



*Supporting the Development and Retention of a World Class Workforce*

Jeffrey S. Swartz, Executive Director

Robert Weil, Chair

**OPERATIONS COMMITTEE MEETING  
MINUTES MARCH 9, 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	9-Feb	9-Mar-18
DeBaere, Gregg T., CHAIR	Atlantic Coast Communications	X	X	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		X
Kristi Connors	NJ Department of Labor, Business Services					X	X		X	X		X	X	
Jeff Deltz	NIDVR	X	X	X	X				X			X	X	X
Joshua A. Friedman	Director, Camden County One-Stop	X		X	X	X		X	X	X	X	X		X
Krista Lope	NIDVR	X		X	X	X	X		X					X
Kathleen S. Mayfield	Camden County One-Stop Operator				X	X		X	X					
Nidia Sinclair	Director, Camden County Resource Center										X		X	
Thomas Thorn	Camden County Business Services.						X			X				X
Swartz, Jeffrey S.	WDB Executive Director	X	X	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	X	X
Varallo, Kathleen	WDB Administrative Assistant		X	X	X		X	X	X	X	X	X	X	X

**WELCOME**

Chair, Gregg DeBaere called the meeting to order at 9:04am, welcomed attendees and asked for round table introductions. Gregg asked everyone to review the minutes. He made some grammatical corrections prior to the meeting. The committee reviewed the minutes and found one more correction that will be made prior to the uploading them to the WDB website.

**PLANINNG UPDATES**

• **RESOURCE SHARING/INFRASTRUCTURE FUNDING AGREEMENT (IFA)**

Gregg asked if there has been any follow up from the State regarding the Infrastructure Funding Agreement (IFA) and the Partner Memorandum of Understanding (MOU). Leslie reported that we received one more signature page from the Camden County Housing Authority. They requested a fully executed document once all the signatures have be received. She sent the document to the State and John Bicica, LWD, acknowledged receipt on February 14th. She asked John about the signatories by the State. He said that he would update her as soon as the Administration provided that information. We still have to follow up with Kristi Connors, Manager Employment Services, about who will be signing on behalf of her Agency.

• **ONE-STOP CERTIFICATION**

Leslie reported that once the IFA has been fully executed, we can continue completing the One-Stop Certification Process. Gregg said that it is an ongoing process. As of now, there is nothing pending or missing. Leslie said the due date for completion is set for June, 2019. She said as long as we have all the components, she hopes to submit the certification request earlier and not wait for the due date. Gregg also mentioned that the State reviewed its combined State Plan and

inserted language in its amendment that allows local areas to extend the One-Stop Operator contract for two additional one year renewal terms. Originally, the State required that One-Stop Operations must be competitively bid every two years. Concerns expressed by the Garden State Employment and Training Association (GSETA) that this would create an unnecessary burden on local areas prompted a request for this change. Gregg said the Federal Government requires procurement every four years. This change will give the local area more flexibility to change the Operator if needed or to keep the Operator as long performance is satisfactory.

## YOUTH ONE-STOP UPDATES

- 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 he met with Laurie Maguire, One-Stop Learning Link Manager, about incomplete eligibility files. We are still having difficulty getting this information from the partners in the program. Overall, 50 of the one-hundred participants were made eligible and 49 were not due to incomplete documentation. We paid for 20 HighSet tests of which 7 Youth were made eligible and 13 were not. He said that being unable to fully co-enroll youth participating in the program will negatively affect our performance. He said that Laurie is continuing to help program partners sort thru the files and gather needed information. Joshua suggested that we make sure that specific information regarding eligibility requirements be inserted into any future partner agreements or contracts that include One-Stop involvement. The committee discussed the Camden CorpsPlus program from its beginnings, the concerns Kathleen Mayfield, former One-Stop Operator, had and her efforts to bring the partners together prior to Joshua taking over her position. All agreed it was a good program in concept but it needed more lead administrative oversight. Jeffrey Swartz, WDB Executive Director, reported that Sherie Jenkins, State Administer of the grant, conducted a meeting of the partners and is willing to do whatever she can to help but the grant funding for the program is scheduled to close as of March 30, 2018. It is not certain at this time whether the grant will be extended or renewed by the new Administration.

