



**WORKFORCE DEVELOPMENT BOARD**

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

Jeffrey S. Swartz, Executive Director

Carl A Donato Jr., Chair

**ABILITIES COMMITTEE  
MEETING MINUTES  
THURSDAY, JANUARY 11, 2024 (ZOOM)**

**ATTENDANCE**

COMMITTEE INFORMATION AND ATTENDANCE									
Name	Organization	Trustee Member	10-Aug-23	14-Sep-23	12-Oct-23	9-Nov-23	7-Dec-23	11-Jan-24	
Alloway, Veronica	American Water		X						
Bowen, Jennifer	Arc of Camden County							X	
Askie-Rosario, Andrea	CC Commission for the Blind					X	X	X	
Jennifer Bowan	The Arc of Camden County							X	
Cirii, Frank	Camden County One-Stop	✓	X		X	X		X	
Coleman, Ardella	Cooper University Healthcare								
Deitz, Jeffery	Division of Vocational Rehabilitation Services	✓							
Donato, Carl, Chair	Wawa	✓	X		X	X	X	X	
Forman, Lois	Jewish Family & Children's Service		X	X	X	X		X	
Freire, Edison	JEVS Human Services								
Fugee, Antoinette	Cooper University Healthcare				X				
Galvin, Tim	Cooper University Healthcare								
Gregory, Geralyn	Wawa					X			
Heaney, Melissa	JFCS w/Project Search								
Hoban, Colette	Lanape Regional High School Dist./Project Search						X		
Kaur, Nimit	Camden County Health Dept.							X	
Lucas, Angela	JEVS HireAbility						X		
Marks, Karen	Jewish Family & Children Service of Southern NJ								
McClintock, Monica	Rowan University		X	X	X	X		X	
Metzger, Francess	Cooper University Healthcare								
Page-Soncrant, Jeanne	NJDOL - Business Rep.			X	X	X	X		
Perez, Irene	NJDVRS			X	X	X		X	
Quinones, Cris	Wawa								
Rizzi, Stephanie	M & T Bank						X		
Scott, Jessica	The Arc of Camden County				X	X			
Spinelli, Allison	Gloucester County								
Starcher, Connie	Wawa					X			
Storm, Jeanne	American Water		X		X	X	X		
Stubbs, Andrea	Gloucester Township					X			
Thompson, Ryan	Truist Bank								
Tyndell, Maurcie	Bestworks Industries					X			
Weinberg, Oriel	Jewish Family & Children's Service		X			X			
Wikiera, Erik	Wawa					X	X		
Gutbezahl, Maayan	WDB Staff						X	X	
Henderson, Bridget	WDB Staff								
Levitt, Alex	WDB Staff		X	X	X	X			
Swartz, Jeffrey S.	WDB Staff			X	X	X	X	X	
Vaughn, Debra	WDB Staff		X	X	X	X		X	
Williams, Leslie	WDB Staff						X		

**WELCOME**

Carl Donato, Committee Chair, greeted the attendees. The meeting was called to order at 8:32 AM.

**APPROVAL OF MINUTES FROM THE PREVIOUS MEETING**

Carl asked for a motion to approve the minutes of the December 7, 2023 meeting. Motion was made by Jeff Swartz, seconded by Frank Cirii. With a majority vote to the affirmative, the motion carried and the minutes for the meeting held on December 7, 2023 were approved.

**COMMITTEE DISCUSSION**

- Carl discussed the upcoming January 31, 2024 meeting planned for the chairs of the Abilities, BSOT, Literacy, Operations and Youth committees in regard to partnering together for the resource/youth job fair in Clementon on May 6, 2024. Jeff spoke about how the event will be a collaborative effort of each of the committees. It will feature different employers as well as invitees that provide services to residents.



