



WORKFORCE DEVELOPMENT BOARD

Supporting the Development and Retention of a World Class Workforce

Jeffrey S. Swartz, Executive Director

Carl A. Donato Jr., Chair

**Operations Committee Meeting Minutes
 Friday, December 8, 2023, 9:00 AM (Zoom Conferencing)
 1111 MARLKRESS ROAD, SUITE 101, CHERRY HILL, NJ 08003**

COMMITTEE INFORMATION AND ATTENDANCE								
NAME	ORGANIZATION	TRUSTEE MEMBER	9-Jun-23	11-Aug-23	8-Sep-23	13-Oct-23	14-Nov-23	8-Dec
DeBaere, Gregg T., CHAIR	Atlantic Coast Communications NJ, Inc.	✓	X	X		X	X	X
Buscher, Steven	NJ DOL-Unemployment			X	X			
Cirii, Frank	Camden County One Stop	✓	X	X	X	X	X	X
Connors, Kristi	NJ LWD-Employment Services	✓	X	X	X	X	X	X
Deitz, Jeff	NJDVRS	✓	X		X			
Guzman, Elizabeth	NJDVRS							X
Maguire, Laurie	Camden County One-Stop		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		
Weil, Bob, BSOT Chair	Connor, Strong & Buckelew	✓	X	X				X
Wemple, Anita	CPAC	✓		X	X	X		
Gutbezahl, Maayan	WDB							X
Henderson, Bridget	WDB		X		X	X	X	X
Levitt, Alex	WDB		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. Gregg asked for a motion to table the minutes for the committee meeting on November 14, 2023. Jeff motioned to table the minutes, seconded by Bob Weil. With a majority vote to the affirmative, the motion carried and the minutes for November 14, 2023 were tabled until the next meeting.

Introductions

Jeff introduced Maayan Gutbezahl, the new Committee Coordinator at the WDB. Everyone then introduced themselves.

One Stop-Update

Frank Cirii, CC One-Stop

- The One-Stop received their final document for their Fiscal Monitoring Report from the State.
- There is a job fair on January 19, 2024.
- Some of One-Stop’s systems have been down all week, necessitating all testing be rescheduled for the second half of the week.
- There was an incident at the One-Stop where a person died in the parking lot last month. This past week there was also an altercation on the premises between two clients, which resulted in police involvement. None of the One-Stop staff were hurt during the incident.



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- Learning Link and GED testing are going well.
- Front desk flow has been great.
- The referrals for G-jobs are higher in numbers than ever before.
- Workforce participation is up 1% this month.
- The One-Stop is waiting to hear back from the State about whether people who have gone through G-jobs can keep their Chromebooks. Eric Romolini is following up on this.

Youth One-Stop Update

Frank Cirii, CC One-Stop

- There is a new cohort in Youth Work Experience.
- New counselors at the One-Stop have been asked to be certified and fully trained in Youth First, and to move through the continuum of training available at One-Stop.

Board of Social Services (BSS) Update

Salama McFarland, CC Board of Social Services

- The USDA Food and Nutrition Services (FNS) submitted a proposal for the counties that would have to implement the program by February 1, 2024. These counties do not include Camden County. If the proposal is approved, there will be no need to comply with the FNS deadline of February 1, 2024.
- FNS will conduct an Employment and Training review of the State in January. They have not yet stated which counties will be visited.
- For November, the BSS EPDTs were 95; their CSAs were 179; the employable referrals were 168; unemployable referrals/exemptions were 60; 115 were scheduled for G-jobs, 39 reported, 26 stayed in class; and they provided supportive services for 19, 10 of whom were TANF recipients.
- For December: 76 were referred to G-Jobs, 28 reported, and 17 are still in class.

DVRS Update

Elizabeth Guzman, Supervisor

- Filling in for Jeffery Dietz, Elizabeth let the committee know that DVRS is almost fully staffed with counselors right now. They have two openings, with some possible candidates to fill the roles. A couple of the positions have been difficult to fill, such as senior clerk, and vocational rehab aide.
- Project Search Update
Two counselors are assigned to the Kennedy Hospital and TD Bank cohorts, due to the larger number of participants. One of the counselors, Jazz Tillman, gave recognition to Samuel Schwartzberg for excellence. Samuel will be featured as the “Success Story” at the upcoming Quarterly Board Meeting.

NJ DOL/Employment Services (ES) Updates

Kristi Connors, Employment Services Manager

- Trainees Declan Callan (DVOP) and Ashley Herr (ES) started on November 20th and are working out well. There are still job postings for a Counselor Trainee and an Interviewer Aide. An Interviewer Aide is something ES has not had before and will serve as a support person for the interviewers with such things as data entry.
- Kristi presented her report. The charts are attached to the end of the minutes.

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- The customer check-in was down in November, because there were less workdays in the month of November.
- The average for customer check-ins was 136 a day in November, for 19 days total.
- 67% of the customers were unemployment, 12 were Resource Center (CCOS), 12 were ES, 10 were Board of Social Services.

NJ DOL/Unemployment Insurance (UI) Updates

Kristi Connors, ES Manager

- Kristi provided an update in Steve Bucher's absence.
- Unemployment has added an ID.me monitor.

Business Services and Outreach Team (BSOT) Updates

Bob Weil, BSOT Chair

- The BSOT team is running smoothly. No other updates to report.

Regional Updates/Workforce Development Board Updates

Jeffrey Swartz, Executive Director

- The State gave their final exit interview regarding the WDB's audit.
- Jeff reminded everyone about the upcoming quarterly meeting on December 13th and requested that everyone RSVP if they have not already done so.
- Jeff received documents from our national workforce board partners regarding the re-authorization of WIOA, and the changes that they are planning to implement. Several GSETA directors are looking at the documents and will share it when it is ready to be shared.
- Gregg mentioned that the DOL, along with the SETC, is holding "vision meetings" for the new State plan.

Discussion and Planning of MOU/IFA

Gregg DeBaere, Operations Chair and Leslie Williams, WDB Chief Financial Officer

- Leslie shared the template for MOU/IFA documents with Gregg's notes for changes. Leslie and Gregg then went over the various changes to be made, as well as the existing wording that will remain unchanged.
- Leslie asked Frank to provide a copy of the Fiscal Agent Agreement. Frank advised to ask Eric Romolini, who has the proper documentation.
 - Eric will go over the IFA section of the document to make any changes that may be applicable. He will also provide a cost reconciliation and allocation narrative.
- Jeff was assigned the role of the lead negotiator for the MOU negotiations, Pat Abusi was assigned the role of the impartial budget negotiator, and Leslie was assigned the role of conducting periodic reconciliation.
- The draft for the MOU/IFA will be submitted by December 22, 2023.
- Frank will review the updated Accessibility Report to be included in the documentation.



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Final Comments

The next Operations Committee meeting will take place on Friday, January 12, 2024 at 9:00 am.

The next Executive Committee meeting will take place on Wednesday, January 17, 2024 at 9:00 am.

Adjournment

A motion to adjourn was made by Frank Cirii and seconded by Gregg. The meeting adjourned at 10:15 am.

Submitted by:

Maayan Gutbezahl, Committee Coordinator

Debra Vaughn, Assistant to the Executive Director