



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
August 12, 2016

ATTENDANCE

		Meeting Dates					
		11-Mar	15-Apr	13-May	10-Jun	8-Jul	12-Aug
DeBaere, Gregg T., CHAIR	Atlantic Coast Communications	X	X	X	X	X	X
Deitz, Jeff	NJDVR						X
Campbell, Art	Camden County Commerce	X					
Clark, Jeffrey	NJDVR	X	X	X			
Connors, Kristi	NJ Department of Labor	X	X	X	X	X	X
Festenstine, Teresa	Board of Social Services	X					X
Filipek, Frank	Camden County One-Stop	X	X	X	X	X	
Mayfield, Kathy	Camden County One-Stop	X	X	X	X	X	X
Potts, John	Graphic Communication M14						
Sinicki, Stan	NJ Department of Labor						
Wahlquist, Robert	Preit Associates						
Joshua Friedman	Camden County One-Stop						
Swartz, Jeffrey S.	WDB Executive Director	X	X	X	X	X	X
Williams, Leslie J	WDB Comptroller		X			X	
Stubblefield, Lelia	WDB Administrative Assistant				X		
Varallo, Kathleen	WDB Administrative Assistant					X	X

WELCOME

Chair Gregg DeBaere called the meeting to order at 9:02am, welcomed attendees and asked for roundtable introductions.

• **YOUTH ONE-STOP (YOS) UPDATE:**

Camden CorpsPlus (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. Kathy Mayfield, One-Stop Operator, reported on the progress of the project. Nidia Sinclair, Youth Manager and Laurie McGuire, Core Services Manager are attending ongoing meetings along with other staff members. They are still experiencing some obstacles to getting youth enrolled due to required documentation.

We have tried make it as easy as possible for youth to be enrolled since this is a federal grant pilot project. The students will start at Camden County College, Camden branch with Literacy classes and work readiness. There are apparently 3 phases of training to which more information will be forthcoming. Both Jeff and Gregg were concerned about capturing registration data that is required at the Youth One-Stop. Kathy is not sure about dual enrollment yet there is a code for the CCP grant. Kathy will follow up to confirm that the Youth One-Stop will be able to consider these candidates to the program as dual enrolled.

- **YOUTH ONE-STOP COMMUNICATIONS:** Kathy reported that Nidia has met with her staff around the youth plan. She will follow up to get a written report about the goals and outcomes set as a result of this meeting. The counselors have started going out to the Center for Family Service success centers. These centers are funded by the county and offer a variety of support services. One-Stop Youth Managers are visiting the locations in Blackwood and Winslow to do youth outreach. Jeff suggested the counselors adapt the general format of the same form the Business Services Team uses to report the names of centers or facilities visited, contact information, feedback and outcomes. Kathy said they are required to fill out a road sheet. Since the goal of outreach is to obtain youth referrals, Kathy said there should be more planning before going out to be sure that our counselors are really going to be connecting with youth they are able to register at the Youth One-Stop. She noted that their visit to the WorkGroup turned out to be an open house tour.
- The Youth-One Stop wants to re-institute bus passes. Bus passes are assigned for use to ongoing activities. Bus pass authorization was discontinued because there was no procedure in place for their use. Kathy suggested this procedure be discussed at a Youth Committee meeting. A form needs to be created that clearly states who is getting the bus pass and for what reason. Kathy said that the Youth Committee also made mention of providing some gift card incentive. The counselors wonder what progress has been made to provide an incentive to youth for referrals of their peers
- Gregg noted that the committee received a One-Stop organizational chart of staff and their positions. Frank Filipek sent this chart as a follow up to a request by the Operations Committee at the last meeting held on July 8, 2016.
- **YOUTH LEVEL OF SERVICE REPORTS:** The Youth One-Stop Summary Report is a monthly youth level of service report used to measure successful job placement, youth obtaining training and GED. Kathy reported that she is in the process of fine tuning this report to include additional information suggested by the Youth Committee, including the outcomes of youth exiting the program. Kathy reported that Matt Verney, Chair of the Youth Committee, is receiving this report along with a Provider Level of Service Report in time for discussion at the Youth Investment Council meeting held on the last Thursday of each month. Jeff said that the reports are being used at the youth committee meeting and has a great value toward input and progress. Kathy requested the minutes from those meetings be sent to her so she can ensure the right actions can be taken as a result of these discussions.
- **CONSORTIUM UPDATE:** Jeff reported that Consortium meetings will be starting up again in September beginning on September 9th, 2016 with the Local Healthcare Consortium & Rowan Board of Governors at Our Lady of Lourdes Medical Center, 1600 Haddon Ave, Camden, NJ 08103. The Southern Coalition or Targeted Industry Partnership (TIP) meets quarterly. They are in the process of planning their quarterly meeting which will take place on Thursday, September 22, 2016 from 10am-12pm at the Clayton Senior Center located at 1 Garwood Blvd, Clayton, NJ 08312.

