



Supporting the Development and Retention of a World Class Workforce

Jeffrey S. Swartz, Executive Director

Robert Weil, Chair

**OPERATIONS COMMITTEE MEETING
MINUTES JUNE 8TH, 2018**

ATTENDANCE

Member	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	13-Apr-18	11-May-18	8-Jun-18
DeBaere, Gregg T., CHAIR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Connors, Kristi					X	X	X	X	X	X	X	X	X	X	X	X
Deltz, Jeff	X	X	X	X				X			X	X	X	X	X	X
Docherty, Joan														X		
Friedman, Joshua A.	X		X	X	X		X	X	X	X	X		X	X		X
Lope, Krista	X		X	X	X	X		X					X			
Mayfield, Kathleen S.				X	X		X	X								
Medina, Connie	X	X	X	X	X		X	X		X	X		X		X	X
Sinclair, Nidia												X		X		X
Thorn, Thomas						X			X				X			
Weil, Bob			X		X				X					X	X	
Swartz, Jeffrey S.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Williams, Leslie J		X	X	X		X	X	X	X	X	X	X	X	X	X	X
Varallo, Kathleen		X	X	X		X	X	X	X	X	X	X	X	X	X	X

WELCOME

Chair Gregg DeBaere called the meeting to order at 9:07 am, welcomed attendees and asked for round table introductions.

PERFORMANCE MEASURES-WDB STRATEGIC PLAN SCORECARD

The Committee discussed the few more items that will to be added to the Performance Measures-WDB Strategic Plan Scorecard, as more data becomes available. It is planned to be presented at the WDB Quarterly meeting on Wednesday, September 26th, 2018 at Camden County College, Blackwood Campus.

ONE – STOP CERTIFICATION.

Leslie Williams, WDB Comptroller, reported that all required documents regarding the One-Stop Certification process have been filed with the State. Leslie added another partner to the MOU. The Senior Community Service Employment Program (SECEP). She was contacted by this Organization. They were included in the Infrastructure Funding Agreement (IFA). They are federally funded and this was a requirement. She sent a signature page, it was returned and sent to the State. Gregg asked if Patty Moran was replaced. She would have been the recognized signatory representing the State. Leslie said that Hugh Bailey is the newly appointed Deputy Commissioner. She said we are waiting for multiple signature pages from the State in various departments as it relates to their operations at the One-Stop and inclusion in the IFA and MOU.

- STATE & REGIONAL PLANNING

Regional Activities

- Jeff reported that the South Jersey Workforce Collaborative (SJWC) WDB Directors, met on Thursday, May 24th here at the WDB office to discuss and plan the implementation of the Atlantic City Electric (ACE) Training Grant. Counties included in the ACE Initiative are Camden, Cumberland, Salem, Cape May, Atlantic, and Gloucester. Jeff said they were joined by Conrad Samuels, ACE Curriculum Specialist. He answered many questions about the curriculum. ACE will guide the first year of programming by hosting conference calls. They will be doing the testing once the math program is completed by participants. Participants will also have access to practice tests and will receive an industry recognized credential once they pass the test.
- Jeff said The Committee also planned a Regional Board meeting to be held on Tuesday, June 19th at Rowan College at Gloucester County, Corporate and Business Center, 1400 Tanyard Road, Sewell, NJ 08080. Topics to be discussed will include SETC and GSETA updates, the Wawa hiring recruitments and the Atlantic City Electric grant funded training programs. Since the State's revision of its combined plan is nearing completion, we will be receiving guidance from the SETC about revisions to our regional and local plans. Leslie said she has already received some planned revisions regarding resource sharing agreements.

