



WORKFORCE DEVELOPMENT BOARD

Supporting the Development and Retention of a World Class Workforce

Robert Weil, Chair
Jeffrey S. Swartz, Executive Director

**QUARTERLY BOARD OF TRUSTEES MEETING
JUNE 23, 2021
CAMDEN COUNTY WORKFORCE DEVELOPMENT BOARD**

| | | 23-Sep-20 | 16-Dec-20 | 24-Mar-21 | 23-Jun-21 |
|--|---|-----------|-----------|-----------|-----------|
| Board of Trustees | | | | | |
| Weil, Robert (CHAIR) | Conner Strong & Buckelew, Inc. | X | X | X | X |
| Abusi, Patrick | Railroad Construction Co. of South Jersey | X | | X | X |
| Arthur, Debra | Active Campaign | X | X | X | |
| Borden, Donald | Camden County College | | X | X | X |
| Brahl, Ken | Ratvitz Family Markets, ShopRite | X | X | X | X |
| Bresch, Jim | I.B.E.W. LU 351 | | X | | X |
| Cirii, Frank | Local Area Operation Director, CCOS | X | X | X | X |
| Connors, Kristi | NJ Department of Labor | X | X | X | X |
| Cooper-Vanderlip, Diana | CPAC | X | X | X | |
| DeBaere, Gregg | Atlantic Coast Communications | X | X | X | X |
| Deitz, Jeffrey | Division of Vocational Rehabilitation | X | | | X |
| Donato, Carl | Wawa Inc. | | X | X | X |
| Doran, Ryan | IBEW Local 351 | | X | | X |
| Figueroa, Victor | Housing Authority of the City of Camden | X | X | X | X |
| Fitzgerald, Patricia | Camden County Technical Schools | X | X | X | |
| Godorov, Lori | The Work Group | X | X | X | X |
| Green, Elizabeth "Beth" | Senior VP HR Cooper Hospital | X | | X | X |
| Heintisz, Christine | Board of Social Services | X | X | X | X |
| Janoff, Carla | Careers USA | | | | |
| Kalitan, Marlyn | Kalitan Consulting | X | X | X | X |
| Kelly, Sandra | SLK Partners | | | | |
| Kiselewski, Michael | Painters Local District Council 711 | | | | |
| Maggioncalda, Jim | TFG Management Group | | | | |
| Martinez, Rosa N. | WWHS/Veterans Memorial Family School | | X | X | X |
| Miller, Richard | KeyBank | X | X | X | |
| Pugh-Bassett, Lovell | Camden County Office of Education | | | | |
| Regensburger, Robert C. | Lockheed Martin | X | X | X | X |
| Schiavinato, Robert | Union Organization for Social Services | | | | |
| Verney, Matthew | OceanFirst Bank | X | X | X | X |
| Willmann, Michael | WMSH Marketing Communications | X | X | X | X |
| Young, Jennifer | Verizon | | X | X | |
| | | | | | |
| | | | | | |
| Camden County Workforce Development Board Staff | | 23-Sep-20 | 16-Dec-20 | 24-Mar-21 | 23-Jun-21 |
| Levitt, Alex | WDB, Administrative Assistant | X | X | X | X |
| Primas, Theo | WDB, Program Evaluator | X | X | | X |
| Swartz, Jeffrey | WDB, Executive Director | X | X | X | X |
| Varallo, Kathleen | WDB, Administrative Assistant to the Director | X | X | | X |
| Williams, Leslie | WDB, Comptroller | X | | X | X |