- **REGIONAL PLAN UPDATE:** Jeff reported that the CCWDB has taken the lead with respect to the Regional Plan. Jason Barrett and Consultants from Thomas P. Miller Associates were here on July 28 to work on the plan. WDB Directors brought their contributions and information relating to plan development. Sheryl Hutchison and Janet Sliwinski from SETC were present at the meeting to share guidance about requirements of the regional plan. Jason Barrett, Jeff Marcella and Holly Brauneller, Thomas P. Miller & Associates Consultants (TPMA) conducted this working plan development meeting. The regional plan is due to be submitted to the SETC by October 3rd. The Local plan due-date is December 15th. It been established that both plans can be posted for the required 30 day public comment period at the same time. Gregg requested a copy of the most complete draft of the regional plan once it has been developed so that the committee can begin work and discussion on the local plan at the next Operations meeting.
- **SETC UPDATE:** Kirk Lew, is leaving his position with SETC. Sheryl Hutchison will remain our contact for information and plan guidance.
- **BUSINESS SERVICES UPDATE:** Jeff reported the Business Services team has begun using Business Services Employer Outreach Weekly Report developed by Catherine Carroll, LWD Business Service Rep. Jeff thanked Kristi Connors, who is regularly forwarding this document to him. One-Stop Business Representatives Mike Leonetti and Brett Waters are beginning to send a business contact report to Jeff on a weekly basis, however they are not yet using the template approved by the Executive Committee. Kathy asked if the template was sent electronically to the Reps. For consistency, she said as long as they have this format, it should be used. Jeff said he spoke to Mike Leonetti about accompanying him to meet with business contacts he may be familiar with. The committee agreed it might help to motivate the Business Service Team.

QUARTERLY MEETING UPDATE:

- Jeff reported that the WDB Quarterly Board Meeting is confirmed for Wednesday, September 28th at the Camden County College, Blackwood Campus Roosevelt Building, Room 102, 200 College Drive, Blackwood NJ 9am-11am. New WDB Board member, Donald Borden, CCC President will be present for welcoming remarks.
- Jeff has contacted Frank Filipek for a One-Stop customer success story. Kathy said that One-Stop staff have been instructed to begin building a bank of success story customers that might speak at a board meeting and qualify for nomination to the GSETA Star Award and to be used for outreach. Kristi offered to look into finding a successfully placed Veteran from the Disabled Veteran Outreach Program (DVOP). The criteria for a success story candidate is that they have entered the One-Stop system with barriers to employment, the services they utilized as a result of orientation, training, certifications or credentials they received and the successful outcome, employment or job placement they now retain. Kathy also said it is customary to invite the success story individual's employer to attend the quarterly meeting as well.
- Ken Brahl, Chair Literacy Committee will do a presentation of the committee's recently developed Literacy Needs Assessment. (LNA) The committee discussed ideas for a guest speaker. It was decided to ask Howard Miller, Chief Adult Education and Literacy officer at the NJ Department of Labor & Workforce Development to speak about Literacy needs & updates around the state. All agreed that this would be a good compliment to the LNA presentation.
- Jeff also invited Nick Giella, Philadelphia 76ers to make a brief presentation about their youth programs and how he intends to bring youth from our CC Youth One-Stop to a game and participate in some

mentoring from 76er team members. Nick has been attending our Youth Investment Council meetings.

- Kathy reminded the committee that the annual report should be presented at this meeting along with the annual budget.
- **BOARD MEMBER UPDATE:** Jeff reported on Richard Miller, a new WDB Board member being appointed by the Freeholder Board. Jeff will set up an orientation meeting with Richard Miller. Jeff has also directed Kathleen Varallo, WDB Assistant to follow up and check on the status of resolutions, not yet received from the Freeholder office, for the Board appointment of Elizabeth Green and Donald Borden. Kathleen has been in touch with Nancy Jeanette, the new confidential aid to Freeholder Jonathon Young. She also sent a list of WDB Board members that must be placed on the Freeholder meeting agenda for re-appointment to an additional three year term.
- **ONE-STOP OPERATOR PROCUREMENT PROCESS:** Jeff reported that Theo Primas, WDB Program Evaluator has been working diligently on drafting a Request for Proposal (RFP). Jeff and Theo have been studying the WIOA requirements, law and reviewed examples of such RFP's available on the web from around the country for best practices and to make sure we are in compliance with public law. The draft is being reviewed by the committee and the county purchasing department for local public contract law requirements. There is still no formal direction from the state. The law provides for non-profits, i.e Goodwill, Volunteers of America institutes of high education, such as Colleges, for profit entities, i.e. KRA, Workforce Development Boards and the county to apply. The RFP must be publically posted by November and the One-Stop Operator should be in place by June, 2017.
- The committee discussed concerns regarding the appointment of the One-stop Operator, and suggested that a plan should be put into place that includes guidance from Kathy Mayfield prior to her retirement. Kathy mentioned concerns from the One-Stop staff about the whole procurement process. The law provides that the counselors of the One-Stop must be state employees.
- **WDB/ONE-STOP STAFFING UPDATE:** Kathy reported that there are many staff members who are on vacation or family leave. Frank Filipek will remain available to Kathy as he assumes his new position with the county special events department. Kathy said she asked her staff to set up email groups for projects so that those connected with these projects can be copied with pertinent information.

The meeting was adjourned at 10:04 A. M.

NEXT MEETING

The next committee meeting is scheduled for September 9, 2016 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