

Jeffrey S. Swartz, Executive Director

Robert Weil, Chair

ABILITIES COMMITTEE MINUTES
TUESDAY, OCTOBER 8, 2019 AT THE WDB OFFICE

ATTENDANCE – ABILITIES COMMITTEE

| MEMBERS | | 13-Nov-18 | 11-Dec-18 | 26-Feb-19 | 20-Mar-19 | 23-Apr-19 | 5-May-19 | 11-Jun-19 | 9-Jul-19 | 27-Aug-19 | 17-Sep-19 | 8-Oct-19 |
|-------------------------|---|-----------|-----------|-----------|-----------|-----------|----------|-----------|----------|-----------|-----------|----------|
| Maggioncalda, Jim CHAIR | TFG Management Services | X | X | X | X | X | X | X | X | X | X | X |
| Abrams, Barbara | Jewish Family & Children Service of Southern NJ | | | | | | | | X | X | | |
| Cirii, Frank | Camden County One Stop | X | | X | X | | X | | X | X | | X |
| Cooper-Williams, Dina | Express Scripts | | | X | | X | | X | | X | | |
| Deitz, Jeffery | Division of Vocational Rehabilitation Services | | | | | | | | | | | |
| Donato, Carl | Wawa | X | X | X | | X | X | X | | X | X | X |
| Forman, Lois | Bancroft | | X | | X | X | X | X | | X | | |
| Hale, Dawn | The Arc of Camden County | | | | X | | | X | X | | X | |
| Lucas, Angela | Hireability | X | | X | X | | X | | | X | X | X |
| McClintock, Monica | Independent | | | | | | | | | | | X |
| Taguwa, Denise | LWD-WDB Coord + Support | X | X | | | | | | | | X | |
| Veneziani, Jennifer | DVRS | | | | | | | | | | | |
| Levitt, Alex | WDB Administrative Assistant | | | | | | | | | | | |
| Swartz, Jeffrey S. | WDB Executive Director | | | X | X | X | X | | X | | | X |
| Varallo Kathleen | WDB Administrative Assistant | X | X | X | X | X | X | X | X | X | X | X |
| Williams, Leslie | WDB Comptroller | | | | | | | | | | | |

WELCOME

Jeffrey S. Swartz, Executive Director, welcomed attendees. Jim Maggioncalda, Abilities Chair, welcomed attendees via conference call and asked for introductions. He asked that the focus of the meeting be focused on any last minute details and planning of the upcoming event. Jim, Carl Donato, Talent Acquisition Specialist, Wawa, Angela Lucas, Program Manager, JEVS Hire-Ability, phoned into the meeting.

EVENT:

Program Title: Strategies for Workplace Inclusion *A Workshop for Human Resource Managers*

Date: Tuesday, October 22th 8am registration, program 8:30am-12:00noon

Location: Camden County Boathouse, 7050 North Park Drive, Pennsauken, NJ 08109

- Kristen Russell, OTR, ATP, RESNA Certified Assistive Technology Professional, Assistive Technology Specialist, Advancing Opportunities – Proposed Topic - *Working with technology to create accommodations and help design inclusive hiring strategies and utilizing technology tools such as Alexa to ease the transition to an inclusive workplace environment.*
- Jennifer Veneziani, Consultant-Business Outreach Team, Division of Vocational Rehabilitation Services, DOL – Proposed Topic - *The benefits of working with Job Coaches and how they can help make a smooth transition into building an inclusive hiring program.*
- Deirdre Groenen, Esquire, Vice President of Human Resources and General Counsel at Innovative Benefit Planning, LLC – Proposed Topic - *Updates to laws regarding ADA compliance, inclusive hiring practices and some discussion on the use of medical marijuana in the workplace.*

- Alma Scott-Buczak, Associate Vice President, Human Resources, Lafayette College Easton, Pa – Proposed Topic - *Unconscious Bias, recognizing what they are and how they can affect the workplace environment.*

EVENT UPDATES

Jim thanked the committee for their ideas, input and teamwork in the planning of the upcoming event. He was attending the meeting from his new office at Careers USA.