- 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, Director, Cooper University Health, will be conducting a second quarter review of the program with all the partners on

Thursday, April 5<sup>th</sup>, at Cooper. Lou Bezich also offered to open up some additional positions within the hospital for participants, in the first cohort, who find that medical coding is not working out for them. Hopeworks is still providing great training all the way around and Lou is willing to hire individuals in other areas of the hospital. Joshua said the EMT training initiative is on hold for now although there has been some discussion of including Virtua, Jefferson/Kennedy and other hospitals in this type of initiative.

- **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 that there is a Camden Re-entry Simulation, to be held on Wednesday, March 21st at 10:00am at the Campus Center at Rutgers in Camden. The simulation will re-create situations an individual faces as they are released from incarceration and some of the agency obstacles they face. The volunteer training for the simulation will be held on Wednesday, March 14th at 2:30 pm at the Florio Conference Center, located at 200 Federal Street in Camden. There will be many “dignitaries” attending and participating. Judge Hillman from Camden, the Camden County Warden, and a US. Attorney from Delaware will be giving a presentation at the event. Invitations were also sent to Congressman Norcross, Senator Sweeney, Camden Mayor Moran, and other state politicians. In addition, some judges from Philadelphia will be attending. NJ Parole is looking forward to LWD’s Commissioner, Deputy Commissioner, and/or Chief of Staff’s to attend.

- **YOUTH AGING OUT OF FOSTER CARE**

The Youth Aging-Out of Foster Care 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). In order to afford work opportunities for this population, the One-Stop is now a part of this committee, which is led by Rosy Arroyo and Rick Alston.

Joshua reported that he sent an email to Rick Alston, Camden Family Court, Trial Court Administrator, to follow up on a proposal he sent, at Mr. Alston’s request, to the court regarding the One-Stop’s participation when youth are released from foster care. Mr. Alston reviews all proposals or initiatives for the court before they are implemented, and are awaiting his approval reply. We supplied the court with all of our new marketing materials, which have been updated to be compliant with the federally mandated branding that is “A Proud Partner of American Job Center.” Gregg asked if the marketing materials are translated to Spanish. Kathleen Varallo, WDB Administrative Assistant, said that County marketing staff easily translated a flyer they produced for the Literacy Committee’s Family Literacy Day. They could hopefully do the same for the One-Stop marketing materials.

Gregg asked how we are working with Rosy Arroyo, Community Planning & Advocacy Council (CPAC). Joshua reported that we are being invited to CPAC meetings and will be participating in the Aging-Out event planned for May 22, 9am-3pm. at the Camden County College Connector Building, 200 College Drive, Blackwood, NJ 08012. This is an expo event that will offer assistance with services such as housing, education, financial aid and functional life skills.

- **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 Dietz, DVRS reported that Jefferson/Kennedy hospital hosted a reverse job fair for the current Yale School cohort on Thursday, March 1<sup>st</sup>. Ten employers attended and visited the displays of the participants who were prepared with resumes and job boards that posted pictures of work they had accomplished around the hospital. The participants were also coached for interviews and questions that might have been asked of them. The event was successful, and we will follow up to determine how many of the cohort participants were actually hired.

## **YOUTH ONE-STOP**

- **YOUTH MENTORSHIP PROGRAM**

Waiting on MOU – No new updates at this time.

- **YOUTH WORK EXPERIENCE PROGRAM**

Joshua reported that he spoke with County host agencies and they are working on filling out job description forms for their various positions. He also checked with the fiscal department to make sure that we have the proposed 20% of Youth funds available to fund the program through the end of the program year. He said we are working closely with the Board of Social Services on this program, and they are helping us with eligibility requirements.

- **ONE-STOP COMMUNICATIONS & UPDATES**

Joshua reported that the One-Stop officially hired two Counselors and a Youth One-Stop Manager. One of the Counselors is bi-lingual. They are in the process of being certified by the State. We also hired a Para-Professional to assist more with eligibility reviews.

Joshua also reported that William Curry, WDB Designated EO Officer, has been named employee of the month by the Camden County Board of Freeholders. Jeff said that the WDB will create a certificate of recognition and present it to him at our Quarterly Board of Trustees meeting on March 28<sup>th</sup>.

