



Supporting the Development and Retention of a World Class Workforce

Jeffrey S. Swartz, Executive Director

Robert Weil, Chair

**YOUTH INVESTMENT COUNCIL MEETING MINUTES,
WEDNESDAY, FEBRUARY 24, 2021, 9:00AM – ZOOM MEETING**

ATTENDANCE

| Members | | 26-Feb-20 | 22-Apr-20 | 17-Jun-20 | 26-Aug-20 | 28-Oct-20 | 24-Feb-21 |
|-----------------------------------|---|-----------|-----------|-----------|-----------|-----------|-----------|
| Bi-monthly meeting dates as 10/17 | | | | | | | |
| Verney, Matthew CHAIR | BB&T Bank | X | X | X | X | X | X |
| Arroyo, Rosy | Camden County Youth Services Commission | | X | | X | X | |
| Banks, Evangeline | Juvenile Justice Commission | X | X | X | X | X | X |
| Barbella, Sarah | Camden Probation Division | X | X | X | | | |
| Cirii, Frank | CCOSCC Local Area Operations Director | X | X | | X | X | X |
| Davis, Pastor Keith | Camden Dream Academy | | | | | X | X |
| Fetty, Brett | CCTS | | | | | | X |
| Godofsky, Mark | Surety Title | X | | | | | X |
| Godorov, Lori | The Work Group | | X | X | X | X | X |
| Hill, Lauren | Camden County College | | X | X | | X | X |
| McNair, David | Dept. of Education | | | X | | | |
| Morris, Craig | NJ Dept. of Education | X | X | | | | |
| Peterson, Jyi | Youth Counselor, CCOS | | X | X | X | X | X |
| Riggins, Matthew | Riggins Oil Inc. | X | X | X | X | X | |
| Scott, Kenneth | Winslow Township High School | | X | X | X | X | |
| Sinclair, Nidia | Camden County One-Stop | X | X | X | X | X | |
| Taguwa, Denise | NJ Dept. Of Labor & Workforce Development | | | | | X | |
| Vasquez, Marisol | Youth Counselor, CCOS | | X | X | X | X | X |
| Velasquez, Gil | Camden Probation Division | | | X | X | X | X |
| Waller, Darchelle | Winslow Township High School | | X | | | | X |
| Wardlow Hurley, Rhonda | HACC Youth Build | | X | X | X | X | X |
| Washington, Daquan | CPAC | X | | | X | X | |
| Williams, Jen | Covenant House | | X | X | X | | |
| Swartz, Jeffrey S. | WDB | | X | X | X | X | X |
| Levitt, Alex | WDB | | X | X | X | X | X |
| Varallo, Kathleen | WDB | X | X | X | X | X | X |
| Williams, Leslie | WDB | X | | | | | |

WELCOME

Matthew Verney, Chair, called the meeting to order at 9:10am. Matt welcomed attendees. The Committee reviewed the minutes from the meeting on Wednesday, October 20, 2020. He asked if there were any further corrections or additions to the minutes. Hearing none, Matt asked for a motion to approve the minutes. Dr. Lauren Hill, Director, Adult Basic Skills (ABS), made the first motion and Lori Godorov, Executive Director, The Work Group made the second motion. By unanimous vote to the affirmative, the motion was carried, and minutes October 20, 2020 were approved. The committee welcomed Brett Fetty, Job Placement and Admissions, Camden County Technical Schools.

YOUTH SERVICE UPDATES/COVID-19 RESPONSE

Matt started the meeting by asking for information on the One-Stop’s Covid-19 response. Frank Cirii, Local Area Operations Director, One-Stop, gave an updated report. The One-Stop continues to have a health inspection every two weeks with the health department. He said that

QueLess is now up and running for all partners. While it has not been fully utilized, due to limited, in-person interviews, it is available for the public to make appointments when necessary. The One-Stop has been in a soft opening since the beginning of January. Frank added that all partners are now trained in using QueLess. They are encouraged to coordinate with Scott Stetzer, Systems Administrator, One-Stop, to practice using the program as preparation for when restrictions lessen at the One-Stop and customers begin to use QueLess more frequently.

Frank continued his report, informing the committee that the One-Stop has purchased 500 licenses for DocuSign, a company that allows organizations to manage electronic agreements, to incorporate in the virtual efforts and services of the One-Stop. Frank said an overwhelming majority of customers are accessing the One-Stop's virtual portal and if any complications arise, One-Stop staff will be able to assist. If a customer must be seen in person, Frank said they will be seen. All counselors are prepared to see in person customers as a final option if any contactless way is not suitable for the customers. Frank added that there have not been any positive Covid-19 related incidences in over a month and that staff are abiding all safety protocols such as temperature checks, contact tracing, and social distancing.

Pastor Keith Davis, Director, Camden Dream Academy, asked if there has been a hybrid solution put in place for customers such as a virtual delivery of services. Frank said the One-Stop has been willing to place customers virtually, but the issue from their perspective has been referrals and getting the customers. He added that providers have been allowed to recruit youth themselves. There are plenty of slots available for placement but getting customers to fill those slots is the challenge. Lori added, for clarification to Pastor Keith, that The Work Group is a WIOA provider. She said, from her experience with WIOA youth, they prefer in person teaching as opposed to solely virtual.

WIOA Information Breakdown

Matt continued the agenda with the subject of WIOA (Workforce Innovation and Opportunity Act) information. Matt had discussions during both the Executive and Systems Performance Committee meetings regarding Covid-19 and providers restrictions such as number of clients they serve. Alex Levitt, Administrative Assistant, Workforce Development Board, sent an email to the One-Stop fiscal team requesting a breakdown of the following information:

- What are the total number of Youth registered and active under WIOA?
- What is the total amount of money allocated to our youth vendors?
- How much do you think will remain unused?
- How much money is currently remaining, per youth vendor, because of unmet benchmarks?

