



Supporting the Development and Retention of a World Class Workforce

Jeffrey S. Swartz, Executive Director

Robert Weil, Chair

ABILITIES COMMITTEE MINUTES
THURSDAY, JUNE 10, 2021, AT THE WDB OFFICE

ATTENDANCE – ABILITIES COMMITTEE

MEMBERS		14-Jan-21	11-Feb-21	11-Mar-21	8-Apr-21	13-May-21	10-Jun-21
Maggioncalda, Jim CHAIR	TFG Management Services	X	X	X	X	X	X
Abrams, Barbara	Jewish Family & Children Service of Southern NJ						
Cirii, Frank	Local Area Operations Director				X	X	X
Deitz, Jeffery	Division of Vocational Rehabilitation Services						
Donato, Carl	Wawa		x		X	X	X
Forman, Lois	Jewish Family & Children's Service	X	X	X	X	X	X
Freire, Edison	JEVS Human Services	X	X	X	X	X	X
Fugee, Antoinette	Center for Family Services			X			
Hale, Dawn	The Arc of Camden County			X	X		
Lucas, Angela	JEVS HireAbility	X					
Marks, Karen	Jewish Family & Children Service of Southern NJ	X			X	X	
McClintock, Monica	Rowan University	X	x		X	X	X
Mills, Jay	NJ Commission for the Blind and Visually Impaired						
Scott, Jessica	The Arc of Camden County				X	X	X
Smith, Veda	Camden County Independent Living Center						
Taguwa, Denise	LWD-WDB Coord + Support				X		X
Veneziani, Jennifer	Program Planning and Development Specialist, DVRS						
Swartz, Jeffrey S.	WDB	X	X	X	X	X	X
Varallo Kathleen	WDB	X	X	X	X	X	X

WELCOME

In preparation for the meeting, Jim Maggioncalda, Chair, discussed with Kathleen Varallo, Administrative Assistant, WDB actionable items for the PTSD event. Kathleen said she sent them out along with meeting materials. She also sent a sample proposal. The main action item is to get the name and titles of the speakers and the workshop titles. She also spoke with Leslie Williams, Comptroller, WDB, about the logistics of charging for the event. Kathleen said Leslie was not in favor of charging for the event because accounts would need to be set up and there are transaction fees associated with selling tickets through the Eventbrite platform. It is free to set up the event on that platform as long as the event is free. Kathleen also said she heard from Truist Bank and they are willing to donate a \$500.00 sponsorship to the event. This brings the total sponsorship levels to \$1500.00 which will be enough to cover expenses without having to charge an admission for the event. Jim said the logistics may be too costly and we can book accordingly. Jim also asked Kathleen to send an email correspondence to the committee sent by Tim Galvin, Administrator for Military and Diplomatic Affairs, Cooper University Healthcare. The email contains some ideas for speakers.

Frank Cirii, Local Area Operations Director, reported county one-stop services are open for public access by-appointment as need and state services are still being handled virtually. Frank said all County offices will be opening up on July 12th. Those that have been vaccinated can go maskless in the workplace. Those unvaccinated must wear a mask at all times in the workplace.

Jim said he is still working on booking an HR attorney for the event. He will send the flyer and draft program to the contacts suggested in earlier meetings. Jim thought it will be important to have an attorney present to speaker to HR practitioners. Lois Forman, Job Bank Coordinator, JFCS, asked and Jim confirmed he will reach out to Lou Lessig, Brown Connelly. He is very active with Tri-State HRMA and SHIRM. He is well known and a great speaker. The Committee discussed some other leads and topics an attorney would speak on regarding PTSD in the workplace.

Jim officially called the meeting to order at 8:45, welcomed attendees to the Zoom meeting and asked for introductions.

The Committee reviewed the minutes from the meeting, May 13, 2021. Jim asked if there were any corrections or changes. Hearing none, he asked for a motion to approve the minutes. Lois Forman, JFCS, made the first motion; Carl Donato, Wawa, made the second motion. By unanimous vote to the affirmative, the minutes, Thursday, May 13, 2021, were approved.

Jim reviewed the agenda with elements of the upcoming PTSD event. He said the lineup looks good and most all the speakers will be presented by the Cooper University Healthcare Team. Jim said we will be finalizing the actual titles for each workshop. Jim asked if there were any questions, concerns or input to the program lineup. Monica McClintock, Adjunct Professor, Rowan College of South Jersey, reminded the committee that a proposal will be submitted for HRCI credits. The flyer should read as follows: This event is pending approval from HRCI and SHRM for recertification credits. Jeffrey S. Swartz, Executive Director, asked Monica her thoughts on whether or not the event will be eligible for these credits. He was hesitant about stating it on the flyer unless it was confirmed. Monica said we will not know until the proposal is submitted. She said this is a common practice and HR professionals are used to the pending process. It's the Tri-State group that has agreed to help and she met with the person that does the work for them to complete the approval process. Monica said the person was fine with working with Monica to make sure the approval process is completed. We will not know what the process is going to be until we supply Tri-State with all the details. Jim said we are fortunate to have Monica working on this effort on behalf of the committee. He thanked her for her efforts. Monica said it will be a learning experience for her and she has already notified the incoming president about the event. She said we have to get all the information pulled together to complete the proposal. Kathleen said the information needed for the proposal is as follows; the Workshop title, three objectives for the learners, and the speaker name, title, and bio or qualifications. She sent a sample proposal to the committee from prior years. She asked Monica to confirm or find out if there have been any changes made to the proposal process. She was able to send the proposal criteria to each speaker in prior years and they were able to fill in the blanks. Jim asked and Kathleen confirmed that the Cooper Team is aware of the action items.

