



**Camden County
Workforce Development Board**
Supporting the Development and Retention of a World Class Workforce

*Robert Weil, Chair
Jeffrey S. Swartz, Executive Director*

**OPERATIONS COMMITTEE MEETING
MINUTES NOVEMBER 17TH, 2017**

ATTENDANCE

Members		13-Jan	10-Feb	10-Mar	7-Apr	11-May	9-Jun	21-Jul	16-Aug	14-Sep	13-Oct	17-Nov
DeBaere, Gregg T., CHAIR	Atlantic Coast Communications	X	X	X	X	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		X	X	
Connie Medina	Board of Social Services							X	X	X	X	X
Mayfield, Kathleen S.	Camden County One-Stop Operator	X		X	X	X	X					
Potts, John	Graphic Communication M14											
Joshua Friedman A.	Director, Camden County Resource Center	X	X	X		X	X	X		X	X	X
Lope, Krista	NJDVR	X	X	X		X	X	X	X		X	
Bob Weil	WDB Chair						X	X		X	X	
Thomas Thorn	Camden County Business Services.								X			X
Swartz, Jeffrey S.	WDB Executive Director	X	X	X	X	X	X	X	X	X	X	X
Williams, Leslie J	WDB Comptroller				X	X	X		X	X	X	X
Stubblefield, Lelia	WDB Administrative Assistant			X				X				
Varallo, Kathleen	WDB Administrative Assistant	X	X		X	X	X		X	X	X	X

WELCOME

Chair Gregg DeBaere called the meeting to order at 9:07am, welcomed attendees and asked for round table introductions. Gregg welcomed Tom Thorn, Camden County Business Services, who was sitting in for Kristi Connors, One-Stop Manager.

• **RESOURCE SHARING/INFRASTRUCTURE FUNDING AGREEMENT**

Gregg said that he wanted to spend the majority of the meeting focused on the Resource Sharing/Infrastructure Funding Agreement (IFA). The IFA is due to be submitted to the state by January 1st 2018, along with the Partner Memorandum of Understanding (MOU). We are currently waiting for information from the state in order to complete these documents. Gregg said that state guidance suggested that the documents could be forwarded to the state for review prior to submission. Joshua Friedman, One-Stop Career Center Director, said he is still awaiting responses from the state regarding supply costs and personnel costs. He hopes the completed drafts will be at the state level for review by the next Operations Committee meeting on December 8th, 2017. Jeff said that Jerry Calamia, Director, Office of Internal Audit, NJ Department of Labor & Workforce Development, has made the offer of reviewing the documents. Gregg said he really wants the committee to take full advantage of this offer.

Leslie Williams, WDB Comptroller, reported that she made the changes to the Partner MOU discussed at the last meeting. She added language under the terms and agreements

section of the document that was taken from the state's sample guidance regarding renewals. The MOU will state the actual term date to be reviewed after one year and then will continue until 2020. This date corresponds with our local plan, which will be reviewed after two years, and will expire June 30th, 2020. The certification documents may not have the exact same expiration dates. The MOU will be reviewed after one year, and its term will remain for three years unless there are significant changes such as a new elected official that would have been a signer to the, document or a change in One-Stop Partners. The language in the document follows the latest guidance issued by the State. The committee discussed the signatures required on the MOU. All agreed that the MOU will be sent as soon as possible to all the partners with separate signature pages. They will need time to review and approve the documents. Leslie said the IRA is an attachment to the MOU so it must be sent with the MOU for signature.

The committee reviewed the latest guidance provided by the SETC, dated October 25th, 2017. Jeff said the biggest point that he took from the new guidance was in the situation where there ends up to be a minimal imbalance of expenses during the year between the partners. Language should be inserted into the MOU and the Infrastructure Funding Agreement (IFA) that the affected partners may settle the imbalance by agreeing to settle it with in-kind non-personnel services. Gregg said the original IFA may have a good description of that scenario. Leslie said that the overall policy regarding in-kind services has changed and may be found on the federal website.

Jeff said that there also needs to be language inserted into both documents that states the operational costs will be reviewed quarterly and then settled annually.

Gregg also said the narrative in the IFA should be easily understood and all charts should be labeled and have a key or explanation shown under it.

- **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, Resource Center Director, reported there are 46 participants enrolled. There are no new updates at this time.

- **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 the first cohort of 12 participants is underway. He said that Lou Bezich, Senior Vice President, Strategic Alliances, Cooper University Health, will be setting up quarterly update or review meetings and is planning some discussions about starting an additional EMT program.

