

**Operations Committee Meeting Minutes
December 9, 2022**

WDB Office, 1111 Marlkress Road, Cherry Hill (Zoom Conferencing)

COMMITTEE INFORMATION AND ATTENDANCE								
NAME	ORGANIZATION	TRUSTEE MEMBER	21-Jul-22	18-Aug-22	9-Sep-22	14-Oct-22	4-Nov-22	9-Dec-22
DeBaere, Gregg T., CHAIR	Atlantic Coast Communications NJ, Inc.	✓	X	X	X	X	X	X
Brahl, Ken	Ravitz Family Markets	✓					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
Deitz, Jeff	NJDVRS	✓	X			X	X	
Jones-Benjamin, Michaela	Camden County Board of Social Services			X				
Maguire, Laurie	Camden County One-Stop			X	X	X		X
McFarland, Salama	Camden County Board of Social Services		X		X	X	X	X
Regensburger, Robert	Lockheed Martin	✓	X	X		X		X
Ludizaca, Raul	NJ Dept. of Labor							
Sinclair, Nidia	Camden County Resource Center		X	X	X	X	X	X
Weil, Bob, BSOT Chair	Connor, Strong & Buckelew	✓		X		X	X	X
Henderson, Bridget	WDB					X	X	X
Levitt, Alex	WDB		X	X	X	X	X	X
Swartz, Jeffrey S.	WDB		X	X	X	X	X	X
Vaughn, Debra	WDB		X	X	X	X	X	X
Williams, Leslie J	WDB		X	X	X	X	X	X

Welcome

Gregg DeBaere, Chair, welcomed attendees and called the meeting to order at 9:07am.

Approval of Previous Meeting Minutes

Gregg asked for a motion to approve the minutes from the meeting on November 4, 2022. Kristi Connors submitted edits to the minutes which were incorporated prior to the meeting. Motion was made by Bob Weil and seconded by Salama McFarland. The minutes for the November 4, 2022 meeting were approved by majority vote to the affirmative.

Workforce Development Board (WDB) – Planning and SETC Updates

Leslie Williams, Comptroller and Jeffrey Swartz, Executive Director

A request was published for RFP's to provide assistance in writing the regional plan. The strategy is to review submissions and provide feedback on December 15th, come to a decision and award the contract by December 19th so they can begin the work. Each area has started pulling information to contribute. From the published request for RFPs, only two inquiries were received, Triad Associates and Sally Glickman, a consultant who wrote the State's plan.

To date, there has been no response to a request for the LMI data. Requests go to the representative at the SETC, who then forwards the requests to the LWD. Bridget Henderson will follow up on the status of the request.

The local plan was discussed during the previous committee meeting when Gregg noted that he and Bob Regensburger would review information and start putting it together. Both plans are due back the end of February and March. In addition, the plans need to be out for public comment as well as getting them approved and signed by the chief elected official.

New information has been provided for the MOU(Memorandum of Understanding) and IFA (Infrastructure Funding Agreement). The State recently provided new guidance, so they will be worked on simultaneously. The MOU involves making sure that we have all the partners signatures as part of the agreement, which is being

worked on. The extension for the current MOU is to run through the end of this year and updated signature documents were sent to all of the partners. The next MOU will begin on January 1, 2024.

With the IFA, the methodology will be similar to what we used in the past, which is by square footage. Brian Ferguson, and perhaps Scott Stetser, and the Improvement Authority may be enlisted to get actual square footages of all of our partners at the One Stop and then a total square footage. Then, with a formula based on the amount of square footage that each partner has divided by the total square footage to get their percentage of the building and then look at what the operating costs of the building are and apply those percentages to that to come up with a number. The goal is really to find out what the total operating costs of the building are, determine how much square footage the partner has and then come up with a number as to what their share of costs is for their space. The IFA that was put together by this office last year was sufficient and approved by the State. The location has changed but the Improvement Authority and Brian have the plans for the current facility, so it should not be a difficult process to complete.

One-Stop Director and Career Center Updates

Laurie McGuire, MIS Manager and Nidia Sinclair, Resource Center Director

- Nidia Sinclair stated that a second HiSET Testing was scheduled for the day.
- The GED hardware installation scheduled for Veteran's Day was postponed. The vendor has been offered dates to schedule completion.
- Chromebook Loaner Program: The process will be tested in-house. A meeting will take place with Denise Tagwua to clarify the eligibility of Board of Social Services clients.
- Incumbent Worker Training (IWT): ShopRite is on their second cohort. An additional ShopRite cohort will begin in January for Zallie's and Ravitz. Nidia, Laurie, and Mike Leonetti are continuing discussions with Bancroft, with a Zoom meeting scheduled for next week. Bancroft has assigned a new person to the process who has to be familiarized with how IWT works. Goodwill is in the planning stage of working with CCC to create their curriculum, with a goal of two 8-week cohorts to start on June 30, 2023.

