



**WORKFORCE DEVELOPMENT BOARD**

*Supporting the Development and Retention of a World Class Workforce*

Jeffrey S. Swartz, Executive Director

Carl A. Donato Jr., Chair

**LITERACY COMMITTEE  
MEETING MINUTES  
TUESDAY, JANUARY 2, 2023  
ZOOM MEETING**

| COMMITTEE INFORMATION AND ATTENDANCE |                                  |                |          |          |          |          |          |          |
|--------------------------------------|----------------------------------|----------------|----------|----------|----------|----------|----------|----------|
| NAME                                 | ORGANIZATION                     | TRUSTEE MEMBER | 1-Aug-23 | 5-Sep-23 | 3-Oct-23 | 8-Nov-23 | 5-Dec-23 | 2-Jan-24 |
| Kalitan, Marlyn Chair                | Kalitan Consulting               | X              | X        | X        | X        | X        |          | X        |
| Abrams, Larry                        | BookSmiles                       |                | X        | X        |          |          |          |          |
| Beach, Patti                         | Goodwill                         |                | X        |          | X        |          |          | X        |
| Chisolm, Victoria                    | Literacy Volunteers of America   |                |          |          |          | X        |          |          |
| Cirii, Frank                         | Camden County One Stop           | X              | X        |          | X        |          |          |          |
| D'amato, Greg                        | Pine Hill School District        |                | X        |          |          |          |          |          |
| Dann, Carol                          | HopeWorks Camden                 |                |          |          |          |          |          |          |
| Daunoras, Heidi                      | Pine Hill School District        |                | X        | X        | X        |          |          | X        |
| Druce, Jennifer                      | Camden County Library            |                |          |          |          |          |          |          |
| Egrie, Gabrielle                     | Watermark Communities            |                |          | X        | X        |          |          |          |
| Fithian, Danielle                    | Goodwill                         |                |          |          |          |          |          |          |
| Fugee, Antoinette                    | Cooper Healthcare                |                |          |          |          |          |          |          |
| Hill, Dr. Lauren                     | Camden County College            |                |          |          |          | X        | X        |          |
| Johnstone, Brent                     | Fathers365                       |                |          | X        |          |          |          |          |
| Knopf, Dick                          | Marketing Professional Services  |                |          | X        | X        |          | X        | X        |
| Mauro, Jennifer                      | Goodwill                         |                |          |          |          |          |          |          |
| McKelvey, Christopher                | Councilman, Clementon Borough    |                |          | X        | X        |          | X        | X        |
| Norman, Tahja                        | Orchards Family Success Center   |                |          |          |          |          |          |          |
| Page-Soncrant, Jeanne                | Dept. of Labor                   |                |          |          |          |          |          |          |
| Petty-Ford, Shawneeq                 | HopeWorks Camden                 |                |          |          |          |          |          |          |
| Rutzler, Eugene                      | Literacy Needs Assessment Intern |                |          |          |          |          |          |          |
| Sinclair, Nidia                      | Camden County One-Stop           |                |          |          |          |          |          |          |
| Soira, Lizette                       | Orchards Family Success Center   |                |          |          |          |          |          |          |
| Staples, Akeiff                      | Fathers365                       |                |          | X        |          |          |          |          |
| Strobl, Holly                        | Councilwoman, Clementon Borough  |                |          |          |          |          |          |          |
| Young, Jennifer                      | Verizon                          |                | X        | X        |          | X        | X        | X        |
| Willmann, Michael                    | WMSH                             |                | X        | X        | X        | X        | X        | X        |
| Maayan Gutbezah                      | WDB                              |                |          |          |          |          | X        | X        |
| Levitt, Alex                         | WDB                              |                | X        | X        | X        |          |          |          |
| Swartz, Jeffrey S.                   | WDB                              |                | X        | X        | X        | X        | X        | X        |
| Vaughn, Debra                        | WDB                              |                | X        | X        | X        | X        | X        | X        |

**WELCOME & APPROVAL OF MINUTES**

- Marlyn Kalitan, Chair, opened the meeting at 8:31 AM.
- Marlyn asked for a motion to approve the December 5, 2023, minutes. The motion was made by Michael Willmann and seconded by Patti Beach. By majority vote to the affirmative, the motion was carried, and the December 5, 2023, minutes were approved.

