



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 DECEMBER 09, 2016

ATTENDANCE

Members		10-Jun	8-Jul	12-Aug	9-Sep	14-Oct	4-Nov	9-Dec
DeBaere, Gregg T., CHAIR	Atlantic Coast Communications	X	X	X	X	X	X	X
Deitz, Jeff	NJDVR			X	X	X		
Campbell, Art	Camden County Commerce							
Clark, Jeffrey	NJDVR							
Connors, Kristi	NJ Department of Labor	X	X	X	X	X	X	X
Festenstine, Teresa	Board of Social Services			X	X	X		X
Mayfield, Kathleen S.	Camden County One-Stop Operator	X	X	X	X	X	X	X
Potts, John	Graphic Communication M14							
Wahlquist, Robert	Preit Associates							
Joshua Friedman	Director, Camden County Resource Center				X	X		X
Lope, Krista	NJDVR							X
Perna, Melanie	DVR							X
Swartz, Jeffrey S.	WDB Executive Director	X	X	X	X	X	X	X
Williams, Leslie J	WDB Comptroller		X		X	X	X	X
Stubblefield, Lelia	WDB Administrative Assistant	X						
Varallo, Kathleen	WDB Administrative Assistant		X	X	X	X	X	X

WELCOME

Chair Gregg DeBaere called the meeting to order at 9:05am, welcomed attendees and asked for roundtable introductions.

- YOUTH ONE-STOP (YOS) UPDATE:**

Camden Corps Plus (CCP) The grant funded program is a collaborative effort between the local government and schools including Rutgers University and Camden County College. It will help find jobs for young residents, between ages 16 and 24, who don't have a high school degree.

Kathleen Mayfield, One-Stop Operator, reported that there are over 40 participants who have met all eligibility requirements and have all enrollment documentation completed. Some are completing basic skills training and some are waiting to take their high school equivalency test. The test is being paid for and administered by the One-Stop. Her staff is working on a written procedural plan for the segments of

the program. The third cohort will be starting soon. All partners including Rutgers and the Center for Family Services have been cooperating well to provide the Youth skills training as called for in the CCP Grant.

- **ONE-STOP COMMUNICATIONS & UPDATES**

Kathy reported that Joshua Freeman, Resource Center Director and Kristy Connor, One Stop Manager have been working to improve staff training and operations. She said that Kristi came up with an excellent idea to ask Sean Sheekey, Director, Board of Social Services, to do a presentation about what an individual experiences when they apply for Welfare. This training presentation would review the steps a person goes through in the application and enrollment process. Kathy said members of the committee would receive an invitation to this presentation.

Kathy reported on two new initiatives that would include out of school youth referrals. The Moe Shea Vocational and Training Academy received funding through the Opportunity Partnership Grant Program and is working with Bancroft America Inc. to provide training for Home Health Aide and Medication Aide Certifications. They will be conducting a hiring event at the One-Stop on January 6th for Direct Support Professionals. Many will be placed with Bancroft. Bancroft has their own additional mandatory training that will be conducted once individuals are placed. Bancroft will be hiring close to 600 employees this year. The program is open to individuals 18 years of age and up.

Kathy reported that The One-Stop has also been working with Cooper University Hospital on a Medical Coding Certification program. She and Jeff attended a meeting at Copper Hospital on December 1st, 2016 to discuss this program. Cooper will be accepting referrals from the One-Stop for the training however there are not currently any openings for medical coding positions.

Jeff met and spoke with Dr. Claudio V. Cerullo, Program Director, Volunteers of America Delaware Valley, Face Forward 2 Program. Dr. Claudio said he had many out-of-school youth that could be registered or referred to the Youth One-Stop for services. Jeff directed him to contact Nidia Sinclair, Youth Manager and he invited him to attend our Youth Committee Meetings. Kathy said she would need to know what services they provide so that the Youth One-Stop could coordinate with them. Kathy requested that any new grant projects or programs be forwarded to the One-stop for record and outreach.

Jeff reported on the WDB's support of Project Search. Kennedy Health has partnered with Y.A.L.E. School, which has 12 campuses across New Jersey that address the needs of students on the autism spectrum, helping them with social learning while offering emotional and behavioral support. They began with an orientation period in September, which included being in a classroom environment for an hour to prepare for the day. They also have job coaches, learn etiquette and business skills, as well as social skills that many take for granted. The interns work in a variety of departments for four hours a day. The goal is to have them develop skills in three of the 10 departments that agreed to participate at Kennedy. Following the internship, a business advisory council, which includes business leaders in the region, are being asked to assist with networking and employment opportunities. The students may also be offered employment at Kennedy. Jeff said that the first cohort has been directed to be registered at the One-Stop sometime in January.