Edison Freire, JEVS Human Services, asked if it was necessary to become a member of SHRM or Tri-State in order to receive the re-certification credits, and if so, can they be retroactively applied with membership. Monica said they are not tied to membership; they are tied to HR recertification. The Committee discussed more of the technical aspects of HR recertification.

Lois asked if the committee should start to pull together a distribution list for promotion of the event. She said there is a list from the last event, but maybe we can start adding to that list. Kathleen said she will send an email to the committee and they can reply with any additional contacts and we can add to the list held from the last two years. She will also set up the event in the Eventbrite platform so that when the flyer is sent out registration can begin. Lois said it's been a few years so there may be some updates or changes to the list.

Jim asked Kathleen to update the committee on sponsorship. Jeff said he heard back from Matt Verney, Vice Chair, that Truist Bank is willing to donate \$500.00 to the event. Currently, we have sponsorship from Wawa, JEVS-HireAbility and Truist Bank for \$500.00 each bringing the budget up to \$1,500.00 which should easily cover the costs of the event.

Kathleen said as long as the event is free to the public there is no cost for Eventbrite and there are plenty of reports and information that can be generated on this platform. As mentioned, the transaction costs and logistics of charging for the event do not make it worth the risk of losing participation. She checked with Leslie Williams, WDB Comptroller, and she not in favor, fiscally or logistically of charging for the event. She said reservations can be taken with the assumption that there will be some no-shows so that if we have sponsorship for 60-70 attendees, we can book to adjust for assumed no-shows. Jim agreed and asked the committee for any objections. No one objected.

Jim asked if event would require vaccination of participants. Kathleen said the flyer will state that all county and CDC safety guidelines will be followed. Kathleen asked if there was any specific changes to wording in the flyer, that it be send in an email so statements on the flyer will be clear and agreed upon by the committee. Jeff asked that the flyer clearly state that seating would be limited. Kathleen noted that the amount of sponsorship will only allow for 70 attendees and that will include committee members and speakers. The Committee discussed safety concerns, vaccination requirements and social distancing of seating arrangements. All agreed the Boathouse venue will be following whatever the county policy is at the time of the event. Lois suggested that the current county and CDC policy regarding the wearing of masks, vaccination and social distancing guidelines be posted to the event registration page on Eventbrite. In this way, attendees will be made aware in advance of the event and be able to make their own personal choice whether or not to attend. Jim said we will continue to monitor COVID response efforts and check with the Boathouse to stay updated on any safety policies changes, and then update the event description and or notice to attendees as needed. Monica said Tri-State will be holding its first in-person meeting in September and will also be holding its annual event planning meeting in August. Jim said it will be an interesting question to pose to that group for input. Monica said she will report any updates or policies they adapt at the planning meeting. Carl Donato, Talent Acquisition Specialist, Wawa, discussed Wawa company policies and deferred to Jeff's comments about the WDB policy which adheres to the county policy and that is all unvaccinated attendees should wear a mask in office or at any public event.

Jim asked the committee to provide input about whether or not to consider an exhibit area as in past events. The Committee expressed concerns about attendees congregating in front those tables. It was agreed to wait until September to decide. Resources and service information can be placed in giveaway bags and given to participants along with their certificate of completion upon exiting the event. Lois also suggested creating a

survey or evaluation, either paper or sent digitally, as a follow-up to the event, to gather their feedback for future events. Jim asked the committee for any further updates or input.

Jeff announced the WDB Quarterly Board of Trustees meeting is scheduled on Wednesday, June 23rd via Zoom Conferencing. A new slate of officers will be ratified at that meeting and representatives from the NJ Metrix SkillUp program will be speak about this free learning platform available to any resident in the state.

Jim thanked the committee for their input and help with sponsorships. He made a special mention of Monica's help to coordinate with Tri-State. It is important to the event and he thanked her for those efforts.

NEXT MEETING

The next Abilities Committee meeting is scheduled on Thursday, July 8th at 8:30am. This meeting will be conducted via Zoom Conferencing with the Cooper Team and a sub-committee. The next regular meeting will be schedule on Thursday, August 12th @8:30am via Zoom.

Submitted by

Kathleen Varallo

Administrative Assistant