| | | 23-Sep-20 | 16-Dec-20 | 24-Mar-21 | 23-Jun-21 |
|--------------------------|--|-----------|-----------|-----------|-----------|
| Committee Members | | | | | |
| Banks, Evangeline | Juvenile Justice Commission | X | X | X | X |
| Barclay, Arthur | Camden County One-Stop | | | | |
| Forman, Lois | Independent Rehabilitation Jewish Family & Children Services | X | X | X | |
| Lucas, Angela | Jewish Employment and Vocational Services | | | | |
| Maguire, Laurie | Camden County One-Stop, MIS Manager | | | | |
| McCormick, Carol | Camden County College, Business Services | X | | X | X |
| Page-Soncrant, Jeanne | LWD, Business Services | X | X | X | X |
| Pape, Barbara | Camden County One-Stop, Fiscal Manager | | | | |
| Peterson, Jyi | Camden County One-Stop, Youth Counselor | X | | | |
| Sinclair, Nidia | Director, Camden County Career Center | | | | |
| Waller, Darchelle | Winslow Township High School | | X | | X |
| Wardlow-Hurley, Rhonda | HACC Youth Build | | | X | X |
| Guest: | | 23-Sep-20 | 16-Dec-20 | 24-Mar-21 | 23-Jun-21 |
| Abdill, Suzanne | Department of Education | X | X | X | X |
| Ayscue, Brian | Camden County One Stop Career Center | x | X | x | x |
| Bennett, Ryan | Truist Bank | | X | x | |
| Davis, Pastor Keith | Camden Dream Academy | X | | | X |
| Eisenmann, Kevin | Camden County One Stop | X | X | | |
| Fetty, Brett | Camden County Technical Schools | | X | X | X |
| Fussell, Imani | Camden County | | X | X | |
| Guzman, Elizabeth | DVRS | | | X | |
| Hanna, Kaina | Camden County College | X | X | X | X |
| Harrison, Kat | LAEDA | | | | |
| Hill, Lauren | Camden County Career Center, Youth Manager | x | X | x | x |
| Iannucci, Susan | Camden County College | x | X | | x |
| Guest: | | 23-Sep-20 | 16-Dec-20 | 24-Mar-21 | 23-Jun-21 |
| Leonetti, Mike | DMV | | | | X |
| McFarland, Salama | Camden County BSS | X | X | X | X |
| McKelvey, Chris | NJ Dept. Labor and Workforce Development | | | X | |
| McLaughlin, Margie | Salvation Army/ Camden KROC Center | X | | X | X |
| Mendez, Kelly | Camden County Board of Social Services | | X | | |
| Robinson, Terrenny | NJ Industry Partnerships | X | X | X | X |
| Veneziani, Jennifer | DVRS, Business Outreach Coordinator | | | | |
| Venable, Margo | Camden County College | x | | x | x |
| Williams, Rev. Michael | Abundant Life Fellowship Church | x | | x | x |
| Young, Jonathan | Camden County Board of Chosen Freeholders | | X | x | |

MEETING MINUTES

Due to the New Jersey State of Emergency and COVID 19 response efforts, it was the decision of the WDB and Robert (Bob) Weil, WDB Chair, to cancel the regular in-person Board of Trustees Meeting and convene virtual meetings via Zoom Conferencing. Email notices and meeting materials were sent to all board members on Monday, June 21, 2021. Meeting materials included Agenda, Minutes-Meeting March 23, 2021, and the WIOA Performance Reports.

Alex Levitt, Administrative Assistant, WDB, checked the participant list, digital sign-in and attendance was recorded as shown above. He confirmed a quorum of board members in attendance for the purposes of voting and asked guests to type their name in the chat section to confirm their attendance.

Bob Weil, WDB Chair, called the meeting to order at 8:43am, and welcomed attendees to the June Quarterly Board of Trustees Meeting. He asked Alex to do an official roll call of Board members in attendance. He led attendees in the Pledge of Allegiance and Introduced Rev. Michael Williams to give the invocation

Bob Weil introduced Donald Norcross, US Congressman, 1ST District, to give welcoming remarks. Congressman Norcross gave welcoming remarks and congratulated Bob Weil for his work and dedication to the WDB.

Bob Weil introduced Matt Verney, Vice Chair, WDB, to conduct the business portion of the Board of Trustees Meeting. Matt read the following:

BUSINESS MEETING

SUNSHINE LAW

Matt Verney read the following: In accordance with the Sunshine Law and the public's right to know, we are required to provide adequate advance notice of our meetings. This meeting was advertised on the WDB's website and in the Courier Post on June 11, 2021. Therefore, the public is welcome to witness the process by which governmental decisions are made and see democracy in action. Due to the COVID19 restrictions the notice of this meeting was emailed to members and previous guest attendees in advance.

APPROVAL OF MARCH 23, 2021, MEETING MINUTES

A digital copy of the minutes from the last Quarterly Meeting of March 23, 2020, was sent electronically to the full Board of Trustees for review. The minutes from that meeting describe actions taken to conduct WDB board business by electronic vote and in accordance with the Sunshine Law.