Kathy and Joshua said they have been making great connections for hosting positive recruitments or hiring events with companies such as Bancroft, Railroad Construction and the South Jersey Transportation Association, who are hiring retired citizens to become "Meals on Wheels" part-time

drivers. These employers are relying on the One-Stop as a resource for hiring.

Joshua reported speaking with Carol McCormick at the Camden County College about the Advanced Manufacturing Center. He said Kristi Connors will be helping them to plan an event.

- **CONSORTIUM UPDATE:**

Jeff reported having attended an Advanced Manufacturing event with the emphasis on Food Manufacturing. The event was organized by Stacy Forman, Director of the Retail Hospitality and Tourism Talent Network South, Stockton University. The event was held on Tuesday, November 22nd at the Flying Fish Brewing Company, 900 Kennedy Blvd, Somerdale, NJ 08083. Jeff said it was a very good focus group driven by employers such as Comarco Inc., Severino Pasta Co. Inc. and others. They are starting to think about creating credentials in food processing. Kathy suggested that once established, these credentials should be registered on the Industry-Valued Credentials List. The One-Stop now uses a link on the Career Connections website as a bench mark for referring such courses. http://careerconnections.nj.gov/careerconnections/prepare/skills/credentials/industry_valued_credentials.shtml

Jeff also attended an Advanced Manufacturing TIP, November 10th at the Camden County College organized by Raymond Vaccari, Director of the Advanced Manufacturing Talent Network. It was not as well attended by employers. Jeff made suggestions at a recent WDB Directors meeting, in Trenton, that including the local Workforce Development Boards more in the planning of the TIP events would help to improve the attendance and overall outcomes of these events. Gregg said they discussed generating a quarterly report as well.

- **ONE-STOP OPERATOR PROCUREMENT:**

The WDB has begun the process of the One-Stop Operator Procurement. This action is based on a new WIOA law requiring an RFP be published to accept private or public organizations such as community colleges interested in submitting proposals or bids to operate the Camden County One-Stop. The WDB is also charged with developing a rigorous scoring system to rate the proposals. The One-Stop Operator must be in place by June 1st, 2017.

Jeff reported that the WDB Directors who were involved in writing the regional plan have decided to procure the services of a consultant to draft a regional RFP template for the One-Stop Operator Procurement. They held a conference call on Friday, October 21st for the purposes of discussing this idea. Theo Primas, WDB Program Evaluator drafted an RFP for the procurement of a consultant. This draft was circulated to the other local area directors for comment and approval by their respective boards. The RFP was posted to the WDB Website on November 30th. We are waiting for responses to this RFP which are due by December 20th, 2016. The cost for the consultant will be paid through a shared services agreement with the South Jersey Workforce Collaborative. The RFP for the One-Stop Operator will be released sometime in January or February, 2017. Kathy suggested the WDB put together a very detailed matrix or scoring process for the RFP being that this is not like any other contract that has been procured by this organization. Jeff said that Gregg will organize an Executive Committee to score the proposals. Gregg said that the Governance Committee of the SETC, in releasing the Certification process that is required under WIOA for the One-Stop Operator, is trying to assist with putting together some specific parameters or guidance for the bid process and how operations will be most effective.

- **CCWDB LOCAL PLAN:**

Jeff reported that a public notice was posted in the Courier Post on Friday, November 11th, 2016. The local plan and the regional plan have been posted to the WDB website for a local public comment period of 30 days. This comment period will end on December 12th, 2016. There is a comment form available on the website as well. To date, there have been no comments received. Jeff thanked Gregg for leading the sub-committee dedicated to writing the local plan. Jeff said that Sheryl A. Hutchison, Deputy Executive Director, SETC will speak about the two plans at the Quarterly Board Meeting on Wednesday, December 21st, 2016.

Kathy Mayfield reported that the Regional Plan, with its Memorandum of Understanding (MOU) and the Local Plan have been accepted by the County Freeholder's Office for approval at their meeting on December 15th, 2016. Jeff said that all documents associated with the plans including the county resolution and signatures of the Local Elected Officials must be submitted to the SETC by January 31st, 2017.

- **ONE-STOP OPERATOR CERTIFICATION:**

Gregg presented SETC Governance Committee guidance materials for the One-Stop Certification Process. This guidance was organized to be in compliance with WIOA law and give some parameters for the One-Stop Operator selection process or to assist the local WDB with the RFP. The documents create the process and require WDB to certify the One-Stop based on criteria and submission of such items as a budget, an MOU, a local plan and other quality bench marking tools provided by the SETC. Gregg asked the committee to review the documents for discussion at the next meeting.

The meeting was adjourned at 10:40 A.M.

NEXT MEETING

The next committee meeting is scheduled for Friday, January 13th, 2017 at 9:00 A.M. at the WDB office, 1111 Marlkrass Road, Suite 101, Cherry Hill, N.J. 08003.

Submitted by:

Kathleen Varallo

Administrative Assistant