



**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  
SEPTEMBER 23, 2020  
CAMDEN COUNTY WORKFORCE DEVELOPMENT BOARD**

		18-Dec-19	24-Jun-20	23-Sep-20
<b>Board of Trustees</b>				
<b>Weil, Robert (CHAIR)</b>	Conner Strong & Buckelew, Inc.	X	X	X
Abusi, Patrick	Railroad Construction Co. of South Jersey		X	X
Arthur, Debra	Dewberry Engineers	X	X	X
Borden, Donald	Camden County College			
Brahl, Ken	Ratvitz Family Markets, ShopRite	X		X
Bresch, Jim	I.B.E.W. LU 351	X		
Cirii, Frank	Local Area Operation Director, CCOS	X	X	X
Connors, Kristi	NJ Department of Labor	X	X	X
Cooper-Vanderlip, Diana	CPAC	X	X	X
DeBaere, Gregg	Atlantic Coast Communications	X	X	X
Deitz, Jeffrey	Division of Vocational Rehabilitation		X	X
Donato, Carl	Wawa Inc.	X	X	
Doran, Ryan	IBEW Local 351		X	
Figueroa, Victor	Housing Authority of the City of Camden	X	X	X
Fitzgerald, Patricia	Camden County Technical Schools	X	X	X
Godofsky, Mark	Surety Title		X	X
Godorov, Lori	The Work Group			X
Green, Elizabeth "Beth"	Senior VP HR Cooper Hospital			X
Heintisz, Christine	Board of Social Services		X	X
Janoff, Carla	Careers USA			
Kalitan, Marlyn	Kalitan Consulting	X	X	X
Kelly, Sandra	SLK Partners		X	
Kiselewski, Michael	Painters Local District Council 711			
Maggioncalda, Jim	TFG Management Group	X	X	
Martinez, Rosa N.	WWHS/Veterans Memorial Family School	X		
Miller, Richard	Capital One Bank		X	X
Mitchell, Wilbert	Respond Inc.		X	
Pugh-Bassett, Lovell	Camden County Office of Education		X	
Regensburger, Robert C.	Lockheed Martin	X	X	X
Riggins, Matthew	Riggins Oil			X
Schiavinato, Robert	Union Organization for Social Services	X		
Shuttleworth, Patrick	Camden County Improvement Authority			
Verney, Matthew	OceanFirst Bank	X	X	X
Willmann, Michael	WMSH Marketing Communications	X	X	X
Young, Jennifer	Verizon			
<b>Camden County Workforce Development Board Staff</b>		18-Dec-19	24-Jun-20	23-Sep-20
Levitt, Alex	WDB, Administrative Assistant	X	X	X
Primas, Theo	WDB, Program Evaluator	X	X	X
Swartz, Jeffrey	WDB, Executive Director	X	X	X
Varallo, Kathleen	WDB, Administrative Assistant to the Director	X	X	X
Williams, Leslie	WDB, Comptroller	X	X	X

<b>Guest:</b>		18-Dec-19	24-Jun-20	23-Sep-20
Abdill, Suzanne	Department of Education			X
Ayscue, Brian	Camden County One Stop Career Center	X	X	X
Biles, Shaniqua	CFP	X		
Brand, Tina	DVR- Camden	X		
Brown, Tiffany	Camden County Board of Social Services	X		
Davis, Pastor Keith	Camden Dream Academy			X
Eisenmann, Kevin	Camden County One Stop	X		X
Ellison, Alexis	Community Options			
Ford, Leslie	Camden County Board of Social Services	X		
Fussell, Imani	Camden County	X		
Guzman, Elizabeth	DVRS	X		
Hanna, Kaina	Camden County College			X
Harrison, Kat	LAEDA	X		
Hill, Lauren	Camden County Career Center, Youth Manager		X	X
Iannucci, Susan	Camden County College	X		X
Jones-Benjamin, Michaela	Camden County Board of Social Services	X		
Kilson, Yvonne	Camden County College	X		
Klinges, Kerri	Delaware Valley Regional Planning	X		
<b>Guest:</b>		18-Dec-19	24-Jun-20	23-Sep-20
Lambo, Raymond	LAEDA	X		
Leonetti, Mike	DMV	X		
McFarland, Salama	Camden County BSS	X	X	X
McKelvey, Chris	NJ Dept. Labor and Workforce Development		X	
McLaughlin, Margie	Salvation Army/ Camden KROC Center			X
Mendez, Kelly	Camden County Board of Social Services	X		
Powell, Jamila	LAEDA	X		
Quattrone, Cathy	Camden County Technical School	X		
Robinson, Terrenny	NJ Industry Partnerships	X	X	X
Russomanno, Salvatore	Applied Enterprises, LLC	X		
Sayles, Keith	Camden County College	X		
Scalia, Donna	USDOL - Apprenticeship	X		
Shaffer, Derena	Camden County College	X		
Snyder, Billy	Pennsauken Public Schools	X		
Taguwa, Denise	Department of Labor Workforce	X		
Veneziani, Jennifer	DVRS, Business Outreach Coordinator	X	X	
Venable, Margo	Camden County College	X		X
Waravitz, Shari	Camden County Board of Social Services	X		
Williams, Rev. Michael	Abundant Life Fellowship Church	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 a virtual meeting via Zoom Conferencing. Alex Levitt, Administrative Assistant, WDB, made a roll call 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. Email notices and meeting materials were sent to all board members on Monday, September 21, 2020. Meeting materials included; Agenda, Minutes-Meeting June 24<sup>th</sup>, WIOA Performance Reports.