Joshua also reported that he will be meeting with Holly Cass, Deputy County Administrator and five representatives from Camden County College sometime during the week following the election. He will be bringing with him a list various ideas to help make referrals, slots, job placement and course requirements fall more in line with Resource Center policy and funding and WIOA outcome requirements.

- **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.

Gregg asked how we are addressing the issue of getting proper documentation for participants in the program. Joshua reported that he addressed the Deputy Attorney General to create a documentation requirement. This request was rejected. The court will not get involved with documentation collection. We can tell the individual what documentation is necessary to be eligible for services but we cannot obtain it for them. The Social Security Office requires that any individual over the age of twelve years old must apply in person and show some other form of acceptable identification. Most individuals do not return for services.

- **YOUTH AGING OUT OF FOSTER CARE.**

Joshua reported that he is now serving on the Youth Aging Out of Foster Care Committee. The committee involves the County Family Court, Court Appointed Special Advocates (CASA), Certified Public Manager Program (CPMP), and the Division of Youth and Family Services. (DYFS) and the One-Stop will now be a part of that committee.

Joshua reported that he, Nidia Sinclair, Resource Center Director, Arthur Barclay, One-Stop Para Professional, and Jyi Peterson and Marisol Vasquez, Youth One-Stop Counselors, all attended family Court on Monday, November 13th. They were able to make a presentation about One-Stop Career Center Services. The Court was very receptive and asked for information that could be given to young individuals. He said their presentation focused on the importance of foster or state agencies to help these youth obtain identification documents before they are released from foster care. He said most all of these youth are eligible for assistance of some kind but that only 5% of them get help due to lack of required documentation. Most of these youth end up on the street. He would like to see something done legislatively to help. Legislators have offered to help. Joshua noted that it might be time to call on them to make specific changes to the law that spell out the requirements of

state agencies to keep proper documentation on file for these youth.

- **PROJECT SEARCH – JEFFERSON/KENNEDY HOSPITAL**

Project Search is a national program that has been established locally at Jefferson/Kennedy Hospital. 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. 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 both cohorts are going well. One individual was terminated due to personal health reasons. They are currently preparing for a reverse job fair. Participants are being coached on interviewing and resume skills. Jeff Swartz, WDB Executive Director, said we shared our “Dispelling the Myths” employer contacts with them to help obtain employers for the recruitment event. He said the transition from Kennedy to Jefferson has had staff members concerned about the continuation of the program. So far, according to Debbie Deissroth, Program Coordinator, Jefferson is in full support of the program.

Leslie said that the participant from the first cohort who was really interested in trains did get hired for railroad deliveries. It was reported that he accidentally got off the train at a North Philadelphia station one day while making a delivery. He used his GPS to walk all the way back to the central 30th Street Station. This is a fine example of the life skills training the Project Search Program is providing.

- **YOUTH ONE-STOP:**

Joshua reported that he is finishing the draft of the Youth Work Experience policy which will ultimately be adopted by resolution of the WDB at the December 20th Quarterly Board Meeting. We are getting the agreements and handbooks ready as well. We are making a couple of minor revisions, and Nidia may have some additional input, but otherwise, it will be presented to Matt Verney, Youth Committee Chair and then to the board. There will be one sight agreement for each worksite and an individual agreement for each youth participant.

The purpose of this memorandum is to detail the policy and service delivery strategy for the Camden County One Stop Career Center (hereafter “CCOSCC”) in delivering a successful, paid Youth Work Experience Program (YWEP) within the requirements of the Workforce Innovation and Opportunity Act, and all associated regulations NJ Workforce Innovation Notices (NJWINS) and USDOL Training and Employment Guidance Letters (TEGL).

WIOA and 20 CFR 681.590(a) require that local workforce development areas expend a minimum of 20 percent of their non-administrative youth funds on work experience. For additional information, see New Jersey Workforce Innovation Notice 20-16.

The program will include paid work experience for the specific needs of the eligible “out of school” youth population serviced by the Youth One Stop (YOS). The program is already funded by WIOA grants that are specifically given for this purpose under the new law. He

is working with five County Offices to get their commitment to participate in the program and host youth participants. A qualified list will be forthcoming. If all goes as planned, we should be able to begin recruiting participants beginning in January 2018.

- **ONE-STOP COMMUNICATIONS & UPDATES**

Joshua reported that Nidia Sinclair has been named Resource Center Director. She will be attending the Operations Committee meeting and will report on One-Stop Communications and updates. He said he will certainly continue attending staff meetings. Nidia is doing a great job with a waning staff as many are retiring or moving on to other positions. She is not afraid of personality or discipline as it may be needed. She is an excellent communicator. She will be continue to hold manager and staff meetings. Joshua said his office move has provided him time to catch up on the writing assignments caused by the One-Stop Certification process and is updating other One-Stop Documents as well. He continues to make regular visits to the Resource Center.

