

Jeffrey S. Swartz, Executive Director

Robert Weil, Chair

ABILITIES COMMITTEE MINUTES
TUESDAY, SEPTEMBER 17, 2019 AT THE WDB OFFICE

ATTENDANCE – ABILITIES COMMITTEE

MEMBERS		13-Nov-18	11-Dec-18	26-Feb-19	20-Mar-19	23-Apr-19	5-May-19	11-Jun-19	9-Jul-19	27-Aug-19	17-Sep-19
Maggioncalda, Jim CHAIR	TFG Management Services	X	X	X	X	X	X	X	X	X	X
Abrams, Barbara	Jewish Family & Children Service of Southern NJ								X	X	
Cirii, Frank	Camden County One Stop	X		X	X		X		X	X	
Cooper-Williams, Dina	Express Scripts			X		X		X		X	
Deitz, Jeffery	Division of Vocational Rehabilitation Services										
Donato, Carl	Wawa	X	X	X		X	X	X		X	X
Forman, Lois	Bancroft		X		X	X	X	X		X	
Hale, Dawn	The Arc of Camden County				X			X	X		X
Lucas, Angela	Hireability	X		X	X		X			X	X
McClintock, Monica	Independent										
Taguwa, Denise	LWD-WDB Coord + Support	X	X								X
Veneziani, Jennifer	DVRS										
Lewitt, Alex	WDB Administrative Assistant										
Swartz, Jeffrey S.	WDB Executive Director			X	X	X	X		X		
Varallo Kathleen	WDB Administrative Assistant	X	X	X	X	X	X	X	X	X	X
Williams, Leslie	WDB Comptroller										

WELCOME

Jim Maggioncalda, Abilities Chair, welcomed attendees and asked for introductions. He welcomed speakers, Alma Scott-Buczak and Kristen Russell to the conference call. Carl Donato, Wawa, and Dawn Hale, Arc of Camden County, phoned in. He thanked the speakers for their time and graciously volunteering to speak at the event. He said the program is great and the WDB is getting a very good registration response.

EVENT:

Program Title: **Strategies for Workplace Inclusion** *A Workshop for Human Resource Managers*

Date: Tuesday, October 22th 8am registration, program 8:30am-12:00noon

Location: Camden County Boathouse, 7050 North Park Drive, Pennsauken, NJ 08109

EVENT UPDATES

Jim reported that event planning is going well. The current registration count is 49 plus the committee. Kathleen Varallo, Administrative Assistant, WDB, reported the Eventbrite marketing is making it easy for people to register online. She said she is not sure what the average drop off rate is with this type of registration. The site does allow you to send out an email to registrants. She will be sending out a reminder and confirmation email that will hopefully prompt participants to confirm their attendance. Jim said the program is confirmed as follows:

- Kristen Russell, OTR, ATP, RESNA Certified Assistive Technology Professional, Assistive Technology Specialist, Advancing Opportunities – Proposed Topic - *Working with technology to create accommodations and help design inclusive hiring strategies and utilizing technology tools such as Alexa to ease the transition to an inclusive workplace environment.*

- Jennifer Veneziani, Consultant-Business Outreach Team, Division of Vocational Rehabilitation Services, DOL – Proposed Topic - *The benefits of working with Job Coaches and how they can help make a smooth transition into building an inclusive hiring program.*
- Deirdre Groenen, Esquire, Vice President of Human Resources and General Counsel at Innovative Benefit Planning, LLC – Proposed Topic - *Updates to laws regarding ADA compliance, inclusive hiring practices and some discussion on the use of medical marijuana in the workplace.*
- Alma Scott-Buczak, Associate Vice President, Human Resources, Lafayette College Easton, Pa – Proposed Topic - *Unconscious Bias, recognizing what they are and how they can affect the workplace environment.*

He asked Alma to share her concerns about the amount of time allotted for her presentation. Alma said that the minimum length of time it takes to conduct this workshop is one hour and fifteen minutes. The program is designed to be a ninety minute workshop. The group exercises do take some time. The larger the groups, the longer the time. It is also the type of program where every participant will be asked to get up and move around. Jim said its great to get participants up and moving. It inspires creativity and feedback. Jim offered Alma more time in the program to complete the workshop. He program will be extended from 45 minutes to an hour and fifteen minutes. Jim also asked Alma about flip charts she requested. Alma said she would need eight easels. She said that she could use chairs but she did not want to give away more information about the inter-activeness of the exercise. Carl said that he would check at the Wawa training centers for easels. Jim clarified that Alma needed only the easels, not flip charts. She said that it would save her time if a large post-it pad could also be there at the event.

Jim asked Kristen if there was anything else she would need. Kristen said she would be demonstrating some technology tools and would need a screen. She said she would bring her own laptop computer for her presentation. Kathleen said there will be a screen and she would check for other audio equipment and technology be the county. Kristen said she usually carries her own equipment just in case of glitches. She also asked about the set up time. Jim said that doors will open at 8am and ideally the set up will be an hour prior to the start time of the event which is 8:30am. The Committee discussed sources of donated items. Kathleen also asked the committee to confirm the exhibit of supportive services. She said that inquiries have come into the office about hosting tables and did not think there will be a problem filling those tables. She will need the names in order to make signs. She presented the committee with the proposal that was submitted to Tri-State SHRM. The proposal will be submitted as an addendum to the minutes. The Committee reviewed the proposal. The Committee also reviewed the adjusted time of the event. Jim confirmed with Carl that he would be introducing the speakers. Kathleen said that she will confirm with Jonathan Young, Freeholder Liaison, about doing welcoming remarks before the event program goes to print. Kathleen said the earliest time that committee members or speakers could enter the building was 7:30am. She also asked that committee members park in the area across the street or along Park Blvd. There is a shortage of parking right at the building but there is plenty of parking around the area that is not too far of a walk. Jim asked Kathleen to send an email before the event with final details for committee members and speakers.

Proposed Agenda:

8:00-8:30 – Registration, Exhibit Area of Support Services, Continental Breakfast served

8:30am - Welcome Remarks and Sponsor Recognition

8:45am 9:30am –Workshop I - Kristen Russell

9:30am - 10:15am – Workshop II - Jennifer Veneziani

Break 10:15am - 10:30am

10:30am – 11:15am – Workshop III - Deirdre Groenen, Esquire

11:15am – 12:30pm – Workshop IV - Alma Scott-Buczak

Jim thanked the speakers for dialing in. He encouraged them to share the event with their contacts. He also offered to send out invites for the speakers to anyone that they wished to invite. Kathleen said the event flyer was sent out to the Business Services Representatives in the southern region of the State.

The Event URL is <https://www.eventbrite.com/e/strategies-for-workplace-inclusion-for-human-resource-professionals-tickets-63030255190>

NEXT MEETING

The Abilities Committee is scheduled to meet on October 8, 2019 at 8:30am at the WDB office, 1111 Marlkrass Road, Suite 101, Cherry Hill, NJ 08003.

Submitted by

Kathleen Varallo

Administrative Assistant