



WORKFORCE DEVELOPMENT BOARD

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, DECEMBER 5, 2023
ZOOM MEETING**

COMMITTEE INFORMATION AND ATTENDANCE							
NAME	ORGANIZATION	TRUSTEE MEMBER					
			1-Aug-23	5-Sep-23	3-Oct-23	8-Nov-23	5-Dec-23
Kalitan, Marlyn Chair	Kalitan Consulting	X	X	X	X	X	
Abrams, Larry	BookSmiles		X	X			
Beach, Patti	Goodwill		X		X		
Chisolm, Victoria	Literacy Volunteers of America					X	
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		
Druce, Jennifer	Camden County Library						
Egrie, Gabrielle	Watermark Communities			X	X		
Fithian, Danielle	Goodwill						
Fugee, Antoinette	Cooper Healthcare						
Hill, Dr. Lauren	Camden County College					X	X
Johnstone, Brent	Fathers365			X			
Knopf, Dick	Marketing Professional Services			X	X		X
Mauro, Jennifer	Goodwill						
McKelvey, Christopher	Councilman, Clementon Borough			X	X		X
Norman, Tahja	Orchards Family Success Center						
Page-Soncrant, Jeanne	Dept. of Labor						
Petty-Ford, Shawneeq	HopeWorks Camden						
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		X	X
Willmann, Michael	WMSH		X	X	X	X	X
Maayan Gutbezahl	WDB						X
Levitt, Alex	WDB		X	X	X		
Swartz, Jeffrey S.	WDB		X	X	X	X	X
Vaughn, Debra	WDB		X	X	X	X	X

WELCOME & APPROVAL OF MINUTES

- In Marlyn Kalitan’s absence, Jeff Swartz opened the meeting at 8:34 AM.
- Just prior to committee member introductions, Jeff introduced Maayan Gutbetzahl as the new WDB Committee Coordinator.
- As the first order of business, Jeff asked for a motion to approve the November 8, 2023, minutes. The motion was made by Michael Willmann and seconded by Dick Knopf. By majority vote to the affirmative, the motion was carried, and the November 8, 2023, minutes were approved.

COMMITTEE UPDATES

Camden County One-Stop Career Center (CCOSCC)

No CCOSCC report was given as there was no one from the One-Stop in attendance.

COMMITTEE DISCUSSION

- Jeff discussed potential upcoming events for 2024. He mentioned that Marlyn Kalitan is interested in the committee co-hosting with the Youth Committee an outreach event at the Clementon Library. This outreach event would be a youth job fair. Jeff also discussed other potential upcoming events at the Clementon Library with which the Literacy Committee could partner.
 - Chris McKelvey expressed the Clementon Mayor's enthusiasm about partnering with the WDB. The mayor recommends the Fire Dept. do a fire prevention program. Chris will follow up with the Clementon Fire Department. Chris also suggested that a library volunteer recruitment component be included in this event.
 - Chris will check to see which dates would be available in May at the Clementon Library for the event. The library recommends picking a Monday date for the job fair when the hall is open. The library is only open on Monday due to limited volunteer staffing.
 - Dick Knopf suggested that a Monday in the late afternoon/early evening would be best to accommodate youth in school and parents that work during the day.
 - Chris suggested May 6, 2024, as a tentative date for the event. The committee agreed with the date. Jeff said he would follow up with Marlyn to confirm that date.
 - Jeff suggested the event be a Resource Day including a youth job fair component. Jeff will again follow up with Marlyn as to the specific focus of the event, sponsorships, and overall program design.
 - Dick suggested involving local businesses in the job fair/resource day.
 - The committee returned to discussing ways to address the volunteer staffing shortage at the library. Chris mentioned that some schools track student volunteer hours. Jeff asked Chris to speak with Heidi Daunoras to see if there is someone in the school district who would be willing to list the library as a volunteer opportunity location.
 - Jeff asked if there is a federal program for volunteers that work through a volunteer agency to receive forgiveness or partial forgiveness of their federal student loans. Chris mentioned that there are such programs for public service workers. Chris agreed to further research this subject.
- Jeff asked Dick about what has been going on at other local libraries. Dick mentioned that he spoke to a library in Gibbsboro that has been closed since the pandemic. In an effort to help the library reopen, Dick asked if Jeff would be willing to speak at the Gibbsboro town hall regarding the importance and necessity of local libraries to its residents. Jeff agreed to make himself available. Dick requested the committee consider holding future events at the Gibbsboro Library as well.



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- Lauren Hill reported that GED test sites at the Camden County College should be open soon.
- Michael Willmann has been working with the Non-Profit Development Center. On March 12, 2024, the Center will host its second regional summit at Rowen University. The NPDC will unveil an online resource called the “Data Hub,” which will allow any New Jersey citizen to identify a non-profit organization in South Jersey. The NPDC is working on this in conjunction with New Jersey 211, a United Way funded program. The beta testing for Data Hub will take place in January 2024. Mike will provide more information about this resource to the WDB.
- Jennifer Young mentioned that Verizon is participating in a federal program called The Affordable Connectivity Program, which works to provide broadband services to income eligible residents. She is looking for outreach opportunities to help residents access this resource.

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- Jeff stated that both the WDB local and regional plans have been submitted to the state. The WDB certification will start after the beginning of the year and will be due by July 1, 2024.
- The WDB is working on the MOU/IFA to submit a final version with partner signatures by March 31, 2024. However, a rough draft version will be submitted to the state before the end of the year.
- The WDB is also working on the One-Stop Operator RFP, which is expected to be released in January 2024.
- Jeff reminded everyone that the Quarterly meeting will be held on December 13, 2023, and to RSVP as soon as possible.

ADJOURNMENT

Michael Willmann made a motion to adjourn. The motion was seconded by Dick Knopf. By majority vote to the affirmative, the motion was carried, and the meeting adjourned at 9:20 AM.

NEXT MEETING

The next Literacy Committee meeting will be held Tuesday, January 2, 2024, 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 and
Maayan Gutbezahl, Committee Coordinator