Bob Weil, WDB Chair, called the meeting to order at 8:43am, welcomed attendees and thanked them for their time and efforts. It is part of the mission of the WDB to bring Camden County residents back to employment and a safe re-opening of One-Stop services. He led attendees in a recitation of the Pledge of Allegiance and introduced Rev. Michael Williams to give an invocation.

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*

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 September 9, 2020. Therefore, the public is welcome to witness the process by which governmental decisions are made and see democracy in action.

### *APPROVAL OF JUNE 24, 2020 MEETING MINUTES*

A digital copy of the minutes from the last Quarterly Meeting of June 24, 2020 was sent electronically to the full Board of Trustees for review. This meeting was cancelled due to a New Jersey State of Emergency and Covid-19 response efforts. 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; Pat Abusi 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. Ken Brahl abstained.

### ONE STOP CAREER CENTER UPDATES

Bob introduced Frank Ciri, Local Area Operations Director, to give an update about One-Stop Career Center operations. Frank asked for the WIOA performance reports to be shared on the screen.

Frank thanked the Camden County Board of Freeholders, especially Freeholder Liaison Jonathan Young and the WDB, especially Chair Bob Weil, for their support during this difficult time. He said the Freeholders have been very generous with assistance to purchase personal protective and other safety equipment for staff. Through their assistance a safe re-opening of the One-Stop has gone as well as possible. He thanked them again for their leadership and assistance.

Frank referred to the performance reports and noted that the local area is exceeding expectations (notated green in reports) in all areas regarding employment. (Employment 2<sup>nd</sup> Quarter - %105.08 & 4<sup>th</sup> Quarter - %100.7). He noted the three weak points (notated red in reports) are in the area of credentialing, and said credentialing has been a statewide concern. Nidia Sinclair, Director Resource Center, created a follow-up function and self-auditing team to review files to make sure nothing was missed as well as contact customers who have been trained to see if they have since obtained their credential. Frank further explained that while the training provider issues a certificate upon completion of training, the actual industry recognized credential is often obtained by the process of state-certified or board-certified testing. The customer may be placed with an employer in their field of training that does not require this credential, so they drop that final step. Nidia's team is following up with customers we have engaged with and making sure the proper documentation is placed into their file and entered into the state's AOSOS system, so those numbers should improve. It is optimistic to report that employment is being achieved and that is the most important thing, and it is not only adults but dislocated worker and youth. Frank reminded the Board that if they ever have any questions regarding the reports to email or call him at his office.

Frank reported that he has been very busy fielding calls from customers who have unemployment claim concerns. His staff is limited as to how they can help with those concerns. He refers customers and will refer board members to the website and the three call numbers offered by the state's UI division. He said we have

been trying to assist as many people as possible in any way we can. Management has developed a Directory of Virtual Services that is posted to the county website. Kristi Connors, Manager, Employment Services, DOL, and her staff created a great video orientation of services. The video is also posted on the county website. He then directed the Board's attention to the video. (The video was shown to attendees of the meeting.)

Frank said the video is a great way to encourage customers to contact the One-Stop who may not have known about services, outside of the unemployment division, that are available virtually and by-appointment. The directory of service is posted below the video, on the website, and lists direct contacts to the services shown in the video. Follow the link for more information. Camden County One-Stop Virtual Services Directory <https://www.camdencounty.com/service/employment/job-training-placement/>

Frank reported that One-Stop staff are attending and distributing the flyer at the Camden County Food Distribution events happening every Friday around the county. They are informing families in need that the One-Stop is open and ready to assist them in any way possible

Frank reported that staff has been working to transition services to virtual platforms. Kristi did a great job on the video and Nidia has been using this time to create remote access processes and supportive systems that engage customers, but also keep them in real time, one-on-one phone, or zoom contact with counselors. Counselors are receiving laptops so they can socially distance when seeing customers in the building. Frank reported that all county staff has returned to work fulltime since June 29<sup>th</sup>. He said there are about 6 staff members who are working on a partial schedule due to childcare issues. They are working a minimum of two days per week in the office. They are working with customers on the phone and by computer, other than the Learning Link for CASAS testing, which must be completed in-person. When a customer has to return paperwork, they are met by counselors by appointment only and social distancing protocols are followed so no one is waiting anywhere or roaming around the building. All safety protocols written into the COVID response plan, submitted, and approved by the county and state, are being followed such as temperature screenings, etc.