There is some improvement to be made in the manner that CCC handles the required paperwork for the IWT Program, which is less than satisfactory.

- Youth Work Experience: A second cohort has been postponed because 3 of 5 of the youth have not successfully completed their Learning Link work and Jyi has been working with them. The employer worksite paperwork will be sent to the employers in the next week.
- There are no monitoring issues to report, but two non-finding issues were identified in the program year 2021 validation:
 - One data entry error was identified when a staff person entered a Skills Gain for the Workforce Learning Link as a credential. The recommendation was to not use the Training Outcomes tab for the Workforce Learning Link.
 - In the prior year's validation (PY'20), MIS was to delete all fields from an outdated Outcomes tab; AOSOS would not allow MIS to delete all of the participant fields. However, some of the problem participant fields were included in PY'21 and mentioned in this year's report. Documentation was submitted notifying the State and federal validation unit that the PY'20 corrections could not be made in all cases.

MIS staff training will take place in January on the new operating system. HiSET and GED will have to be captured outside of the operating system because the feds do not have the information noted in training outcomes.

Jeff thanked Laurie and Nidia and Jyi for working hard to get a good "Success Story" for the upcoming quarterly board meeting.

Board of Social Services (BSS)

Salama McFarland, Board of Social Services, Administrator

- The BSS relocation to the One-Stop took place over the Veterans Day weekend. On Monday, some of the staff came in to familiarize themselves with the building and their new work areas. Some systems items still have to be updated and new specialists need to be moved into their permanent locations when IT has completed their work.
- Regarding the SAIF Program time limit reviews, Catholic Charities was visited on November 30th. Information is being provided for all the particular services that are available.

The following numbers are for activity in the month of November:

Applications Received 1902					
November - Total CSA's	46	GA	15	TANF	31
<i>CSA is an assessment to determine the type of work activity assigned or deferment from the work requirement</i>					
Referred to employable work activities	204 Total	GA	107	TANF	96
Unemployable referrals/exemption from work requirement	183 Total	GA	138	TANF	36
		SNAP	7	Unspecified	2
Referred to G-Jobs	69 referrals (16 reported, 5 remained in class)			GA	34
		TANF	35		
G 28-Day Protocol	112 Total	45 - Requested in-person	64 - Requested Zoom	3 – Undecided/NA	
Provided support for new employment	19 Total	GA	1		TANF 18

December

Referred to G-Jobs	42 referrals (5 reported, 3 stayed in class)	GA	34	TANF	35
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**The relocation may have contributed to the decline in December G-Jobs numbers.*

Laurie McGuire commented that it was disclosed at a recent GSETA Operations meeting that included DFD (Department of Family Development) and DOL (Ahmad McDougall), there will not be sanctions and the 5-year clock will continue to move. Clients don't have to come into a training program, but it needs to be determined how they know that if they choose not to participate. Only TANF recipients are excluded from sanctions. Sanctions are being applied for GA. They are informed that there is a work activity component where they have the opportunity to be able to engage in employment services. E&T (Employment & Training) is a voluntary program that doesn't have a time limit. The Smart Steps Program stops the clock.

Division of Vocational & Rehabilitation Service Update

Jeffery Dietz, Manager

No update provided (vacation)