Matt requested a motion to approve the minutes from that meeting. Michael Willmann made the first motion; Gregg DeBaere made the second motion. Matt asked all Board members, in favor of approving the minutes, to respond by saying, "Aye". He asked all those opposed to respond by saying "Nay". There were no opposing votes. By a unanimous vote of the affirmative, the motion is carried, and the minutes were approved.

Bob introduced Gregg T. DeBaere, Treasurer, WDB, to put forth the motion to ratify the One-Stop Operator Procurement.

MOTION TO RATIFY THE VOTE OF THE EXECUTIVE COMMITTEE TO APPROVE THE COUNTY OF CAMDEN AS THE ONE-STOP OPERATOR FOR THE PERIOD OF JULY 1, 2021, TO JUNE 30, 2023

Gregg read the following motion: Effective for PY 2017-2018, WIOA law mandated the One-Stop Operator position be competitively bid.

In February 2021, the Camden County WDB assembled a taskforce to issue a Request for Proposals (RFP). In April 2021, the taskforce reviewed and scored submitted proposals. Based on the results of the scoring, the taskforce made a recommendation to the Executive Committee for the Workforce Development Board to enter into an agreement with County of Camden to be the One-Stop Operator for PY 2021-2022 and PY 2022-2023. The Executive Committee accepted and approved the recommendation from the taskforce.

Gregg asked if there were any questions regarding the procurement process. Hearing no questions or concerns, Gregg requested a motion to ratify the action taken by the Executive Committee to approve the County of Camden as the One-Stop Operator for PY 2021-2022 and PY 2022-2023. Michael Willmann made the first motion; Ken Brahl made the second motion. Gregg asked for a yea or nay vote of all board members present on the call. By a unanimous vote of the affirmative, the motion is carried, and the requested action was approved. For the record, Frank Ciri, Local Area Operations Director, CCOSCC, abstained from voting.

Bob introduced Pat Abusi, Chair, Systems Performance to introduce the motion install the WDB officers for Program Year 2021-2022.

INSTALLATION OF OFFICERS

Wednesday, June 23, 2021

Pat Abusi read the following motion: As stated in the bylaws of the Camden County Workforce Development Board, Article Six, Section Two-election and terms of officers: The officers shall be elected by the Board at its

June meeting. The nominating Committee comprised of three trustees, not wishing to serve as officers, presents the following slate of names for installation:

Matthew Verney, Chairperson
Ken Brahl, Vice-Chair
Gregg T. DeBaere, Secretary/Treasurer

Pat asked if there were any nominations from the floor. He allowed 5 seconds for response. Hearing none, he said each Officer shall hold office for one year commencing July 1, 2021 and ending June 30, 2022.

Pat requested a motion to install the nominated Corporate Officers. Michael Willmann made the first motion; Marlyn Kalitan made the second motion. Pat asked for a yay or nay vote of all board members present on the call. By a unanimous vote of the affirmative, the motion is carried, and officers were installed. Pat congratulated the new officers.

Jeff introduced Matt Verney as incoming Chair of the CCWDB.

Matt shared his thoughts as he contemplated the offer to step up to the role of WDB Chair to lead this organization, his whole being became a bit nerve wracked. Pretty daunting prospect when you have such big shoes to fill. He felt more like when Tim Cook took over for Steve Jobs in 2011, Apple employees — along with shareholders and the rest of the world — He wondered if he could fill his larger-than-life predecessor's shoes and maintain the company's momentum. Matt said he wondered how he could ever begin to match the dedication, vision and commitment Bob has shown to the mission of the Workforce Development Board.

While the entire world isn't watching, as in the case of Tom Cook, all eyes of the board, staff at the One-Stop and County will be watching and knows I am taking over for someone who is highly regarded and has had a significant positive impact on the entire workforce system in Camden County.

As a long-standing member of the WDB, Bob has participated in every committee, even to this day as Chair, he regularly attends many of the committee meetings. He helped guide the WDB from a warehouse office type organization through challenging years and brought it out of its silo to transparency and the development of an active and engaged membership that works with and in the community. Some of those decisions along the way were tough and took more than Moxy. With the hiring of Jeff Swartz as Executive Director and some transformation in staff, he supported the achievement of diversity and inclusion long before it was a concern, and he continues today to make it a top priority. He was never the type of leader to rest on the laurels of any achievement made by the WDB. Bob didn't sit back and listen, he consistently leaning forward listening at every state or business meeting he attended and bringing back best practices and ideas that could improve systems in the local area.

