

**Operations Committee Meeting Minutes**  
**Tuesday, November 14, 2023, 9:00 AM (Zoom Conferencing)**  
**1111 MARLKRESS ROAD, SUITE 101, CHERRY HILL, NJ 08003**

COMMITTEE INFORMATION AND ATTENDANCE									
NAME	ORGANIZATION	TRUSTEE MEMBER	12-May-23	9-Jun-23	11-Aug-23	8-Sep-23	13-Oct-23	14-Nov-23	
DeBaere, Gregg T., CHAIR	Atlantic Coast Communications NJ, Inc.	✓		X	X			X	X
Buscher, Steven	NJ DOL-Unemployment		X		X	X			
Cirii, Frank	Camden County One Stop	✓		X	X	X	X	X	
Connors, Kristi	NJ LWD-Employment Services	✓	X	X	X	X	X	X	
Deitz, Jeff	NJDVRS	✓	X	X		X			
Maguire, Laurie	Camden County One-Stop		X	X					
McFarland, Salama	Camden County Board of Social Services		X		X	X	X		
Mendez, Kelly	Camden County Board of Social Services								X
Peterson, Jyi	Camden County One-Stop				X		X	X	
Regensburger, Robert	Lockheed Martin	✓	X	X	X	X	X	X	
Romolini, Eric	Camden County One-Stop						X		
Sinclair, Nidia	Camden County Resource Center		X	X	X		X		
Weil, Bob, BSOT Chair	Connor, Strong & Buckelew	✓	X	X	X				
Wemple, Anita	CPAC	✓			X	X	X		
Henderson, Bridget	WDB		X	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	
Williams, Leslie J	WDB		X	X		X	X	X	

**Welcome**

Gregg DeBaere welcomed attendees and called the meeting to order at 9:05 am. Motion was made by Gregg, seconded by Jeff Swartz to approve the minutes for the committee meeting on October 13, 2023. With a majority vote to the affirmative, the motion carried and the minutes for October 13, 2023 were approved.

**SETC/WDB Planning Updates**

Leslie Williams, WDB Chief Financial Officer

- The MOU/IFA deadline is the end of December. GSETA has formally requested an deadline extension. A template, guidance and other documents have been received and will be reviewed with Gregg, Jeff and Bridget. There are some changes to the previous MOU/IFA. It is expected that members of the committee will be assigned segments to complete that are relevant to their areas.
- Jeff commented that on a recent call yesterday with approximately nine of other Workforce Board Directors, eight out of the nine had not started their MOU/IFA agreement. Kevin Kurdziel, President of GSETA, will submit request to the State for an extension of the 12/31/23 deadline to complete the MOU/IFA. It is physically impossible to meet the end of the year deadline because several of the partners require signatures and have their own boards whose approvals are required. Furthermore, the State's deadline is unrealistic given that Local and Regional Plans had to be completed before the MOU/IFA work could begin, and guidance was last-minute. No guidance has been provided on the co-enrollment issue, which impacts the MOU/IFA agreements. The changes from last year can be addressed. One change that stands out is that the New Jersey Department of Labor & Workforce Development Business Services is a required partner and therefore an additional signature is required. Some of the sections require some additional information that was not previously provided, so completion will take a little time.

- A copy of the previous IFA will be sent to Eric Romolini and Brian Ferguson for review. The Accessibility Report will also be sent, as it may be necessary to edit since the Board of Social Services has relocated to the building. Frank stated that the BSS is co-located at the site, but not part of the One-Stop infra-structure.
- Since there are no significant changes, the previously submitted MOU/IFA will be used as the template, and changes, adjustments and enhancements will be done where needed. Leslie will confirm whether final delivery is to be made to the SETC or the State.
- There has been no feedback on the Regional Plan. Jeff and Bridget prepared a response to address Gary Altman's questions and suggestions. Upon Gregg's review and approval, the response will be submitted.
- GSETA continues to offer governance training with YouTube videos provided by EDSI. Recent videos posted on YouTube addressed budgeting and the MOU/IFA.