YOUTH ONE-STOP UPDATES

- YOUTH ONE-STOP

Nidia Sinclair, Director Career Center, reported that Dr. Lauren Hill, Youth One-Stop Manager, has completely re-created a Youth specific orientation that has gone into effect as of May 1st, 2018. The Orientation is conducted in a relaxed atmosphere where Youth are much more comfortable sharing their opinions and concerns with Counselors and Peers. It has not yet produced many enrollments but it is believed that with consistency the word will spread. The Orientation is held on Tuesdays and workshops are held on Thursdays. TD Bank presented a workshop on Financial Literacy on this past Thursday, June 7th. It has been placed on the County Board of Freeholder Agenda to sign acceptance to a donation from TD Bank for the materials to hold this workshop on a regular basis. This is thanks to the efforts of Matt Verney, TD Bank and Youth Committee Chair. The workshop will be conducted once per month. There are three other workshops including resume writing that will be conducted on the alternating Thursdays. Nidia reported that Dr. Hill is also working with members of the Youth Investment Council to create a solid, researched justification case and proposal to establish a social media policy and pilot program for the YOS in an effort to connect with Out-of-School Youth. Once completed and approved by the Youth Investment Council, it will be presented to Freeholder Liaison, Jonathan Young for recommendations.

- 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 Friedman, Local Area Operations Director, One-Stop, reported that Laurie Maguire, MIS Manager, is making it a top priority to organize the eligibility files of the CCP participants by the end of the program year. There are not further updates at this time.

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

A consortium including Cooper University Healthcare, 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 Cooper MCI program is going great. He said Dan is recruiting additional candidates for the program. He did not submit a proposal to be contracted as a Youth Vendor although we are still accepting referrals from him and we refer to him as well. The One-Stop is not funding any of the participants mainly because they have private donors. Hopeworks is not in need of funding.

Jeff reported that Louis Bezich, SVP, Cooper University Healthcare, conducted a meeting on Wednesday, June 6th at Cooper to discuss an Emergency Medical Technician (EMT) Training initiative. Jeff attended the meeting. Cooper envisions this program as a pathway to other careers. There are no jobs being promised at this time. Camden County College (CCC), presented a syllabus for this six credit course program. It includes 90 hours of intensive training and practical experience.

Gregg asked the Committee to expound on some of the possible careers associated with EMT training. The Committee named a few such as EMT Driver or Paramedics, Firefighters or Emergency Management Technicians. An EMS Clinical Coordinator who coordinates, presents and evaluates lab instruction for EMT and Paramedics. Wellness Trainers, Nurses and Physicians would also benefit from this type of training.

- **YOUTH MENTORSHIP PROGRAM**

Joshua reported that the Youth Mentorship contract between Rowan College and the County has been fully executed and ready to go. Dr. Stanley Yodel, Rowan College, attended the Youth meeting on Thursday May 31st at the One Stop. He is working with Dr. Hill on an orientation and training for mentors. Joshua said the program should be able to begin on July 1, 2018 and continue for a one year term. The program will be evaluated at the end of the term for successful outcomes.

- **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 the Reentry Awareness Simulation, organized by the re-entry group, was held on June 4th, from 10am to 12pm Rutgers University, Camden Campus. The event is sponsored by: Rutgers University Camden Campus, South Jersey Community Reentry Coalition, United States Attorney's Office District of Delaware, Camden County ReEntry Committee, New Jersey Association on Correction and Camden County Women's Center.

Participants assumed the role of an ex-offender and performed tasks for four 15-minute sessions with each session representing a week. By the end of the hour long, eye-opening activity, participants simulated a month in the life of someone who has recently been released from prison. Participants got a chance to encounter the same challenges faced by many ex-offenders as they try to complete their court ordered obligations as well as maintain their day-to-day life. The event was well attended and received press coverage.

- **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 efforts to schedule visits to the court probation are stalled. The family court judges are in favor of the One-Stop being present but the Superior Court Security is very territorial when it comes to allowing what they feel may be solicitation. He also reported that Jyi Peterson, Youth Counselor and Dr. Lauren Hill, YOS Manager, attended the Youth Aging out Event at Camden County College. The event takes place every year. The One-Stop participated and attended committee meetings formed to plan this annual event. It was well attended by 2-400 Youth, some of which are still in school.

