



**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 FEBRUARY 10TH, 2017**

ATTENDANCE

Members		12-Aug	9-Sep	14-Oct	4-Nov	9-Dec	13-Jan	10-Feb
DeBaere, Gregg T., CHAIR	Atlantic Coast Communications	X	X	X	X	X	X	X
Deitz, Jeff	NJDVR	X	X	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	
Potts, John	Graphic Communication M14							
Wahlquist, Robert	Preit Associates							
Joshua Friedman A.	Director, Camden County Resource Center		X	X		X	X	X
Lope, Krista	NJDVR					X	X	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		
Stubblefield, Lelia	WDB Administrative Assistant							
Varallo, Kathleen	WDB Administrative Assistant	X	X	X	X	X	X	X

WELCOME

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

• **PROGRAM UPDATES:**

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.

Joshua A. Friedman, Resource Center Director, reported for Kathleen S. Mayfield, One-Stop Operator, that there are no new updates at this time. Jeffrey S. Swartz, WDB Executive Director, said that he had a chance to visit the Camden Dream Center with Pastor Keith Davis, Center Director. The Camden Dream Center hosted a cohort from the Camden Corps Plus participants on Monday, February 6th. They provided the youth with a program about the Cisco Networking Academy featuring a representative from

Cisco national office who oversees the online initiative. The Cisco Networking Academy connects 1 million students and partners, in 10,000 academies in 165 countries, by using the network as a platform, and all through cloud technology. With numbers like that, Cisco Networking Academy represents the "World's Largest Classroom Courses and Certifications," Per Pastor Davis.

The Camden Dream Center Technology Training School prepares students to take the Cisco CCENT certification exam by offering two prerequisite courses to the Cisco CCNA Routing and Switching course. The curriculum is appropriate for students at many education levels and types of institutions, including high schools, secondary schools, universities, colleges, career and technical schools, community organizations, and non-traditional learning environments. The curriculum helps students develop workforce readiness skills and builds a foundation for success in networking-related careers and degree programs.

Project Search – Kennedy Hospital

Jeff Dietz, DVR reported that his staff worked with a group of Yale School students to help sign them up on Career Connections and assisted them in building an online resume. These Autistic students are being trained through On-the-Job Internships. He said they are coached in resume writing and work readiness skills even though they may receive job offers through the program. Jeff thanked Kristi Connors for coordinating the registration of the 11 participants at the One-Stop.

Cooper Hospital – Medical Coding Initiative

Joshua reported that he attended a meeting and was impressed at how well thought out and organized the Medical Coding Initiative is turning out to be. The program design is progressing nicely. The meetings are being directed by Louis S. Bezich, Cooper University Health Care, Senior Vice President, and Strategic Alliances. Gregg asked if Kathy Mayfield was able to integrate the changes in the Memorandum of Understanding (MOU) that related to the One-Stop's role and participation. Kathy confirmed that the changes had been accepted and made. Camden County College will provide a 39-hour credit training program comprised of medical coding courses. Hopeworks will be providing recruiting and assessment and will report throughout the process. Joshua said the goal is to start the program in time for the fall semester.

- **ONE-STOP COMMUNICATIONS & UPDATES**

Joshua reported that the Youth Investment Council held its Open House meeting at the One-Stop on Thursday, January 26th. The meeting was open to School Guidance Counselors, Agencies and Organizations who are connecting with Out-of-School Youth. Freeholder Jonathan Young attended and David Goodman, NJ Youth Build, presented a video produced especially for the Youth One-Stop.

Joshua reported that the date for the Camden County Spring Job Fair has been set for Thursday, April 27th, from 9am-2pm at the BB&T Center in Camden. Gregg asked what improvements are being made to this and every job fair as we continue to host them. The committee discussed aspects of improvement such as clearing the date of any conflicts, signage and more advance advertising. Shuttle transportation from the Cherry Hill Mall was also discussed.

Joshua reported that Jyi Peterson, Youth One-Stop Counselor, took time to put together a thorough outline of a Youth Mentorship Program. There is clearly a break-off with Youth after they have received training. There is a difficulty following up with them. The mentoring program would create an additional layer of service where Rowan Intern Students would provide the mentoring and report back

to Youth Counselors on a weekly or biweekly basis. This might provide a way for youth with barriers to employment to make a connection with someone that would make them want to follow up with the One-Stop. Joshua gave the outline to Matt Verney, Youth Investment Chair, for approval. Gregg asked if there are mentoring programs currently existing that could be tapped into so efforts are not being duplicated. Joshua will further research existing programs.

Joshua reported that a new One-Stop Certified Teacher has been hired at the One-Stop in the Learning Link Department. Her schedule expands to include an extra half hour of service, for customers who may arrive during the later afternoon hours. Her schedule on two days per week will end at 4:30pm. Joshua said he is making progress on getting the staff to work together more. He scheduled the first mandatory Manager's meeting on Thursday, February 16th.