### **One Stop-Update**

Frank Cirii, Local Area Director

- Customer flow in the front of the building has been good, with no major issues. There was an incident of COVID among One-Stop staff in the last month.
- Jim Rhodes has met with county administration to ensure sure the One-Stop and Board of Social Services security is covered by the Sheriff's Department. The contract will secure the man hours for the One-Stop and the BSS as fully funded assignments. Previously, the security was provided by Sheriff's officers volunteering as overtime assignments, which caused problematic lapses in coverage.
- Parking lot safety has improved greatly. Only one employee has been uncooperative by not parking properly in one space.
- The front desk team is working well and the real time numbers are being captured. Frank thanked Kristi for stressing the need for partners to document handed off and referred people during a recent partners meeting.
- There were three resolutions presented to the Commissioners this month, which all passed. The agreements were for Family Development, South Jersey Transportation, and a budgetary resolution. Future Works was approved.
- The Learning Link has been busy with testing and has maintained their testing routine for GED. CASAS testing is also going well.
- The One-Stop is gearing up for some of the Notice of Grant Opportunities (NGOs) that are out. Jyi, Nidia and others had a meeting with Rutgers, the recipient of an NGO. The One-Stop's primary interaction with their participants will be CASAS testing and making sure they're in AOSOS.
  - The State NGOs was an issue discussed at the GSETA monthly meeting. More direction is needed from State leadership about roles and responsibilities, including administration requirements. In a recent call with Sherrie Jenkins, Jeff noted the NGOs should be a workforce board decision as to whether to accept this grant or not. Taking on additional monies to existing monies increases the risk of have to return money to the State and being penalized by the State for doing so in the form of budget cuts. Frank commented that a big concern is that the State wants people co-enrolled, but the question remains as to how the administrative function will be done in the case of non-WIOA clients; while no guidance has been provided.
- G-Jobs and referrals from the BSS have been good. There were 31 people referred for G-Jobs, of whom 28 stayed through the first day and 24 who are still currently students at the One-Stop. A response has not been received for the request to incentivize participants by allowing them to keep their assigned tablets upon completion of their programs.
- The new counselors are in place and have been in training to work with the SNAP/TANF population.
- The One-Stop is seeking approval to do another outreach campaign for SNAP/TANF clients using ads on the trains, buses, and public transportation. Creative ways to get the educational material and information disseminated through social media means are being explored. Outreach campaigns will take place over the

winter months for WIOA and SNAP/TANF clients. The scan code will lead people to all One-Stop and partner services.

- Incumbent Worker Training (IWT):
  - The Bancroft pilot program continues.
  - ShopRite currently has 1 cohort.
  - Close-out reports for IWT have been delayed due to staff illnesses in the MIS unit.
- The One-Stop is planning to sponsor a job fair in the atrium at the Cherry Hill Mall on the second Friday in January from 10:00 am to 2:00 pm. The details will be announced when they are finalized.
- A Youth Work Experience cohort with 15 or 16 youth will begin on November 20<sup>th</sup>. A professional development component will take place the first week. Nidia and Jyi are working with Truist Bank to have a financial literacy presentation built into the first week, before the participants are sent out for their work experience. More CWEP sites and businesses are needed to provide work experience opportunities. Focus is being placed on locations in various parts of the county, with consideration given to the transportation issue.
- Jeanne Page Soncrant has been reaching out for assistance circulating emails because the State is having difficulty in sending email blasts. Frank discussed the issue with the One-Stop's IT director and the reason for the issue is because they're not using a third-party vendor like the county, which uses Constant Contact for newsletters or any mass emails. Jeff added that he'd spoken to others about the problem and the issue actually has to do with Microsoft. The State's accounts were being hacked and Microsoft basically suspended their e-mail, because so many of the accounts were being compromised. The solution is they need to have a third-party account. Constant Contact will be recommended as a solution to their problem.

#### **Jyi Peterson**

- Jyi requested a certificate of appreciation for the employers who participate as Youth Work Experience sites.
- Jyi will work with Leslie on setting up payment schedules required for the cohort. Jyi explained to Leslie that he has one person, who is a WorkFirst NJ participant, starting the YWE for whom he needs to set up direct deposit. He wanted to make sure her childcare was set up prior to beginning training.
  - The client will be referred to Center for Family Services once she is in full-time activity or employed.
- Kristi inquired about an intern or a Youth Work Experience participant to act as a customer navigator for the front desk. Jeff commented that he reached out to Lisa Lord at CCTS to see if she may have a candidate for the assignment and she is looking into it.

#### **Board of Social Services (BSS)**

Kelly Mendez provided the BSS update.

