with Jeff regarding the requirements. Gregg also suggested contacting other providers. The committee discussed Certified Nursing Assistant (CNA) turnover rates. Kathy added in the CNA plan the next step should include a career pathway and make sure Camden County is aligned with the employer expectations.

REGIONAL PLANNING UPDATE

Jeff informed members that the Southern Region submitted a two-page narrative informing the State of what the region has been discussing, what has been accomplished, and the next steps toward completing a regional plan. No feedback was received from the State regarding the narrative. Jeff said the State made a presentation and provided a process document which outlines what the State will be looking for in the regional plans. Jeff also said a consultant from Thomas P. Miller and Associates will actually be writing the Regional Plan based on our input. The Southern Region will provide to the State labor market information, demographic information and best practices for each of the areas in the region. The State will meet with the region to answer questions and discuss the plan. Jeff said the Regional Plan is due to the State on October 3, 2016 and the local plan due November, 2016. Jeff also mentioned that Sothern Regional Planning meetings are scheduled for the 4th Friday of each month at the CCWDB office.

BUSINESS SERVICES UPDATE

Jeff told members Mike Leonetti invited Joseph Lapaix from Crane International, who has a tire recycling business located in Camden, NJ. Jeff said Joseph explained to the committee, from an employer's perspective,

the challenges and issues with employees from Camden. Jeff suggested that Mr. Lapaix to send a list of criteria' to the One-Stop for potential employees, which will allow the One-Stop to provide his business with individuals that meet his business needs. Kristi told members Brian Greenberg, Joseph's accountant, has contacted Catherine Carrol and she is assisting him.

Frank said that Catherine and Mike participated in the Tri-County Business Expo and made several contacts. Frank also reported that over 130 employers are registered to participate in the Camden County job fair this spring. Finally, Frank said that Catherine, Mike and Brett attended a Business Use Employers Boot Camp. Follow-up webinars to the Boot Camp will be available shortly.

CURRENT BUSINESS DISCUSSION

- **Updates on Recertification Process /Board Composition:** Jeff informed members CCWDB submitted the names of Matt Riggins and Beth Green to Freeholder Young's Office, requesting a resolution to add them to the CCWDB Board of Trustees. The addition of these two individuals will bring the CCWDB into compliance as well as satisfy our recertification needs. We expect that a resolution will signed on April 23, 2016 appointing Matt Riggins and Beth Green to the board.
- **Strategic Plan Update:** Jeff said the State Plan is open for public comment. The plan is reviewable on the SETC website and comments can be made until the first week of June. The State Plan has to be submitted to the Federal DOL by June 21, 2016.
- **March 31 Scorecard Review:** Kathy will provide data from the scorecard at the May Operations meeting to be presented at the June Quarterly Meeting. The scorecard will also be included in the annual report. Jeff further added that Ken Brahl would like to present a power point presentation from data collected from the Literacy Needs Assessment at the June Board of Trustee meeting.

WDB/ONE-STOP STAFFING UPDATES

- CCWDB has a potential candidate for the Administrative Assistant position.
- Frank said the One-Stop is trying to fill new Camden City Jobs. Assemblyman Arthur Barclay will be assigned to the YOS for 3 months to help locate out of school youth and connect them to the YOS. Frank also mentioned several employees who have stepped up in performing additional duties as required. Patti Beach will be attending management training.

NEXT MEETING

The next committee meeting is scheduled for May 13, 2016 at 9:00 AM at the WDB office, 1111 Marlkrass Road, Suite 101, Cherry Hill, N.J. 08003.

Submitted by:

Lelia Stubblefield

Administrative Assistant