



**Camden County
Workforce Development Board**
Supporting the Development and Retention of a World Class Workforce

*Robert Weil, Chair
Jeffrey S. Swartz, Executive Director*

**OPERATIONS COMMITTEE MEETING
MINUTES SEPTEMBER 14TH, 2017**

ATTENDANCE

Members		13-Jan	10-Feb	10-Mar	7-Apr	11-May	9-Jun	21-Jul	16-Aug	14-Sep
DeBaere, Gregg T., CHAIR	Atlantic Coast Communications	X	X	X	X	X	X	X	X	X
Deitz, Jeff	NJDVR	X	X			X		X		
Campbell, Art	Camden County Commerce									
Clark, Jeffrey	NJDVR									
Connors, Kristi	NJ Department of Labor	X	X	X	X	X	X	X		X
Connie Medina	Board of Social Services							X	X	X
Mayfield, Kathleen S.	Camden County One-Stop Operator	X		X	X	X	X			
Potts, John	Graphic Communication M14									
Joshua Friedman A.	Director, Camden County Resource Center	X	X	X		X	X	X		X
Lope, Krista	NJDVR	X	X	X		X	X	X	X	
Bob Weil	WDB Incoming Chair						X	X		X
Thmas Thorn	Camden County Business Services.								X	
Swartz, Jeffrey S.	WDB Executive Director	X	X	X	X	X	X	X	X	X
Williams, Leslie J	WDB Comptroller				X	X	X		X	X
Stubblefield, Lelia	WDB Administrative Assistant			X				X		
Varallo, Kathleen	WDB Administrative Assistant	X	X		X	X	X		X	X

WELCOME

Chair Gregg DeBaere called the meeting to order at 9:05am, welcomed attendees and asked for round table introductions. Gregg said the August 16th meeting minutes are still in draft format. He will review them and give Kathleen any changes before they are uploaded to the website.

- **CAMDEN CORPS PLUS (CCP)**

The grant funded program is a collaborative effort between the local government and schools including The Center for Family Services, Rutgers University and Camden County College. It will help young residents between ages 16 and 24 who don't have a high school diploma.

Joshua Friedman, Resource Center Director, reported there are no new official updates. He said that Marisol Vasquez and Jyi Peterson, One-Stop Youth Counselors, are working with the Camden County College to follow up on the path of the participants.

- **COOPER HOSPITAL – MEDICAL CODING INITIATIVE (CMCI)**

A consortium including Cooper Hospital, Camden County College, Hopeworks, the Camden County One-Stop and the Camden County Workforce Development Board have organized to create a certificate program in Medical Coding offered by Camden County College and approved by the American Health Information Management Association as an

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appropriate training platform, with the addition of certain life skills training provided by Hopeworks. Hopeworks will qualify participants for the positions and the career ladders will be identified by Cooper. This will further enable the participants to advance academically towards securing associate and baccalaureate degrees.

Joshua reported the first cohort of 12 participants have started training. Joshua, along with Gregg DeBaere, Bob Weil and Jeff Swartz attended the formal launch at Cooper University Hospital on September 8th, 2017. Most of the participants from this cohort are enrolled through Hopeworks and the Camden County Technical School. Dan Rhoton, Hopeworks Director, will be bringing completed enrollment forms to the One-Stop. Jeff said the first cohort will not utilize our federal funding. They are privately funded and do not meet our eligibility requirements. The procedure will still remain in place to bring all participant information to the One-Stop for review.

- RE-ENTRY PROGRAMS FOR YOUTH AND ADULTS

Joshua reported on the re-entry programs. The County has received a grant to put together a network of organizations, including the One-Stop, to assist Adult ex-offenders being released from incarceration at the Camden County Correctional Facility (CCCF). There are many different agencies represented including DVRS, AS, mental health, Board of Social Services, Social Security, Motor Vehicles and more. The program will serve adults but can include youth as well. Sharon Bean, CCCF Jail Population Coordinator, is the lead organizer. Jeff Deitz said his office will be conducting a training for re-entry about how DVRS works and how participants with disabilities can be processed properly to be able to take full advantages of service.

Joshua said the Memorandum of Understanding (MOU) is being processed with the County. This program is slated to start in January, 2018. Sharon has taken a year to assemble the right components to make this program as successful as possible. The Juvenile Justice System re-entry program will be starting in October.

Joshua reported that he has been invited to serve on the committee for Youth Aging Out of Foster Care. This is a natural fit to the Youth One-Stop and one that we have been working diligently to pursue. The One-Stop may be able to provide services to some of these youth with barriers to employment or training. He wants to help tailor a program that is easy and specific to their needs. There is also a possibility of setting up a customized orientation once a month. Bob Weil, WDB Chair, asked about how services change or decrease for them at the age of 18. Joshua said he will be finding out more as he begins to attend meetings. This is an initiative that both Kathy Mayfield and the WDB have talked about pursuing for a very long time. He wants to make sure the lines of communication get off to a good start. He intends to be the lead contact for the One-Stop until a regular relationship has been established. Jeff Dietz, DVRS, was very interested in finding out more about the participants that are disabled within the foster care system. Their aging out age may be different but they will still be able to benefit from services as a Youth or Adult. The committee discussed the benefits to creating a transitional program for these young adults.

