



**Camden County  
Workforce Development Board**  
*Supporting the Development and Retention of a World Class Workforce*

Robert Weil, Chair  
Jeffrey S. Swartz, Executive Director

**OPERATIONS COMMITTEE MEETING  
MINUTES JANUARY 12TH, 2018**

**ATTENDANCE**

Members		10-Mar	7-Apr	11-May	9-Jun	21-Jul	16-Aug	14-Sep	13-Oct	17-Nov	8-Dec	12-Jan
DeBaere, Gregg T., CHAIR	Atlantic Coast Communications	X	X	X	X	X	X	X	X	X	X	X
Bob Weil	WDB Chair			X		X				X		
Connie Medina	Board of Social Services	X	X	X	X	X		X	X		X	X
Kristi Connors	NJ Department of Labor, Business Services					X	X	X	X	X	X	X
Jeff Deitz	NJDVR	X	X	X	X				X			X
Joshua A. Friedman	Director, Camden County One-Stop	X		X	X	X		X	X	X	X	X
Krista Lope	NJDVR	X		X	X	X	X		X			
Kathleen S. Mayfield	Camden County One-Stop Operator				X	X		X	X			
Nidia Sindair	Director, Camden County Resource Center										X	
Thomas Thorn	Camden County Business Services.						X			X		
Swartz, Jeffrey S.	WDB Executive Director	X	X	X	X	X	X	X	X	X	X	X
Williams, Leslie J	WDB Comptroller		X	X	X		X	X	X	X	X	X
Varallo, Kathleen	WDB Administrative Assistant		X	X	X		X	X	X	X	X	X

**WELCOME**

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

• **RESOURCE SHARING/INFRASTRUCTURE FUNDING AGREEMENT**

Gregg asked the committee to review the latest draft of the Infrastructure Funding Agreement (IFA). The IFA has been submitted to the state by January 1<sup>st</sup> 2018, along with the Partner Memorandum of Understanding (MOU). Gregg said we have submitted these documents as requested in a timely manner. He asked for an update on the required MOU signatures. Leslie Williams, WDB Comptroller, reported that all documents were submitted with a list of those signatures that we are still waiting on. The State said that they will have the State sign its page. We are also still waiting on the Camden County Housing Authority signature page. The documents are waiting the approval of their Board. We have not received feedback from the State. Gregg asked there was any specified time table for a response. Leslie said that in the past, the State does not review the documents until they have received all the signature pages.

• **EQUAL OPPORTUNITY (EO) OFFICER**

Gregg asked for Equal Opportunities (EO) Officer and policy update. He had a follow up note from the last meeting that we were going to review the policy that Brett Waters created and create a form that would be forwarded to the WDB on a quarterly basis. Joshua Friedman, One-Stop Career Center Director, said that he put Bill Curry, new Camden County EO Officer designate, in touch with Michael Ayles, Equal Opportunities (EO) Officer, NJ Department of Workforce and Development. Leslie said we have an

updated resolution that was approved by the WDB at the Quarterly Meeting on December 20<sup>th</sup>, 2017. Leslie asked Joshua to send the final version of the EO Policy if he have not already done so. Joshua reported that Nidia and Bill are working on the reporting form.

- **ONE-STOP CERTIFICATION PROCESS**

Jeffrey S. Swartz, WDB Executive Director, reported that we have all the elements of the Certification process in order according to the check list provided by the SETC. He said there may be some delays in review due to the change-over in government at the state level. We have until June 2018 to complete the process. Kristi Connors, Employment Services Manager, said that no official governmental staff appointments have been made as of this date.

- **ONE STOP OPERATIONS**

Joshua Friedman, Director One Stop, reported for Nidia Sinclair, Career Center Director,

- **CAMDEN CORPS PLUS (CCP)**

The grant funded program is a collaborative effort between the local government and schools including The Center for Family Services, Rutgers University and Camden County College. It will help young residents between ages 16 and 24 who don't have a high school diploma.

