



# Camden County Workforce Development Board

*Supporting the Development and Retention of a World Class Workforce*

Gregg T. DeBaere, Chair  
Jeffrey S. Swartz, Executive Director

## YOUTH INVESTMENT COUNCIL MEETING MINUTES, MAY 25, 2017

### ATTENDANCE

Members		28-Jul	25-Aug	29-Sep	27-Oct	15-Dec	23-Mar	25-May
<b>Verney, Matthew CHAIR</b>	TD Bank		X	X	X	X	X	X
Arroyo, Rosy	CPAC		X		X		X	X
Barclay, Arthur	Camden County One-Stop					X		
Banks, Evangeline	Juvenile Justice Commission		X			X	X	X
Colestock, Shannon	CPAC	X						
Cooper, Diane	CPAC			X	X			
Cope, Heather	Camden City School District					X		
David Goodman	Youth Build HACC					X		X
Davis, Keith	Camden Dream Center Tech. Trng. School					X		X
Duca, Jill	Lourdes							X
Friedman, Joshua	Director, CC Resource Center			X				X
Gentile, Stephanie	NJ Youth Challenge							X
Giella, Nick	Philadelphia, 76's	X	X					
Godorov, Lori	The Work Group	X	X	X	X	X		
Harley, Darron	Camden CorpsPlus							X
Jeffery Lake	Winslow Township High School			X	X	X	X	
Jennifer Rodriguez	Camden County Technical Schools				X	X	X	X
Justice, Tanya	Youth Advocacy Program		X					
Jyi Peterson	Camden County One-Stop					X	X	X
Kelly, Siobhan	Camden County Technical Schools	X	X	X	X	X	X	X
Korber, Stephanie	Rutgers, Camden							X
Maguire, Laurie	Camden County Resource Center	X	X					
McKinsey, Denise	Respond Inc.	X			X		X	X
Mombo, Mien	Division of Children and Family Services				X		X	X
Nikke Feagin	Center for Family Services						X	X
Pryor, Regina	LWD Division of Operations and Business	X	X	X				X
Rhoton, Daniel	Hopeworks							
Riggins, Matthew	Riggins Oil Inc.	X	X	X			X	X
Savage, Leamon	Youth Advocate Program							
Sinclair, Nidia	Camden County One-Stop	X	X	X	X			X
Stettler, Mark	T & M Associates				X		X	X
Vasquez, Marisol	Camden County One-Stop	X	X	X		X	X	X
Waller, Darchelle	Winslow Township High School					X		
Wardlow Hurley, Rhonda	HACC Youth Build	X	X	X	X		X	X
Williams, Lauren	Youth Advocate Program		X					
Williams, Tasha	Youth Advocate Programs, Inc.			X				
Swartz, Jeffrey S.	WDB Executive Director	X	X		X	X	X	X
Primas, Theo	WDB Program Evaluator							
Stubblefield, Lelia	WDB Administrative Assistant						X	
Williams, Leslie J	WDB Comptroller	X	X	X				
Varallo, Kathleen	WDB Administrative Assistant	X	X	X	X	X	X	X

## Welcome

Chair Matt Verney, welcomed attendees, asked for round table introductions and welcomed Darren Harley, Director, Camden CorpsPlus and Jill Duca, WDB, Board Member Candidate.

## YOUTH MONTHLY LEVEL OF SERVICE (LOS) REPORT

Matt began with a brief description of the Youth Monthly Level of Service Report. He said the current report is presented to the Youth Investment Counsel for the purposes of discussion and development of programs that serve Youth (ages 16-24) who enter the One-Stop Career Center and Resource Center. He expressed the concerns of the committee that the report does not show all the youth entering the building and what steps they go thru in the eligibility process. The main focus of this meeting will be to explore the flow chart of services to youth and what processes they go thru to receive services such as career counseling, training, high school equivalency, etc. We also want to explore where service may fall short due to lack of resources. Once we understand the process, we can then make value adding decisions that make the system better for youth. Communications also play an important role in servicing youth customers. They often do not have consistent addresses or phone service. We do not currently have a dedicated social media platform so having detailed reports may help in bringing issues such as this to the County. It is a challenge to connect with out-of-school youth.

Joshua Friedman, Recourse Center Director presented the current flow chart that was developed for the WDB Youth Transition Plan 2016-2018. Because of the unexpected nature of when youth come into the Resource Center, we currently do not have a dedicated youth orientation. We run a Tuesday and Thursday orientation at 9:30am in our auditorium. The orientation takes attendees thru the career path and its criteria, responsibilities and eligibility requirements.