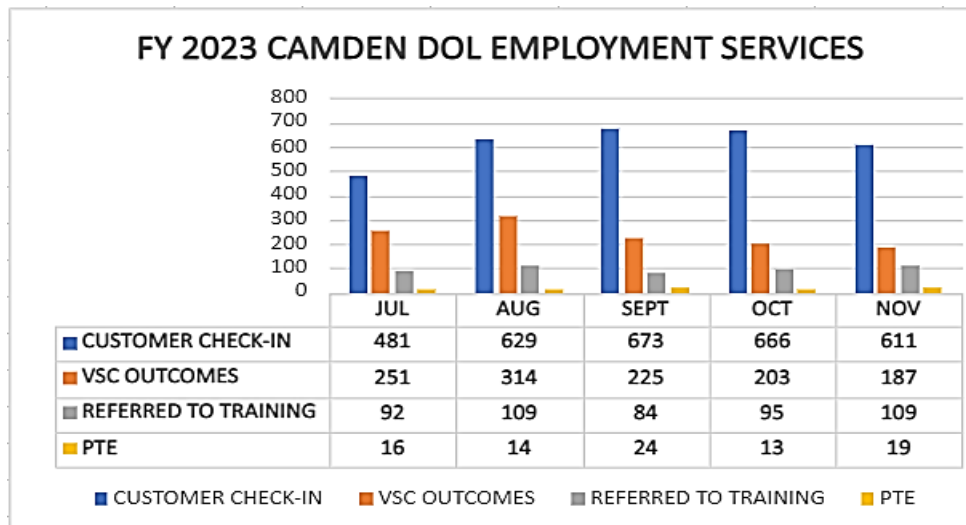
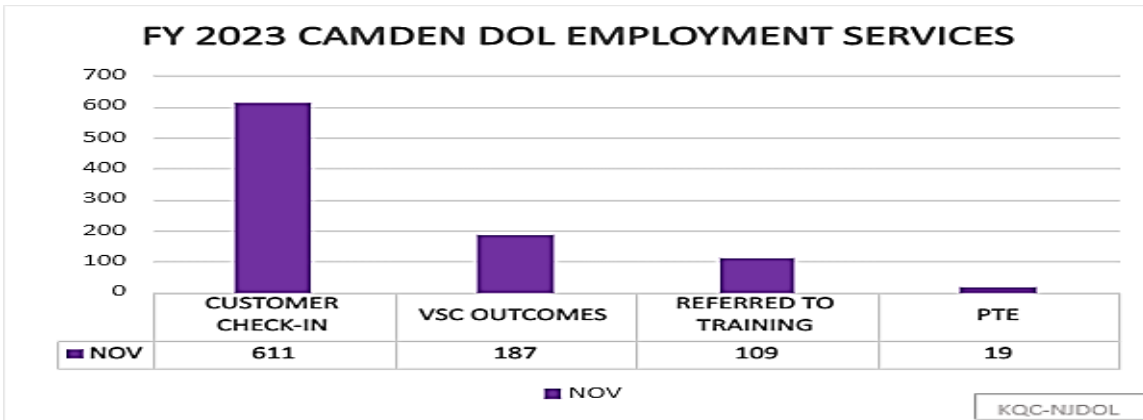
Employment Services-LWD Updates

Kristi Connors, NJDOL, Manager

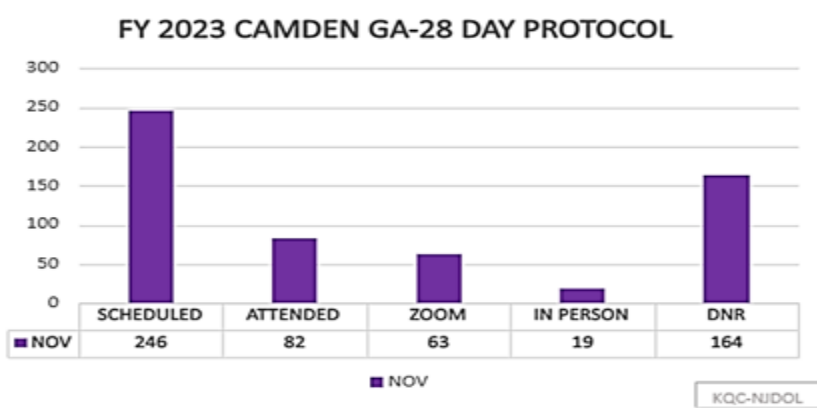
- The stationary QR code and looped PowerPoint presentation covering all One-Stop services (approximately 2.5 minutes in length) have been updated for use on the dual monitors in the public access area. The monitors should be in use in the next week. A QR code was added for the training orientation and some broken links were corrected. Two computers dedicated to training orientation were suggested for the public access area. Kristi and Salama will discuss adding the BSS to the One-Stop directory with the new address,
- DVOP Specialist Geoffrey Taylor visited Veterans Haven, with 8 veterans attending, 1 of which was new.

- AOSOS Next Generation was released. About 8 glitches have been discovered so far.
- There were 11 participants in the Forklift Certification class. Nine or 10 participants came from Ablett Village in Camden.
- Walk-in traffic has increased since the announcement of One-Stop openings. Kristi is working on tracking walk-ins by zip code.

