



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 May 13, 2016

ATTENDANCE

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

WELCOME

Chair Gregg DeBaere called the meeting to order at 9:20 am and welcomed attendees.

FINAL MOU SUBMISSION

- **Matrix changes**-Greg informed members feedback was received from John Bica regarding the MOU. Matrix changes for Reemployment Services and Eligibility Assessment (RESEA) has been completed.
- **Status of Signatures**- Freeholder signatures were received. Kathy updated members that we are still missing signatures from Ray Yannuzzi, Carol Dann, Victor Figueroa and Catherine Starghill. Jeff said Victor Figueroa from the Housing Authority has to submit the MOU to his board, which will be on the next board meeting agenda. Jeff also said he will contact Ray Yannuzzi and Carol Dann to obtain their signatures. Kathy added that Krisi Connors is not allowed to sign the MOU and the MOU with signatures must be submitted on or before May 16, 2016.
- **Status on Board Members**- Jeff informed members that Diana Cooper and Beth Green are on the Freeholders agenda. Jeff also said CCWDB is in compliance with the SETC re-certification and CCWDB has over 51% of private sectors.

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REPORT ON APRIL 19, 2016 JOB FAIR

Frank commended Debbie Sutherland for her work organizing the Job Fair and informed members the Job Fair went very well. The job fair was well attended with over 132 employers. Frank stated feedback was received from employers and he and the management staff were very pleased with the outcome of the job fair. Kristi added, at the job fairs, LWD workshops are provided on how to best work a job fair, resume writing and interviewing questions, which is led by Jersey Job Club Leaders Deb Dennis and Bobbie Miles. Additionally, Gregg asked if we can get employers involved in providing sector workshops. Kristi said employers can perform mock interviews with individuals on the spot. Frank suggested creating targeted sector polling for employers or a web base form, and the One-Stop marketing team could create a 10 question questionnaire, specialized for each sector. Gregg suggested including the survey as part of the registration process at the job fairs. Kathy suggested CCWDB recognize employers who are part of the consortiums and who attends the job fairs. Additionally, Jeff said the ultimate goal is to create awareness of the services Camden County offers for employers. Kathy also mentioned, since March 31, 2016 (third quarter), a total of 261 employers attended the job fairs; whereas 210 employers attended the job fairs the previous year. Kathy said Camden County is making progress reaching employers, a major goal of the Strategic Plan.

YOUTH ONE-STOP UPDATE

- **Transition Plan Feedback** – Jeff informed members no feedback was received from the State.
- **Camden Core Plus**– Frank mentioned he met with Center for Family Services (CFS) and the Camden Core plus grant will be awarded to them. Center for Family Services will be the lead agency and Rutgers will provide the education component. The Center for Family Services Camden Core Plus program is for out-of-school youth between the ages of 16-24.
- **Follow-up with Lori Godorov regarding dropouts**– Kathy informed members she will provide an update at the next Operations meeting regarding the drop-outs.
- Kathy mentioned the **Connection Roll-Out** is scheduled for May 17, 2016. The Connection Roll-Out will have two sessions presented by Catherine Starghill. Sessions are scheduled from 1:00pm -2:00pm and from 2:30 pm-3:30pm.
- **Meeting with Juvenile Judges (April 21, 2016)** – Jeff informed the committee that Matt and Marisol gave a presentation to the Juvenile Justice Judges, public defenders and the court personnel. Marisol provided a description of what she sees on a daily basis, a brief summary of the Youth One-Stop and what the Youth One-Stop offers. Matt explained and discussed the process, skills training and identification documents required to be provided to the YOS staff. Jeff also said the meeting was well attended and suggested giving a presentation each year.
- **Kids aging out of foster care**–Kathy said the goal is to increase the number of out-of- school drop-outs. Kathy further commented that we have connected with the Board of Social Services (BSS), who has access to these youth. We will capture, at a minimum, every TANF youth who will be taking the high school completion test. This is another pool of kids who can help us meet our Youth numbers. Kathy also mentioned Laurie McGuire has finalized the process for youth who will go through the Adult Basic Skill consortium, and they will be registered with Youth One-Stop. Jeff added he met with Dan McMaster to discuss Camden County concerns in regards to the process and scheduling of the high school completion test.
- **State Performance Measures** – Kathy said we are meeting the Youth Attain Degree; however, we are currently failing in Youth Placement.

CONSORTIUM UPDATE

- **TDL and Advance manufacturing meeting dates-** Jeff informed members a meeting is scheduled for May 19, 2016 for the Advance Manufacturing Consortium. Jeff will provide committee members an update at the next Operations meeting. Also, CCWDB will schedule the next consortium meeting with TDL. Jeff added Camden “Eds and Meds” has a meeting scheduled for May 20, 2016 at 11:00 am and he will attend that meeting.
- **Working with Camden County College on Advance Manufacturing Talent Networks-** Gregg asked is there any expectations from the State for Camden County regarding the grant. Jeff informed members nine hundred thousand dollars (\$900,000.00) was received 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 training will go through the consortiums and Carol McCormick can provide incumbent workers training. Jeff also noted that Carol is a regular attendee consortium meetings.

