



**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, AUGUST 6, 2024  
ZOOM MEETING**

COMMITTEE INFORMATION AND ATTENDANCE								
NAME	ORGANIZATION	TRUSTEE MEMBER						
			6-Feb-24	5-Mar-24	2-Apr-24	7-May-24	3-Jun-24	6-Aug-24
Kalitan, Marlyn Chair	Kalitan Consulting	x	X	X	X	X	X	X
Willmann, Michael, Vice Chair	WMSH		X	X	X	X	X	
Allen, Mikala	One-Stop					X		
Beach, Patti	Goodwill		X	X	X	X	X	
Chisolm, Victoria	Literacy Volunteers of America			X				
Cirii, Frank	Camden County One Stop	x	X	X	X			
Dann, Carol	HopeWorks Camden		X	X	X	X		X
Daunoras, Heidi	Pine Hill School District			X	X	X	X	X
Deprey, Brynn	NTIA					X	X	X
Fithian, Danielle	Goodwill					X		
Green, Aurella	Camden County College		X	X		X	X	X
Hill, Dr. Lauren	Camden County College		X					
Johnstone, Brent	Fathers365							
Knopf, Dick	Marketing Professional Services		X	X	X			
Mauro, Jennifer	Goodwill		X	X	X	X		
McKelvey, Christopher	Councilman, Clementon Borough		X		X	X		X
Stewart, Queen	Volunteer UP		X					
Thompson, Ryan	Truist Bank		X				X	
Young, Jennifer	Verizon		X		X	X	X	
Gutbezah, Maayan	WDB		X	X	X	X	X	X
Swartz, Jeffrey S.	WDB			X	X	X	X	X
Vaughn, Debra	WDB		X	X	X	X	X	

**WELCOME & APPROVAL OF MINUTES**

Marlyn Kalitan, Chair, opened the meeting at 8:41 AM. Marlyn asked for a motion to approve the June 3, 2024, meeting minutes. The motion was made by Carol Dann and seconded by Aurella Green. By majority vote to the affirmative, the motion carried, and the minutes for June 3, 2024 were approved.

**ONE-STOP UPDATE**

Jeffrey Swartz, Executive Director of the WDB, provided a brief update in the absence of the One-Stop Operator, Frank Cirii.

- In years past, the State funded Learning Link for each local area. Learning Link is the first step in the process of assessing a new customer’s reading and math levels. The State has recently changed this policy by putting out competitive bids. This will require local Workforce Boards, on behalf of their One-Stop, to write and submit the bid to the State for funding.
- Guidance from the State on this change is anticipated to come early in the fall.
- The Camden County WDB has some carry-over money from the One-Stop, so they can continue to run Learning Link. Last Year, the One-Stop received \$75K in Learning Link money. Frank is finalizing the budget for this year, so that a bid can be put together and submitted to the State.
- The One-Stop continues to be busy. There has been an uptick in numbers for both the virtual and walk-in customer numbers. The local unemployment rate is on the rise, although this could be due to certain areas of the workforce experiencing seasonal unemployment, such as



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teachers, school bus drivers, etc.

- The One-Stop is getting more traffic as the word has gotten around through recent outreach efforts. Kristi Connors from NJDOL has been consistently providing tracking numbers to the Operations Committee, which has been helpful in providing the best customer service.
- There has been noted improvement in coordination between departments, ensuring that customers are utilizing One-Stop services more fully.

