



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

Gregg T. DeBaere, Chair  
Jeffrey S. Swartz, Executive Director

**OPERATIONS COMMITTEE MEETING  
MINUTES MARCH 10TH, 2017**

**ATTENDANCE**

Members		14-Oct	4-Nov	9-Dec	13-Jan	10-Feb	10-Mar
<b>DeBaere, Gregg T., CHAIR</b>	Atlantic Coast Communications	X	X	X	X	X	X
Deitz, Jeff	NJDVR	X			X	X	
Campbell, Art	Camden County Commerce						
Clark, Jeffrey	NJDVR						
Connors, Kristi	NJ Department of Labor	X	X	X	X	X	X
Festenstine, Teresa	Board of Social Services	X		X			
Mayfield, Kathleen S.	Camden County One-Stop Operator	X	X	X	X		X
Potts, John	Graphic Communication M14						
Wahlquist, Robert	Preit Associates						
Joshua Friedman A.	Director, Camden County Resource Center	X		X	X	X	X
Lope, Krista	NJDVR			X	X	X	X
Perna, Melanie	DVR			X			
Swartz, Jeffrey S.	WDB Executive Director	X	X	X	X	X	X
Williams, Leslie J	WDB Comptroller	X	X	X			
Stubblefield, Lelia	WDB Administrative Assistant						X
Varallo, Kathleen	WDB Administrative Assistant	X	X	X	X	X	

**WELCOME**

Chair Gregg DeBaere called the meeting to order at 9am, welcomed attendees and asked for roundtable introductions.

• **PROGRAM UPDATES:**

**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 find jobs for young residents, between ages 16 and 24, who don't have a high school degree.

Kathleen S. Mayfield, One-Stop Operator, reported that the CCP partners continue to meet on a regular basis to review the data, keeping spread sheets and eligibility. All the partnering organizations attend. Kathy was pleased to report there are 31 enrollments that are completely processed. The One-Stop has tested seven participants for their high school equivalency. The end date has been extended to October 2017 for completion of the required basic skills training, which is the most important part of the program.

The deadline for getting eligibility requirements completed for all participants is March 31<sup>st</sup>, 2017

### **Project Search – Kennedy Hospital**

Jeffrey S. Swartz reported that Project Search is a national program that has been established locally at Kennedy Hospital. He said he has been attending regularly scheduled meetings held for the purposes of guiding this initiative. 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. Kristi Connors is coordinating the registration of the 11 participants at the One-Stop. They have been coached in resume writing and work readiness skills. Some participants will be hired internally at Kennedy Hospital, others will be placed with other private sector employers. Kathy said she will turn over the reporting of Project Search to Jeff Dietz, Manager, Division of Vocational Rehabilitation Services, since the program falls under his jurisdiction.

### **Cooper Hospital – Medical Coding Initiative (CMCI)**

Joshua reported that all the regulatory applications concerning the Cooper Medical Coding Initiative have been completed and filed. Hopeworks is awaiting its approved status on the Eligible Preferred Training List (EPTL). The Memorandum of Understanding (MOU) that is related to the One-Stop's role and participation has been approved. The MOU has not yet been fully executed with the required signatures.

- **ONE-STOP COMMUNICATIONS & UPDATES**

Joshua reported that he is preparing a more extensive agenda for a mandatory Manager's meeting he intends to schedule sometime in April. Joshua said that everything is moving well. He said Jim Rhodes, Deputy County Administrator, is working with Kathy and him to get the managers into one of the two sessions offered by Camden County College on leadership training. The course runs one full day per week for six weeks at the College. Kathy said they are still in the process of identifying those Counselors who are certified and those who are not.

The committee further discussed Kristi Connors' idea that a requirement for schooling grants be put into effect that would bring the students back to Employment Services for resume coaching and a job search at the third tier of training. This would also create a way to monitor the progress of the student and the quality of the training. Joshua said that this function could be built into the eligibility orientation. The committee discussed ways of implementing this requirement or making it a mandatory part of the training grant. Jeff said he will be working with WDB staff to include language in every contract that will require a similar process. Kathy suggested the requirement be inserted as "Measurable Criteria" in contracts. She said it is a good time with new WIOA performance measures being put into practice.