REGIONAL PLANNING UPDATE

Jeff informed members that the Southern Region submitted a two-page narrative. No feedback was received from the State. Jeff also said a consultant from Thomas P. Miller and Associates will be writing the Regional Plan based on our input. Jeff said the Southern Region meets on the 4th Friday of each month at the CCWDB office. Jeff added the Regional Plan is due to the State on October 3, 2016 and the local plan is due November, 2016. Additionally, Jeff said at the next Operations meeting, we will begin preparing the local plan. Jeff added Camden County has a good strategic plan. Jeff suggested we look at what we currently have, tweak the plan, add a few more measures to the scorecard and remove what has been completed. Jeff said no direct guidance was received from the SETC regarding the local plan. Jeff also mentioned the State has an open forum, for commenting on the State plan at Camden County College on Monday, May 15, 2016 at 2:00 pm.

BUSINESS SERVICES UPDATE

The committee discussed obtaining job orders from Brett and Mike. Kathy suggested to receive a status report on all job orders. Gregg suggested setting targets on how many employers will be contacted on a weekly and monthly basis. Kathy reported based on the previous year job orders received, which were 5385, we have increased our job orders to 5423 as of the third quarter. Jeff said he will meet with Catherine, Brett and Mike to discuss this issue. Jeff also said moving forward, he will ask Brett and Mike to provide a report on job orders at the BSR meetings.

CURRENT BUSINESS DISCUSSION

- **Updates on Recertification Process /Board Composition:** Kathy informed members that we received the Freeholder Director signature and the resolution. The MOU is ready to be submitted and Lelia will email the MOU to SETC.
- **May 3rd SETC Meeting-** Jeff noted that the meeting included a discussed on the local area designation change but most of the discussion focused on individuals who have master degrees and other degrees from their country that are working in low paying occupations. Jeff also shared with the committee that the meeting also discussed obtaining these individuals high paying jobs and these individuals’ language barriers. In addition, Jeff mentioned the SETC staff changes.
- **March 31 Scorecard Review:** Kathy reviewed the Strategic Plan Scorecard with the committee. Kathy reported: #1-Industry Sectors Consortiums skill standard will increase by year three. #2-Industry Sector Staff Training is complete and can be closed out with the new plan. #3 Kathy said we had 1 Youth Medical Assistant in the Industry Sector- Specific Training (local funding). Kathy added 5 have

completed the training and a second class is in progress. #4-In the industry sectors ITA's, there were 264 individuals that have been trained in the third quarter in Health, TDL and FIRE. 125 people have obtained credentials and 125 obtained training-related employment. #5 -Kathy said the OJT's numbers are down. We have a low retention and contract rate. #6- Strength Outreach to Employers-The number of employers using the One-Stop in the third quarter is at 87 and we are on target meeting our goal. Also, we had 24 positive recruitments. #7-Partnership with Supportive Agencies is unavailable and the new processes for the veteran's population will be removed. #8-OSC Literacy Lab, Standard-Setting and new GED requirements- Kathy will provide the Workfirst numbers. #9 -Kathy said no information is provided for Work Readiness Skills. #13-Transferability of Occupational Skill (veterans)-Kathy has the numbers for the veterans and she will provide the numbers at the next meeting. Also, Kathy said there has been no progress in linking the Military Occupational Code back into to civilian life. #14-We had 16 employers who participated in Hire One; however, we did not capture who was hired. #15- We have met the mock interview goal. #16- The YOS process document is not completed but we will continue working on the document. #18-The One-Stop system evaluation is not required for this year. #19- Vendors coursework evaluation- We have a process on grading the vendor's courses. #21- Performance Measure Evaluation will be provided at the next meeting.

WDB/ONE-STOP STAFFING UPDATES

- CCWDB Administrative Assistant position is still vacant.
- Kristi has family leave issues with three staff members and three employees are planning to retire.
- Frank said he wants to post a management position for the counseling unit. Kathy and Frank have potential employees for the position.
- Jeffery Clark said DVR is in the planning stage for the Schedule 'A' event. The event is scheduled for December, 2016.

The meeting adjourned at 11:26 A. M.

NEXT MEETING

The next committee meeting is scheduled for June 10, 2016 at 9:00 A.M. at the WDB office, 1111 Marlkrass Road, Suite 101, Cherry Hill, N.J. 08003.

Submitted by:

Lelia Stubblefield

Administrative Assistant