He said he is waiting for a response but will cc Frank and the One-Stop team on all interactions. Matt said these conversations and the information based off the WIOA breakdown are in an effort to be ahead of the curve to better serve customers. Jeff Swartz, Executive Director, Workforce Development Board, offered a solution to a more informed decision which is to ask current providers what their numbers look like and how they are gaining new customers. Jeff added that some providers shared some concern about servicing existing customers while other providers, such as Camden County College, have found creative ways to attract new customers.

Frank said a sub-committee with the finance team at the One-Stop has been created to truly understand what is allowable and what is not. Frank added that the sub-committee will be taking the current year and the next year into consideration when making future contracts for providers.

Matt went on to ask if there had been an updated WIOA flowchart. Marisol Vasquez, Counselor, One-Stop, said they do not have specific numbers available, but they have been seeing customers and have a few enrolled for training and testing. Marisol called this an upswing from the previous meeting. Matt found that encouraging and asked if there was a way to have this flowchart sent around to the committee. All this information will be to break down how much, regarding WIOA, is done by the One-Stop and the providers. Dr. Hill said she believes the flowchart being reintroduced to the committee will give a clearer picture on the specifics discussed in the meeting. She added that Camden County College has been doing their own recruitments utilizing social media since October 2020. Jeff said it is important for our partners to share their best practices with gaining customers but agreed with Frank's assessment; money is not the problem but following up with customers and gaining referrals is the issue. Gil Velasquez, Assistant Manager, Camden Probation Division, added that the visual explanation of these WIOA specifics is beneficial for members of the committee who seek a bit of transparency on the matters. Frank said it will be a part of the agenda moving forward.

SOCIAL MEDIA POLICY/SUCCESS STORY VIDEO FOLLOW-UP

Matt proceeded with the topic of Social Media. The goal of the committee is to have a success story video created, digitized, and used to promote the Youth One-Stop on Social Media. This video would showcase several individuals who have gone through training at the One-Stop and the beneficial change it has provided them. Alex gave an update on the progress of the video. The Success Story Video Sub-Committee, consisting of Alex, Frank, Matt, Nidia Sinclair, Director, Resource Center, and Jyi Peterson, Counselor, One-Stop, met on February 4, 2021 to discuss how the video is proceeding along with any additional ideas or input about the creative direction. Jyi emailed 4 additional customer videos to be used in the final video and Alex downloaded them to be worked on in the editing software. This will provide variety for the final product. Once the video is completed, it will be utilized through different social media platforms such as Instagram and Facebook. A completed first draft is expected to be shown at the next Youth Committee Meeting on April 28th.

Alex asked Lori what form of Social Media her customers used the most. She said that TikTok was a booming platform, but Facebook and Instagram are still active. She offered a suggestion of incentivizing youth at the One-Stop to post on their own Social Media to advertise. Alex added that a group of customers could be put together to handle posting on various platforms. The committee agreed that these discussions will be further explored once the video is completed.

GOALS FOR YOUTH COMMITTEE IN 2021

Matt stated a few goals for the committee to accomplish during the year. The first would be to vet a Co-Chair who could eventually take over as chair of the committee and the second is to add a wider diversity of members. Matt thinks it is important for any member who wants to learn more and is interested in the position to step forward. The Committee will dedicate a few minutes at the next meeting to discuss further goals members may have for 2021.

Lori said that Department of Labor (DOL) has guidance information regarding what the scope of youth councils looks like. She will share all documents she has on the subject with the committee. Jeff stated that Camden County is unique with the amount of out of school youth in the area. He punctuated that using other counties methods may not work for Camden County, but it is important to look at any technical guidance/WIOA information available.

YOUTH COMMITTEE UPDATES

-Kathleen Varallo, Administrative Assistant to the Executive Director, Workforce Development Board, said that the other committees have been utilizing virtual outreach which could be a useful tool for the Youth Committee. The Literacy Committee is now working with several libraries in the area, who have been using virtual services such as resume writing, learning, English as a second language, etc. Kathleen is working on a library resource guide which will be sent around to committee members when it is complete. She also mentioned the Abilities Committee has been working on a human resources event with a focus on Post Traumatic Stress Disorder (PTSD) and Veterans with an October 2021 date set.

-Kathleen brought up Jeff's grant opportunities he has been a part of. Specifically, ProLogis, which is a training grant aimed for workers going into the manufacturing industry. It is an online based, 20-hour program. Kathleen mentioned that all WDB social media platforms have been promoting the virtual services at the One-Stop including the virtual orientation video provided by Kristi Connors, Manager, Employment Services (ES), DOL.

-Kathleen updated the committee on the status of the Atlantic City Electric Program. The line school program will be starting in April, utilizing both 2019 and 2020 cohorts. There would be no recruiting of participants for 2021 in the Workers in Sustainable Energy (WISE) or Get into Energy (GIE) programs. Kathleen said there are available courses in other counties if anyone in Camden County was inquiring. Jeff mentioned that the local areas will be offering the summer youth employment program this year. The State will be releasing the NGO (Notice of Grant Opportunity) within the next few weeks. He anticipates there will be further updates before the next meeting.

-The next Quarterly Board of Trustees meeting is scheduled for Wednesday, March 24th at 8:30am. The meeting will be conducted via Zoom featuring guest speaker will be Kris Kolluri, Chief Executive Officer, Cooper's Ferry Partnership.

-No other committee updates were provided.

NEXT MEETING

The next meeting is scheduled for Wednesday, April 28th at 9:00am.

Submitted by, Alex Levitt, Administrative Assistant, WDB.