**COMMITTEE UPDATES**

**One-Stop & Learning Links Update**

No CCOSCC report was given as there was no one from the One-Stop in attendance.

**COMMITTEE DISCUSSION**

- Marlyn opened the discussion about upcoming events in 2024. She mentioned the idea of co-hosting an event with the Youth Committee and collaborating with other committees. The event is currently planned as a youth job/resource fair at the Clementon Fire Hall, tentatively scheduled for May 6, 2024. Chris McKelvey is requesting the local fire department for a demonstration



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during the event, Dick Knopf is contacting local businesses, and Heidi Daunoras would look into getting youth volunteers for the event.

- Heidi explained that student volunteers would be somewhat limited in volunteering at the library. The potential student volunteers would not be able to serve in such a way to help expand the library hours, because they need to be under adult supervision during current library hours. In addition, if the volunteers were tasked with checking out books and re-shelving books, then they would be considered workers, not volunteers.
- Jeff Swartz suggested that the library could be considered a youth work experience site instead. He will check with Jyi Peterson from One-Stop to confirm if this is possible.
- Heidi discussed the upcoming Pine Hill High School job fair on April 26<sup>th</sup>. It is being held during the school day and is coordinated with the Camden County Library system. Students are prepared ahead of time, with resume and interview skills, and are even guided on their interview wardrobe.
- Marlyn asked if the April 26<sup>th</sup> job fair at the high school is too close to the May 6<sup>th</sup> resource/job event of a similar nature at the Clementon Firehouse. Jeff pointed out that the May 6<sup>th</sup> event would be less of a job fair, and more of a resource fair, so there should not be any conflict of interest. Heidi agreed, as the school's job fair allows for students to have the experience of an on-the-spot interview, and the experience of seeing different types of employment opportunities, while the resource fair is not solely focused on youth employment, but on making resources more readily available to residents.
- The committee decided that the May 6<sup>th</sup> resource fair should take place from 3:00 PM-6:00 PM to allow people time to get home from work/school.
- Jeff asked Chris about the number of vendors that attended last year's job/resource fair, and to find out how many tables are available for this year's event. Chris said we have about six rectangular tables, and many round ones. Debra Vaughn said that we had about 20 vendors last year. Chris suggested that the round tables worked just as well as the rectangular tables, and the rest of the committee agreed.
- Jeff suggested a meeting for the committee chairs to coordinate collaboration on the event, and so those chairs can then distribute the relevant information to the rest of their respective committees. A meeting between the chairs will be coordinated in advance of the resource fair.
- Dick asked if the committee should be scheduling job fairs in Camden City, but Jeff said that Camden City handles their own job fairs with their own funding sources.
- Michael Willmann has been working with the Non-Profit Development Center. On March 12, 2024, the Center will host its second regional summit at Rowan University. The NPDC will unveil an online resource called the "Data Hub," which will allow any New Jersey citizen to identify a non-profit organization in South Jersey. The NPDC is working on this in conjunction with New Jersey 211, a United Way funded program. The beta testing for Data Hub will take place in January 2024. Mike will provide more information about this resource to the WDB.



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**VICE CHAIR DISCUSSION**

Marlyn Kalitan, Committee Chair

- Marlyn wants to make sure that a vice chair is elected to the committee soon. As attendance for the meeting today was sparse, the vote on a vice chair was tabled until the next meeting.

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- The WDB is working on the MOU/IFA to submit a final version with partner signatures by March 31, 2024. A rough draft version was submitted to the state on December 21, 2023.
- The WDB is also working on the One-Stop Operator RFP, which is expected to be released in January 2024.
- Jeff stated that both the WDB local and regional plans have been submitted to the state. The WDB certification will start after the beginning of the year and will be due by July 1, 2024.

**ADJOURNMENT**

Marlyn asked for a motion to adjourn. The motion was made by Heidi and seconded by Chris. By majority vote to the affirmative, the motion was carried, and the meeting adjourned at 9:25 AM.

**NEXT MEETING**

The next Literacy Committee meeting will be held Tuesday, February 6, 2024, at 8:30 AM via Zoom. Meeting materials and Zoom conferencing information will be distributed prior to the meeting.

Submitted by:

Debra Vaughn, Administrative Assistant to the Executive Director and  
Maayan Gutbezahl, Committee Coordinator