Kathleen Varallo, Administrative Assistant, WDB, reported that she made adjustments to the meeting minutes from the meeting on September 17th. She reviewed the needs of the speakers on the conference call as well as emails sent by them about their workshop presentations. The Committee reviewed the minutes from the last meeting.

Jim asked if the committee had secured the loan of 7-8 easels for Alma Scott. Kathleen said that Camden County Technical School is going to provide large easels and they have volunteered to deliver them to the Boathouse. Alex Levitt, Administrative Assistant, made the connection with Cathy Quattrone, Job Developer, Camden County Technical School. Kathleen said that it was mentioned on the call, at the last meeting, that Alma did request a large post-it pad. Jim said that he would provide the pad for the event.

Kathleen presented the event program draft. She inserted the bio information of the speakers. The program was expanded to eight sides. She will contact the sponsors and the county to request they provide ads for the additional pages. Jim made some minor edits to the program. He also asked the committee to carefully review the program and send any edits to the WDB Office as soon as possible. Kathleen also said the sponsorship budget is at its limit of \$1500.00 due to the favorable response and cost of the breakfast. She is going to put in a request to the County for printing of the event program.

Kathleen reported the Eventbrite online site is showing a report of 70 ticket registrations and there have been a few email requests for registration and exhibit tables. Lois and Angela both confirmed that they reserved a table in the exhibit area. Kathleen passed around a spreadsheet report of registration. Lois Foreman asked that the attendee report be sent electronically to the committee. She suggested that all committee members review the list to see if there are contacts that need to be reminded about the event. Kathleen said that she will be sending out an email to all those who have registered on Eventbrite to re-confirm their attendance. It is hard to tell from the site how many will actually attend. She asked the committee for their input if anyone has used Eventbrite and what have they experienced as a percentage of actual attendance versus registration. Jim suggested that Kathleen contact the help line at Eventbrite. The company may be able to provide that type of statistical information.

Lois asked if the response was from more businesses and providers or actual human resource professionals. She said we want to make sure we are attracting our target audience. Kathleen said it looked like we are attracting HR managers by the email addresses listed in the spreadsheet and some registrants filled in their employer information. Jeff said that he presented the event information to the healthcare consortium group at their monthly meeting. He was asked to send the information electronically to the group and it would be passed on to their human resource departments. Jeff also said that we have to be mindful of our budget. It is a

tough call to cut off registration at 70 but we also have to add in committee members, volunteers and the speakers so that brings the count back up to eighty. The Committee discussed other details of the event including the seating, floorplan and table set up. Jim reviewed the timing and agenda. He re-confirmed that he would begin with welcoming remarks and Carl would serve as the moderator to the event. Kathleen said that Freeholder Liaison, Jonathan Young, was confirmed to do welcoming remarks. The Committee discussed the workshops and their past experiences with the speakers.

Kathleen asked for input from the committee. She said that one hundred plus dollars, in table cover rentals, could be saved by asking the exhibitors to bring their own table cover. She asked the committee if this was appropriate. The Committee agreed that most exhibitors will have their own display covers. Kathleen said she will send an email to the exhibitors. Jim asked how many exhibitors had signed up for the event. Kathleen said there are ten tables set aside for supportive services and the speakers. She reviewed the list of exhibitors with the committee. The tables are all reserved. Frank Cirii, Local Area Operations Director, suggested that Kathleen contact county parks and recreation to request a table cover. He also suggested that Kathleen contact Scott Stetser, Computer Technical Manager, One-Stop, to request his technical assistance at the event. Kathleen said that would be a huge savings to the budget. Carl said if Scott cannot make it, he would be happy to help with setting up sound equipment. Kathleen said she would contact the boathouse about what equipment was already present. She also requested the speakers to provide their visual presentations in advance of the event.

Jim thanked the Committee and asked them to confirm their attendance to the event. Kathleen said that the building will be open by 7:30am for set up. She will follow up with any further details or confirmations by email.

NEXT MEETING

The Abilities Committee is scheduled to meet on Tuesday, November 12, 2019 at 8:30am at the WDB office, 1111 Marlkrass Road, Suite 101, Cherry Hill, NJ 08003.

Submitted by

Kathleen Varallo

Administrative Assistant