

## Burlington County Workforce Development Board (WDB) Minutes

Location: Virtual Meeting (Zoom)

**Meeting Date:** Friday, January 8, 2021

**Scheduled Time:** 8:00 AM – 9:00 AM

### Attendees:

Jon Sharp (Chair) – HIG (VM)  
Carl Donato (Vice-Chair) – Wawa (VM)  
Rich Temple (Vice-Chair) – Deborah Heart & Lung (VM)  
Kelly West – WDB, Director  
Barbara Weir – WDB, Staff  
Zahirah Sabir – WDB, Staff  
Michelle Martin – RCBC/WDI (NVM)  
Martin Nock – AJC, Staff  
Jesus Arestirado – AJC/One-Stop Operator (VM)  
Stacey Smith – NJDVR (VM)  
Yvonne Payton – NJDOL (VM)  
Anthony Phillips – RCBC/WDI/ABE (NVM)  
Stacy Hunt – RCBC/WDI (NVM)

Kristi Howell – Burlco Reg Chamber of Commerce (BCRCC) (VM)  
Christen Martorana – The InterMed Group (VM)  
Dr. Christopher Nagy – BCIT/BCSSSD (VM)  
Mark Boyd – Goodwill NJ (VM)  
Anna Payanzo Cotton – RCBC/WDI (VM *alternate on behalf of Dr. Michael Cioce*)  
Curtis Myers – Aspire Youth (VM)  
Liz Verna – Burlco Econ. Dev. (VM)  
Leslie Reis – CVS (VM)  
Randy Hamilton – Smith & Solomon (VM)  
Shirla Simpson – Burlco Dept. of Human Services (VM)  
Charlie SanFilippo - Burlco Board of Social Services (VM)  
Kent Pipes – Member of the Public

VM = Voting Member

NVM = Non-voting Member

### Call to Order – Jon Sharp, Chair

The Board Chair called the WDB meeting to order at 8:03 AM.

### Approving of Minutes – Jon Sharp

Edits: Addition of Shirla Simpson to attendance list.

Motion (to approve with changes): Rich Temple

2nd: Christen Martorana

Motion passed unanimously

### Reading of the Sunshine Law – Zahirah Sabir

“This virtual meeting is being held in accordance with the provisions of the Open Public Meetings Act, N.J.S.A. 10:4-6 – 10:4-21. A public notice announcing this meeting has been posted in the Burlington County Times, the Burlington County website and the Burlington County Clerk’s office.”

### Workforce Development Board Bylaws – Kelly West

The following Bylaw changes were proposed:

1. Change from Board of Chosen Freeholders to County Commissioners to comply with state law;
2. Inclusion of Business Engagement Committee language under Article XI, Section 4;
3. Addition of virtual meeting language under Article X, Section 1.

Motion (to approve Bylaw updates): Carl Donato

2<sup>nd</sup>: Curtis Myers

Motion passed unanimously

### **Engage by Cell Presentation – Barbara Weir**

Power Point submitted into record.

Purpose: to avoid communication clutter.

Members were asked to subscribe to the feature. Text WDB to 56512.

Q. Christen Martorana asked if this is something that could be used at the committee levels and if so how should members go about it?

A. Barbara stated that she currently has administrative access, however there are sections for committees and messages can be sent on their behalf.

Q. Leslie Reis asked if there is a cost associated for subscription and/or usage?

A. Kelly West stated there is an annual subscription cost that is incurred by through the WDB budget. There is no cost to cell phone subscribers.

Q. Stacy Hunt asked if the PowerPoint could be shared?

A. Yes, it will be sent out post meeting.

Q. Carl Donato asked if there were any resources for individuals looking for adult education?

A. Yes, there will be a change to include BCIT's programs and services. Currently BCIT is listed as a category under "County". Barbara also stated that sub-categories could be added as necessary.

### **Committee Updates**

#### YIC – Curtis Myers (Zahirah Sabir)

- Last meeting was Dec. 17, 2020.
- 74 Out of school youth served. 39 active and 35 have completed.
- Highlights = 5 young adults have completed their HSEC. Since October 20 young adults have participated in the Essential Workplace Skills training. Guests have also come in to talk about additional services, particularly for 9<sup>th</sup> grader.
- Aisles Institute has expressed interest in collaboration with YIC.
- Walked through PY21 planning.
- Thanks to Curtis Myers for his service as outgoing Chair

### Adult Literacy – Anthony Phillips

- Had orientation this week and classes will begin January 11<sup>th</sup>
- 4<sup>th</sup> Wednesday of each month the consortium meets regarding Adult Literacy activities
- The committee has been working with the State to ensure that ABE programs are reading benchmarks
- A professional development program is being implemented - Simple K-12 which allows teachers to become more acclimated to virtual teaching and working to increase student literacy skills.
- Hoping to have the ABE graduation this year, and all members are welcome to attend.

### Business Engagement (BE) – Rich Temple (Chair); Christen Mortorana (Vice-Chair)

- Working on outreach to potential members both on and off the Board.
- Looking to set up a structure for official meetings and ad hoc check-ins.
- There is a meeting set for later today (1/8/2021) with the WDB staff to ensure there is a plan in place to effectively kick-start the key initiatives/goals of the BE Committee.
- Identifying the core strengths of the Committee and Burlington County.
- Extremely excited about the Engage by Cell feature. It will be helpful in scraping data and communicating employment and employer opportunities. Looking forward to taking a deeper dive into the platform.
- Leslie Reis will connect with the Chair regarding potential involvement.

### General Discussion/Questions/Announcements – General Membership

RCBC is working with Delta Sigma Theta sorority on a virtual job Fair. Anna Payanzo Cotton will share more information about how to get involved as an employer. Will take place January 9, 2021 at 10:00 am.

CVS is looking for talent for Pharmacy Tech in Burlington County. Leslie Reis asked that we assist in connecting candidates with these opportunities.

Congratulations to Wawa. They have successfully opened their first ever drive thru enabled store location here in Burlington County.

Meeting Adjourned: 8:56 AM

Next Meeting: April 9, 2021, 8:00 AM