Frank said the biggest challenge is getting referrals. The hard part is getting the word out that the One-Stop is open and can help serve customers getting into training and with other career planning services. It is a very safe environment.

Frank reported that funding for the program year 2020-2021 budget has been approved. All official letters from the State have not yet been received but there have been some serious reductions. Overall budget cuts are around 17% but it should not affect functioning. The official funding announcements will be submitted to the County Board of Freeholders for approval at their October meeting. The Master Budget will be approved at the next WDB Board of Trustees Meeting in December. The last program year was extended through September 30<sup>th</sup> so the new funding or program year will start October 1<sup>st</sup> and run through June 30, 2021.

Frank also made the board aware of the One-Stop COVID19 Labor Response Plan. The plan was created at the request of Freeholder Director Lou Cappelli, Deputy Freeholder Director Ed McDonald, and Freeholder Liaison Jonathan Young. They really want the WDB and One-Stop to assist, in any way we can, small businesses in the county who have been affected by the pandemic. Many benefited by county small business grants but they are still struggling to keep their doors open or re-open. The County gave a list of grant recipients to the One-Stop and the WDB will outreach to those businesses to engage them, letting them know what services are available to them, such as incumbent worker training, and helping with recruitments or job postings. Some may need help in the unfortunate event of further layoffs or business closures. The intent of the messaging is to let local businesses know the One-Stop and WDB is available to help in any way we can to assist them by engaging with the Business Services Reps and other state resources.

Frank thanked the Board for their attention and again offered his assistance to any member with answers to further questions and additional resources. Bob thanked Frank and his team for all their efforts and hard work

on a daily basis getting the One-Stop back up and running. Bob also thanked Kristi Connor and her team for the phenomenal job putting together the video orientation of services.

## WDB UPDATES

Bob Weil read the following statement:

This Program Year (PY) 2019-2020 has been a true test of fortitude, dedication, and determination in overcoming extraordinary barriers, for the team at the WDB and One-Stop Career Center. During these unprecedented times, I've also witnessed the coming together of officials, staff and volunteers truly dedicated to addressing the needs of our residents in all corners of Camden County. As Freeholder Young has quoted many times during his welcoming remarks, it's not about the numbers, it's about the customer. While most of us here have been fortunate enough to work from home and continue collecting a paycheck during this pandemic, others have been forced into food distribution lines organized by the County, and for many hard-working folks, this is something they've never had to endure before. My appreciation goes out to WDB & One-Stop Management and staff who have represented us at these food distribution events.

My appreciation also extends to Frank and his team, the WDB Staff and Committees. They have not missed a beat when it comes to fulfilling monitoring, and measuring requests from the State, supporting the One-Stop re-opening plan, developing virtual strategies, and leading the state with innovative ways to serve customers in a new safety conscious manner. Special thanks to Kristi Connors, Manager, Employment Services, DOL, and her staff for creating the video we viewed today.

Bob was proud to say the One-Stop has been open for by-appointment and virtual services since July 10<sup>th</sup>. Staff including Jeff, Frank and Nidia have been personally fielding customer calls and concerns. They have gone out into the community promoting the virtual services directory and the message, "we have training and service funds that lay dormant during the shutdown, that now must be spent." As Frank mentioned in his report, our funding allocations have been approved for PY20-21 for October 1st through June 30, 2021, so our annual budget will be approved at the next quarterly meeting on December 16<sup>th</sup>. This will likely be a virtual meeting.

Every adversity holds an opportunity. It's an opportunity to reflect and change. Changing to a new format of service has caused the WDB Committees and One-Stop Management staff to review processes including, AOSOS data entry, make new equipment purchases, re-organize classrooms, and implement modifications such as the one recommended by the Systems Performance Committee to the Executive Committee and approved at our last quarterly meeting. All of this takes dedication and teamwork. By the way, those RFP modifications, approved at the last meeting, saved some of our youth partners from having to close their doors. Bob gave special thanks to Gregg DeBaere and the Operations Committee for guiding the written, required re-opening safety plan. Camden County was one of the first in the state to submit a county and health approved plan.

The Abilities, Literacy, Youth Committee and Business Service Team, have continued to meet regularly via zoom and while much of their planned outreach has been postponed, they are still sharing information and making connections for local community organization initiatives such as Camden Works, the newly formed JFCS Job Board, Booksmiles Book Drives, Literacy Letters of Love, and to support to the Summer Youth Employment Program (that program successfully employed 17 youth this summer).

