



**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 9, 2025 (ZOOM)**

**ATTENDANCE**

Name	Organization	Trustee Member	9-Jan
<b>Donato, Carl, Chair</b>	An Affair To Remember	✓	X
Askie-Rosario, Andrea	CC Commission for the Blind		X
Aston, Arthur	Build Jake's Place		
Bowan, Jennifer	The Arc of Camden County		
Cirii, Frank	Camden County One-Stop	✓	X
Coleman, Ardella	Cooper University Healthcare		
Deissroth, Rob			
Deitz, Jeffery	Division of Vocational Rehabilitation Ser	✓	
Farber, Dan			
Fiore, Daniel			
Floyd, Kwame			X
Forman, Lois	Jewish Family & Children's Service		X
Fugee, Antoinette	Cooper University Healthcare		
Galvin, Tim	Cooper University Healthcare		
Gregory, Geralyn	Wawa		
Hoban, Colette	Lenape Regional High School Dist./Project Search		
Lavarin, Esther	CC Commission for the Blind		
Legge, Patti			
Lynn, Meghan	ARC of Camden County		X
McClintock, Monica	Rowan University		X
Metzger, Francess	Cooper University Healthcare		
Page-Soncrant, Jeanne	NJDOL - Business Rep.		X
Perez, Irene	NJDVRS		X
Quiqley, Kimberly	St. John of God Community Services		X
Scott, Jessica	The Arc of Camden County		
Storm, Jeanne, Vice Chair	American Water	✓	
Tyndell, Maurice	Bestworks Industries		
Weinberg, Oriel	Jewish Family & Children's Service		
Marlyn Kalitan		✓	X
Rohan, Michelle	WDB Staff		
Swartz, Jeffrey S.	WDB Staff		X
Hardison, Richelle	WDB Staff		
Vaughn, Debra	WDB Staff		X



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**WELCOME**

Carl Donato, WDB Chair, greeted the attendees and called the meeting to order at 8:36 AM.

**APPROVAL OF MINUTES FROM THE PREVIOUS MEETING**

Carl asked for a motion to approve the minutes of the December 12, 2024 meeting. Motion was made by Kimberly Quigley and seconded by Frank Cirii. With a majority vote to the affirmative, the motion carried and the minutes for the meeting held on December 12, 2024 were approved.

**Quick recap**

The committee discussed various initiatives including collaboration with other organizations, participation in conferences, and organizing targeted hiring events for individuals with disabilities. The meeting also covered updates on ongoing projects, potential new members, and plans for upcoming programs.

**Next steps**

Jeffrey to follow up with Jeff Dietz about using the Clementon fire hall as a potential venue for the targeted hiring event.

Irene to share the book on how to organize targeted hiring events with the committee.

Meghan to send the official flyer for the professional clothing drive to all committee members.

Jeffrey to post the professional clothing drive flyer on the website.

Meghan and Jeannie to connect and discuss the presentation for the virtual spring lunch and learn event.

Jeffrey and Irene to discuss potential dates for the targeted hiring event, considering April as a possibility.

Committee to explore a hybrid model for the targeted hiring event.

Carl to coordinate with Colleen Snow for her presentation at the February meeting, including determining the time allocation.

Lois to explore potential speakers for the ageism workshop and seek recommendations for seasoned workers for the Jewish Family Service workshop.

Irene to arrange for Post Office representatives to give a presentation to the committee about their disability hiring program.

Leslie to coordinate volunteers for the work readiness program for the summer youth employment initiative.

Carl to recruit new Wawa representatives for the committee.

**Summary:**

**Elwyn and Bancroft Participation Discussion**

The committee discusses inviting representatives from organizations like Elwyn and Bancroft to join. Jeffrey has been in contact with someone at Elwyn about participating. Lois offers to reach out to a contact at Elwyn if needed.

