

Jeffrey S. Swartz, Executive Director

Robert Weil, Chair

ABILITIES COMMITTEE MINUTES  
TUESDAY, JUNE 11, 2019 AT WDB OFFICE

ATTENDANCE – ABILITIES COMMITTEE

MEMBERS		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	11-Jun-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		X
Deitz, Jeffery	Division of Vocational Rehabilitation Services										
Donato, Carl	Wawa				X	X	X		X	X	X
Forman, Lois	Bancroft	X	X			X		X	X	X	X
Hale, Dawn	The Arc of Camden County							X			X
Lucas, Angela	Hireability		X		X		X	X		X	
Taguwa, Denise	LWD-WDB Coord + Support	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	
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. Carl Donato, Wawa, Dawn Hale, ARC of Camden County, and Lois Forman, Bancroft, phoned in to the meeting.

EVENT FOLLOW-UP

Program Title: **Strategies for Workplace Inclusion** *A Workshop for Human Resource Managers*

**Date:** Tuesday, October 22<sup>th</sup> 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 again that all 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.*

She said the speakers are looking for a little more direction and information about what is expected of them. A conference call can be organized to get their input to the ideas the committee has already discussed. This was done at other events, to have the speakers join in on the committee meeting by phone. The additional guidance was beneficial in writing the proposal that was submitted to SHRM for continuing education credit approval. Jim asked Kathleen to draft a welcome letter and then he will contact the speakers directly. Then, he said, a conference call can be set up.

Kathleen reported that Jeff Swartz, Executive Director, has been in contact Judi London, Bancroft, and sent a letter of sponsorship request. She said that Jeff will follow up with her at the next meeting he will be attending at Bancroft. Kathleen said that Jeff also offered Bancroft the opportunity to present welcoming remarks at the event. They usually host a table in the exhibit area as well.

Kathleen presented the revised draft flyer to the Committee. She noted that the subtitle of was changed to include the following: “Four important workshops for Human Resource Professionals”. She said she was able to include the program descriptions on the flyer invite and changed the order of the speakers based on discussions at the last meeting. Lois Forman, Bancroft, said the sponsors must be confirmed before the flyer can be publically released. Kathleen said she will send it the County events department for re-design once the sponsors are confirmed. Kathleen also reported that she did set up an Eventbrite page and sent the link to the committee. Carl Donato, Wawa, asked to have the link re-sent. The Committee discussed the flyer and the link. Dina Cooper-Williams, Express Scripts, said the event is also posted on the local Tri-State SHRM website. Kathleen also said that she would add a link to the Eventbrite page. When the event is sent out digitally, the link will be accessible. Lois also suggested an encouragement of including colleagues to attend could be added to the email invitation. Dina said last year’s flyer was also distributed at two Tri – State meetings. She will be happy to distribute the flyer at upcoming meetings.

Jim re-caped prior discussions at the last meeting about arranging the format so that instead of breakout sessions, the speakers will conduct each workshop for the entire group. The committee felt that all the topics would be important to all the attendees. He said that each speaker will have about 30-40 minutes for each topic. There will be a short break between the second and third speaker. Kathleen confirmed that Carl agreed to be the moderator to the event and Jim would open up the event with welcoming remarks. She also informed Jonathan Young, Freeholder Liaison, about the event. He did welcoming remarks for the 2018 Workplace Inclusion event. The Committee discussed the line-up and timing of the event. All agreed they were very happy with this year's topics and speakers. Carl asked about the capacity of the room at the Boathouse facility. Kathleen said there would be no problem to accommodate at least 100 participants at the event. The Committee discussed the event capacity, parking, and set up of the event. All agreed that the committee will take the street or furthest parking in order to open the closer parking to the guests.

The Committee also discussed more marketing ideas including using the attendance list of last year's event, board member and committee lists and regional partners. Jim suggested including an invitation to bring associates to the event. Lois suggested sending a reminder to the committee to promote the event internally within their respective organizations. All agreed to forward new contacts and article information that would help promote the event. Follow the link below to the "Strategies For Workplace Inclusion 2019" Eventbrite page for information and registration.

The Event URL is <https://www.eventbrite.com/e/strategies-for-workplace-inclusion-for-human-resource-professionals-tickets-63030255190>

#### NEXT MEETING

The Abilities Committee is scheduled to meet on Tuesday, July 9, 2019 at 8:30am at the WDB office, 1111 Marlark Road, Suite 101, Cherry Hill, NJ 08003.

Submitted by

*Kathleen Varallo*

Administrative Assistant