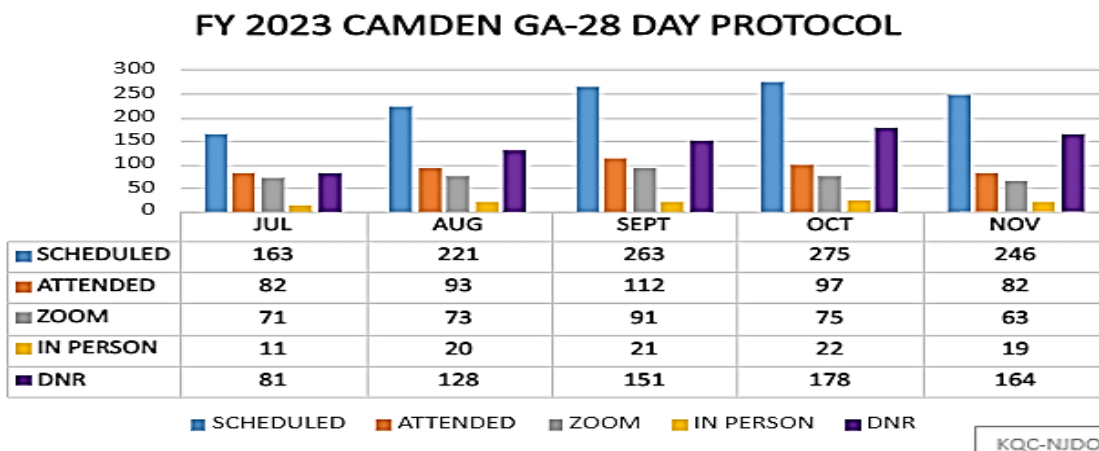
FY 2023 CAMDEN NJDOL ES, GA-28 DAY, and UI STATS YTD NOVEMBER 2022



FY 2023 CAMDEN DOL EMPLOYMENT SERVICES						TOT-YTD	AVG
	JUL	AUG	SEPT	OCT	NOV		
CUSTOMER CHECK-IN	481	629	673	666	611	3060	612.0
VSC OUTCOMES	251	314	225	203	187	1180	236.0
REFERRED TO TRAINING	92	109	84	95	109	489	97.8
PTE	16	14	24	13	19	86	17.2

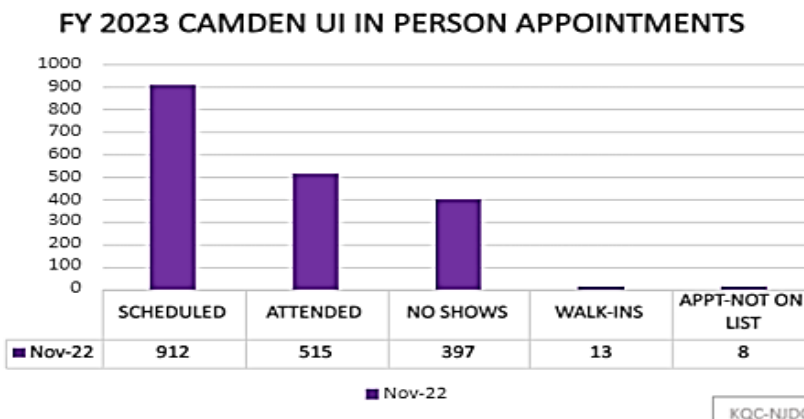


FY 2023- NOV	
SHOW RATE	33%
BY ZOOM-77%	
IN PERSON-	23%
DNR-67%	



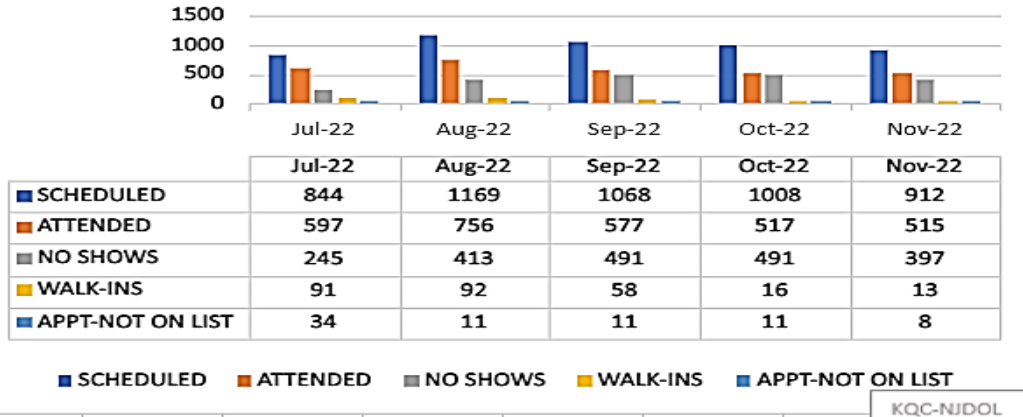
FY 2023 CAMDEN GA-28 DAY PROTOCOL	JUL	AUG	SEPT	OCT	NOV	TOT	AVG
YTD SCHEDULED	163	221	263	275	246	1168	233.6
ATTENDED	82	93	112	97	82	466	93.2
ZOOM	71	73	91	75	63	373	74.6
IN PERSON	11	20	21	22	19	93	18.6
DNR	81	128	151	178	164	702	140.4