Joshua reported he has been working with all county offices to ensure that we are able to get a youth work experience program up and running again. He currently has the park

system and MUA committed to offering some youth opportunities under this program. He would like to include an educational component in the program where youth participants can attend school equivalency training in the first part of the day and then attend work experience training in the second part of the day.

- **PROJECT SEARCH – KENNEDY HOSPITAL**

Project Search is a national program that has been established locally at Kennedy Hospital. Kennedy Hospital is working with a cohort from the Yale School. These are high functioning students on the Autism spectrum. The Autistic students are being trained through On-the-Job Internships.

Jeff Deitz, DVRS reported that the second cohort of 9 participants has begun. They are attending TD Bank University, 4140 Church Rd; Mount Laurel, New Jersey. There, they are learning from an array of courses, such as customer service, that TD Bank uses to train their own employees. The courses are adapted to the needs of the Project Search participants. Bob said the facilities are great there and he would like to see other youth be exposed to that kind of environment to give them a career goal to work toward. Jeff D. said they are still working with two of the first cohort of eight to get them placed into real employment positions. They are currently keeping busy with volunteer work. He commended Kennedy Hospital for their efforts in starting and continuing a lively dedication to Project Search. He also said that they are considering starting an adult program in the near future.

- **YOUTH ONE-STOP:**

Joshua Friedman, Resource Center Director, reported that the Youth Mentorship program is moving forward. The Memorandum of Understanding (MOU) with Rowan University has been submitted to the county for review. Dr. Stanley B. Yeldell, Associate Professor, Law & Justice Studies, Rowan University has been working with us to develop the program.

- **ONE-STOP COMMUNICATIONS & UPDATES**

Joshua reported that he will be setting up a training between the staff counselors and the Board of Social Services to answer any questions regarding system procedures. He is also conducting regular manger meetings and would like to the WDB leadership to attend as their schedule allows.

- **CONSORTIUM & TIP UPDATE:**

Jeff Swartz reported attending the Healthcare Consortium meeting held on September 8th, at Cooper University Halpern Board Room-10th Floor Pavilion. He was able to share more information about the Cooper Medical Coding initiative and some of the other kinds of training that the WDB supports. He also gave them information about the “Dispelling the Myths” event on October 20th at the Jewish Federation Commons, 1721 Springdale Rd, Cherry Hill NJ. He noticed everyone was taking notes.

Jeff will be speak on a panel at Western Grocer’s Association the Labor Committee of the New Jersey Food Council on September 15, at 12:30pm at Forsgate Country Club, 375 Forsgate Dr., Monroe Township, NJ 08831. The New Jersey Food Council is a trade organization that represents over 40 food retailers and related organizations in the state.

These organizations employ thousands of New Jersey workers. The Labor committee is comprised of the Human Resources professionals for these organizations.

Jeff continues to attend the TIP meetings. Ray Vaccari, Director, Advanced Manufacturing TIP, asked to make a brief presentation at our upcoming quarterly meeting on Wednesday, September 27th.

Jeff said he will attend a follow up meeting of the WorkFirstNJ Stakeholders Advisory Group on Friday, September 29th at Rutgers University, 30 Livingston Ave, New Brunswick, NJ. The New Jersey Department of Labor and Workforce Development and the New Jersey Department of Human Services have engaged the John J. Heldrich Center for Workforce Development, at Rutgers, the State University of New Jersey, to develop a plan of action to strengthen the employment and training components of the state's WorkFirstNJ (WFNJ) program, including the employment and training programs of the Temporary Assistance to Needy Families (TANF).

Jeff said the South Jersey Workforce Collaborative (SJWC) will be hosting a training event for front line staff and managers. We have contracted Darrell Andrews (Coach D). Coach D has made his focus in Workforce Development and is known to be very motivational. The training will be held on Thursday, November 2nd, 2017, at Rowan College at Gloucester County, Corporate and Business Center, 1400 Tanyard Rd, Sewell, NJ 08080. The SJWC will be executing a shared services agreement in order to share the cost of this event, so there is no cost for participants.

Jeff said he met with the new Camden County College Dean, Marilyn Martinez at the One-Stop on Monday, August 28th. He took her on a tour of the facility. She seems very interested in making improvements to referrals and job placements at the College. The committee discussed concerns of lower enrollments at the college and ideas for working more closely the new Dean to improve job placement. Kristi Connors, One-Stop Manager said she is getting good feedback from the third quarter requirement that participants check back with the One-Stop for resume writing and posting. Compliance has been made easy in that they can sign up for a three hour Career Connections online lab assignment and attend the resume writing as needed. As long as they send us a completed resume with their updated skills by a certain date, they will meet the requirement.

