

*Supporting the Development and Retention of a World Class Workforce*

Jeffrey S. Swartz, Executive Director

Robert Weil, Chair

ABILITIES COMMITTEE MINUTES  
TUESDAY, AUGUST 14, @9:00, 2018 AT WDB OFFICE

ATTENDANCE – ABILITIES COMMITTEE

MEMBERS		8-Aug-17	12-Sep-17	14-Nov-18	13-Feb-18	20-Mar-18	10-Apr-18	8-May-18	12-Jun-18	10-Jul-18	4-Aug-18
Maggio, Jim	CHAIR	TFG/Judge Group	x	x	x	x	x	x	x	x	x
Abrams, Barbara		Jewish Family & Children Service of Southern NJ	x		x	x	x	x			x
Cooper-Williams, Dina		Express Scripts							x		
Davis, Anthony		Mental Services of Southwestern New Jersey	x		x						
DeAngelo-Ferebee, Lamont		Ferebee Family Foundation				x					
Deitz, Jeffery		Division of Vocational Rehabilitation Services			x	x					
Donato, Carl		Wawa				x			x		
Farber, Dan		Bright Lights USA						x			
Forman, Lois		Bancroft		x	x	x	x	x	x	x	x
Hale, Dawn		The Arc of Camden County		x			x	x			
Lope, Krista		NJ Division of Vocational and Rehabilitation Services									
Lucas, Angela		Hireability	x		x			x			x
Peters, Annie		Sambulance		x	x		x		x		
Taguwa, Denise		LWD-WDB Coord + Support		x		x	x	x	x	x	x
Veneziani, Jennifer		DVRS									x
Walker, Dante		Mental Health Association				x	x		x		
Welder, Laura		Jewish Employment and Vocational Services									
Levitt, Alex		WDB Adminisistrative Assistant					x	x			x
Swartz, Jeffrey S.		WDB Executive Director	x		x	x		x	x	x	x
Varallo Kathleen		WDB Adminstrative Assistant	x	x	x	x	x		x	x	x
Williams, Leslie		WDB Comptroller									

WELCOME

Jim Maggio, Chair, welcomed attendees and began the meeting with a review of the event agenda.

EVENT UPDATES

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

**Date:** Tuesday, October 9<sup>th</sup> 8:30-11:00

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

**Program Agenda:**

8:00-8:50 – Registration, Exhibit Area of Support Services, Continental Breakfast

8:50am - Welcome Remarks and Sponsor Recognition

9:00am - Margaret Gilbride, Boggs Center, Strategies for Workplace Inclusion

10:00am - Jennifer Veneziani, Outreach Coordinator, Division of Vocation and Rehabilitation Services (DVRS) – State Supportive Services

10:15am - 10:45am - Deb Dagit, Disability:IN, The Disability Equality Index (DEI) - What it is and how to implement it in the company.

10:45am - 11:00am - Questions/Answers, Closing Remarks, Resources & Networking

Kathleen Varallo, WDB Administrative Assistant reported that all speakers are confirmed for the event. She received the requested workshop titles, three goals and objectives and bio information from the speakers. This information was compiled into a proposal and sent to SHRM for approval of continuing educations credits. She also said that the WDB receives advertisements for workshops and noticed one that used a disclaimer that would allow the committee to start publicizing the event before credits are approved. This statement read as follows; **HRCI Credits Pending for this Workshop. Attendees will receive a Certificate of Completion.** The information sent by Margaret Gilbride, Boggs Center changed the title of the workshop but it seemed to really state the purpose of the event. Kathleen noted the change on the proposal and flyer invite. The Committee discussed the flyer invite and reviewed the proposal that was sent to SHRM.

Lois Foreman, Bancroft, asked if the invite could be sent to the committee with a press release or introductory invitation so that it would make it easier to forward to business contacts.

Kathleen reported that the application for use of the Boathouse was approved by the County. Alex Levitt, WDB Receptionist, presented some preliminary pricing and menu options from three of the assigned caterers to the Boat House. The Committee reviewed the menus. It was decided to consider a full American Breakfast, as long as the budget allowed it. Alex said he would work with Leslie Williams, WDB Comptroller, on a budget and order the breakfast accordingly from Sensational Host. Kathleen said the WDB will be able to make a site visit to the Boathouse on Friday, September 21<sup>st</sup> at 10:00am, Camden County Boathouse, 7050 North Park Drive, Pennsauken, NJ 08109. She suggested that at least one representative attend from the committee, or if possible, make the site visit a final event wrap up meeting.

Kathleen said the program timing is listed in the minutes as discussed by the Committee at the last meeting. (See above). The Committee reviewed and approved the timing of the program agenda. Angela Lucas, JEV/S hireAbility, also committed JEV/S sponsorship to the event again this year. She asked that their new logo be added to the flyer. The Committee decided not to spend the money to video tape the workshops. Lois asked if Bancroft could have some time during the event or make welcoming remarks as they are a major sponsor. The Committee discussed and agreed this would be a welcomed addition. Kathleen said that Freeholder Liaison, Jonathan Young is also committed to make welcoming remarks.

Lois asked if SHRM will promote the workshop to their membership. Jim said we should be able to ask about that once HRCI credits are approved. Kathleen said the business list we have on file, from the last two events, contains a limited amount of human resource contacts. She will forward the invite to all committee members, the event speakers and the regional WDB Directors as well. Jim asked the committee to share the event with their personal business contacts.

Kathleen asked if the Committee got a chance to view the CBS Sunday Morning clip. The Committee discussed and approved using the CBS Sunday Morning clip, dealing with people on the Autism Spectrum and how companies, like SAP and Microsoft, are on the cutting edge with employing people with disabilities. The video will be aired during the opening remarks of the Abilities Event as it pertains to exactly what the event is promoting; more inclusion in the

workplace. <https://www.cbs.com/shows/cbs-sunday-morning/video/DSDj9FAVutVRWY8z415iQs97cp0jpLv6/hiring-autistic-workers/>

The committee discussed the HRCI credits and how they will be awarded to participants. Lois and Barbara both said that it is customary to present a paper certificate after the workshops are completed or at the end of the event. Lois said the certificates can be purchased at Staples and can be pre-made for the event. She said we will get the details from SHRM as to what information should be included on the certificate. Jeff asked if there should be an authorizing signature required to authenticate the certificate. Kathleen noted what Barbara Abrams said at the last meeting, that there should be an approval number that is assigned to the workshop.

### COMMITTEE UPDATES

Jim thanked the committee for their continued support. He asked committee members to follow up on their suggestions for the next meeting.

### NEXT MEETING

The Abilities Committee will meet on September 11<sup>th</sup>, at 9am at the WDB office, 1111 Marlkress Road, Suite 101, Cherry Hill, NJ 08003

Submitted by

*Kathleen Varallo*

Administrative Assistant