Joshua proposed an idea to Camden County College that might boost job placements upon completion of training. Joshua said that creating more internships would result in more job placement. He is working with the college to explore more ways to increase job placement performance. Kristi Connors, One-Stop Manager, suggested that a requirement of the schooling grant be put into effect that would bring the students back to employment service for resume coaching and a job search at the third tier of training. This would also create a way to monitor the progress of the student and the quality of the training. Joshua said that this function could be built into the Eligibility Orientation. The committee discussed ways of implementing this requirement or making it a mandatory part of the training grant. The committee agreed that language should be inserted into every contract to require a similar process. Jeff suggested that Joshua and Kristi work with Theo Primas, WDB Program Evaluator to establish this requirement in future contracts. Since overall enrollments are down across the region at colleges and career centers, the focus must be placed on quality of service, follow-up and reporting so that every customer is counted.

- **PARTNER MEETINGS GRANT COMMUNICATIONS**

Kathleen Varallo, WDB Administrative Assistant, reported that a good circle of communication has been established with matters related to letters of support and grant applications. All letters of support requests are being sent directly to Kathleen Mayfield for approval before a letter is issued. She reviews the proposal documents for ways the grant recipient would work with the One-Stop. She was able to offer changes to a recent proposal received by the Camden County College for a Stackable STEM Program. The college made the respective changes before application was processed. Once the approved changes were made, Jeff issued a letter of support. The grant application information was then recorded on the spreadsheet that is updated by WDB staff. This communication method will help to ensure that the participation of the One-Stop can be counted when assisting with community grant programs.

- **CONSORTIUM UPDATE:**

Jeff said he attended Health Care Consortium Meeting at the Camden Waterfront Tech Center. Friday, January 13th at 11am. There is a Healthcare Consortium meeting scheduled at Cooper Hospital today, February 10th. Jeff said the Cooper Medical Coding Initiative is being discussed at Consortium Meetings.

The Retail Hospitality and Tourism Talent Network South (RHT), Stockton University was hosted on Tuesday, January 31st. 2017, at Rowan College Center at 21 Mill Street or 1 High Street, Mount Holly, NJ 08060. Jeff hosted a follow up meeting with Lauren Haynes, RHT and Ken Brahl, WDB Literacy Chair, here at the WDB office on February 7th. They discussed a grant for Shoprite, through the Talent Development Network, to create a training program for their cashiers, deli and customer service personnel.

The committee discussed various aspects of the Talent Development Networks and Talent Development Centers. These events and the centers are being funded by the State to bring training providers together with employer needs. An Employer like Holtec International had a need to hire certified welders for their new Camden location. Holtec worked with Camden County College to create a curriculum that would train participants and result in job placement with the company. The benefit to the participant is that once they are trained in a real certifiable skill like welding, they will be able to carry that certification beyond Holtec if necessary. Jeff said that communication with the WDB Directors and Employers is essential to the success of these initiatives so that training programs ensure real sustainable careers for One-Stop Career Customers. Gregg said the Cooper Medical Coding Initiative is another prime example of how two training providers, the One-Stop Operator and the Workforce Development Board are working together to create an employer driven program that will result in a lifetime career for participants.

- **BUSINESS SERVICES**

Jeff reported requesting that two Business Service Representatives (BSR) be assigned to Camden County. He said that we are currently sharing a BSR, Janea Wilson, with Gloucester County. She attended and was introduced at the February Business Service Meeting. Kristi said that Trish McGowan is filling in with taking calls for Job orders. She agreed that there should be dedicated representatives assigned in order to fill the employer needs of Camden County. Joshua said he is working with the One-Stop Business Service Team members to regularly complete their weekly outreach reports.

- **DIVISION OF VOCATIONAL REHABILITATION SERVICES (DVRS)**

Jeff Deitz, DVRS, reported that the Schedule-A Hiring Event has been cancelled due to a federal hiring freeze. He said DVRS is planning a local public employer hiring event in May, 2017. It will be much the same the Schedule-A in that individuals with barriers to employment will be coached and prepared for interviews with local employers that have inclusive hiring practices and are currently hiring. Krista Lope, DVRS, said she would send more information about the event including employers attending. Jeff S. said that the Abilities and Literacy Committee in the process of planning a “Dispelling the Myth” event on October 20th, 2017. This event is hosted for Employers in the region who are interested in finding out more about hiring individuals on the Autism Spectrum. He asked that information be forwarded to him so that his staff could prepare a proposal for some corporate sponsorship of these events. Last year Bancroft kindly sponsored the “Dispelling the Myths” event and this year he hopes to apply to the TD Bank Foundation for funding that might sponsor multiple events.

- **CCWDB LOCAL & REGIONAL PLAN:**

Kathleen reported that documents associated with the plans have been submitted to the SETC. The WDB Directors of the South Jersey Workforce Collaborative are slowly forwarding their signed signature pages, of the MOU, to the SETC and this office. Once collected, a completed MOU with all signature pages will be forwarded to the SETC as a matter of record. There have been no comments or feedback received thus far from the SETC.

- **QUARTERLY MEETING UPDATE:**

The Next Quarterly Board of Trustees Meeting is scheduled for Wednesday, March 22nd, 9-11am at the

Camden County College, Blackwood Campus. The committee discussed possible speakers and ideas for success story candidates. The details will be finalized at the next Operations Meeting on Friday, March 10th 2017.

The meeting was adjourned at 10:42A.M.

NEXT MEETING

The next committee meeting is scheduled for Friday, March 10th, 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