

ABILITIES COMMITTEE MINUTES
TUESDAY, MAY 14, 2019 AT WDB OFFICE

ATTENDANCE – ABILITIES COMMITTEE

MEMBERS		12-Jun-18	10-Jul-18	4-Aug-18	13-Sep-18	13-Nov-18	11-Dec-18	26-Feb-19	20-Mar-19	23-Apr-19	5-May-19
Maggio, Jim CHAIR	Kaleidoscope Education Solutions	X	X	X	X	X	X	X	X	X	X
Abrams, Barbara	Jewish Family & Children Service of Southern NJ		X								
Cirii, Frank	Camden County One Stop					X		X	X		X
Cooper-Williams, Dina	Express Scripts				X			X		X	
Deitz, Jeffery	Division of Vocational Rehabilitation Services										
Donato, Carl	Wawa					X	X	X		X	X
Forman, Lois	Bancroft	X	X	X			X		X	X	X
Hale, Dawn	The Arc of Camden County								X		
Lucas, Angela	Hireability			X		X		X	X		X
Taguwa, Denise	LWD-WDB Coord + Support	X	X	X		X	X				
Veneziani, Jennifer	DVRS			X							
Levitt, Alex	WDB Administrative Assistant			X							
Swartz, Jeffrey S.	WDB Executive Director	X	X	X				X	X	X	X
Varallo Kathleen	WDB Administrative Assistant	X	X	X	X	X	X	X	X	X	X
Williams, Leslie	WDB Comptroller										

WELCOME

Jim Maggio, Chair, welcomed attendees. He asked for roundtable introductions

EVENT FOLLOW-UP

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

EVENT UPDATES

Kathleen Varallo, Administrative Assistant, WDB, reported that all the speakers have confirmed participation in the event as follows;

- 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.*

Unconscious bias (or implicit bias) is often defined as prejudice or unsupported judgments in favor of or against one thing, person, or group as compared to another, in a way that is usually considered unfair. Many researchers suggest that unconscious bias occurs automatically as the brain makes quick judgments based on past experiences and background. As a result of unconscious biases, certain people benefit and other people are penalized. In contrast, deliberate prejudices are defined as conscious bias (or explicit bias). Although we all have biases, many unconscious biases tend to be exhibited toward minority groups based on factors such as class, gender, race, ethnicity, religious beliefs, age, able-bodiedness, and other such traits.

Kathleen said that the WDB will be sending out a welcome message to the speakers and suggested organizing a conference call to discuss talking points. The overall topics have been discussed by the committee but it would help to get the input of the speakers especially for the writing of the proposal request to SHRM for continuing education credit hours. She presented a draft flyer to the committee and said the event can be promoted now that confirmation has been received by all speakers. She said she will need the contact information of the speakers in order to send them a welcome message and arrange a conference call. Jim said he would help to get the contact information. Jeffrey Swartz, Executive Director, WDB, said it will be important for the speaker so understand the format of the event so they can feel comfortable about their participation and what is expected of them. Jim said that the committee can make them aware of the proposal that will be sent to SHRM to request credits and sponsorship.

Jeff also said that he also contacted Judi London, Bancroft, and sent a letter of sponsorship request. He will follow up with her at the next Bancroft Finance Meeting.

Kathleen mentioned a proposal, presented at the last meeting of travel expenses submitted from The Job Accommodation Network (JAN). The Job Accommodation Network (JAN) is the leading source of free, expert, and confidential guidance on workplace accommodations and disability employment issues. Working toward practical solutions that benefit both employer and employee, JAN helps people with disabilities enhance their employability, and shows employers how to capitalize on the value and talent that people with disabilities add to the workplace. <https://askjan.org/Frequently-Asked-Questions.cfm>

The Committee reviewed and discussed the proposal again and instructed Kathleen to contact JAN again and request information for the exhibit of supportive services that will include information tables at the event. Lois Forman, Bancroft, also suggested that a presentation or webinar could be presented as follow up to the event. She also suggested that a lap-top could be set up at the event to demonstrate the site and how easy it is for a human resource professional to navigate it as a resource.

Kathleen presented the draft flyer to the Committee and asked if the workshop topics could be listed in the flyer. Carl Donato, Wawa, said the flyer appears to have the space to list the topic

after each speaker's name and title. Kathleen said the flyer could be used in draft format to begin to promote the event as soon as possible. She will still forward the information to the County's communications department for final design and approval.

Jeff re-caped prior discussions about changing this year's event to more of a workshop format with break-out sessions. Kathleen brought up the idea that every attendee will want to hear about every topic. It will be hard to divide the room and make the attendees pick and choose topics. She suggested that each speaker simply present their topic to the full group. The Committee discussed the logistics and timing of the event. All agreed that the workshops could be timed and presented to the full group with a short break between the second and third speaker. Lois suggested that the event include a moderator. Carl said that he would serve as the moderator of the event. Jeff suggested the Jim open the program with an overview of the work of the Committee and thank the sponsors. Carl suggested that each session be timed to 30 – 40 minutes. Lois said that as long as the event results in CEU credits, most everyone will want to stay for the entire event. She suggested looking into obtaining additional accreditation from the Human Resource organization that licenses or certifies these professionals. The Committee agreed that in respect for the speaker's time, having each of them present once to the full group is a more efficient use of everyone's time.

The Committee discussed the order of topics. Jeff suggested that the order as listed above would be a good order. It was decided that each speaker would have 40 minutes to present including questions and answers. All agreed on the order of speakers as listed above.

Kathleen said that she would update the flyer and set up a Facebook event page. Lois and Jeff both suggested that the event could be set up in Eventbrite. The Committee discussed other ideas for promotion.

NEXT MEETING

The Abilities Committee is scheduled to meet on Tuesday, June 11, 2019 at 8:30am at the WDB office, 1111 Marlark Road, Suite 101, Cherry Hill, NJ 08003.

Submitted by

Kathleen Varallo

Administrative Assistant