



**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
July 8, 2016**

ATTENDANCE

Members		Meeting Dates	
		8-Jul	
DeBaere, Gregg T., CHAIR	Atlantic Coast Communications	X	
Deitz, Jeff	NJDVR		
Campbell, Art	Camden County Commerce		
Clark, Jeffrey	NJDVR		
Connors, Kristi	NJ Department of Labor	X	
Festenstine, Teresa	Board of Social Services		
Filipek, Frank	Camden County One-Stop	X	
Kopala, Damon	Edmund Optics		
Mayfield, Kathy	Camden County One-Stop	X	
Potts, John	Graphic Communication M14		
Rojas, Lillian	Board of Social Services		
Sinicki, Stan	NJ Department of Labor		
Towers, Ruthanne	Our Lady of Lourdes		
Wahlquist, Robert	Preit Associates		
Swartz, Jeffrey S., Exec. Director	WDB	X	
Williams, Leslie J	WDB	X	
Stubblefield, Lelia	WDB		
Varallo, Kathleen	WDB	X	
Primas, Theo	WDB		

WELCOME

Chair Gregg DeBaere called the meeting to order at 9:23 am, welcomed attendees and asked for roundtable introductions.

- **WIOA FUNDING UPDATE:** CCWDB has received the Notice of Obligation or notice of approved funding from New Jersey Labor and Workforce Development (NJLWD) and Workfirst New Jersey funding for the new fiscal year. (July 1, 2016-June 30, 2017) These federal and state funds are released each

year to the local area. These funds for the operations budget of the One-Stop Career Center and its programs.

Jeff Swartz asked Leslie Williams, comptroller CCWDB to draft a funding comparison report to report any differences in funding allocations. This report was reviewed and updated by Kathy Mayfield and presented for discussion at the Operations Committee meeting.

Overall the funding levels remained intact with increases in the areas of staffing, mainly for certified councilors and Adult Literacy programs. Funding for Dislocated Worker programs saw an increase as did the Work First NJ (WFNJ) Smart Steps program.

There was some discussion about the time line between funding approval, budget approval and Vendor/Partner contract awards. Contracts to vendor and One-Stop partners/providers, for programs such as Out of School Youth Services, Community Work Experience with Job Skills, English as a Second Language and others cannot not be awarded without confirmation of funding. Jeff offered a solution to the gap in funding, suggesting to change the term or start date to Oct 1st-Sept. 30. He said this is being done in other counties. The committee agreed to revisit the idea before the end of the fiscal year 2017.

- **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. Frank Filipek reported that meetings are continuing to organize, define and streamline the program. Many of the programs have not yet started. Jeff attended a Camden County Healthcare Consortium meeting that touched on a program using ship containers that would be converted to restaurants or food kiosks. Artist renderings were presented at the meeting showing 3-4 containers positioned along the Camden Waterfront They would be manned by culinary students from a high school training program specifically designed for this use. The students will learn culinary and management skills. Kristi Connors said she heard this same type of program is happening along the Spruce Street Harbor area in Philadelphia. The grant calls for mentors which will be put in place. Gregg suggested that operations committee members keep a close watch on this program and follow up with the principal partner leads of Camden CorpsPlus to keep it moving forward. Jeff will follow up with Carol Dann, Director of CCP to offer guidance. Frank will reach out to Marisol Vasquez, Youth One-Stop to get updates.

- **KIDS AGING OUT OF FOSTER CARE UPDATE:** This program connects youth aging out of foster care with resources that can help them transition to independence successfully. Jeff said there are no new updates at the time.
- **YOUTH ONE-STOP COMMUNICATIONS:** Frank has been continuing to bring Youth One-Stop Managers together to define roles and policies before his departure to a new position with the county. He addressed some current delays in the eligibility process. One example was a young women who applied for training and got held up due to not having a copy of her child's birth certificate. Since she was currently on welfare, the case manager assigned to this woman would normally have a copy of the birth certificate on file. Better communications between processes might solve these kinds of delays.
- **YOUTH SERVICE REPORTS:** These monthly youth service reports are used to measure successful job placement, youth obtaining training and GED. Kathy reported that the efficiency of these reports is improving and they will be regularly sent out to the WDB and Youth Investment Council by the 15th of

each month. Gregg stressed the importance of the service report and its use as a tool to measure the level of service and make timely improvements to processes at the Youth One-Stop.

