



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 - JUNE 10, 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	10-Jun
DeBaere, Gregg T., CHAIR	Atlantic Coast Communications	X	X	X	X	X	X	X	X	X	X	X
Deitz, Jeff	NJDVR											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	X
Kopala, Damon	Edmund Optics											
Mayfield, Kathy	Camden County One-Stop	X	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	X
Williams, Leslie J	WDB			X	X			X		X		
Stubblefield, Lelia	WDB					X	X	X	X	X	X	X
Kathleen Varallo	WDB	X	X		X							X
Primas, Theo	WDB											

WELCOME

Chair Gregg DeBaere called the meeting to order at 9:05 am, welcomed attendees and asked for roundtable introductions. Jeff introduced his new assistant, Kathleen Varallo. Kathleen comes to the WDB with non-profit experience and an extensive background in the retail, hospitality and tourism industry.

- **PARTNERS MOU UPDATE:** Jeff informed the committee that all signatures have been obtained and a completed document has been submitted to Sheryl Hutchinson at the SETC. Kathy M. requested the MOU, complete with attachments, be sent to her so she can send copies to our partners. Gregg requested a copy as well. Jeff noted that with the submission of the completed MOU, all WDB re-certification requirements have been met. In regard to the number of private sector Board members, we currently exceed the required 51%.
- **CAREER CONNECTIONS WEBSITE UPDATE:** Gregg informed the committee that the projected launch date is now July 2016. Kathy M. said that several trainings are being scheduled for roll-out to the colleges, libraries and the stakeholders. Frank commented that the training sessions thus far have been more introductory with an opportunity for feedback. The committee discussed general concerns about the progress and effectiveness of the transition from Jobs-4-Jersey to the new Career Connections website, making sure that partners and users of the current website are captured and directed toward use of the new site. Kathy M. is hoping the new site will provide some data and reporting that the current site was never able to provide.

- **YOUTH ONE-STOP (YOS) UPDATE:** Gregg reported that to-date there has been no feedback on the Youth Transition Plan submitted to the State. Jeff reported that Matt Verney, Chair of the Youth Investment Council (YIC), has requested reports showing the number of youth served by the YOS, be sent to him by the 15th of each month and be available to be reviewed at the monthly YIC meetings. The committee expressed some frustration at last month's meeting over the level of service with regard to reporting and data entry by the YOS. Gregg asked if any progress has been made in that area. Kathy M. said she has been following up with reporting and has received LOS reports through the end of April. Kathy M. also said Youth One-Stop reports are normally distributed to the executive committee. However, she will make sure Matt has copies of the Youth One-Stop Summary Report and Level of Service (LOS) Reports for the YIC meetings as well.

Jeff met with Assemblyman Arthur Barclay. Art is very interested in working with our Youth Investment Council. However, scheduling conflicts have prevented him from attending any meetings. Jeff said he will ask Matt to keep Art in the loop. Jeff said Art is also interested in engaging with the customers at the YOS and has made some progress to that end. Frank added that Art has started to develop a good working relationship with the Camden City Schools and their drop-out counselors. Art is also working on the Camden Corp Plus Project, finding potential candidates or out-of-school youth who can be enrolled in the program.

Frank discussed issues concerning staffing and operations at the Youth One-Stop. He has been meeting with Marisol Vasquez to get a better understanding of the communication challenges between MIS and the Youth One-Stop staff. He will continue these meetings and is planning to bring other staff members, including Kathy Mayfield, to the table in order to review and improve policies and procedures. The committee discussed frustrations communicated by various staff members about perceived inconsistencies with policy and procedures. Kathy suggested these issues could be the result of various interpretations of the language within the policies. Jeff suggested that Frank bring the managers of the Youth One-Stop and the MIS department together in an effort to clear up any confusion and get them re-focused on the bigger picture and common goals of the department.

Gregg expressed concern about the low number of high school dropouts being served in comparison to the number of high school graduates being served per the LOS report. Kathy M. said youth are coming into the YOS but they are not high school dropouts. Frank said that Marisol and David are seeing youth customers throughout the day, however, the majority of them are high school graduates. The committee collectively agreed that more outreach needs to be done to reach youth who do not have a high school diploma. Jeff mentioned that in the last YIC meeting, Lori Godorov indicated she has an overflow of youth she is unable to serve. Jeff suggested some sort of advance notification process be set up with Lori so that our YOS counselors can schedule onsite outreach visits at her location when she has an orientation. Frank and the committee agreed that the One-Stop was meant to be a clearing house that would work with other community services.

- **KIDS AGING OUT OF FOSTER CARE UPDATE:** No new information to discuss since last meeting.
- **STATE PERFORMANCE MEASURES:** According to performance reports, Kathy said we are failing at youth entering employment primarily due to the number of youth coming in to the One-Stop that are already employed. Jeff asked if adding youth summer employment might help count toward boosting performance. Youth with part-time summer work are developing the skills for full time employment. Kathy was not in favor of giving credit to vendors for part-time employment outcomes.

- In other business relative to the State, Jeff informed committee members that Gary Altman has been appointed the Acting Executive Director of the SETC
- **CONSORTIUM UPDATE:** Jeff attended the Healthcare Consortium meeting in Camden, May 20th at Cooper Medical School at Rowan University and on June 9th at Virtua, Camden. CCWDB is now officially part of that Consortium and will be included on their agenda every month. Jeff will attend the monthly meetings. The Next meeting will be held sometime in September.