FY 2023- YTD-NOV	
Show Rate-	40%
Zoom-80%	
In-Person	20%
DNR-60%	



FY 2023 NOV	
SHOW RATE-56%	
DNR-44%	

CAMDEN FY 23 UI IN PERSON APPOINTMENTS



FY 2023 CAMDEN UI IN-PERSON APPOINTMENTS								
	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	TOT	AVG	
SCHEDULED	844	1169	1068	1008	912	5001	1000.2	
ATTENDED	597	756	577	517	515	2962	592.4	
NO SHOWS	245	413	491	491	397	2037	407.4	
WALK-INS	91	92	58	16	13	270	54.0	
APPT-NOT ON LIST	34	11	11	11	8	75	15.0	

FY 2023 YTD-NOV
SHOW RATE-59%
DNR-41%

NJ DOL, Unemployment Insurance

Steve Buscher, Manager

- A major change with unemployment is Commissioner-level decision to implement an appointment-only format for assistance State-wide. Appointments must be made for in-person assistance as well as use of the UI phone banks. Steve will inquire about adding 2 phones for walk-in assistance.
- There are still a large number of COVID-related claims, issues with ID.me and 2020 claims to be resolved.

Business Services Outreach Team

Bob Weil, Chair

Business Services met on November 17th. Ray Guzman noted there were three job fairs held in November:

- Gemmer Group Home, which provides direct-care professional home health aide services, filled 3 positions.
- Virtual recruitment for U.S. Postal service that had 350 people registered but only 60 participated.
- FedEx held a recruitment with close to 40 people participating.
- First Harvest Credit Union is expanding and next will be hiring. A flyer to show what jobs are available will be circulated .
- The biggest piece of the November meeting was the discussion about the issue of transportation for people in the city to get to jobs in the suburbs. Rhonda Urkowitz from the Cross County Connection was invited to the meeting to share her knowledge on transportation options. Cross County Connections is a designated Transportation Management Association for New Jersey. They serve the southern counties and their mission is not only to reduce traffic congestion,

improve air quality, but also to match up rides to for people who need them for employment. There are subsidized shuttle services available with a 50% employer match for businesses with a sufficient number of employees to utilize the service. Rhonda offered her services to work with the committee and provide updates on issues affecting transportation companies throughout the South Jersey area.

Workforce Development Board

Jeffrey Swartz, Executive Director

- The Atlantic City Electric Initiative: The Line School candidates are reported to be doing very well. Atlantic City Electric is now promoting a paid summer internship for young people and also a summer paid externship for teachers that are interested in teaching curriculum over a three-week period over the summer. WDB staff have attended outreach events at Mastery Charter in Camden, in Winslow Township and Cherry Hill West. We've had conversations with Overbrook, Highland Regional, Triton and Sterling High Schools. This particular cohort had an December 15th deadline. Very simply, Atlantic City Electric will find a company based locally that will hire the participating young people who will be paid a stipend of about \$3000 over the term of their internship. The WDB's promotional activities and outreach efforts for the energy and sustainable energy program, will start up again probably next year.
- Camden Works continues in its efforts to serve the residents of Camden County.
- Jeff encouraged everyone to take a look at available training through the Institute on the GSETA website. GSETA's annual conference next year will be an in-person event in October at the Hardrock Casino and Hotel Atlantic City.
- The quarterly board meeting will be held on December 14th at 8:30am. It will be an in-person meeting at Roosevelt Hall (Room 102) on the campus of Camden County College - Blackwood. A full breakfast will be served. The program will include a presentation of the updated Literacy Needs Assessment and the featured speaker will be Larry Abrams, Founder of Book Smiles. BookSmiles is a nationally recognized literacy organization and a video from a recent CNN hometown heroes feature story will be shown. Invitations to the meeting will be extended to literacy organizations in the region. Attendance needs to be confirmed with Alex to ensure a quorum and adequate catering.

Adjournment

Gregg DeBaere asked for a motion to adjourn. The motion was made by Bob Weil and seconded by Jeff Swartz. The meeting adjourned at 10:47am.

The next Operations Committee meeting will be on Friday, January 13, 2023, at 9:00am via Zoom.

Submitted by:

Debra Vaughn

Assistant to the Executive Director