**Jeffrey Swartz, Camden County Workforce Development Board**

- Jeff noted the unique challenges of the year for the Workforce Development Board. The WDB has prepared local plans, regional plans, One-Stop Operator procurement, WDB certification, One-Stop certification, submitted a Memorandum of Understanding (MOU)/Infrastructure Funding Agreement (IFA), and ran the Summer Youth Work Experience Program. All submissions to the State were submitted on time and received positive feedback. The only outstanding items are the Annual Report and Annual Budget, which will be approved at the September Quarterly Board meeting.
- The Summer Youth Work Experience Program is nearing its end on August 16. It has been a positive experience, by and large. There were 25 worksites for 50 interns, and several interns were offered jobs after the program ends, including three interns at ShopRite, an intern at the IDEA Center, an intern at Step With Purpose, an intern at Sweet Eats Bakery, and the Camden City Redevelopment Agency would like to invite their intern back for some seasonal work in the winter.
- Marlyn noted that when she interviewed the candidates at the beginning of the program, she was very impressed with the pool of applicants.
- Program Monitor, Bridget Henderson, will be leaving the WDB on August 16. The WDB is in the process of hiring a new monitor and is currently interviewing applicants.
- The next Quarterly Board of Trustees meeting will be held virtually on Wednesday, September 18 at 9:00 AM. Invitations will be sent out in the coming days.

**COMMITTEE DISCUSSION/UPDATES**

- Heidi Daunoras from the Pine Hill school district will be retiring on October 31, 2024.
- National Night Out is happening on August 6 in Cherry Hill and Pine Hill. Marlyn and Bridget will be participating in Cherry Hill and Jeff and Maayan Gutbezah, WDB Committee Coordinator, will be participating in Pine Hill. Jeff and Leslie Williams, WDB Chief Financial Officer, will be at the Clementon National Night Out on August 12.
- Brynn Deprey from National Telecommunications and Information Administration (NTIA) provided information on NTIA's competitive Digital Equity Grant. Applications are due on September 23. This grant is available to non-profits, within certain parameters. Because this is not a state-allocated program, non-profits running digital equity programs can apply for the funding. Webinars with more information on how to submit an application will take place beforehand. More information is available at <https://broadbandusa.ntia.gov/events/latest-events>.
- Marlyn reported to the committee that several relevant events are coming up in the area:



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- On Friday, September 13, the County will be sponsoring a job fair at the Cherry Hill Mall from 10:00-2:00.
- On Saturday, September 21, there will be a Unity Fun Day at Cooper River Park.
- On Friday, September 27, Stand Down of South Jersey will be at the Cherry Hill Armory. This is an annual event that helps provide services to veterans. Jeff will be at this event, along with WDB Chair, Carl Donato.
- Marlyn wants the Literacy Committee to think about what it would like to work towards in the fall and winter. Marlyn suggested opening this discussion at the next Literacy Committee meeting in September, when more people from the committee are available for meetings.
- Jeff stated that he would like the Literacy Committee to continue developing its relationship with the Clementon/Lindenwold/Pine Hill area, and to promote the local library.
- Jeff asked Clementon Councilman Chris McKelvey, for updates on the library volunteers who signed up to participate in last May's youth job/resource fair, Pathways to Possibilities.
  - Chris confirmed that the library currently has 7 volunteers. They are trying to settle which days they can come into the library. Chris spoke to the Clementon mayor about this, who will speak with the solicitor, to help the library trustees come to solution.
  - Jeff and committee member Dick Knopf spoke to the mayor of the neighboring town (Gibbsboro) earlier in the spring. Their library is closed, and they are in a situation similar to Clementon. Dick and Jeff spoke with the mayor about what the committee had done to get the Clementon library open again. Jeff would like to use the model that has been successful in Clementon and extend it to Gibbsboro. He noted that other local townships struggling with garnering interest in the local library may benefit from the Clementon model as well.
- Aurella Green at Camden County College reported that their Adult Basic Skills course is opening the application for their first session on August 12. Classes begin on August 26. Maayan posted the info on Facebook and LinkedIn, and will repost it again, now that the date is closer to August 12.

**ADJOURNMENT**

Marlyn asked for a motion to adjourn. The motion was made by Heidi Daunoras and seconded by Aurella Green. By majority vote to the affirmative, the motion was carried, and the meeting adjourned at 9:06 AM.

**NEXT MEETING**

The next Literacy Committee meeting will be held Tuesday, September 3, 2024, at 8:30 AM via Zoom. Meeting materials and Zoom conferencing information will be distributed prior to the meeting.

Submitted by:

Maayan Gutbezah, Committee Coordinator