

ABILITIES COMMITTEE MINUTES
THURSDAY, AUGUST 12, 2021, AT THE WDB OFFICE

ATTENDANCE – ABILITIES COMMITTEE

MEMBERS		11-Feb-21	11-Mar-21	8-Apr-21	13-May-21	10-Jun-21	12-Aug-21
Maggioncalda, Jim CHAIR	TFG Management Services	X	X	X	X	X	X
Abrams, Barbara	Jewish Family & Children Service of Southern NJ						
Cirii, Frank	Local Area Operations Director			X	X	X	
Deitz, Jeffery	Division of Vocational Rehabilitation Services						
Donato, Carl	Wawa	x		X	X	X	X
Forman, Lois	Jewish Family & Children's Service	X	X	X	X	X	X
Freire, Edison	JEVS Human Services	X	X	X	X	X	X
Fugee, Antoinette	Center for Family Services		X				
Hale, Dawn	The Arc of Camden County		X	X			
Lucas, Angela	JEVS HireAbility						
Marks, Karen	Jewish Family & Children Service of Southern NJ			X	X		
McClintock, Monica	Rowan University	x		X	X	X	X
Mills, Jay	NJ Commission for the Blind and Visually Impaired						
Scott, Jessica	The Arc of Camden County			X	X	X	X
Smith, Veda	Camden County Independent Living Center						
Taguwa, Denise	LWD-WDB Coord + Support			X		X	
Veneziani, Jennifer	Program Planning and Development Specialist, DVRS						
Levitt, Alex							X
Swartz, Jeffrey S.	WDB	X	X	X	X	X	X
Varallo Kathleen	WDB	X	X	X	X	X	X

WELCOME

Jim Maggioncalda, Chair, called the meeting to order at 8:34am, welcomed attendees and thanked them for joining the call. He also welcomed Major Timothy Galvin and Corey Terry, Cooper University Healthcare, to the meeting and asked committee members to introduce themselves to guests. He thanked Kathleen Varallo, Administrative Assistant, WDB, for drafting the program draft and event flyer. He asked her if there was any more confirmation needed about speakers. She said the legal piece of the program is not fully confirmed. Jim asked her to follow-up with him after the meeting. Jim said he has been in contact with Lou Lessig, Esq., Brown Connelly and is awaiting his confirmation to speak at the event.

The Committee reviewed the minutes from the meeting, June 10, 2021. Jim asked if there were any corrections or changes. Hearing none, he asked for a motion to approve the minutes. Carl Donato, Wawa, made the first motion; Jeff Swartz, WDB, made the second motion. By unanimous vote to the affirmative, the minutes, Thursday, June 10, 2021, were approved. Jim reminded the committee that the July meeting was cancelled in favor of a special event planning meeting held with the Cooper Team on Thursday, July 8th. The meeting was scheduled to finalize details of the PTSD event.

Jim asked the committee to weigh in on concerns about still hosting the event in-person due to the uptick in cases of the new COVID – Delta variant circulating. The Committee discussed concerns and agreed to make

clear in all correspondences with registered attendees that the WDB will be following all county policy regarding safety, distancing and mask wearing.

Jim reviewed the program draft and asked Tim if he was comfortable with the line-up and design. Tim said he will be meeting with Kathleen, today following this meeting. They will review topics and speaker information. He said there are some missing bios, but he wants to make sure he has all action items. Kathleen said she will be working with Tim to fill in speaker name and titles and finalize a description for each workshop. The event program guide will contain more details about the speakers. Lois Forman, Jewish Family and Children Services (JFCS) said getting the base information, sooner than later, for the flyer and event registration page is the priority. She said there are lots of events that go on in October to National Disabilities Employment Awareness month so we don't want to miss the opportunity to attract attendees so they can mark it on their calendar. She said everyone she talks to about the event seems very excited to attend. We need the final flyer so it can be properly promoted. Kathleen presented the latest draft and noted that Lois gave her the idea to add an additional line to the flyer: "Workshops will be presented by Medical & Military Divisions from Cooper University Healthcare." She agreed with Lois that even if all speakers are not named in the flyer, knowing Cooper is providing the content will surely make it more attractive to attend the event. Kathleen asked the committee to approve the flyer for distribution. The Committee discussed the flyer and approved this version, pending final review by the WDB. Kathleen also noted the flyer, explains safety protocols and the Eventbrite registration page will contain more detailed information and links to the county COVID-19 response page.

Jeffrey S. Swartz, Executive Director, asked for updates about the pending approval from HRCI and SHRM for recertification credits. Monica McClintock, Adjunct Professor, Rowan College of South Jersey, said she connected with the BJ Anderson, HR Managers Association, that reviews these types of applications for Tri-State. She is willing to work with me to get this done for our event. She also passed it by the incoming president, so she will just need the formalized information and Kathleen knows what is needed.