The last few years were probably the most challenging this organization has ever faced. Between the transition in leadership, upon the retirement of Kathy Mayfield, the first time-One-Stop Procurement Process, to the move of the One-Stop and the pandemic...Bob always took the positive "can-do" leadership approach and the "never-problems-only solutions" approach. Bob is a great human being.

Matt said this is not good-bye Bob, this is Bob remaining steadfast in his vision, supporting the growth of diversity and new ideas and the future of workforce development in Camden County. Bob will be taking on the chairmanship of the Business and Outreach Team and will remain on the Executive Team. He said he is a little less nervous about taking on the role as Chair knowing he will be beside me and this organization every step of the way. He told Bob his phone number will be placed on speed dial. He thanked Bob with great appreciation and said he looks forward to the opportunity to serve as Chair of the WDB.

Jeff held up a plaque of appreciation on Camera presented to Bob for his service and dedication to the WDB. He read the words as follows; Special recognition is hereby awarded to Robert Weil, Board of Trustees Chair, in appreciation of your exceptional work, paramount dedication, and leadership. Best Wishes from the Camden County Workforce Development Board, presented this day June 23rd, 2021. Matt also presented Bob with a letter of appreciation from Commissioner Liaison, Jonathan Young. Bob thanked the board for the plaque and kind words of appreciation. Matt said he looks forward to Bob's continued leadership.

Bob thanked the Camden County Board of Commissioners, Commissioner Liaison Jonathan Young and the Executive Team of the CCWDB for their support in allowing him to serve on this Board. He thanked Jeff and the entire staff of the WDB, Leslie Williams, Theo Primas, Kathleen Varallo and Alex Levitt for their dedication and efforts. He thanked Frank Cirii, Local Area Operations Director, Nidia Sinclair, Director Resource Center, State Partners, and the staff at the CCOSCC for their tireless efforts and support of the WDB. He also thanked the WDB members and the Executive Committee for all their contributions and rounding out the process of developing the environment conducive for training and hiring in our community. He gave special recognition to Gregg DeBaere, Chair Operations Committee. He is the person Bob followed as Chair of the WDB. He has a good handle on the inner workings of the WDB and One-Stop and keeps us compliant and in line with state policy and procedures. Bob named members, Ken Brahl, Chair Literacy Committee, now stepping up to Vice Chair, WDB, Matt Verney, Chair Youth Investment Council, now stepping up as Chair, WDB, Jim Maggioncalda, Chair Abilities Committee and Pat Abusi, Chair Systems Performance Committee. The last year and a half has been full of challenges, but the WDB community has risen to the occasion in providing the services necessary to continue the mission. There will continue to be challenges going forward, known, and unknown. He is confident the new leadership team is prepared to meet those challenges. He closed by wishing them the best as we go forward to create the world we want to live in, because we will live in the world in which we create. He thanked Congressman Norcross, saying it was an honor to have him present at this meeting. He turned the meeting over to Matt Verney, incoming Chair. Matt thanked Bob, saying he is here to help and here to serve.

INTRODUCTION OF GUEST SPEAKER

Bob introduced Sarah Singer Quast, Senior Policy Analyst with the New Jersey Department of Labor, to speak about the launch of the NJ SkillUp program.

Sarah Singer Quast is a consultant working as a Senior Policy Analyst with the New Jersey Department of Labor to support the development of WIOA monitoring, policy and training, and technical assistance strategies. Prior to her work as an independent consultant, Sarah led the Research & Evaluation team at the Philadelphia Youth Network (PYN) which oversaw the procurement and implementation of WIOA youth programs. In her role, she worked with a variety of colleagues to support program development and learning internally at PYN and within PYN's network of service providers. Prior to working at PYN, Sarah was a director at Equal Measure where she led a variety of evaluation projects focused on career and postsecondary readiness and success. She has worked with a multitude of nonprofit, philanthropic, and educational partners regionally and nationally.

Sarah presented a PowerPoint overview of the NJ SkillUp program now being offered throughout the state to all residents in the state of New Jersey. The program includes over 5000 free learning courses accessible online. She reviewed the easy onboarding process and certification program courses included on the site. She said each study module starts with a pre-assessment and concludes with a test to be complete at the pace of the user. She noted that the program is being used to augment the Summer Youth Employment Program with a set of pre-assigned course. She also reviewed statistics of users registered and using the program in Camden County. She said the program is available for employers who wish to upskill their current workforce with refresher courses in programs like QuickBooks and Microsoft Office. Board members received a flyer about the program along with meeting materials. Sarah also said she would forward the presentation as a follow up to the meeting.