The youth are identified at the orientation and brought directly to a youth counselor at the Youth One-Stop (YOS). The youth counselors, Jyi Peterson and Marisol Vasquez review the eligibility requirements and necessary documentation with the youth. They also interview the youth to find out what barriers they may have to overcome in order to receive training such as high school equivalency. The youth are given list of required documents and an appointment date to return. Once eligibility is established, they are scheduled for a TABE Test. The Test for Adult Basic Education (TABE) is a diagnostic test used to determine a person's skill levels and aptitudes. TABE tests skills and aptitudes in reading, math, and English, as an individual would apply them in the workforce or classroom. Jeffrey S. Swartz, WDB Executive Director said that individuals must meet a score of a ninth grade reading or math level in order to move on to a training grant.

Jeff gave attendees a brief overview of the current WIOA law that now requires that a minimum amount or no less than seventy five percent (75%) of Federal Youth funds allocated to One-Stop Centers around the county must be spent on out-of-school youth. Jeff said our YOS seeks to spend one-hundred percent (100%) of funds on this population of youth. This is a challenge in that these youth often do not know, have career goals or the means for furthering their education. There is also a challenge in establishing a trust and relationship with these youth. It will be good to keep this in perspective as Joshua walks us thru the steps of service.

Matt Riggins, YIC co-chair, asked if the orientations were the only source of identifying or connecting with youth. Joshua said that there are other resources and outreach efforts. He noted one example being David Mckee, former youth counselor, now working for the Camden City High School provides the YOS a list of drop-out referrals. Nidia Sinclair, Youth Manager, said other

referrals may include partnering with faith based organizations, the juvenile justice system and county programs such as the Camden CorpsPlus grant program. All referrals, walk-ins or word-of-mouth youth customers must attend a general orientation. They are given an assessment form to fill out. This is how we determine which office will follow up with an individual. The committee discussed the referral and orientation process. All individuals coming into the One-Stop for any service must register at the front desk. The sign-in sheets are used to track general inquiries. The assessment forms help determine the follow up actions after orientation.

The committee discussed the need for a specified youth orientation. Nidia said that there was a separate youth orientation when the YOS first opened. The general attendance was too unpredictable. Nidia read attendance records for the months of January thru April. The intake numbers fluctuated from as low as 9 in some weeks to as high as 23. Jyi Peterson said that the information offered at the adult orientation is valuable even to youth who may choose not to participate in their current situation yet may return at an adult age.

Joshua moved the committee through a presentation or flow of services. Once a youth attends an orientation he/she meets with a counselor to review a check list of documentation and is scheduled for an eligibility appointment. The youth returns for a visit and his/her documentation is entered in the I.S.S system to determine eligibility. The youth may then be referred for a TABE test. Their score will determine whether they go on to CareerScope that determines their interests and aptitude. They may need additional training or high school equivalency. The goal is to continue through process and on to an industry valued credential training course. Sometimes youth are referred to a One-Stop partner for additional training. They may also be referred to job seeking assistance if it turns out they are not eligible for a credentials training grant.

Marisol Vasquez, Youth Counselor said each youth is determined on a case by case basis. There is no "one size fits all approach" Some youth may qualify for adult WIOA services. Nidia said it is important for the committee to understand, that if a youth cannot meet the eligibility requirements they cannot be counted in the reports. It does not mean we don't try to help them by qualifying them in some adult programs or referring them for other kinds of job seeking or workforce development assistance. One attendee asked if the youth retain a relationship with one counselor during the process. Marisol said definitely they can always check in with Jyi or myself as a point of contact.

Joshua said that any individual coming in to the One-Stop for training must be committed to the process. It may take several months to increase their skills or overcome barriers such as reading or math or high school equivalency. Many individuals may have a misconception that they can walk into the One-Stop and simply get free training. Jeff said the state has standardized criteria that must be met. Those that do not qualify for the Learning Link may be referred to the Adult Basic Skills Consortium at Camden County College. Joshua said the process may seem frustrating to any individual as they return again for skill building training and then back to re-take the TABE test. The TABE may benefit an individual who may score low in a certain area in that they may be referred to the Division of Vocational Rehabilitation Services (DVRS) for assistance that may turn out to be a learning disability. An individual with a disability may qualify for twice the normal training benefit under this type of circumstance. One glitch in the DVRS system is that they have a different reporting system that does not communicate with the Resource Center system.

Matt addressed the original purpose of the meeting that is to develop a proper reporting or tracking system to determine how youth are progressing through the system and where they may be dropping off or out of it. Joshua said that now that the committee has discussed this flow chart, he

will get it transferred to a digital format present it to the committee for review at the next meeting. Our follow up action plan will be to match the reports to reflect the flow of services for youth.

ADJOURNMENT

The meeting adjourned at 10:20am.

NEXT MEETING

The next meeting is scheduled for July 27<sup>th</sup>, 2017 at 9:00am, at the Camden County One-Stop Career Center, 2600 Mount Ephraim Ave. Camden NJ 08104, Suite 105.

Submitted by,

*Kathleen Varallo*

Administrative Assistant