- **CONSORTIUM UPDATE:**

Jeff said he attended Health Care Consortium Meeting at the Camden College Tech Center. Friday, February 10<sup>th</sup> at 11am. There is a Healthcare Consortium meeting scheduled at Cooper Hospital today, March 10<sup>th</sup> at the Rutgers, Camden Campus. Gregg asked if we are still an active member of this Consortium. Jeff said the WDB is on the Agenda and he gives an update similar to his Director's Report at each meeting. Jeff said he will be attending a Healthcare TIP event on Thursday, March 16<sup>th</sup> at Camden County Technical Schools, Gloucester Twp. Campus, 343 Berlin Cross Keys Road, Sicklerville, NJ 08081,

There will be another Retail Hospitality and Tourism Talent Network South (RHT), Stockton University TIP Event hosted on Monday, March 20th. 2017, Harbor Pines Golf Club, 500 St Andrews Dr, Egg Harbor Township, NJ 08234

Jeff is following up on the proposal to create training program for Out-of-School Youth in partnership with Ravitz Family ShopRite's, The Retail Hospitality and Tourism Talent Network South (RHT), and Camden County College. There is another meeting scheduled at Camden County College on Monday, March 27<sup>th</sup> to discuss the logistics of the program with Lauren Haynes, RHT and Ken Brahl, WDB Literacy Chair. They discussed a grant for Shoprite, through the Talent Development Network, to create a training program for their entry level cashiers, deli and customer service personnel. Kathy asked if the program will include registration at the One-Stop. Jeff said that Lauren Haynes or Stacy Foreman, RHT South, have been contacted to briefly speak about this program as a follow up to a Talent Development Network presentation at the Quarterly Meeting on Wednesday, March 22<sup>nd</sup>.

- **BUSINESS SERVICES**

Joshua said he is working with the One-Stop Business Service Team members to regularly complete their weekly outreach reports. Jeff reported requesting officials at the Department of Labor that two Business Service Representatives (BSR) be assigned to Camden County. He said that we are currently sharing a BSR, Janea Wilson, with Gloucester County. Kristi said that Trish McGowan is answering and processing calls for Job Orders. She suggested that we could hire one dedicated field person and one person to work on the level of administrative and contract support. Jeff said that he received a new request from the State to name the designated users for the Salesforce Software license. This means that they will be implementing the Sales Force software as a Business Service outreach tracking method. He said there is still no official date for this re-launch. Kristi reported that Trish McGowan set up a Bancroft Recruitment at the One-Stop on March 28<sup>th</sup> 2017. Joshua said the Camden County Job Fair is scheduled for Thursday, April 27<sup>th</sup> at the BB&T Center, Camden. There is no cost for employer or attendee participation.

- **CCWDB LOCAL & REGIONAL PLAN:**

Jeff reported that all documents associated with the Regional and Local Plans have been submitted to the SETC. The South Jersey Workforce Collaborative MOU, complete with all signed signature pages, was forwarded to the SETC by our office, as a matter of record, on Tuesday, February 28<sup>th</sup>.2017. There have been no comments or feedback received thus far from the SETC. Kathy suggested that an additional signature be added to future plans or their corresponding MOU that would serve as the record or receipt of the plan by the SETC. This would provide a receipt that the plan was read or reviewed by the requesting party.

- **QUARTERLY MEETING UPDATE:**

The Next Quarterly Board of Trustees Meeting is scheduled for Wednesday, March 22<sup>nd</sup>, 9-11am at the Camden County College, Blackwood Campus. The committee discussed confirmed speakers and ideas for success story candidates. Catherine Starghill, Deputy Commissioner of the Department of Workforce Development will speak to the board about the Talent Development Networks. Ken Brahl, Literacy Chair, will give a brief update and present the final version of the Literacy Needs Assessment.

The meeting was adjourned at 10:12A.M.

**NEXT MEETING**

The next committee meeting is scheduled for Friday, April 7th, 2017 at 9:00 A.M. at the WDB office, 1111 Marlkrass Road, Suite 101, Cherry Hill, N.J. 08003.

Submitted by:

*Kathleen Varallo*

Administrative Assistant