ONE STOP CAREER CENTER UPDATES

Matt introduced Frank Cirii, Local Area Operations Director, to give an update about One-Stop Career Center operations.

Frank reported the One-Stop is not yet open to public access, but all county staff are reporting to work and seeing customers by-appointment only as needed and virtually wherever possible. He said part of the re-opening plan has been to implement the QLess scheduling system. It is a software system purchased by the county for all the partners at the One-Stop. It will allow staff to schedule appointments with a feature that updates the customer about checklist items and appointment updates. He compared the system to those used in doctor offices or hair salons. Customer at this point will remain in their car until they are notified by their smart phone to safely enter the building. At present, the only customers being scheduled for in-person appointments are for Learning Link & CASAS testing. He is hoping all One-Stop partners will use this same scheduling system as it has some data tracking features built into the program

Frank also reported the One-Stop is implementing DocuSign for the fiscal department and onboarding document which has been another positive transition. This will be used by counselors, fiscal and for vouchers with training providers. He said we will continue to expand the use of these two programs in this next quarter especially as we reopen to public access.

Frank reported the County Commissioners and Administration have announced that all county staffs are to be working in-person as of Monday, July 6th and starting July 12th, all county offices will be open for public access. The State has not announced the opening of State Employment Services or Unemployment. It may be a challenge to direct customers to virtual access for these services.

Frank reported the Camden County Board of Commissioners passed the funding resolutions at their June meeting, so the annual budget for the 2021-2022 fiscal is being set up and prepared for approval at the next WDB Quarterly Meeting in September. He also presented the performance reports that were sent along with meeting materials. He encouraged members to contact him with any questions about those reports. Due to pandemic conditions and state waivers, the reports are showing failed areas such as employment and credentialing. Management set up a follow up unit to review customer files for any missed data entry that might improve those outcomes. This effort was led by Nidia Sinclair, Director, Resource Center.

Frank reported the One-Stop continues to do outreach whenever possible. The Virtual Services Directory is being distributed at all immunization and food distribution sites around the County, shared with partner organizations, and posted to the County and WDB websites. An English and Spanish version video orientation of services is posted to the sites with thanks to Kristi Connors, Manager, Employment Services, DOL, for creating those videos. He encouraged members to refer residents-in-need to these continuing outreach sites offered on Fridays by the County.

Frank reported a sub-committee was formed and is meeting to implement an Incumbent Worker Training Initiative as part of the County's Business Action Plan to help employers up skill their current workforce and avoid layoffs. He said we are working with Camden County College, the Business Service and Outreach Team, and the WDB with hopes of launching this funded program sometime within the next quarter.

Frank thanked the WDB staff for their work on the Summer Youth Employment program. The youth will begin work on Monday, June 28th. He acknowledged the time and work that goes into this summer youth work experience. He also thanked Leslie Williams, Comptroller, for her work and help with WDB, One-Stop Fiscal, and GSETA as treasurer. He said we are very well represented at the State level with an active WDB team. He also thanked Bob Weil for his priceless, selfless leadership. Frank said Bob has helped develop his skills in the workforce development field.

ADJOURNMENT

Matt thanked members and guests for attending the meeting. He thanked the staff of the WDB for their work, behind the scenes to organize the meeting. Matt asked for a motion to adjourn the meeting. Donald Borden made the first motion, and Lori Godorov made the second motion. By a unanimous vote to the affirmative the motion was carried, and the meeting adjourned at 9:51am.

WDB MISSION STATEMENT, AS STATED ON ALL REGULAR BOARD MEETING MINUTES

To create the BEST customer driven delivery system for employment, training and education-related programs and services by providing strategic management, planning, implementation, and evaluation in order to enhance the regions long term economic success for all citizens and organizations.

- *To provide leadership in all workforce issues.*
- *To provide a holistic delivery of services.*
- *To continually improve the quality of services for all customers.*
- *To empower customers to make informed choices and take control of their careers.*
- *To provide and guarantee universal access to employment opportunities.*
- *To provide quality workers for all the region's employers.*
- *To create partnerships and collaboration in the government, private and non-profit stakeholders.*

Submitted by,

Kathleen Varallo

Administrative Assistant