Jeff also announced that the Garden State Education and Training (GSETA) Conference will be hosted at Bally's Casino, Atlantic City on October 4th & 5th, 2017. Jeff said that he nominated Holtec International for the GSETA Corporate Partnership of the Year. He was happy to announce that Holtec won the award. There will be a presentation on October 4th at the Conference. The Tri County Economic Development Summit will be held on Tuesday, October 3rd, Auletto Caterers, Deptford Township, NJ.

- **BUSINESS SERVICES**

Jeff reported that retailer Marshalls conducted a recruitment for their Audubon store on August 22nd, 23rd and 24th, and hired approximately 60 employees out of 150 interviewed. The Camden County Fall Job Fair is scheduled for Wednesday October 25th. 10am-2pm at the BB&T Center BB&T Pavilion, Harbour Boulevard 1, Camden, NJ. Bob Weil suggested

holding the executive committee meeting simultaneously at BB&T.

- Sales Force – Jeff said he received two licenses and offered one of them to Trish MaGowan at the One-Stop. She is in communication with many of the employers. Kathleen said that one glitch in the system is that it does not interface with ASOS so all contacts would have to be re-entered into Salesforce. She suggested that we should meet to find ways to share contacts once everyone has become familiar with the software.

- **ONE-STOP CERTIFICATION (OSC)**

WIOA Section 121, requires that local One-Stop Career Centers shall be certified. The law links such certification to the ability to receive potential infrastructure funding for the One-Stop. Such certification shall be based on established criteria and the extent to which the One-Stop provides programs and services in the local area that have enabled that area to satisfy or exceed performance and quality service criterion. New Jersey's One-Stop Certification process will be put into effect as of July 2017.

Under this policy, local workforce boards must establish a ~~local~~ process of review that may include a qualified group of non-conflicting local board members or a qualified third party. All local areas will have the responsibility to ensure that the group established locally is qualified and able to perform such work.

A local workforce area will submit a request for local One-Stop Certification. The area will show to document that they have satisfied requirements by documenting that all pre-requisite matters and the Certification Checklist, or a similar document that satisfies the specific requirements of the Checklist and more, are completed. Those responses will be shared with the SETC/LWD which will review the request, assess its credibility and determine whether the request should be brought to the full SETC for considerations.

- **RESOURCE SHARING/INFRASTRUCTURE AGREEMENT**

Gregg said that he was made aware that the SETC would be holding a meeting with WDB Directors about the Infrastructure Agreement. The agreement is part of the MOU and part of the One-Stop certification process. He said that further guidance about how the agreement is to be structured will be discussed at the meeting. Jeff said there is a WDB Directors meeting on Thursday, September 28th, 2017. The agreement will take into account such considerations as the determination of shared infrastructure costs, use of square footage in buildings housing multiple career services, common areas versus shared areas, and reallocation of direct charged areas. Leslie Williams, WDB Comptroller said that our local area has always made a practice of this type of accounting and budgeting shared by One-Stop partners. Under new WIOA law, the practice is now required. Leslie said the infrastructure agreement submission deadline has been extended to January 1, 2018 due to the new guidance.

Joshua presented drafts to the committee of components his office was asked to complete for the One-Stop Certification. He said that Brett Waters, WDB Designated EO officer for

the One-Stop, completed a grievance/complaint standard policy statement. This demonstrates to the state that we have a documented, in-house complaint process in place. The document explains the procedure, reporting, and the point at which complaints must be referred to state. Leslie asked if the procedure includes reporting to the WDB. Joshua said he would make sure Brett makes that adjustment. Anything determined to be EO would be forwarded to the WDB Board and the State. Gregg suggested that the document be translated to the Spanish language.

The committee reviewed the resource sharing agreement draft. The document was drafted by the One-Stop fiscal department. It included the shared building, equipment and supplies cost between the One-Stop Partners occupying the building at 2600 Mt. Ephraim Ave. Camden, NJ 08104. The Camden County Resource Center, The Camden Adult Basic Education Consortium, The Camden County Board of Social Services, Division of Vocational Rehabilitation Services, NJ Employment Services, NJ Unemployment Services. Leslie said that there will be a narrative that will accompany the document. Gregg pointed out some errors or overlap in expenses. Gregg asked if the general ledger codes were assigned by the County. Leslie said that the One-Stop system currently does not use-general ledger codes. Gregg also asked that totals be added to the facilities page as well as percentages. He also questioned rental calculations. Gregg said that Joshua and Kristi should review the matrix again to make sure it includes current information.

It was agreed that the Operation Committee will wait until the updated guidance has been received by the SETC before submitting the final documents to the State. They will review updated drafts at the next meeting. The committee discussed the terms of the agreements. It was decided that the term/length of agreements would be co-termed with the local plan. A statement will also be added to the MOU, Cost Sharing and Infrastructure Agreements that states concurrence with the local plan.

NEXT MEETING

The meeting was adjourned at 11:18A.M. The next committee meeting is scheduled for Friday, October 13th, 2017 9:00 A.M. at the WDB office, 1111 Marlkrass Road, Suite 101, Cherry Hill, N.J. 08003.

Submitted by:

Kathleen Varallo

Administrative Assistant