- **CONSORTIUM & TIP UPDATE:**

Jeff Swartz said he will be attending the Healthcare Consortium Meeting at the Camden County Technology Center at Camden County College, 601 Cooper Street on Friday, March 9<sup>th</sup>. He continues to attend these meetings as they provide valuable updates to healthcare initiatives in the local area.

Gregg asked if the Consortium was talking more about building than programs. Jeff said they are discussing both building projects and program initiatives. Rutgers is building a Medical school in Camden. Rutgers will be expanding with another 25,000 square foot building. Lourdes is doing some expanding as well.

Gregg asked if the new Administration was going to continue to support the Talent Development Networks. Jeff said that the TIPS are being supported by the new Administration. Jeff attended a Construction and Utilities Talent Network South (CUTN-S) launch event on Tuesday, February 27<sup>th</sup>, at the Rowan University Camden Campus. It was well attended as they gathered input from the local area as to how to structure their focus. This TIP is being run by Robert DiEnna, formerly of the Carpenter's Union, South Jersey. The Life Sciences TIP will be holding an event led by Rowan University, at Burlington County College's Culinary Arts Center in Mt. Holly on March 15<sup>th</sup>. The Delaware River Retail, Hospitality Tourism Network will be hosting an event on April 19<sup>th</sup> at the Burlington County Library, 984 Tuckerton Road, Marlton. Kathleen said that Jeanne Paige-Soncrant, Camden County Business Service Rep., will be working with a group from the Delaware River RHT to take them on a tour of different RHT businesses in the local area. They plan to gather input from these local employers about employee skills needs.

- **BUSINESS SERVICES (BSR)**

Jeff reported that the Business Service Team is still very busy with positive employee recruitments. Jeanne Paige-Soncrant, Camden County Business Service Rep., has been working with employers as well as other members of the team. The One-Stop hosted four recruitments last month including Lowes, Trusted Transportation, Royal Farms, and Johns Manville. They also hosted a positive recruitment for Aleph, a home healthcare company, who is in need of Certified Nurse's Assistants (CNA).

Jeff said that Carl Donato, WDB Board Member, Wawa, Talent Development Specialist, has agreed to work with the Business Service Team on some positive recruitments. Wawa will be opening 2-3 new stores in the local area over the next two years.

Jeff reported that the Atlantic City Electric (ACE) contracts have been returned to us with the changes we requested. He is waiting for the other partnering Counties, including Gloucester, Salem/Cape/Cumberland and Atlantic County to get their approvals to go ahead with the project. He wants to make sure they are in agreement about running the program before signing the final contract. We will be conducting a meeting to discuss strategies and roll out of the program once all contracts have been signed. We plan to contact trade schools, high schools, unions and vocational training providers and make them aware of this opportunity. We will also be working on ways we can cooperate between the Counties to hold some regional training as well.

- QUARTERLY MEETING UPDATE

The WDB Quarterly meeting is scheduled for Wednesday, March 28<sup>th</sup>, @9am at the Holiday Inn, Cherry Hill. Paul Yuen, Deputy Commissioner, LWD is confirmed to be our guest speaker. Jeff said that Paul will speak about the new vision for the incoming Administration with regard to Workforce Development.

Gregg asked the Committee to review a copy of the WDB Strategic Plan Scorecard. This report includes performance goals that were established by the Committee and written or committed to in the WDB Strategic Plan 2014 and revised in the Local Plan 2016-2020. The new WIOA performance measures require a longer period of time for data collection, often up to two quarters after customer exit. This new process has left us without the State reporting we usually present to the Executive Committee. The Committee discussed the scorecard and further edited some of the points relating to discontinued programs. Joshua reported good progress and an increase in programs in areas such as Industry Sector – specific Training using local funding. This related to the Cooper Medical Coding Initiative and the Holtec Welder Training Program. Strengthening outreach to employers really scored higher with 6,517 job orders reported as of 5/31/17. Gregg asked the committee to try to update this scorecard for reporting at the June Quarterly Meeting.

#### NEXT MEETING

The meeting was adjourned at 10:27A.M. The next committee meeting is scheduled for Friday, April 13<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