- **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 Commission.

Jeff Deitz, DVRS, reported that graduation will take place on Monday, June 11th @ 6pm at the Jefferson/Kennedy. Jefferson hospital does not seem very supportive of the program. TD

Bank is looking for a new vendor to do job coaching for their Project Search cohort. They have an Adult cohort of ten waiting to start the program. The Yale School only received three applications for the hospital program.

- **YOUTH WORK EXPERIENCE PROGRAM**

Joshua reported that there is no one enrolled in the program as of yet, the One-Stop is still waiting for County Agencies to complete job descriptions for the participants. He said the biggest obstacle to starting this program has been getting job description from the County Agencies that agreed to host Youth. Jeff suggested contacting Freeholder Liaison, Jonathan Young, to make him aware of the problem.

- **ONE-STOP COMMUNICATIONS & UPDATES**

Nidia Sinclair, Director Career Center, reported that Bill Curry and Debbie Sutherland were sent to ASOS training in Trenton today on June 8th. She said it is important that more staff members are trained and fully understanding this data and reporting system.

- **BOARD OF SOCIAL SERVICES UPDATE**

It is the mission of the Camden County Board of Social Services to provide timely, efficient, cost-effective delivery of social, medical and economic programs in a compassionate and financially responsible manner. The Camden County Board of Social Services values the rights and worthiness of all customers and staff. The success of this mission requires the cooperation, commitment, active participation and ideas of all employees. The Camden County Board of Social Services is accessible to disabled persons. <http://www.camdencounty.com/service/social-services/>

Connie Medina, Deputy Director, Camden County Board of Social Services, reported that she met with key staff and Joshua/Nidia on Monday, May 18th at the One-Stop to review ways of working together to make sure the customer enrollment is more efficient by creating new coordinated procedures. She wants to have another meeting with Employment Services. Her staff did participate in ASOS training and are beginning to apply training. The goal is to create a system of referral using ASOS intake forms that can be shared. Up until now these forms have been filled out on paper. Kristi Connors, Manager Employment Services, said that glitches in the computer system have caused a trickle in of forms and then a backlog of too many forms all at once in one week four forms would come thru and in another week there would be many more They agreed to meet again with Kristi on June 18th at the One-Stop.

Connie also announced that meeting invites have been sent out for the partner meeting with new administration of the CCBSS. The Partner's Meeting at the Camden Kroc Center on Wednesday, June 13th @9:00am. It is open to any agency that works with CCBSS. The meeting will be held for the purpose of re-connecting with these partner agencies and listening to any comments or concerns they may have when it comes to working with the CCBSS.

- **CONSORTIUM & TIP UPDATE:**

Jeff Swartz said he will be attending the Healthcare Consortium Meeting on, June 14th, at the Rutgers–Camden, Cooper Street, Camden. He continues to attend these meetings as they provide valuable updates to healthcare initiatives in the local area.

Jeff reported that the grant application written by Stacy Foreman, Director RHT South, with Ken Brahl, Ravitz Family Market – Shoprite, was approved. He read from the announcement as follows;

The Retail, Hospitality and Tourism Talent Development Center in partnership with the Talent Network has developed a program to train Deli Clerks. This training is to cultivate a younger workforce, while providing career pathway opportunities for existing entry-level employees into supervisory and management positions.

Short-term relevant industry training, will include work-based skills competencies and industry-valued certifications. This project serves three purposes:

1. *Prepare workers for unsubsidized employment in a growing sector within the retail, hospitality and tourism industry.*
2. *Meets a retail industry identified skills gap by developing the work competencies of prospective Deli Clerks.*
3. *Provides successful career pathway opportunities for proven candidates.*

Jeff also reported that the RHT South will be hosting their annual Industry Summit at The Camden Aquarium on Monday, September 24th. He said the WDB will likely have some role in the Summit since it will be hosted in our local area.