Joshua reported that all those who attended the Coach D. training really benefited by it. He was very pleased with the training. He intends to share the video of the training with those who could really use this kind of motivation, but did not attend.

- **CONSORTIUM & TIP UPDATE:**

Jeff Swartz said he will be attending the Healthcare Consortium meeting today at the Lourdes Health Services, 1600 Haddon Ave, Camden, NJ 08103. He continues to attend these meeting as they provide valuable updates to healthcare initiatives in the local area.

Camden County College has received another 1.2 million dollar grant for its Advanced Manufacturing Talent Development Center. Two new Talent Development Networks are being launched in the state. One is under Advanced Manufacturing, which is Food Manufacturing. This is an effort that was initially led by the CCWDB. The other is a TIP for Construction and Utilities. These will be areas that will hopefully provide opportunities for training.

Joshua said that he is planning a meeting on Wednesday, November 29th at the One-Stop with the upper management of Camden County College and the County. The purpose of the meeting will be to better align services and referrals to One-Stop and create better results for the Advanced Manufacturing Center and other partnering initiatives with the college. This new grant should produce a program that is up and running in the new year with an effective plan to attract and vet participants. Jeff said that the WDB Directors have been asking the Department of Labor and Workforce Development for an accounting of how the grant is being used and the results it has achieved, such as the number of participants funded for training and how many of them obtained jobs. We'd like them to furnish reports through the Workforce Development Boards. The South Jersey Workforce Collaborative has received requests from their board members to hold a Regional Board Meeting sometime in January 2018. One of the requests to be placed on that meeting's agenda is a discussion about entering into a Memorandum of Understanding (MOU) with the Talent Development Centers. The MOU could include some reporting bench marks. Our Cooper Medical Coding Initiative MOU could be used as an example for a regional

MOU with the Talent Development Centers and WDB's. It includes some language about quarterly reporting.

Upcoming TIP Events

Retail, Tourism & Hospitality RHT TIP Event

RHT Central (Joint North & South) TIPS

Mon., December 04, 2017

10:00am - 12:00pm

1000 River Rd H-DH2-14

Teaneck, NJ 07666 - Bergen County

Event Contact: E-mail: bleckman@fdu.edu

Phone: (201) 692-7266

(Central TIP Meeting WebEx Co-Hosted by RHT North and RHT South Link to the WebEx will be provided to registrants)

Advanced Manufacturing TIP – Food Industry Partnership

Tuesday, December 12th, 2017 5:00 pm

Flying Fish Brewery,

900 Kennedy Blvd, Somerdale, NJ

• **BUSINESS SERVICES (BSR)**

Jeff reported that the state has appointed Jeanne Soncrant as Camden County's designated Business Service Representative. She lives in Camden County and is familiar with many employers in the local area. Janea Wilson will remain on for Gloucester County. Jason Newman, Veteran Service BSR is doing an outstanding job. He is covering Camden, Burlington and Gloucester Counties. Jeff said he hopes the team will continue to visit employers as a team so employers get a better overview of services and see the benefits of working with the One-Stops for their hiring needs.

Joshua reported that the BSR teams was able to organize a recruitment for Royal Farms at the One-Stop on December 5th, 2017. Team members have individually tried to connect with them. They finally got Royal Farms to sign up to Career Connections and schedule this recruitment.

• **QUARTERLY BOARD MEETING**

The next WDB Quarterly Board Meeting will be held on Wednesday, December 20th, 2017 @9:00am at Camden County College, Roosevelt Building, Room 201, 200 College Drive, Blackwood, NJ. The committee discussed possible speaker candidates such as Allison Spinelli, Acting Director, Garden State Education and Training Association (GSETA) and Donald Norcross, New Jersey State Senator. Joshua will work on a One-Stop Career Success Story.

- PERSONELL

Nicolasa (Connie) Medina announced that she has been appointed the Deputy Director of the Camden County Board of Social Services. This appointment will be effective as of December 4th, 2017. She said she will continue to oversee case management until that position is filled by another person. The committee congratulated her and commended her for being a real asset to the Board of Social Services and the Camden County One-Stop Career Center.

NEXT MEETING

The meeting was adjourned at 10:52A.M. The next committee meeting is scheduled for Friday, December 8th, 2017 9:00 A.M. at the WDB office, 1111 Markkress Road, Suite 101, Cherry Hill, N.J. 08003.

Submitted by:

Kathleen Varallo

Administrative Assistant