

**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  
APRIL 7TH, 2017**

**ATTENDANCE**

Members		4-Nov	9-Dec	13-Jan	10-Feb	10-Mar	7-Apr
<b>DeBaere, Gregg T., CHAIR</b>	Atlantic Coast Communications	X	X	X	X	X	X
Deitz, Jeff	NJDVR			X	X		
Campbell, Art	Camden County Commerce						
Clark, Jeffrey	NJDVR						
Connors, Kristi	NJ Department of Labor	X	X	X	X	X	X
Festenstine, Teresa	Board of Social Services		X				
Mayfield, Kathleen S.	Camden County One-Stop Operator	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	
Lope, Krista	NJDVR		X	X	X	X	
Perna, Melanie	DVR		X				
Swartz, Jeffrey S.	WDB Executive Director	X	X	X	X	X	X
Williams, Leslie J	WDB Comptroller	X	X				X
Stubblefield, Lelia	WDB Administrative Assistant					X	
Varallo, Kathleen	WDB Administrative Assistant	X	X	X	X		X

**WELCOME**

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

• **YOUTH ONE-STOP:**

Kathleen S. Mayfield, One-Stop Operator, reported for Joshua Friedman, Resource Center Director. Kathy said Josh has been reviewing processes at the Youth One-Stop. Nidia Sinclair, Youth Manager has familiarizing him with its operations. They are also working to improve the reporting system and create a flow of services chart for the Youth Committee. They are working on creating a revised Youth Orientation that includes a 30 day assessment period that was in the Youth Plan. The orientation should be the first step toward a customer assistance plan that is designed with the youth in mind. It should also include some life skills training. We are creating a sort of Triage Assessment incorporated into a power point presentation that takes a youth through the process of services. Once the youth is orientated to the process, they would be assigned to a counselor. Jeffrey S. Swartz, WDB Executive Director said the Youth Investment Council would like to have a flow chart that shows how the youth is moved through the process. They believe that the One-Stop may not counting all the youth it serves. There may be more youth served than are counted in the reports. Even if a youth drops out, the committee believes staff time or effort are still being expended and should be counted. They also want to measure where improvements can

be made in the process to match youth needs. Kristi Connors, One-Stop Manager suggested that an Individual Employment Plan (IEP) be done upon a youth's arrival.

The committee discussed the flow of services and the original Youth Strategic Plan, established by the WDB when the Youth One-Stop first opened. The committee agreed that meeting with the new Resource Center Director and the Youth One-Stop staff to re-orient them to the Youth One-Stop Strategic Plan would be a best step toward re-establishing a flow of services that is consistent and adheres to new WIOA performance measures. A meeting has been scheduled with the Youth Investment Council at the One-Stop on Thursday, May 25<sup>th</sup>, 2017.

### 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 find jobs for young residents, between ages 16 and 24, who don't have a high school degree.

Kathleen S. Mayfield, One-Stop Operator, reported that her staff will be adding the CCP participants to the Youth Level of Service Report under a new category of Affiliated Programs. There are currently four cohorts going thru the program. Many of the Youth are now in the occupational portion of the program.

### Project Search – Kennedy Hospital

Project Search is a national program that has been established locally at Kennedy Hospital. Jeff has been attending regularly scheduled meetings held for the purposes of guiding this initiative. Kennedy 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.

Leslie Williams, WDB Comptroller said she and Jeff will be attending a meeting on April 13<sup>th</sup> at Kennedy Hospital. They will be interacting with the participants doing mock interviews. She said participants are in their third tier of training and are nearing job placement. Jeff said the participants probably exceed the income levels required for funding but we can give the participants assistance with resume writing and job placement. Kristi said they were registered in the One-Stop system when they were helped with resume writing. They are eligible for Employment Services such as resume coaching and a job search at their third tier of training. Jeff will follow up with Jeff Dietz, DVRS to get an updated status report on those youth in registered at the One-Stop.

### Cooper Hospital – Medical Coding Initiative (CMCI)

Kathy reported that Hopeworks has received its approved status on the Eligible Preferred Training List (EPTL). The Memorandum of Understanding (MOU) that is related to the One-Stop's role and participation is still being processed. She said there is a meeting today, April 7<sup>th</sup> at the One-Stop with Dan Rhoton, Director of Hopeworks, to review the eligibility process. Hopeworks will be treated as a Vendor with an Individual Training Agreement ITA contract. It will follow the requirements and tracking of an ITA. Hopeworks is open to the public and participants other than just the Cooper Initiative.