Jeff said he has been invited to speak about the WDB and Atlantic City Electric Training Initiative at the Construction and Utilities Delaware River Region TIP Meeting on June 26th, 9:30am - 11:30am at Rowan Camden Campus, 129 North Broadway, Camden, NJ 08102. Robert Tumas is the Director of this new TIP

- **BUSINESS SERVICES (BSR)**

Jeff reported that the Business Service Team is staying busy with positive Employer Recruitments. Some upcoming recruitments at the One-Stop include a Kellogg's Information Session, Wednesday, June 20th, Global Furniture Group. Friday, June 19th, Paramount Staffing, Friday, June 15th and International Paper on Friday, June 14th.

Joshua reported that he, Nidia and Freeholder Young met with UPS about Employer Recruitments. Jeanne Paige-Soncrant, Camden County Business Service Rep., made this contact. UPS is planning on hiring 100 employee before the end of this year. The jobs are part time/temporary. Candidates will be offered fulltime benefits at part time hours after one year. Wages start at \$10.35 per hour. Joshua said that he and Nidia are happy with the work Jeanne is doing to connect with employers and bring more recruitments to the One-Stop. The County has been helping a lot by providing consistent flyers and posting

recruitments on the County website. Kathleen said she is posting job recruitments on the WDB Facebook and LinkedIn pages.

Joshua said the Wawa Recruitment went really well. A regional General Manager was hired as a result of the recruitment. The European Metal Recycling (EMR) recruitment also went well with great feedback. The One-Stop is also working with EMR on connecting them to Respond Inc. Respond Inc. is an Automotive and Culinary Training Center funded in part by Subaru America Inc. EMR is willing to accept their training participants. Respond has applied for and is waiting for EPTL status and wants become a One-Stop Training Provider.

Kristi Connors, Manager Employment Services, reported that the Freeholders want to connect with Employers willing to hire Veterans to find out more about their job needs so that instead of planning a big job fair for Veterans perhaps they can create smaller targeted job fairs.

- **NJ State Employment and Training Commission (SETC) UPDATES**

Jeff reported that the State Combined Plan was posted for a 30 day public comment period, submitted and is being reviewed by the Federal Department of Labor. Sheryl Hutchison, Deputy Executive Director, is conducted modification sessions. We should receive a letter from the feds within 30 days. The SETC is re-negotiating allocation formulas and WIOA Title I & II can now be co-enrolled. He said the SETC website is posting new dashboard reports. Kathleen said that she presented one of the dashboard reports at the Literacy and Abilities Committee meetings. They are very informative in that they report on barriers to employment and factors for successful employment rates. The new SETC Dashboard provides workforce performance data in a user-friendly visualization tool. State and local workforce data are included, based on federal WIOA reports. As resources allow, the dashboard may be expanded to include data on additional workforce programs. For more information or to view the Dashboards, visit <http://www.njsetc.net/njsetc/performance/>

- **QUARTERLY MEETING UPDATE**

The next WDB Quarterly will be held on Wednesday, June 27th, @9am at the Camden County College, Blackwood Campus. Jeff reported that the speaker is confirmed. Dwight W. Threepersons, M.S.Ed., Project Director, Construction & Utilities Talent Development Center at The New Jersey Institute Of Technology. Jeff said that the WDB has invited contacts in the trades to this meeting as Lee Wasman, Atlantic City Electric, will be attending to speak about the Atlantic City Grant Training Initiative. Leslie said this meeting will also include the election of officers.

NEXT MEETING

The meeting was adjourned at 10:25A.M. The next committee meeting is scheduled for Friday, July 13th, 9:00 A.M. at the WDB office, 1111 Marlkrass Road, Suite 101, Cherry Hill, N.J. 08003.

Submitted by:

Kathleen Varallo Administrative Assistant