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- Jeff spoke about receiving information from The State for applying for the Summer Youth Employment Program, which the Workforce Development Board (WDB) will be applying for again. It is now called the Summer Youth Work Experience Program. This program should align well with the resource/youth job fair in May.
- Carl asked for ideas from the committee regarding what the Abilities Committee can showcase or bring to the event in Clementon on May 6<sup>th</sup>.
- Irene Perez would like for the New Jersey Division of Vocational Rehabilitation Services (NJ DVRS) to have a table at the event and discussed a number of employers that would likely be interested in participating. Jeff suggested keeping those employers in mind but to not mention it until it gets closer to the date. Jeff says that the youth ages that are being targeted are between 16-24 years old, but there will also be career services and resources available for all residents.
- Monica McClintock shared the idea of helping participants at the fair with resume preparation and having a table prepared specifically for this. Jeff wondered if such a service would require computers and printers. Frank suggested that having the computers/printers available would be less efficient than coordinating with participants to instead schedule a time to come into the One-Stop and receive this service with One-Stop staff on their computers.
- Irene asked if the schools in all of the Camden County districts should be invited. Jeff said that the intent is to target the schools in the Clementon, Lindenwold, and Pine Hill area.
- Lois Forman from Jewish Family and Children's Service (JFCS) would like a table at the event, especially to make residents aware of resources available to those battling food insecurity, and transition services for high school youth in need of supported employment after graduation.
- Jeff said he is envisioning the event separated by career services on one side of the room, and employers on the other. Last time, most kids at the job fair came with their parents, who are also eligible for a variety of resources available to residents.
- Lois discussed an organization called Volunteer UP Legal Clinic, which JFCS has worked with. They provide pro bono legal services to residents struggling with tenant issues, immigration issues, and others. Jeff expressed interest in setting up a meeting between himself, Lois and her contact at Volunteer UP to see if they might be a good fit for the resource fair.
- Jeff talked about looking into sponsorships for the May 6<sup>th</sup> event.
- Andrea Askie-Rosario asked about having an interview/resume prep program before the event. Frank from One-Stop and Jeff said that a week-long training for interviews, resume building, time management, getting along professionally, and financial literacy is a part of the Summer Youth Employment Program.
- There will be a January 31, 2024 meeting of the committee chairs to discuss the May 6<sup>th</sup> event, at which time, information will be disseminated to each chair's respective committees.

### **COMMITTEE UPDATES**

Frank Cirii, Camden County One-Stop

- Frank reminded everyone of the January 19, 2024 job fair at the Cherry Hill Mall, where the One-Stop and the WDB will have a table. The Cherry Hill Mall has four job fairs a year, one each quarter, and the One-Stop will be sponsoring 2-3 of them.



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Monica McClintock, Rowan University

- Monica will be teaching an online course at the Rutgers Camden business school, in addition to her position as adjunct faculty at Rowan University.
- On February 1<sup>st</sup>, the Tri-State Human Resource Management Association (TSHRMA) is having its monthly meeting at the Westin Hotel in Mt. Laurel. The topic of the meeting and dinner is called “New Year, Renewed Focus: Embracing Mindful Presence for HR Excellence” presented by Harriet Stein, who is also the author of the book *Perfect Attendance: Being Present for Life*.
- On May 2<sup>nd</sup> Tri-State is holding its annual Tri-State HRMA Conference, which the WDB will have a presence at.

Lois Forman, Jewish Family and Children’s Services

- The JFCS’ annual report came out. JFCS’ disability services served 337 people in 2023. From their family assistance program, over 145,000 pounds of food went to families in need in 2023. Their job board also continues to flourish, allowing Lois to connect those being served with prospective employers as well.
- The Jewish Business Network, which is a part of the Jewish Federation, is hosting a symposium at the Jewish Community Center (JCC) on Thursday, January 18<sup>th</sup>. It’s called “Boost Your Business” and will feature three panelists speaking on the topic of business growth.

Jennifer Bowan, The Arc of Camden County

- The Arc has hired a new benefits counselor to expand their benefits program. They are also in the process of hiring a new job counselor, and they are working with Project Search to recruit new interns.

Irene Perez, New Jersey Division of Vocational Rehabilitation Services

- NJ DVRS went on a tour of an employer’s site, called Bestwork Industries for the Blind, where they learned about how Bestwork goes about hiring those with disabilities, in particular, the visually impaired, and how they are set up to work different types of machines.
- NJ DVRS has a recruitment event scheduled for January 30, 2024 with New Jersey Economic Development Authority.

Carl Donato, Wawa

- Wawa has launched a new Wawa Innovation Network for supportive employment. It is called “Our Collective Abilities Network.”
- Carl shared that at Wawa’s year-end meeting, an Ocean City Wawa store made a regular customer who is on the autism spectrum a Wawa associate for a day. More than a hundred people came out in support of the unannounced event. Wawa made an additional donation to their Autism Program in the child’s name as well.
- Wawa’s growth plan is moving along well, including seven new stores established in different states.

Jeff Swartz, Workforce Development Board

- Jeff updated the committee on the internal state mandated activities that the WDB will be taking care of over the next several months, including completing the MOU (Memorandum of Understanding) for the state, procuring a One-Stop operator, completing the Workforce Board Certification, the One-Stop certification, and applying for the Summer Youth Employment grant.



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**ADJOURNMENT**

Carl asked for a motion to adjourn. Motion was made by Lois Forman and seconded by Irene Perez. The motion was carried with a majority vote to the affirmative and the meeting was adjourned at 9:34 AM.

**NEXT MEETING**

The next Abilities Committee meeting is scheduled for Thursday, February 8, 2024 at 8:30 AM. The meeting will be conducted via Zoom.

Submitted by,

Maayan Gutbezahl, Committee Coordinator

Debra Vaughn, Administrative Assistant to the Executive Director