



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, OCTOBER 3, 2023  
ZOOM MEETING

ATTENDANCE

COMMITTEE INFORMATION AND ATTENDANCE							
NAME	ORGANIZATION	TRUSTEE MEMBER					
			6-Jun-23	11-Jul-23	1-Aug-23	5-Sep-23	3-Oct-23
Kalitan, Marlyn Chair	Kalitan Consulting	X	X	X	X	X	X
Abrams, Larry	BookSmiles			X	X	X	
Beach, Patti	Goodwill			X	X		X
Chisolm, Victoria	Literacy Volunteers of America						
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, Lauren Dr.	Camden County College		X	X			
Johnstone, Brent	Fathers365					X	
Knopf, Dick	Marketing Professional Services		X	X		X	X
Mauro, Jennifer	Goodwill			X			
McKelvey, Christopher	Councilman, Clementon Borough		X			X	X
Norman, Tahja	Orchards Family Success Center						
Page-Soncrant, Jeanne	Dept. of Labor						
Petty-Ford, Shawnee	HopeWorks Camden			X			
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	
Willmann, Michael	WMSH			X	X	X	X
Levitt, Alex	WDB		X	X	X	X	X
Swartz, Jeffrey S.	WDB		X	X	X	X	X
Vaughn, Debra	WDB		X	X	X	X	X

**WELCOME**

Marlyn greeted the attendees and opened the meeting at 8:35 am. She asked for a motion to approve the minutes of the September 5, 2023 meeting. Motion was made by Michael Willman, seconded by Dick Knopf. By majority vote to the affirmative, the motion was carried, and the minutes for September 5, 2023 were approved. Attendees were asked to introduce themselves and Marlyn reminded the committee that a Vice-Chair is needed.

**COMMITTEE UPDATES/DISCUSSION**

**Camden County One-Stop Career Center**

Frank Cirii

- Learning Link: After the long process of outfitting the office with hardware, bandwidth and fulfilling various requirements, the GED certification process has finally been completed. Tests can be scheduled online using GED.com (Pearson VUE). A Saturday testing date will be available.
  - Patti Beach noted that individuals who pass their GED tests receive actual high school diplomas from the State.

- Jeff suggested looking into the One-Stop becoming a resource for testing for other certifications that are generally given at more distant and inconvenient areas of the State for people earning a certification. Heidi agreed, noting that scheduling and transportation for certification testing are often barriers to completing the final phase of trades or professional certification. Frank suggested involving Dr. Hill and CCC as a resource because there is little space availability for any additional testing at the One-Stop.
- There is an uptick in traffic at the One-Stop.
- The federal government issued a WIN (WorkSource Information Notice) extending some of the limitations by allowing more creative ways of spending funding. While funds cannot be spent on advertising, the definition of educational outreach has been expanded to include the use of social media and podcasting.
- Community Outreach/Upcoming Job Fair: Outreach is being done at events around the county, including town hall meetings and immunization events.

Marlyn Kalitan, Chair

- Larry Abrams unexpectedly withdrew from the Literacy Committee and the proposed event at the BookSmiles warehouse has been canceled.
  - Jeff suggested partnering with another event, possibly in Clementon if information is provided.
  - Heidi commented that the Pine Hill Fire Dept. very recently scheduled their fire prevention event at Pine Hill High School this week. There was too little notice given for the committee to consider participating. Pine Hill's career event dates are forthcoming.
- Jeff suggested that digital literacy should be explored as a potential area the committee can focus on to promote access and use of technology.
  - Marlyn added that the Cherry Hill Library offers classes and she will invite them to attend a meeting.
  - Patti Beach noted that Helms Academy offers a digital skills program up to Microsoft Office certification, and basic digital skills training is free to walk-ins.
  - Chris McKelvey commented that justice-involved/clients who have been incarcerated and had no exposure to technology have a need for digital literacy skills.
  - Heidi noted that Pine Hill students are encouraged to use their library cards for access to books and services available. They are also encouraged to share their knowledge of digital technology with senior citizens during their volunteer activities.
- A Spring Job Fair can be planned if the Clementon Fire Hall is available. Previously, the event was linked to recruiting for the WDB's Summer Youth Employment Program. Planning the event will be revisited when the State confirms funding for the 2024 program.
- Dick Knopf will inquire at the Gibbsboro Municipal Building about the closure of the borough's library.

### **WORKFORCE DEVELOPMENT BOARD**

Jeff Swartz, Executive Director

- The regional and local plans have been submitted to the state. Information is being collected to complete the required MOU (Memorandum of Understanding), which a partner agreement, and the IFA (Infrastructure Funding Agreement), which breaks down the cost of the partners at the One-Stop. After January 1<sup>st</sup>, an RFP will be released for a One-Stop Operator. The Workforce Board and One-Stop's certification will be another process to complete in 2024.
- The December Quarterly Board Meeting will be in-person at Camden County College/Blackwood Campus on December 13, 2023 at 8:30 am. A few business items are on the agenda. Suggestions for a guest speaker are welcomed.
- WDB staff will be at upcoming job and career fairs in Winslow in October.
- Jeff reminded the meeting attendees to forward event flyers to Alex to be posted on the WDB's website and social media. He welcomed committee members and meeting attendees to join WDB staff at events or provide materials for distribution.

**ADJOURNMENT**

Marlyn made a motion to adjourn, seconded by Heidi Daunoras. By majority vote to the affirmative, the motion was carried, and the meeting adjourned at 9:30 am.

**NEXT MEETING**

The next Literacy Committee meeting will be held Tuesday, November 8, 2023, 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