



Supporting the Development and Retention of a World Class Workforce

Jeffrey S. Swartz, Executive Director

Robert Weil, Chair

**OPERATIONS COMMITTEE MEETING
MINUTES FEBURARY 9, 2018**

ATTENDANCE

| Members | | 10-Mar | 7-Apr | 11-May | 9-Jun | 21-Jul | 16-Aug | 14-Sep | 13-Oct | 17-Nov | 8-Dec | 12-Jan | 9-Feb | 9-Mar-18 |
|--------------------------|---|--------|-------|--------|-------|--------|--------|--------|--------|--------|-------|--------|-------|----------|
| DeBaere, Gregg T., CHAIR | Atlantic Coast Communications | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Bob Weil | WDB Chair | | | X | | X | | | | X | | | | |
| Connie Medina | Board of Social Services | X | X | X | X | X | | X | X | | X | X | | X |
| Kristi Connors | NJ Department of Labor, Business Services | | | | | X | X | X | X | X | X | X | X | |
| Jeff Deltz | NIDVR | X | X | X | X | | | | X | | | X | X | X |
| Joshua A. Friedman | Director, Camden County One-Stop | X | | X | X | X | | X | X | X | X | X | | X |
| Krista Lope | NIDVR | X | | X | X | X | X | | X | | | | | X |
| Kathleen S. Mayfield | Camden County One-Stop Operator | | | | X | X | | X | X | | | | | |
| Nidia Sinclair | Director, Camden County Resource Center | | | | | | | | | | X | | X | |
| Thomas Thorn | Camden County Business Services. | | | | | | X | | | X | | | | X |
| Swartz, Jeffrey S. | WDB Executive Director | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Williams, Leslie J | WDB Comptroller | | X | X | X | | X | X | X | X | X | X | X | X |
| Varallo, Kathleen | WDB Administrative Assistant | | X | X | X | | X | X | X | X | X | X | X | X |

WELCOME

Chair, Gregg DeBaere called the meeting to order at 9:04am, welcomed attendees and asked for round table introductions. Gregg said we have a light agenda as far as follow up to the One-Stop Certification documents. As per State guidance, we are up to date with submissions of required documents.

• **RESOURCE SHARING/INFRASTRUCTURE FUNDING AGREEMENT**

Gregg asked if there has been any follow up from the State regarding the Infrastructure Funding Agreement (IFA) and the Partner Memorandum of Understanding (MOU). Jeffrey Swartz, WDB, Executive Director, reported that there were some documents sent to the State several months ago. We did receive some questions from John Bicica, LWD, WDB Coordination and Support that Joshua responded to regarding leased space at the One-Stop. He said that since the new Administration has taken over, there will be changes to appointed positions. Many of these positions have not yet been named. Based on previous requirements, we have all documents except for the State's signature and the Housing Authority, on the Partner MOU. We do not know who will be signing for the State. Jeff said the final Certification request is not actually due until sometime in 2019. The WDB Certification has a two year term so we may receive additional guidance from the State Education and Training Commission (SETC) regarding that process.

• **EQUAL OPPORTUNTIY (EO) OFFICER**

Gregg asked for an Equal Opportunities (EO) Officer and policy update. Nidia Sinclair,

Director, Career Center, submitted a requested EO complaint log form. The committee reviewed the log. Gregg asked that a title header be inserted into the log so it is clear what the log is used for. Gregg asked what the frequency of reporting there would be for EO complaints if any. Jeff said that we agreed the form will be submitted by Bill Curry, WDB designated EO Officer, to the WDB on a quarterly basis. Nidia estimated there might be, at the most, 2-3 entries to the log in one quarter. Leslie Williams, WDB Comptroller suggested that if there is zero activity in a quarter, an email could be sent to the WDB as a confirmation. All agreed this procedure would serve as a consistent form of reporting.

- **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.

Nidia reported there is still a gap in the eligibility documentation requirements on participants. She and Joshua met with Laurie Maguire, One-Stop Learning Link Manager, on Monday, January 22nd, 2018. Laurie put together a bullet point letter of concerns, such as dashboard reporting and incomplete eligibility files. Jeff said the State was getting the reporting but the One-Stop was not. Jeff contacted Sherie Jenkins, State Administer of the grant, with the areas that needed to be addressed. She will be setting up a meeting with the principal partners to review the concerns. Jeff said one of our major concerns is the One-Stop paid for 20 participants to take the Hi-Set Test and have information on only 13 of the 20 participants. If the grant is audited, we will have to account for every expenditure. There is also a difference between the 90-100 participants reported being served and the amount we have accounted for. The committee discussed setting a standard timeline for future reporting of any grant program that the One-Stop participates in. Sherie Jenkins will be conducting another partner meeting at the One-Stop to set the parameters of reporting going forward. The State is planning to continue this program that is serving a fair amount of Camden City Youth.