### • ONE-STOP COMMUNICATIONS & UPDATES

Kathy reported that Joshua still wants to conduct a mandatory Manager's meeting. It has been put on hold until all formal procedures, documentation and new standards are assembled. Communications are ongoing and are kept in writing. Kathy said she suggested to Joshua that all managers should be required to attend the monthly One-Stop Partners meetings. They are currently encouraged to attend. Kathy said she is in receipt of the Counselor Certification packet that is now being required under the new One-Stop Certification process. It includes Counselors needing fifteen (15) additional continuing education credit hours. Josh and some of the Counselors are scheduled to attend the leadership training

offered by the County.

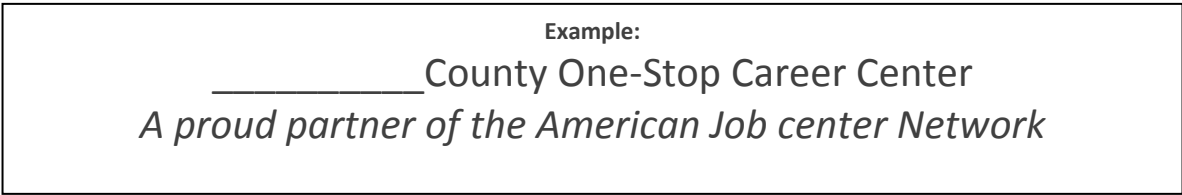
Gregg asked if there had been any more communications about Career Connections. Kristi continues to train her staff on its uses. She has created desk reference guides for her staff. Kathy said the website has a lot of information contained in drop down folders. It is connected with the New Jersey Department of Labor. It is much better than the Jobs-4-Jersey website. Kathleen Varallo, WDB Administrative Assistant, said that she took some time to explore the business side of the site to discuss at a prior Business Service Team Meeting. There is a lot of information for employers contained on the site. The labor Market report is posted to the site as well. Kathleen said our shared Business Service Representative, Janea Wilson said that other counties are not using the site to post jobs and recruitments. She applauded Camden County team efforts to promote and utilize the site. <http://careerconnections.nj.gov/careerconnections/>

American Job Centers Federal Guidance Letter

The United States Department of Labor Employment and Training Administration issued Training and Employment Guidance Letter (TEGL) 16-16, which provides operations guidance for American Job Centers (One-Stop Career Centers).

The committee reviewed the guidance requiring the consistent use of the terminology American Job Centers Identifier.

This guidance should be shared with all relevant one-stop center staff and partner agencies. TEGL 16-16 states” All State agencies, State agencies, State WDBs, Local WDBs, and one-stop partner programs must follow the requirements described in this guidance, consistent with the specific requirements of the partner programs’ statutory authority, as they develop their policies and procedures related to the operation of the one-stop service delivery system.” This includes the requirement that all primary electronic resources and any newly printed, purchased, or created materials includes the identifier “American Job Center” or “A proud partner in the American Job Center Network.” (See example below)



• CONSORTIUM UPDATE:

Jeff said he attended a Healthcare Consortium meeting scheduled at Cooper Hospital on March 10<sup>th</sup> at the Rutgers, Camden Campus. Jeff said he has had some follow up meetings with Camden County College as a result of the TIP events. Jeff attended a Healthcare TIP event on Thursday, March 16<sup>th</sup> at Camden County Technical Schools, Gloucester Twp. Campus, 343 Berlin Cross Keys Road, Sicklerville, NJ 08081. There were more employers in attendance at this meeting. They are looking for feedback from the Healthcare Providers about what types of training will help prepare or improve and a skilled workforce.

There will be another Retail Hospitality and Tourism Talent Network South (RHT), Stockton University TIP Event hosted on Tuesday, April 25<sup>th</sup>. 2017 at the Salem Oak Vineyards 60 North Railroad Ave. Pedricktown, NJ.

Jeff is following up on the proposal to create training program for Out-of-School Youth in partnership with Ravitz Family ShopRite's, The Retail Hospitality and Tourism Talent Network South (RHT), and Camden County College. Jeff attended another meeting scheduled at Camden County College on Monday, March 27<sup>th</sup> to discuss the logistics of the program with Lauren Haynes, RHT and Ken Brahl, WDB Literacy Chair. Jeff said Ken is having input to the curriculum and is hoping to start the program by July 1<sup>st</sup>, 2017. The program will be funded thru a grant provided by the Talent Development Network. The grant application will be prepared by the team. It is a proposal made to the Opportunity Partnership Grant. Kristi suggested that a member of the proposing team contact Catherine Carrol, now with the Department of Labor, for further guidance on the grant requirements.

