



Camden County Workforce Development Board

Supporting the Development and Retention of a World Class Workforce

Gregg T. DeBaere, Chair
Jeffrey S. Swartz, Executive Director

OPERATIONS COMMITTEE MEETING MINUTES SEPTEMBER 09, 2016

ATTENDANCE

Members	Meeting Dates						
	15-Apr	13-May	10-Jun	8-Jul	12-Aug	9-Sep	
DeBaere, Gregg T., CHAIR							
Deitz, Jeff						X	X
Campbell, Art	Atlantic Coast Communications	X	X	X	X	X	X
Clark, Jeffrey	NJDVR	X	X				
Connors, Kristi	NJ Department of Labor	X	X	X	X	X	X
Festenstine, Teresa	Board of Social Services					X	X
Mayfield, Kathy	Camden County One-Stop Operator	X	X	X	X	X	X
Potts, John	Graphic Communication M14						
Sinicki, Stan	NJ Department of Labor						
Wahlquist, Robert	Preit Associates						
Joshua Friedman	Director, Camden County Resource Center						X
Swartz, Jeffrey S.	WDB Executive Director	X	X	X	X	X	X
Williams, Leslie J	WDB Comptroller	X			X		X
Stubblefield, Lelia	WDB Administrative Assistant			X			
Varallo, Kathleen	WDB Administrative Assistant				X	X	X

WELCOME

Chair Gregg DeBaere called the meeting to order at 9:02am, welcomed attendees and asked for roundtable introductions. Gregg asked the committee for a quick review of follow up items on the agenda so that the bulk of meeting could be spent discussing the upcoming Camden County Local Strategic plan.

Background: The Workforce Innovation and Opportunity Act (WIOA) requires each local workforce development board (WDB) to develop and submit, in partnership with the chief elected official (CEO), a comprehensive four-year plan to the Governor. The local plan shall support the vision, goals and strategy described in the State plan and otherwise be consistent with the State plan. The local WIOA four-year plan will be effective July 1, 2016 - June 30, 2020. Local Plans must comply with the requirements outlined in WIOA (in particular Section 108) and align with and support the strategies described in the New Jersey WIOA Combined State Plan. The State shall provide technical assistance and labor market data, as requested by local

areas, to assist with such local planning and subsequent service delivery efforts. Each Local Plan forms a portion of the Regional Plan for the region in which the WDB is located. The Local Plan must adhere to all state and local public comment requirements and must be submitted to the State Employment and Training Commission (SETC) no later than December 15, 2016.

- **YOUTH ONE-STOP (YOS) UPDATE:**

Camden CorpsPlus (CCP) The grant funded program is a collaborative effort between the local government and schools including Rutgers University and Camden County College. It will help find jobs for young residents, between ages 16 and 24, who don't have a high school degree.

Kathy Mayfield, One-Stop Operator, reported on the progress of the project. There has been no final guidance or formal proposal submitted to her office as of this date. She has called for meetings to finalize procedures and reporting. The CCP grant is a Presidential Demonstration Grant that lists the Center for Family Services as the lead. The lead education provider is Rutgers and Camden County College having a smaller role as provider. Kathy said that many different individuals have been called in to define roles and responsibilities including LWD, yet her office is now being called in for technical assistance. Kathy said she will collect all the information and make a decision as to how to clear up any confusions or challenges to assure the smooth operation of this project. She is planning on holding a meeting at the One-Stop with all those involved with the project. Jeffrey S. Swartz, WDB Executive Director offered to attend this meeting. Kathy was happy to report that all participants in the program have been TABE tested.

- **YOUTH ONE-STOP COMMUNICATIONS:** Kathy is introducing Joshua Friedman, CC Resource Center Director to the staff at the One-Stop and updating him on past and current communication challenges.

- **YOUTH LEVEL OF SERVICE REPORT** Kathy clarified for newer members to the Operations committee the differences in the Youth Level of Service report and the Youth One-Stop Summary report. The Youth Level of Service Report is our way of recording the progress and performance of the contractors who provide youth services for the One-Stop. The current reports are still reflecting program year 2015-16 contracts. The new contracts for program year 2016-17 have been sent out as of September 1st. The report will run simultaneously until the contracts run out.

- **YOUTH ONE-STOP SUMMARY REPORT** Kathy said this report measures the progress and outcomes of youth served at the Youth One-Stop (YOS). Kathy has been working with staff to finalize this report. She is still waiting on data from YOS staff. Nidia Sinclair, Youth Manager, is aware that the worksheets that support the report have not been satisfactorily updated. These reports are being forwarded to Matt Verney, Youth Investment Council Chair. If necessary, this month, he will receive the worksheets along with the report. Gregg said that the report still needs to be further developed to contain current tracking information.