Joshua reported that the program runs until the end of March. There is still a gap in the eligibility documentation requirements on participants. Joshua will be meeting with principal partners again on Monday, January 22<sup>nd</sup>, 2018. Laurie Maguire, One-Stop, Learning Link Manager, has put together a bullet point list of concerns. Jeff will be included in this meeting. They will be co-signing a letter that requires the CCP to turn over the required documentation of all participants. Joshua said he will be reporting the outcomes of that meeting to Jonathan Young, Freeholder Liaison, who has had great interest in the program. Gregg asked if we have received regular reports from CCP. Joshua said the only report we have received has been in the form of a dashboard report.

- **COOPER HOSPITAL – MEDICAL CODING INITIATIVE (CMCI)**

A consortium including Cooper University Health, Camden County College, Hopeworks, the Camden County One-Stop and the Camden County Workforce Development Board have organized to create a certificate program in Medical Coding offered by Camden County College and approved by the American Health Information Management Association as an appropriate training platform, with the addition of certain life skills training provided by Hopeworks. Hopeworks will qualify participants for the positions and the career ladders will be identified by Cooper. This will further enable the participants to advance academically towards securing associate and baccalaureate degrees.

Joshua reported that the program is running well. Lou Bezich, Senior Vice President, Strategic Alliances, Cooper University Health, conducted the first quarterly update or review on Monday, December 18<sup>th</sup>. He said there was only one meeting conducted on

November 10<sup>th</sup>, about starting an EMT program. There has been nothing mentioned since then, and Jeff said there would be no jobs promised as a result of that program, if enacted. Joshua said that if further discussions progress, the One-Stop may be able to commit to a targeted or reverse job fair once participants complete such a program. Leslie said that the Burlington County Technical School runs an EMT Program and they do conduct a targeted job fair that's run near the completion of the course. The program has gained a good reputation so most all the participants do obtain jobs as a result of completion. Joshua said that Hopeworks is still working on some minor gaps with eligibility for a few participants of the Medical Coding Course. Hopeworks does understand the eligibility requirements.

- **RE-ENTRY PROGRAMS FOR YOUTH AND ADULTS**

The County has received a grant to put together a network of organizations, including the One-Stop, to assist Adult ex-offenders being released from incarceration at the Camden County Correctional Facility (CCCF). There are many different agencies represented including DVRS, AS, mental health, Board of Social Services, Social Security, Motor Vehicles and more. The program will serve adults but can include youth as well. Sharon Bean, CCCF Jail Population Coordinator, is the lead organizer.

Joshua reported there are no new updates for the re-entry program; there another meeting scheduled for the end of March (TBA).

- **YOUTH AGING OUT OF FOSTER CARE**

Joshua reported that he and Nidia have been very involved with the Youth Aging Out of Foster Care Committee. The committee involves the County Family Court, Court Appointed Special Advocates (CASA), Certified Public Manager Program (CPMP), and the Child Protection and Permanency (CP&P), (formerly the Division of Youth and Family Services, (DYFS). The One-Stop is now a part of that committee.

Joshua reported that he and Nidia Sinclair are working with the committee to plan an annual event. Gregg asked if any work has been done to create a packet that gives youth information about how to go about getting documentation. This information is also planned to be posted to the One-Stop website according to our last discussions. Joshua said that the county is preparing promotional materials for the package. We are also able to put more pressure on the lawyers and case workers to do what they are supposed to do; obtain identification documents before the a Youth is released from Foster Care. We are getting more cooperation from the court now that they are aware of our concerns.

- **PROJECT SEARCH – JEFFERSON/KENNEDY HOSPITAL**

Project Search is a national program that has been established locally at Jefferson/Kennedy Hospital. The Hospital is working with a cohort from the Yale School. These are high functioning students on the Autism spectrum. The Autistic students are being trained through On-the-Job Internships. Another cohort is attending TD Bank University, 4140 Church Rd; Mount Laurel, New Jersey. It is being conducted in association with Camden County Special Education Services.

Jeff Deitz, DVRS, said the second cohort is preparing for a reverse job fair. The participants will be coached with mock interviews and they will prepare an “About Me” book of photos showing them doing different jobs around the hospital. The mock interviews are scheduled for Thursday, February 1<sup>st</sup> and the job fair is scheduled for Thursday, March 1<sup>st</sup>.