- **CONSORTIUM UPDATE:** Jeff reported that the Retail, Tourism Hospitality, HealthCare and Advanced Manufacturing Consortiums are continuing to meet. There is no new updates to report at this time. Jeff said the Healthcare Consortium breaks for the summer. He will attend the next meeting on September 9th, 2016.
- **REGIONAL PLAN UPDATE:** Jeff reported that the CCWDB has taken the lead with respect to the Regional Plan. Leslie put together a very nice Regional Plan Elements Template. This was sent to the all the Regional Directors so they could add answers to questions as it relates to their county. Jason Barrett, Consultant from Thomas P. Miller Associates will be in the area from July 26-28 to work on the plan. A draft of an MOU was also sent out the respective counties. There is a meeting scheduled here at the WDB office on July 28th 2016 10am-4pm. Jeff stated that once this meeting takes place, the rest of the formatting and writing will be done by the consultants. The deadline for submission of the Regional Plan is October 15, 2016. Jeff was happy to report that the consultant was very impressed with the level of work that has been done in the Southern Region to complete the plan. The consultant said the Southern Region is way ahead of schedule as compared to other regions in the state. Kathy asked what regional funding dollars will be requested within the plan. Jeff said that regional dollar amounts will be referenced for the purposes of planning some events that would include all the southern counties such as a regional job fair or seminar. The completed Regional Plan will be the direct lead into the Local Strategic Plan. Jeff felt confident that by using the Regional Plan, the current Local Plan that was submitted in the prior term, along with some nuances from the WIOA law, the Local Strategic Plan should go smoothly toward submission. This plan is due to the State by November 15, 2016.
- **GSETA UPDATE:** Jeff will be attending a GSETA state retreat on July 12th and 13th, 2016 and annual conference will be held in Atlantic City, NJ September 13th – 15th, 2016.
- **BUSINESS SERVICES UPDATE:** Jeff reported on the highlights of the BSR meeting held on July 7th. Jeff asked Mike Leonetti and Brett Waters to provide a report of the businesses they visited and the outcome. Kristi Connors said she will forward a Business Services Employer Outreach Weekly Report that she receives from Catherine Carroll to Jeff for approval. She said using this report should serve the same purpose and easily be adapted by all Business Service Representatives at the One-Stop. The WDB Executive Committee will review and approve this document at their next meeting on July 27, 2016. Once approved, Jeff will send it out to the business service team and supervisors with a message that the Executive Board would like to see this form used as a standard weekly reporting tool to gain feedback and measure the level of service to area businesses in the county.

Jeff said that Patti DeRenzo, a new Business Service Rep on staff at the One-Stop, was invited to the BSR meeting. Frank gave some background to the committee about her new position at the One-Stop. The Camden Board of Freeholders started a Drug and Alcohol Task Force two years ago due to a Heroin epidemic in Camden County. They asked the One-Stop to create a position that would reach out to local businesses to help them develop jobs for recovered clients. Patti's son died of an overdose. She felt that not being able to find gainful employment contributed to her son's depression. She has been very active with the Task Force as well as connecting with some of the local unions to create jobs. She is positive and dedicated and Frank thinks she will raise the level of productivity in the business service's department.

Regina Pryor also attended this meeting and made a brief introductory presentation about her new position with the state. The Division of Workforce Operations and Business Services has established the Office of WIOA Technical Assistance and Capacity Building led by John Bicica. This office is responsible for providing technical assistance to all one-stop system partners regarding WIOA compliance. This technical assistance will include general information on eligibility determination, assessment and development of individual services strategies for youth, and targeted assistance, as necessary, based on findings in monitoring reports issued by the Office of Internal Audit. Jeff said that Regina expressed interest in working with all of the WDB committees as her schedule allows.

- **BOARD MEMBER UPDATE:** Jeff reported meeting with the two new board members; Beth Green and Matt Riggins. He presented each of them with a board member handbook and oriented them to board expectation and policy. Jeff also informed the committee that Dr. Yannuzzi, President of the Camden County College has stepped down from his position and has sent an official notice of his resignation to the WDB. Jeff said he reached out Don Bordon, the incoming president and the WDB staff has taken steps to file the necessary paperwork to have his nomination placed on the Freeholder agenda for a resolution appointing him to the WDB board. According to WIOA law, this is a required board position.
- **REPORTS AND REPORTING UPDATE:** Gregg thanked Kathy Mayfield for assisting him with the One-Stop Level of Service Score Card. Gregg asked the committee for general feedback as to how the scorecard was received at the Quarterly Board Meeting. The committee felt that while most attendees to the quarterly meeting don't seem interested, it is important information that needs to be included in the meeting to set priorities in areas that need improvement. The committee felt the score card should be reviewed again at the Executive Committee meeting on July 27th.
- **WDB/ONE-STOP STAFFING UPDATE:** Frank announced he is officially stepping down from his position as Director of the Recourse Center in order to assume his new position as the county Director of Events and Community Outreach. The committee asked Frank to forward a current organizational chart. Kathy told the committee that she will be keeping a closer watch on the day to day staff operations that Frank handled until he is replaced. Kathy does not foresee too many new staff changes at the One-Stop until the One-Stop procurement process is complete. Jeff, Gregg and Kathy will be attending a briefing at the County Offices on July 8th 2pm to review the requirements in the One-Stop Procurement Process.

The meeting was adjourned at 11:33 A. M.

NEXT MEETING

The next committee meeting is scheduled for Aug. 12, 2016 at 9:00 A.M. at the WDB office, 1111 Markkress Road, Suite 101, Cherry Hill, N.J. 08003.

Submitted by:

Kathleen Varallo

Administrative Assistant