- There are no new updates for Administrative/Staff or the State.
- The SNAP/ABAWD (Supplemental Nutrition Assistance Program/Able Bodied Adults Without Dependents) waivers are scheduled to end on December 31<sup>st</sup>. SNAP applications are being screened for the shift in January. There has been no guidance from the State.
- The BSS Employee Committee's Breast Cancer Awareness Campaign for October raised \$602 for the Clark family. The 1-year anniversary of the BSS relocation to the One-Stop complex (11/15) will be celebrated with hoagies for the staff.
- Salama shared information from the GSETA Conference workshops that she attended with the BSS supervisors, who will in turn share it with their staff.
- BSS is working closely with DFD for the SAIF (Supportive Assistance to Individuals and Families Program) time limit reviews. The DFD shared information to improve BSS communication with Catholic Charities.
- Denise Taguwa will meet with BSS on November 17<sup>th</sup> to provide feedback and guidance on processes to improving interaction with the One-Stop.

**DVRS**

Jeffery Dietz, Manager

Jeff was absent. No update was provided.

**NJ DOL/Employment Services (ES)**

Kristi Connors, Employment Services Manager

Kristi presented her report for ES. **(See separate attachment).**

- The new DVOP and Employment Services Trainee will be onboarded on November 20<sup>th</sup>. There is a vacant counselor trainee position in Camden.
- Eight new copiers are being installed in the ES office. A fob will be required by users and print/scan jobs will have identifier information.
- Geoffrey Taylor, DVOP Specialist, saw 5 veterans at Veterans Haven and 6 veterans at Home of the Brave.
- ES met with DCF Division of Women, regarding the Cultural Diversity Initiative, to discuss collaboration on their customers.
- A UI modernization presentation was held yesterday. A more interactive portal will be rolling out. The testing is random, so people won't even know they're testing out the new system.

**NJ DOL/Unemployment Insurance (UI)**

Steve Buscher was absent. Kristi Connors, ES Manager, provided a UI update.

- Counselors have been asked to direct customers back to the front desk after appointments, but they may not be using the check-in system.
- Customers are still holding onto their scheduled in-person appointments after speaking with UI on the phone, which negatively impacts the show rate.
- A monitor with the camera connected to a County CPU has been relocated the public access area to serve as an ID.me station where people can work on their ID.me issues. One of the security guards has been especially helpful assisting people with the process.
- **See separate attachment for UI data.**

**Business Services and Outreach Team (BSOT)**

Jeff Swartz provided the update for the

- There was a recess for October for the GSETA conference. The next meeting is on Thursday, November 16<sup>th</sup>.
- Jeannie continues to provide job updates.
- Gerald Davis also provides updates with the 55+ Program.
- There were no new developments on the Camden County College/Navy Yard project. Bill Moen still regularly attends the meetings regarding the submarine building at the Navy Yard. The College continues to offer its Underwater Welding course.

### **Regional Updates/Workforce Development Board**

Jeffrey Swartz, Executive Director

- The Atlantic City Electric (ACE) Initiative has morphed into their SPARK Scholarship Program. The WISE/GIE Program has been put on hold. ACE is asking the WDB to work with our local community colleges and promote their college scholarships for young people in the electrical-related industry. The contract between the WDB and ACE was revised with modifications to accommodate their request. As of this meeting, the revised contract has not yet been approved.
- Camden Works still meets on a regular bi-weekly basis. Quinton Law recently left his position.
- WDB staff will attend outreach events this month at Haddon Heights and Winslow.

### **Committee Member Updates**

Lockheed Martin

Bob Regensburger

- Lockheed Martin is preparing for the next wave of workers to come into Camden and creating some additional lab spaces. A very large number of new employees have been hired to accommodate the company's contract wins. Lockheed Martin is focusing mostly on the work for Naval radar business and the Missile Defense Agency with next generation radar development, which is more powerful and more adaptable to hypersonic threats.

### **Workforce Development Board & Regional Updates**

Jeffrey Swartz, Executive Director

- Gary Altman, the Executive Director of the New Jersey State Employment and Training Commission (SETC) is retiring in December. His replacement has not been named.
- The Executive Committee will meet at 9:00 am tomorrow (11/15).
- The Quarterly Board Meeting will be in person at Camden County College on December 13, 2023 at 8:30 am. The guest speaker will be Poo Lin, Chief of Field Operations with NJ Department of Labor and Workforce Development, Division of Workforce Field Services.

### **Final Comments**

The Next Operations Committee meeting will take place on Friday, December 8<sup>th</sup> at 9:00 AM. The Executive Committee will meet tomorrow at 9:00 AM.

### **Adjournment**

Gregg asked for a motion to adjourn. The motion was made by Frank Cirii and seconded by Kristi Connors. The meeting adjourned at 10:36 am.

Submitted by:

Debra Vaughn, Assistant to the Executive Director