- YOUTH ONE-STOP:

#### YOUTH MENTORSHIP PROGRAM

Joshua reported that we are still waiting for Rowan University to sign the Memorandum of Understanding (MOU). The MOU would spell out how the county and college would work together and the logistics of the Mentorship program. As a back-up, Joshua said that Jonathan Young suggested we ask some of the One-Stop participants who have completed training and are now placed on valid career paths to volunteer some time toward mentoring youth. This would not require an MOU and Jyi Peterson, Youth Counselor, could coordinate with volunteers.

#### YOUTH WORK EXPERIENCE PROGRAM

Joshua reported Connie Medina, Deputy Director, Board of Social Services, and one of her staff members met with him and Nidia with a plan to provide implication information to a youth participant as to how they will be paid and how it will affect any current benefits, such as welfare, they are receiving. This took a lot of their time because each benefit compensation program works so differently. What this means is that if a youth applies for the Youth Work Experience Program, we will be able to pull up their case files and get a quick guide as to how their benefits would be affected by participating in the program. Gregg asked if the participants that go to work in county offices may be required to take a drug test. Joshua said he has not got a final ruling on that but he was told the youth will be treated like any other county employee so it is possible they will be tested. Leslie asked if they will be considered county employees. Joshua said they will be considered temporary employees that will be paid by the One-Stop designated county funds for the program.

- ONE-STOP COMMUNICATIONS & UPDATES

Joshua reported he will be holding a brief staff meeting to announce that the County will officially take possession of the property at 2600 Mt. Ephraim Ave. as of Thursday, February 1<sup>st</sup>. The county’s maintenance company will now be taking care of the facilities. Joshua also reported that there are five job postings up for two Counselors, two Para-Professionals and one Manager. These positions are likely to be filled by the end of February.

Joshua said that he and Jeff made a presentation to the Camden County Regional Chamber of Commerce about the WDB, its role in the community and the services of the One-Stop Career Center. Both Jeff and Joshua said the presentation was very well received. Joshua made the focus of the presentation toward Employee Recruitments. He was approached by 4 Employers after the presentation. He followed up by sending each an email explaining recruitment services. Deb Arthur, Chamber President, intends to schedule a tour for any other interested employers wanting to find out more about the business services of the One-Stop.

Joshua reported that meetings with Marilyn Martinez, Interim Dean, Camden County College,

have produced good results. She understands the college's role as a consortium partner and is now updated on co-enrollments, providing proper time and attendance records and the requirements of the provider contract they entered into with the County and the One-Stop.

- **CONSORTIUM & TIP UPDATE:**

Jeff Swartz said he will be attending the Healthcare Consortium Meeting the Rowan University, Camden Academic Building on Friday, January 12<sup>th</sup>. He continues to attend these meetings as they provide valuable updates to healthcare initiatives in the local area.

Jeff reported that the Advanced Manufacturing Talent Network has been taken over by another entity that has not been announced yet and the Retail, Hospitality Networks have been further divided into three regional networks. Stockton University with Stacy Forman, Director, is now operating Retail, Hospitality Tourism TIP Coastal, which includes Atlantic, Cumberland/Salem and Cape May Counties. The one covering Camden County is called the Delaware River Targeted Industry Partnership or The Retail, Hospitality, and Tourism Talent Network-South.

- **BUSINESS SERVICES (BSR)**

Jeff reported that the Business Service Team has been working on positive recruitments for Tru-Vision, Royal Farms, Pepsi-Canada Dry and Allied Energy Systems. Kristi Connors reported that Unemployment Services has been very busy processing new claims. Leslie said that we have been getting several calls here at the WDB office. She asked if there was a direct phone number to give callers. Kristi said the best number to call was 609-507-2340.

Jeff reported that the Atlantic City Electric (ACE) contract is being reviewed by our office staff. He has been in touch with the other counties involved to get their input. The contract, with its changes, will be presented for approval to the WDB Executive Committee at their meeting on Wednesday, February 24<sup>th</sup>. Once the committee has approved the changes, it will be sent back to ACE with any final revisions.

### **NEXT MEETING**

The meeting was adjourned at 10:45A.M. The next committee meeting is scheduled for Friday, February 9<sup>th</sup> 9:00 A.M. at the WDB office, 1111 Marlkrass Road, Suite 101, Cherry Hill, N.J. 08003.

Submitted by:

*Kathleen Varallo*

Administrative Assistant