**Tri-State HR Conference and Events**

Carl opened the meeting by expressing gratitude to Jeannie and Monica for their efforts in organizing an event for the upcoming Tri-State Human Resources Management Association Annual Conference. He also introduced Marlyn, the chair of the Literacy Committee, who shared her committee's plans to collaborate with the Abilities Committee on events such as "Read Across America" and financial literacy workshops. Marlyn expressed interest in learning from the Abilities Committee's webinar and sought assistance in organizing a similar event on literacy. Carl suggested that the Abilities Committee could participate in reading to kindergarten or first-



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grade classes in the area. The conversation ended with a discussion about the Tri-State Human Resources Management Association Annual Conference, with Monica explaining the event's structure and the committee's proposal to participate in a workshop. Jeannie and Megan submitted the proposal. The conversation ended with a discussion about a targeted hiring event, with Jeannie explaining that it was a concept proposed by Irene.

**DVR Targeted Hiring Events Explained**

Jeanne discussed the Division of Vocational Rehabilitation's (DVR) targeted hiring events, which involve partnering with various employers to hire individuals with disabilities. These events are not just job fairs, but also involve pre-identified candidates for specific employers and jobs. Andrea added that employers initially interview candidates at these events, and if they find a good fit, they proceed with the hiring process as they would with any other applicant. Both emphasized the importance of pre-event preparation, including employer education, job seeker workshops, and resume screening.

**Targeted Event Planning Challenges**

Jeanne, Andrea, and Monica discussed the challenges of organizing a targeted event, particularly in terms of location and leadership. They acknowledged the need for a group to spearhead the event and expressed concerns about the availability of suitable locations. Irene joined the meeting and shared her past experiences with organizing similar events, highlighting the challenges of finding suitable locations and the need for a strong relationship with the host organization. Kimberly raised questions about the industries and employers involved in these events, to which Irene responded, explaining that they have focused on government positions and federal contractors in the past. The team agreed to continue exploring potential solutions to these challenges.

**Job Fair Event Planning Strategies**

In the meeting, Irene, Jeanne, Jeffrey, and Frank discussed the organization and coordination of a job fair event. They considered the possibility of a hybrid event combining online and in-person interactions, with the potential for one-on-one interviews. The idea of a week-long event with various sessions was also proposed. The team also discussed the possibility of using a larger venue, such as the fire hall in Clementon, if needed. The importance of employer hiring cycles was highlighted, with the suggestion to align the event with the start of hiring cycles. The team agreed to further discuss these ideas and consider the feedback from surveys conducted with clients and employers.

**Abilities Committee Event**

In the meeting, the team discussed the idea of organizing an Abilities Committee event, like one they had done in the past (Lunch and Learn). They agreed that it would be beneficial to relaunch the event, in a virtual format, to reach a wider audience. The team also discussed a professional clothing drive, with Meghan providing details on the drop-off locations and dates. Lastly, they planned to connect with employers for a future event, potentially in May, and decided to discuss the details further.

**Project Search and Speakers**

Carl led the meeting, discussing topics including Project Search and future speakers. Meghan shared that they would be offering assistance for resume help and interview prep for Project Search. Colleen Snow, who works for Camden County, will be joining the team in February to discuss mental illness and addiction. Lois mentioned that Jewish Family



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Service had approved a workshop on ageism and the seasoned worker in the workforce, and she was seeking potential speakers. Frank updated the team on the one-stop operations, and Monica shared information about a monthly meeting of the Human Resources Group discussing inclusivity. Irene shared her work with CVS, Walgreens, and the post office to develop apprenticeship programs for individuals with disabilities.

**Wawa Committee Updates and Youth Program**

Carl provided an update on Wawa, mentioning the changes in leadership and the potential for new members to join their committee. He expressed excitement about the upcoming 2025 season and the potential for more constructive collaboration between their groups. Jeffrey announced that they had applied for a summer youth employment program, aiming to place one hundred young people throughout the county. He also mentioned the work readiness program for the event, encouraging volunteers to participate.

**ADJOURNMENT**

Carl asked for a motion to adjourn. A motion was made by Jeanne Page-Soncrant and seconded by Irene Perez. The motion carried with a majority vote to the affirmative and the meeting was adjourned at 9:47 AM.

**NEXT MEETING**

The next Abilities Committee meeting will be held on Thursday February 13, 2025 at 8:30 AM on Zoom.

Submitted by,  
Michelle Rohan, Committee Coordinator