Kathy said Nidia is now making current youth status a top priority. She and her staff have been working diligently to follow up on the directives of the Youth Investment Council. She stopped the staff from entering every youth that walked through the door and then walked out. This served to trim down the report to include only those youth who have actually entered a program or service.

Kathy also reported that she and Joshua will be also resolving the issue of internet connectivity at the One-Stop with the System's IT person once he has returned from vacation. Certain software and security measures must be installed before the WIFI can be restored at the One-Stop.

Gregg asked if too much interaction by the committee with YOS staff is hindering productivity. Kathy said the staff is trying to follow up with youth committee requests for outreach. This effort may be stretching the staff beyond the limits of their capability and regular caseload management duties. Kathy feels that community outreach may be an area where the committee could help. Jeff said the youth committee's concerns are based on past months of no reporting and are wondering if the YOS staff truly understands the priorities of the Youth One-Stop strategic plan. The youth summary report is now providing solid data that shows the need for improvement and more of a focus toward connecting with out of school youth.

- **CONSORTIUM UPDATE:** Jeff reported on an upcoming event being organized by Stacy Forman, Director of the Retail Hospitality and Tourism Talent Network South, Stockton University. Employers, educators and workforce development professionals from the region are invited to discuss hiring trends, skills and competency needs at a Targeted Industry Partnership (TIP) event on Monday, September 26th at the River winds Restaurant in West Deptford, NJ. Jeff will also be attending the Healthcare Consortium Meeting in Clayton on September 22nd.

Jeff reported that the Camden County College has been awarded a sizable grant to establish an Advance Manufacturing Center for excellence. He has had conversations with Carol McCormick about re-applying for grant to purchase a crane operation training simulator.

- **BUSINESS SERVICES UPDATE:** Jeff reported the Business Services team had a very good meeting. Each member of the team was sent the Business Services Employer Outreach Weekly Report developed by Catherine Carroll, LWD Business Service Rep. Kathy Mayfield asked if instructions were issued, to the team, on how to use the form. Kathy said that Catherine Carroll should also receive the email so that she can be prepared for questions directed to her about the use of the form. Kathleen Varallo, WDB administrative assistant, said there was a discussion with Catherine Carroll about this form. Kathleen will follow up with Catherine. Kathy Mayfield asked what procedure has been put into place to receive and analyze the information. Jeff said that forms are being sent to him for discussion at the BSR meetings. Kathy asked if this procedure was put into place to provide contacts for WDB or monitor the productivity of the business service representatives. She said it has been brought to her attention, by the business representatives, that some companies do not want to sign up with the career connections website which has been set up for the same tracking purposes. It is hard to monitor the time a rep might spend with a business that does not result in positive job recruitment. The committee agreed that taking an active role in business development is becoming necessary to communicate and reinforce the ultimate goals of the business services team. They should be contacting businesses within the states 5 targeted industry sectors. This report will allow WDB and the One-Stop Management to see where they are focusing their efforts.

- **ONE-STOP PROCUREMENT:** The WDB has begun the process of the One-Stop Operator Procurement. This action is based on a new WIOA law requiring an RFP be published to accept private or public organizations such as community colleges interested in submitting proposals or bids to operate the Camden County One-Stop. The draft

RFP is in the process of review to make sure it is consistent with the local public contracts law. The RFP will be published sometime in November. The WDB is also charged with developing a rigorous scoring system to rate the proposals. The One-Stop Operator must be in place by June, 2017.