Jeff will be meeting with Stacy Forman, the State Director of the Retail, Hospitality & Tourism for the Southern New Jersey Region. Hopefully, she will have a list of companies she works with, so that we may reach out to invite them to participate in this Consortium.

The Advanced Manufacturing Consortium (AMC) met at the CCWDB office. Severino Pasta, Menu Foods, J&J Snack Foods and the Food Bank of South Jersey were invited. Those in attendance were very open about sharing their best practices and training policies. Lou Severino from Severino Pasta expressed a need for additional employees.

Kathy questioned the applicability of the Consortia to the One-Stop. She thought the focus of the AMC might match more closely to the courses taught at Camden County College. There was some discussion by the committee about expanding the AMC to include non-food manufacturing or developing a sub group within the consortium. Jeff reiterated that the purpose of the consortia is to have them share their training needs, specifically the certifications or industry wide credentials they look for when hiring. By identifying what qualifications the employers are seeking, training providers can design their programs to match these job requirements.

Holtec Training Project - Camden County College has taken the lead and all is running smoothly. Frank shared both enthusiasm and concerns as to the ability of the Holtec trainees to maintain their level of commitment considering the prospect of being sent to Ohio for six to eight weeks for apprentice training. The committee hopes the trainees will focus on the positives such the fact that they will be paid a stipend during this period to travel home as needed as well as knowing they will have fulltime employment waiting when they return to Camden.

- **REGIONAL PLAN UPDATE:** Jeff reported that the Southern Region WDB Directors have been meeting regularly and were given a homework assignment to answer questions presented in a template given to us by the consultant from Thomas P. Miller Associates (TPMA). Each local area's answers will be combined to one document which TPMA can use to draft the regional plan. A date will be set within the next month for the Southern Region to meet with TPMA.
- **LOCAL PLAN GUIDANCE UPDATE:** Gregg asked if there has been any guidance from the State regarding a local plan. Jeff reported that CCWDB put together a very good plan. Kathy suggested using the regional plan as a template, adapting it to the local plan and adding additional performance reports that may be required.
- **WIB DIRECTOR'S MEETING AT LWD** – Jeff attended a meeting in Trenton with other WDB Directors from across the State to discuss “The Future of Workfirst New Jersey Going Forward.” Jeff said essentially what came out of the meeting was the need to do a better job of assessing the WorkFirst customer population and categorizing them appropriately. Jeff said the 3 primary categories

of WorkFirst customers are those who need training, those who are job ready, and those who are somewhere in between. The State suggested we need to decide which group we want to focus on in terms of our spending. Jeff said the State intends to hold another meeting with the One-Stop Operators at a date to be announced.

- **BUSINESS SERVICES TEAM:** Jeff reported on the highlights of the meeting held on June 2nd. Jeff said that Mike Leonetti brought in a few business leads. Gregg asked the committee to consider accountability, such as how many calls is made or how many people are seen monthly. Gregg mentioned the possibility of obtaining a sales-type status report. Frank said they do not currently have an activity status report but Brett is working on developing one. Kathy M. asked whether Career Connections had a component to track Business Services activity. Jeff suggested simply using a spreadsheet to keep a log of calls and visits. Gregg said we have to measure what we treasure. Jeff will follow up with Frank and Brett to ensure some tracking measure is implemented.
- **RE-CERTIFICATION:** All documents have been completed and filed. Official re-certification of the CCWDB was received by Jeff at the SETC meeting on June 28th.
- **SCORECARD REVIEW:** Gregg would like to review the scorecard at the June quarterly meeting. Kathy will work with MIS to get the necessary reports to Gregg in time for the quarterly meeting.
- **QUARTERLY BOARD MEETING UPDATE:** The next quarterly meeting will be held on Wednesday, June 22nd at the One-Stop. Jeff has asked Patricia Moran to be the guest speaker. Gregg asked if we should direct the subject matter of her talk. The committee agreed that she should address Camden Corp Plus, WIOA Update and WorkFirst New Jersey.
- **WDB/ONE-STOP STAFFING UPDATES:**
 - CCWDB Administrative Assistant position has been filled by Kathleen Varallo
 - Frank announced that he will be leaving in July for a position elsewhere in the County.
 - The One-Stop Resource center has posted job opportunities for a manager of the Counseling Unit and a Para Professional/ Job Developer for persons coming out of addiction rehabilitation programs. Two individuals have been identified for these positions and their names have been submitted to the freeholders for approval.
 - NJDOL - Kristi received a transfer from another agency for a clerk position. She also mentioned the need for three more interviewers.
 - NJDVR-Jeff Deitz reported needing two more DVR counselors
 - Board of Social Services - Teresa is returning from a leave. There is a new DFD Representative.

The meeting was adjourned at 11:04 A. M.

NEXT MEETING

The next committee meeting is scheduled for July 08, 2016 at 9:00 A.M. at the WDB office, 1111 Marlkress Road, Suite 101, Cherry Hill, N.J. 08003.

Submitted by:

Kathleen Varallo

Administrative Assistant