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

A consortium including Cooper University Health, 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 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.

Gregg asked if Hopeworks is still working on some minor gaps with eligibility for a few participants of the Medical Coding Course. Nidia said that all files are complete. Jeff said the program is running well and all partners are pleased with its progress.

- **RE-ENTRY PROGRAMS FOR YOUTH AND ADULTS**

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.

Nidia presented a list of Agencies and their functions or roles of service with regard to the program. The committee reviewed the chart and agreed it was well thought out. Nidia said that Jyi Peterson, Youth Counselor, is now representing the Career Center on the re-entry committee.

Jeff said that the Business Service Team is working on a Hire-One event for previously incarcerated or re-entry candidates. Counselors will be assessing the skill sets of these individuals and matching them to employers. They will also be passing on information about incentives such as Bonding. The State will bond an employee before they are hired. It only takes a day or two notice to receive a bond. The bond is an insurance policy that protects an employer from liability due to an act of the employee. The employer is covered for a year or more with this bond. Jeff also said that Volunteers of America has an on-the-job training program and is willing to help with the event. Leslie told the story of a relative who was given a chance, after a minor incarceration, at a position with a car company and worked his way up to upper management. He has now been with the company over twenty years. She said that these individuals can be loyal dedicated employees because they understand the value of a decent career path and usually will want to hold on to their position.

- **YOUTH AGING OUT OF FOSTER CARE**

Joshua reported that he and Nidia have been very involved with the Youth Aging Out of Foster Care Committee. The committee involves the County Family Court, Court Appointed Special Advocates (CASA), Certified Public Manager Program (CPMP), and the Child Protection and Permanency (CP&P), (formerly the Division of Youth and Family Services, (DYFS). The One-Stop is now a part of that committee.

Sinclair reported that we are working with Rosy Arroyo, Community Planning & Advocacy Council, (CPAC) to get a schedule for when we can be available at the court as youth are released from foster care. Rosy is also helping with the Case Managers or Lawyers to make them aware of the documentation the Youth will need upon exit.

Gregg asked if any work has been done to create a packet that gives Youth information about how to go about obtaining documentation. This information is also planned to be posted on the One-Stop website according to our last discussions. Nidia said that Joshua did give the eligibility check list to the County with a request to incorporate it into the marketing package we'll be giving to the Youth. Nidia said that the county is preparing promotional materials for the package. We are also able to put more pressure on the Lawyers and Case Managers to do what they are supposed to do, and that is to obtain identification documents before the a Youth is released from Foster Care. We are getting more cooperation from the court now that they are aware of our concerns.

- **PROJECT SEARCH – JEFFERSON/KENNEDY HOSPITAL**

Project Search is a national program that has been established locally at Jefferson/Kennedy Hospital. The 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. Another cohort is attending TD Bank University, 4140 Church Rd; Mount Laurel, New Jersey. It is being conducted in association with Camden County Special Education Services.

Leslie reported that the current hospital cohort is about to go into their third rotation. Leslie said she attended a mock interview session on Thursday, February 1st at Jefferson/Kennedy. We were able to coach the participants with mock interviews and we were able to give them feedback on their resumes. Some of the participants are very high functioning and some will need more coaching to find the right fit for their skill set. Project Search is hosting an information session for their next cohort so it appears the program will be continuing even with the transition from Kennedy to Jefferson.

- **YOUTH ONE-STOP:**

- **YOUTH MENTORSHIP PROGRAM**

Waiting on MOU – No new updates at this time.

- **YOUTH WORK EXPERIENCE PROGRAM**

Nidia reported that the County is still reviewing the Work Experience contracts and policy information. There are 20 Youth slots to fill with committed host locations around the County.

- **ONE-STOP COMMUNICATIONS & UPDATES**

Nidia reported that a staff meeting was held to announce that the County officially took possession of the property at 2600 Mt. Ephraim Ave. as of Thursday, February 1st. She said the staff has been generally happier knowing that a new building is on the horizon. Kristi Connors, Manager, Employment Services, said that her staff is encouraged that maintenance issues are being addressed. She said there are maintenance personnel on-site every day from 8:30am-4pm. Jeff said that the County hired Pritchard Industries Inc. to manage the building.