- **BUSINESS SERVICES**

Jeff reported making a request to officials at the Department of Labor 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. Kathleen said that she spoke to Janea Wilson at the last Business Service Meeting on April 6<sup>th</sup>. She said Janea Wilson reported that she is following up with calls to meet with employers as they are turned over to her by Catherine Carroll or Trish McGowan. She is working out of her Gloucester office. Kathleen reported that she attended a Business Expo sponsored by the Chamber of Commerce Business Expo on April 6<sup>th</sup>, 2017. She collected as many business cards as possible in the hour she was there. She said Mike Leonetti, One-Stop BSR, was there promoting the Camden County Job Fair to attract the participation of Employers exhibiting at the Expo. Kathleen gave copies of the business cards, collected at the Expo, to Janea who said she would follow up with these businesses.

Job Fair Updates

- The Camden County Job Fair is scheduled for Thursday, April 27<sup>th</sup>, 9:00am-2:00pm, at the BB&T Center, One Harbour Blvd. Camden, NJ 08102. There is no cost for employer or attendee participation. The job fair includes Job seeker workshops and free parking.
- The Camden County Board of Freeholders and the American Legion will present the Veteran's Job Fair on Thursday, April 13<sup>th</sup>, 8:30am-1:00pm at One Harbour Blvd., Camden NJ 08102. There is no cost for employer or attendee participation.
- Veterans Career Fair is scheduled for Thursday, November 9<sup>th</sup> 8:30am at the Crowne Plaza, Cherry Hill, NJ 08003. The event is jointly hosted by the Southern New Jersey Chamber of Commerce and Camden County. There is a cost to attend this event. It includes breakfast, networking, a speaker series and a Job Fair.
- "Hiring Our Heros" Event – Joint Base McGuire-Dix-Lakehurst Transition Summit, Military Job Fair, June 6<sup>th</sup> and 7<sup>th</sup>, 2017 at 9:00 AM, Joint Base McGuire-Dix-Lakehurst-08641-NJ-USA All attendees must pre-register in order to get on to the base. Day One will include resume writing and Day Two is the actual job fair.

Kristi said that Trish McGowan is continuing to answer and process calls for Job Orders. Kristi said there is no word yet on Jason Newman's approval as the Veteran's Business Service Rep. The position was posted wrong so he had to re-apply. She is considering assigning Jason to manage the Business Service Team, once he is settled into his position. Jason's current position is Department of Labor and Workforce Development, DVOP Specialist.

Kathy reported WorkFirst On-the-Job Training (OJT) have been halted by the State. Kathy said she is investigating the possibility of using local funds to reimburse the state, that are written on behalf of WorkFirst customers, since we have the funds available. The committee discussed and agreed with the theory. Kathy said she will contact Patti Moran, Department of Labor to discuss this option.

- **CCWDB UPCOMING SETC REQUIREMENTS:**

**South Jersey Workforce Collaborative (SJWC) Regional Plan**

Jeff reported that the WDB received comments from the State Employment and Training Commission. (SETC) in the form of an email on Friday, March 17<sup>th</sup> 2017. Jeff expressed the dissatisfaction of the Southern Region WDB Directors with the consultants who wrote the Regional Plan. The plan did not capture much of the information that was given to the consultants. Jeff is planning to meet with fellow WDB Directors to address the SETC feedback. SETC wants more information about shared services or regional activities. The plan clearly states strategies that were outlined in the plan of how the region will work to create events such as regional job fairs and regional board meetings. Kathy suggested that the feedback could be addressed by sending a sub-budget that breaks down the allocations for regional activities along with a statement that the details for the actual cost and cost allocation will be prepared and agreed to at the time and planning of each event.

**CCWDB Local Plan**

Leslie said the SETC's ninety day local plan review period started February 1st, 2017. We have not yet received SETC feedback from about our Camden County Local Plan.

**Partner Memorandum of Understanding (MOU)**

CCWDB One-Stop Partners MOU pursuant to the Workforce Innovation and Opportunity Act of 2014. Leslie reported that the MOU was completed in January however the state has issued new guidance with much more detailed requirements. Kathy said she put in a request for technical assistance.

**One-Stop Services Accessibility Assessment**

Kathy reported that the Assessment is required for ADA compliance and is normally done by Tony Teti, One Stop Facilities Manager. The committee agreed that if would fine for him to do the assessment. Once completed, the assessment will be submitted to the WDB Operations Committee for review before it is sent to the requesting State Agency.

- **QUARTERLY MEETING UPDATE:**

The Next Quarterly Board of Trustees Meeting is scheduled for Wednesday, June 28<sup>th</sup>, 9-11am at the Camden County One-Stop Auditorium, 2600 Mt Ephraim Ave. Suite 105. The committee will finalize the agenda and success story at the next meeting.

The meeting was adjourned at 11:14A.M.

**NEXT MEETING**

The next committee meeting is scheduled for Friday, May 12th, 2017 at 9:00 A.M. at the WDB office, 1111 Marlkress Road, Suite 101, Cherry Hill, N.J. 08003.

Submitted by:

*Kathleen Varallo*

Administrative Assistant