Jeff also asked if it was decided what the agreed capacity will be for the event. Kathleen said it was discussed that the sponsorship will allow for 60-70 attendees but that will include the presenters and committee members. Jim felt confident that keeping attendance under 70 participants will fall in line with any incoming or new safety restrictions because the Boathouse holds at least 150 persons at capacity. He said mask mandates may be put back in place at the time of the event, certainly for those unvaccinated. Four persons to a table will work in all cases, but he suggested members of the committee make an appointment to visit the Boathouse to discuss layout and protocols. We've been there enough to have a good sense of the space and general layout. Carl Donato, Wawa, said he attended an event a few weeks ago at the Boathouse. He said there were 110 people in attendance, so it was full. He also felt confident that 60 guest and presenters would work well to ensure proper distancing. The Committee also discussed the exhibit area. Kathleen said there were concerns expressed at the last meeting about close congregation by attendees in front of the tables. It was decided, a gift bag with resources be distributed versus hosting an additional exhibit area. Alex Levitt, Administrative Assistant, WDB, expressed some concerns about the flyer where the logos are displayed. He felt it looked a bit out of alignment. Jim suggested Alex could work on the flyer and adjust the logos, as long as the rest of the content remained the same.

Lois said the committee should be forwarding contacts to the WDB for invite. She also said if anyone on the Committee has personal contacts, they may want to send the invite with a personal note of invitation. Sending a personal note in some cases might resonate more with personal contacts. She also suggested the current list be reviewed because there may have been some shifting of positions over the last two years. Kathleen said all new contacts will be welcomed. Monica asked that the flyer be finalized as soon as possible and sent out to the committee so they can start inviting their own personal contacts. Jeff asked that it might be sent out the Tri-State membership. Jessica Scott, The Arc of Camden County asked if she could include the flyer in the monthly newsletters. Lois said the target audience is the HR Professionals. Sending a message in a general newsletter might attract family members which might be nice in other instances, but due to such limited seating, it will be important to target this specific audience. Jim encouraged Jessica to send the invite to any upper-level management of companies she works with or wants to work with. Lois said she belongs to a few networking groups and will target the decision maker that do hiring. The Committee discussed other avenues of promoting the event to Employer and HR Professionals. Monica said some of the smaller non-profits or businesses that do not have HR departments would also benefit from the event. All agreed to reach out to personal contacts in those categories.

Kathleen said the Eventbrite registration page has been initially set up and can be updated along the way. The Link is posted the flyer. The Committee discussed some other points of registration and admission. All agreed to have details finalized by and tickets sales live on the site no later than August 18th.

The Committee discussed the timing of the event and program draft. All agreed that once Tim and Kathleen finalized the program details adjustments could be made. The event as it stands will run from 8:30am – 12:30pm. Jim told Tim and Cory the Bio information can be added as long as right name and title is there. Tim asked for a list of missing information. Kathleen said she and Tim spoke about a moderator for the panel. Tim will help and it was suggested that Carl join him because he as done a great job before at other events. The Committee discussed and agreed he will join Tim on moderating the Veteran Panel Discussion. Tim said Ardella Coleman, CDE, CMP, Vice President, Diversity & Talent Acquisition Cooper University Healthcare, will represent Cooper and provide opening remarks. Cory said one panelist is stationed on base and may have to remote in. Cory explained some personal details about Veteran, Jeff Dardia, and why he will make a great panelist. The Committee discussed the challenges of WIFI and other challenges to logistics with that regard. Tim offered some help from a tech team at Cooper. Jim suggested setting up a test run at the Boathouse to make sure remote access will work. Kathleen said it is typical to schedule and call with the moderator and panelists prior to the event to review panel questions and talking points. Tim and Cory will make themselves available for a test run.

The Committee discussed virtual connectivity to the event. Jeff said it may hurt attendance if the event were hosted virtually. This was discussed in past meetings, and it was agreed that virtual access may be very costly to set up. Jim said in this case, especially if we'll have to patch in a panelist. Monica said participation will be impacted if the event were to be offered virtually. All agreed again it may be wise to offer a recording of the event after, but not advertise virtual access ahead of the event.

Jim confirmed that Tim will work with Kathleen to finalize the program draft. He asked her to send it to the committee once completed. Kathleen asked if committee members could help with the workshop objectives.

Jim thanked the committee for their input and help with sponsorships. He said whatever we can do to keep things moving forward, lets help Tim and Cory get it done. He asked the committee to stay on top of emails and send invite contacts to the WDB.

NEXT MEETING

The next Abilities Committee meeting is scheduled on Thursday, September 9th 8:30am. This meeting will be conducted via Zoom Conferencing. The program draft invite for the event will be sent along with the meeting materials.

Submitted by

Kathleen Varallo

Administrative Assistant