- **CONSORTIUM & TIP UPDATE:**

Jeff Swartz said he will be attending the Healthcare Consortium Meeting at the Camden County Technology Center at Camden County College, 601 Cooper Street on Friday, February 9th. He continues to attend these meetings as they provide valuable updates to healthcare initiatives in the local area.

Gregg asked if the new Administration was going to continue to support the Talent Development Networks. Jeff said that it may be too soon to tell. The outgoing Administration presented new grant awards to the Talent Development Centers before leaving office. The Retail, Hospitality Networks are planning events and new networks are

launching. A Construction and Utilities Talent Network will be holding a launch event on Tuesday, February 27th, at the Rowan University Camden Campus. The Advanced Manufacturing Talent Network has been taken over by New Jersey Institute of Technology (NJIT) located in Newark, NJ.

Kathleen said that the Career Connections Website hosts a section devoted to the networks. She has been actively looking for regular updates on the site. There was an Advanced Manufacturing TIP with an emphasis on Food Production launch however there has been no further information released since then.

http://careerconnections.nj.gov/careerconnections/partners/talent/talent_networks.shtml

Jeff said that the Garden State Employment and Training Association (GSETA) developed a Vision Paper that will be presented to the newly appointed Commissioner of Labor and Workforce Development. One of its points will be to form clearer collaborations between the Workforce Development Boards (WDB) and the Talent Development Networks in the areas of developing and funding new training programs. Many of the WDB's around the State are also concerned about reducing fragmentation of funding resources.

- **BUSINESS SERVICES (BSR)**

Jeff reported that the Business Service Team is still very busy on positive recruitments. Some notable recruitments are scheduled for Johns Manville, an insulation manufacturer in Berlin, on Friday, February 23rd at the One-Stop. They will be hiring 20-30 employees. Positions include Machine Operators, Maintenance Mechanics and Electricians. The wages range from \$18.28 to \$29.20 per hour. Tru-Vision, Royal Farms, Pepsi-Canada Dry and Allied Energy Systems are among other companies that have scheduled recruitments at the One-Stop.

Kathleen said the County has been very good at creating the recruitment flyers and posting them on the events calendar of the County website. Kristi said that the State has not allowed marketing in the past. She is hoping that once a new Marketing Director is named, she and Jeff will be able to request formal approval for job postings on Social Media platforms such as Twitter. We do have approval for the recruitment flyers but not marketing on social media platforms.

Kristi said that Royal Farms has switched to doing their hiring on site. Our Business Reps are still attending these on-site job fairs. Jeff said that Lowes is hiring and Fresh Pac will be doing recruitments as well. Wawa will be building three more stores in the area. Gregg said they are building a new Holiday Inn Express on the Blackhorse Pike in Glendora. He asked about Subaru. Jeff said that he met with Sandy Capell, Philanthropy and Corporate Responsibility Manager, at Subaru of America, Inc. on Wednesday, February 7th. She said that most of their employees stay on once hired so they will not be doing much hiring for their new location. Jeff said that she is willing to provide staff support or volunteers to speak at the One-Stop. She also asked us to provide her with a wish list of in-kind items or services they could provide for us such as printing. Jeff requested Subaru representation on the Board. She was receptive and said that the Human Resource Manager may be a good candidate for a position on the WDB Board.

Jeff reported that we are still waiting for follow up training from the State to review issues with the Salesforce Software program now being used by the Business Service Representatives. It is not compatible with the ASOS system. This is causing double work for staff.

Jeff reported that the Atlantic City Electric (ACE) The contract, with its changes, will be presented for approval to the WDB Executive Committee at their meeting on Wednesday, February 24th. The grant will provide training for ACE candidates that will prepare them for testing for possible careers with the company. We are being provided with the course materials and curriculum. He has been in touch with the other counties involved to get their input. Atlantic Salem-Cumberland-Cape May and Gloucester Counties will be participating in the grant as well. We will work together to implement recruitment and training sessions for the program.

NEXT MEETING

The meeting was adjourned at 10:45A.M. The next committee meeting is scheduled for Friday, March 9th 9:00 A.M. at the WDB office, 1111 Markkress Road, Suite 101, Cherry Hill, N.J. 08003.

Submitted by:

Kathleen Varallo

Administrative Assistant