The Abilities Committee formed a solid partnership with a team at Cooper University Healthcare to host an Employer awareness event for Veterans and others with PTSD. This event, co-sponsored by the County, is moving forward toward a spring date-to be announced.

The Atlantic City Electric Training Initiative, also stalled, is moving forward with a Virtual Employer Information Session, tomorrow, Thursday, September 24th, at 4pm. The goal of the session is to attract more employer awareness to the program and create more opportunities for the participants.

He wanted to personally thank the volunteers who serve on our WDB Committees, the ideas and input by these individuals truly contributes to our work. He is happy the WDB makes it a point to name committee members on our website and include them with proper recognition in all event materials.

Jeff quoted some sobering statistics at last quarterly meeting about the alarming unemployment rate in the county, unemployment claims not processed and new claims because of workplace re-organization. Our current challenge is to help our customers to overcome barriers that keep them from returning to work, and in other cases, a career plan for new work because there is not a job to return to. As Frank noted in his report, that is happening. The Leaning Link, Employment Services, and Resource Center Online Orientations are successfully serving customers.

He said we need the help of every board member to continue to promote One-Stop services. Bob said he sent a letter to the board earlier in the month, and it is his hope the Board will continue to share the One-Stop Virtual Services Directory with contacts in your circles of influence.

Finally, they say behind every great organization there is a supportive team, not afraid to do the work, research and provide good counsel. On behalf of the Executive Committee, Committee Chairs, we say thank you to the WDB staff that provides the information, real time data, and support for us to make informed decisions.

Bob also took a minute a WDB staff member who has been with us going on three years. Alex Levitt, Administrative Assistant, has reported to work every day, five days a week, all during the pandemic and has remained the constant contact in the WDB office. He was also highly complimented by Freeholder Carmen Rodriguez, for his handling of the Summer Youth Employment Program. He really took ownership of that program this year by organizing all elements of the program including weekly skills development workshops for the participants.

Bob introduced Jeffrey S. Swartz, Executive Director, WDB to give a brief update on other WDB business. Jeff thanked Bob Weil for this leadership in terms of giving direction to him and the staff at the WDB.

Jeff reported that, in the last week, 844,000 unemployment claims were filed nationally. He said while it may seem like a lot, it is actually less than the million claims in previous weeks. Locally, there were about 23,000 new claims filed last week in New Jersey. As mentioned earlier, Jeff said it's so important to reach out to the customers and give them some guidance or help with their claims. Many of us have fielded calls from people who are literally at their wits end. Jeff said he has been very vocal that if a person calls the WDB office, they are given the time to listen to their concerns and that we direct them as best we can.

Jeff reported the WDB will be joining a team at Atlantic City Electric (ACE) to host a virtual Employer Information Session, tomorrow, September 24<sup>th</sup>, @3pm for a number of employers in the Utility Industry. The goal of the event is to present the ACE Training Initiative, the curriculum, value to the employer and provide additional opportunities to graduates of the program.

As Frank mentioned earlier, the Workfirst NJ funds were released by the state and will be incorporated into the budget and approved at the next WDB Quarterly meeting.

Jeff said it was his pleasure to personally work at many of the county's food distribution events along with Kathleen Varallo, Arthur Barclay and Angel Perez. It's very sobering to help people in this time of need to provide necessary nourishment so people can go on with their lives. He complimented the program and all who made it possible for the residents of Camden County.

Jeff reported the WDB has issued some letters of support including one for Camden County College in partnership with Rowan College of South Jersey for a US Department of Labor Strengthening Training Grant. This will be a grant that will benefit the region and hopefully it will be received.

Jeff also invited the Board to attend the regional chamber's Education and Workforce Development Conference scheduled virtually on Tuesday, October 13th at 9:00am. Jeff said he, Ken Brahl, Shoprite, and Bob Regensburger, Lockheed Martin, will be speaking on a panel. Jeff said the WDB will send the flyer and registration link to the Board. The panel will offer some good discussions and participants will walk away with some best practices they can apply to creating more talent pipelines between, schools, colleges and training partners.

#### ADJOURNMENT

Bob opened the meeting for public comment. Board Members shared some personal updates to the work in their organizations. Bob shared some personal comments about the pandemic. He directed everyone's attention to the first time they got out in the fresh air after the lock down earlier in the year. He said there was a sense of quiet renewal and chance for creating renewal of a better future for our customers. He closed by saying "Let's go out and create the world we want to live in, because we will live in the world we create." He wished everyone safety and health and reminded everyone to wash their hands.

Bob asked for a motion to adjourn the meeting. Diana Cooper-Vanderlp made the first motion, and Michael Willmann made the second motion. By a unanimous vote to the affirmative the motion was carried, and the meeting adjourned at 9:36am

#### 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