- **QUARTERLY MEETING UPDATE:** The WDB Quarterly Board Meeting is confirmed for Wednesday, September 28th at the Camden County College, Blackwood Campus Roosevelt Building, Room 102, 200 College Drive, Blackwood NJ 9am-11am. Jeff reported that the Literacy Committee has completed a final draft of the Camden County Literacy Needs Assessment and is ready to present it at the quarterly meeting for comments by the board at large. Ken Brahl, Literacy Chair will make a power point presentation. Howard Miller, Chief Business Services & Adult Literacy Services, LWD, has been contacted and has agreed to follow up this presentation with updates about literacy developments and programs around the state. At that meeting, Jeff said that the business portion of the meeting will include approval of the annual budget. The budget will be sent to the board for review before the meeting. As required by the SETC, the annual budget must be reviewed by the County Freeholder Director. That meeting is scheduled for September 21st at Freeholder Director Capelli's office.
- **REGIONAL PLAN UPDATE:** Jeff reported that the CCWDB has taken the lead with respect to the Regional Plan. He said our office has been maintaining contact and communications with the other counties to keep the plan moving forward. As a follow up to the meeting, held here in Camden, by Jason Barrett and Consultants from Thomas P. Miller Associates on July 28, we received a regional plan draft and thing-to-do list. Jeff said he and Leslie Williams, WDB Comptroller met and reviewed the list, the plan and Camden County's input to the plan. We sent our responses to the consultants. The consultants will be taking the Labor market information (LMI) that was furnished by the state and incorporate it into the plan. There is another regional meeting scheduled here at the WDB office on September 23rd. At that meeting, we will be discussing a mission and vision statement for the New Jersey South region as well as a more descriptive name for the region.
- There have been no changes to the submission date of October 3rd 2016, however each county will be able to post both the local and regional plans, for a 30 day public comment period, at the same time. Leslie has also taken the lead to draft the WIOA Regional-Local Memorandum of Understanding (MOU) that is required for submission along with the plan. Leslie said the MOU must be signed by the chief elected official in each county and WDB Chairs. The MOU addresses how the region agrees to work together with its partners to carry out the plan. Gregg estimated that the time frame for that public comment period would have to be early November which would mean that the local plan must be completed a month prior to its submission due date of December 15th, 2016. Kathy concurred, pointing out that all local comment must be assembled and addressed. The committee agreed to set an aggressive goal to the get the final local plan draft completed by November 1st, 2016.
- **CCWDB LOCAL PLAN:** Gregg directed the attention to the local plan guidance document distributed to the committee. The guidance was released by the New Jersey State Employment and Training Commission (SETC), and spells out the framework for implementation of the Workforce Innovation and Opportunity Act, and was released on August 19, 2016. The committee discussed ways the current Camden County Workforce Investment Board Unified Workforce Investment Plan 2014-2017 could be incorporated into this new state required local plan. Gregg said the state's new requirements are a lot more involved than the current verbiage. Gregg asked the committee to study the local plan guidance specifically in each of the committee member's area of expertise. He said that certain aspects of the plan

involve input that is quantified by the person who is qualified to speak/write on the specific topics covered in the plan. Kathy said that the matrix, used in the past to describe local workforce services, now has to be spelled out or more thoroughly articulated using the state guidance minimum word requirements. The committee agreed that this plan will serve to describe the work of the CCWDB and the One-Stop such in a way that the general public will better understand. Gregg suggested that Jeff might best be able describe economic conditions in the county or there may be information that could be obtained from the regional plan or the county's Improvement Authority. Jeff said the county uses data from Comprehensive Economic Development Strategy (CEDS). Leslie will check with the regional plan consultants to see if the state may have provided raw county specific, statistical data even though they may have been combined in the plan.

The first theme, referenced in the plan, is Building Career Pathways with a focus on Industry Valued Credentials. Gregg said this has been a priority focus in Camden County for many years. Kathy suggested that the committee collect existing working documents such as the completed regional plan and current local plan into a file so no time is wasted. Leslie said the regional plan uses more combined regional information. There hasn't, as of yet, been a break out of county specific data seen in the drafts we have received. Gregg suggested reviewing the local measurable outcomes to see where we are having trouble collecting data and eliminate the impossible or outdated outcomes in the new plan. Gregg asked for a copy of the state plan be sent to him and included in the working documents file. Gregg also suggested that a process flow chart be revised for this new plan, the last one being done in 2005. Kathy suggested looking at the new WIOA processes and simply follow that lead.

The committee discussed the possibility of using the regional and state plan consultants or local consultants that could be hired to help complete the local plan and help with the One-Stop Procurement. The committee agreed that due to the time constraints and existing due dates, there would not be time to shop for outside help.

Gregg asked the committee to study the new local plan guidance, the state plan <http://www.njsetc.net> the most recent regional plan draft and the current CCWDB local plan 2014-17 to look for their areas of input such as Kristi Connors could have her staff write about certain state programs mentioned in the plan. He will put together an outline and a draft with insertions from the current local plan. Leslie will use the regional plan to add insertions into the new local plan. He said the committee should be ready to divide up the working elements of the plan at the next meeting.

The meeting was adjourned at 10:36 A. M.

NEXT MEETING

The next committee meeting is scheduled for October 14th, 2016 at 9:00 A.M. at the WDB office, 1111 Marlkress Road, Suite 101, Cherry Hill, N.J. 08003.

Submitted by:

Kathleen Varallo

Administrative Assistant