



**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  
JANUARY 8, 2016

ATTENDANCE

Members		Meeting Dates						
		17-Jul	14-Aug	26-Oct	13-Nov	9-Dec	8-Jan	
<b>DeBaere, Gregg T., CHAIR</b>	Atlantic Coast Communications	X	X	X	X	X	X	
Campbell, Art	Camden County Commerce							
Clark, Jeffrey	NJDVR	X	X	X	X	X	X	
Connors, Kristi	NJ Department of Labor	X	X			X	X	
Festenstine, Teresa	Board of Social Services	X	X		X	X	X	
Filipek, Frank	Camden County One-Stop	X	X		X		X	
Kopala, Damon	Edmund Optics							
Mayfield, Kathy	Camden County One-Stop	X	X	X		X	X	
Potts, John	Graphic Communication M14							
Sinicki, Stan	NJ Department of Labor		X					
Towers, Ruthanne	Our Lady of Lourdes							
Wahlquist, Robert	Preit Associates							
Swartz, Jeffrey S., Exec. Director	WIB	X	X	X	X	X	X	
Williams, Leslie J	WIB			X	X			
Stubblefield, Lelia	WIB					X	X	
Cruz, Wanda	WIB	X	X		X			
Primas, Theo	WIB							

Welcome

Chair Gregg DeBaere called the meeting to order, welcomed attendees and asked for roundtable introductions.

Counselor Survey-Frank Filipek

The counselor survey will be available March 31, 2016. The survey will be provided quarterly (July 1, 2015-September 31, 2015 and October 1, 2015 – December 31, 2015). The December survey was administered and fifteen responses were received. Frank also informed members that he wants to utilize some of the CWEP participants at the One-Stop Career Center, creating customer service training for them. The CWEP participants will learn telephone and communication skills. This would be a work activity for the CWEP’s participants, however no CWEP can exceed their hours. Kathy will ask Theo Primas to include “no hours can be exceeded” in the CWEP contracts, and will review CWEP job descriptions.

### Youth One-Stop Update – Frank Filipek

- Outreach to school systems-Jeff has a meeting with New Jersey Assemblywoman Pamela Lampitt on February 9, 2016. Ms. Lampitt is currently drafting legislation to mandate school districts to provide Workforce Development Board's twice a year, a list of individuals who have dropped out of school.
- Youth Transition Plan-Laurie Maguire is preparing the Youth Transitional Plan for the Youth Investment Council (YIC). The staff has been meeting with Laurie and assisting her with completing the plan. The final draft will be completed by January 8, 2016 and due to the State by January 25, 2016. Youth Chair Matthew Verney, Jeffrey Swartz, and the Youth Investment Council will review and approve the plan. Frank also informed the members that the Medical Assistant program is open to applicants and moving forward. There are currently thirteen (13) in-school students enrolled in the Medical Assistant program.
- Youth Level of Service Report- Marie Meade and Laurie Maguire are working on the Level of Service Report, and they are nearing completion.
- Step-by-Step Process Guide- The guide will provide details on the process youth will experience when they enter the Youth One-Stop. Kathy provided the members with a handout of the Roles and Responsibility of the One-Stop from the SETC's recent symposium.
- We need the Board of Social Services to continue to send over high-school equivalency candidates to boost our numbers.

### Consortium Update- Jeffrey Swartz

Healthcare-Jeff informed the committee he has a conference call at 11 a.m. with the HealthCare Consortium. Frank added medical coding is changing and individuals who are providing training should teach the curriculum aligned with what hospitals require. Also, local colleges and Cooper Hospital will be working with the One-Stops towards this endeavor.

Transportation Distribution and Logistics (TDL) and Advance Manufacturing meeting dates-Jeff is in the process of scheduling a meeting with TDL and Advance Manufacturing Consortiums. The goal is to schedule a meeting by March 31, 2016. Jeff also mentioned Retail Hospitality is the next consortium CCWDB is looking to establish. Furthermore, there are still issues with TDL vendors not meeting and addressing the Motors Vehicle Commission (MVC) requirements. The vendor's curriculum needs to be equivalent to the requirements of MVC. Jeff, Frank and Theo will meet with the vendors to resolve the issues.

### Synopsis of Service Brochure

Frank is still working on the Synopsis of Service Brochure.

### Regional Planning Update-Jeffrey Swartz

Jeff informed the members that a Regional Planning kick-off meeting is scheduled for January 22, 2016 at the Camden County Workforce Development Board Office.

### Business Service Team Update-Jeffrey Swartz

The BSR team is moving forward after a good meeting on 1/7. They are continuing to reach out to businesses to make them aware of and promote the five key industry sectors. Frank suggested that the BSR work with the WIOA staff and look for jobs that match the training that the One-Stop provides.

### New Business Discussion

- **Revised Memorandum of Understanding (MOU)** – The MOU is due to State February 27, 2016. Gregg suggested looking at the Workforce Innovation Notice to discuss and identify what Camden County needs to include in the MOU. Kathy stated Camden County needs to revise the chart and use the triage as a guide to meet the description of services requirement. The members discussed the descriptions of service on page # 1 of the Workforce Innovation Notice regarding the One-Stop delivery system electronically. Frank stated currently we do not provide services electronically but want to make the career plan and orientation available on-line.

Members will create a new matrix utilizing the descriptions on pages 9-13 of the Workforce Innovation Notice to reflect the State's requirements. The committee will add an additional column for Youth Job Core on page #13 and modify the Housing Authority column heading to read Youth Build / Housing Authority on page #12. Perkins should be included in the column heading CCTI, and CCC will take the place of CC Technical Schools. All adult programs have been taken over by the college. Camden County College will consist of academic, technical and development. After further discussion, Kathy will prepare a draft of the Memorandum of Understanding (MOU). Gregg and Kathy will meet to discuss the prepared draft and present the document to members at the next meeting. As discussed, the committee will re-label core to basic career services and change the rows to reflect the State's requirement on pages nine-thirteen.

Workforce Innovation Notice:

Under the Workforce Innovation Notice, page 5 #5 concerning the length of the MOU- Camden County MOU remains in effect until it is amended or renewed. The RSA will be reviewed annually and any changes will be incorporated into the MOU. The MOU agreement is in effect for three years.

Page 6 #6 Record Retention-Camden County currently has a Retention Policies. Frank Filipek will obtain a copy of the Record Retention Policy.

Page 7 #1 under Negotiating Agreements- Camden County documents committee meetings by using minutes which are transmitted by email.

#2 Camden County need to reference the RSA in the MOU and the RSA is due the same time as the MOU.

At the next meeting Kathy will draft the Matrix. The draft will include a paragraph on Record Retention, reference the RSA in the MOU and reference #9 on page 5 of the exiting agreement. Barbara Pape will assist Kathy with the MOU.

- **Resource Sharing Agreement**-In the Resource Sharing Agreement all discussions have to be documented and the current RSA is in compliance with the State's requirement.

Infrastructure cost was discussed. Kathy stated we use a full time equivalent method, Goods & Services, and In-Kind Contributions (three of the four methods the State has listed). Camden County will use a simplified version of our existing template which will be acceptable for the State.

Local cost Allocation Plan- Kathy informed the committee that the local allocation plan is based on the number of customers served in each funding stream and must be reviewed quarterly. Barbara has to make financial adjustments based on the actual level of service.

NEXT MEETING

The next Operations meeting is scheduled for Friday, February 12, 2016 at 9:00 a.m. at the WDB office.

Submitted by,

*Lelia Stubblefield*

Administrative Assistant