

Burlington County Workforce Development Board (WDB) Minutes

Friday, March 10, 2023

Meeting via Zoom

Attendees

Jon Sharp – Hardenbergh Insurance Group (VM)
Christina Renna – Chamber of Commerce Southern NJ (VM)
Kristi Howell – Burlington County Regional Chamber of Commerce (VM)
Leslie Reis – CVS (VM)
Caren Freyer – PSE&G (VM)
Matt Maiore – Shoprite (VM)

Rob Wells – Burlco Bridge Commission (VM)
Mark Boyd – Goodwill NJ (VM)
Yvonne Payton – NJDOL Employment Services (VM)
Sonya Lyons – NJDOL Employment Services
Linsey Aquino – Division of Vocational Rehab (VM)
Martin Nock – One-Stop Manager (NVM)
Jesus Arestirado – One-Stop Operator (VM)
Barbara Weir – WDB (NVM)

VM= Voting Member

NVM= Non-voting Member

I. Call to Order [8:01AM] – Barbara Weir

The Board Chair called the WDB meeting to order at 8:35 AM.

II. Sunshine Law – Barbara Weir

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.

On February 19, 2023 - 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.

III. Approval of December Minutes

Tabled due to lack of a quorum. Will seek Board approval via email. Those on the virtual meeting did not have remarks.

IV. Introduction of New Members – Barbara Weir

- Welcome – Christina Renna, President & CEO, Chamber of Commerce Southern NJ

V. NJ Local Governance Status – Barbara Weir

Where we are and what needs to be accomplished – PowerPoint (provided prior to meeting)

- Reviewed Benchmarks – so much has been done, but much more to do.
- As mentioned during our Dec. meeting, 12 policies have been established and posted on the WDB website <http://co.burlington.nj.us/338/WDB-Policies>
- Reviewed Key WDB Responsibilities (there are 14)
- Discussed Governance versus Operations and the roles for each
- Discussed the Structural Separation to set firewall safeguarding against improper activities and conflicts of interest.

- Reviewed Roles of Operations (i.e., One-Stop Operator, Career Services Provider, and Youth Services Provider).
- Need for WDB to Competitively Procure Operations; to promote open and fair competitions.
- Reviewed Procurement Timeline
 - **Career Services Provider:** Advertised Feb 14th / Submissions due March 21st
 - **One-Stop Provider:** Advertise March 14th / Submissions due April 13th
 - **WIOA Title I Youth Adult Services:** Advertise April 18th / Submissions due May 9th
 - All services to be implemented **July 1, 2023**
- **ALL proposal submissions will be handled online via** <https://burlobids.ionwave.net/> Hand delivered proposals will not be accepted.
- Looking for about 5 Board Members to volunteer to review proposals; as Operational staff and/or WDB Staff **cannot** review, score, or recommend proposers.
- **QUESTION:** *How long is the time commitment?*
ANSWER: Truly depends on number of submissions. The review period is about a week once proposals are submitted.
 - **Please reach out to Barbara if you are interested.**
- Regional Plan is due to the State Employment and Training Commission (SETC) on March 31st. All members received for remarks; need comment by March 14th.
 - Draft Regional Plan is posted for public comment on the WDB website <http://co.burlington.nj.us/337/WDB-Publications> Spelling and formatting errors have already been submitted to the facilitators of the South Jersey Collaborative (Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, and Salem Counties).
- Local Plan is due 30 days after the Regional Plan is submitted.
- Memorandum of Understanding (MOU) executed between the WDB, One-Stop Partners, and the CEO (Chief Elected Officials) is to be extended through December 31, 2023.
 - A verbal commitment, recorded in the minutes, is acceptable to the document extension.
 - WDB Staff will convene partners to discuss extension.
 - Will ask for verbal/digital commitment between this meeting and the September meeting.
- State is the process of providing a template of updated MOU – to commence in 2024.

VI. Committee Chair Reports – all minutes can be found here <http://co.burlington.nj.us/337/WDB-Publications>

Literacy Committee – Barbara

- Happy to report the Literacy Committee met on Thursday, March 2nd.
- Thanked Mark Boyd, for his assistance and Jennifer Mauro and Danielle Fithian volunteering to Chair.
- Discussed the Roles and Goals of the Committee, etc.
- Kelly, Barbara, and Staff comprised a Literacy Needs Assessment which the committee will review to discuss at the next meeting.
- The Literacy Committee meets Quarterly (both virtually and in-person)
- **Next meeting will be May 4th at Goodwill Industries of Southern NJ at the Maple Shade location at 9 AM.**

Business Engagement Committee – Barbara

- The Business Engagement Committee developed a Survey to use via Survey Monkey to outreach and connect with employers.
- Goal is to promote the WDB and the Committee.
- Outreach to employers with more than 50 employees.
- **Next meeting will be Thursday, March 23rd via Zoom.**

One-Stop Committee – Jesus Arestirado

- Meeting held Tuesday, February 21st with One-Stop Partners.
- For the period of 7/1/2022 through 1/31/2023; the American Job Center provided services to **6,659** customers; **404** requested training services.
- **602** have registered for Metrix Learning <https://burlington.metrixlearning.com/> with customers completing over **800** courses.
- Reviewed success of digital tools (Engage by Cell) and the outreach to job seekers and employers through the County Jobs Portal and LinkedIn subscribership.
- Updated on all Service Delivery Partners:
 - Yvonne Payton is set to retire at the end of the month to enjoy her next journey.
 - Overall, the American Job Center is seeing an increase in customers; either seeking employment services (job search, job matching, resume guidance, etc.) or seeking training (i.e., CDL A and Medical Assistant/Patient Care Techs are the most popular).
 - DVRS has also seen an uptick in customers.
 - The Youth Program is currently serving about 60 youth with 18 in Work Experience. Aspire is working with Economic development and the WDB Staff to recruit for the Production Assistant Bootcamp (2-Day event). The Bootcamp will introduce youth, as well as adults, to entry-level opportunities in the Film/TV/Production Assistant Industry that are coming to NJ.
 - WorkFirst NJ (WFNJ) (Vendors: America Works and The Father Center) are seeing referred customers both in-person and virtual as transportation remains an issue. America Works has 13 active CWEP (Community Work Experience Program) sites and 25 approved sites. America Works held a Resource and Job Fair for ALL WFNJ customers on February 22, 2023 – it was successful.
 - The Library has a plethora of resources to assist job seekers, Mobile Lab, Laptop Lending Program, and Community Resource Navigator Program.
- **Next Meeting will be Tuesday, May 23rd at 9:30 AM via Zoom.**

Youth Council – Caren Freyer

- The Youth Council will host a Youth Career Fair on Thursday, May 25 from 4:30 PM to 7 PM at the Human Services Facility, 795 Woodlane Road, Westampton.
- Open to all youth 16+ (High School Juniors & Seniors and out of school youth)
- The Committee is actively recruiting employers who need to fill their entry-level positions.
- Barbara will send out the Youth Career Fair flyer to this committee after the meeting.
- Please, if you are a business or know of, consider assisting the Council to recruit employers.
- **Next Meeting will be Friday, March 17th at 10 AM via Zoom.**

Disability – Barbara

- Working on solidifying a Chairperson
- Hope to get Committee rolling soon to meet Governance requirements.

****ANYONE who has an interest in attending these Committees and wishes to be included in discussions, please reach out to Barbara to make sure you are added to the group.**

VII. **General Discussion/Questions/Announcements** – General Membership

- No Reports or Announcements

VIII. **Motion to Adjourn**

Motion: Christina Renna/ 2nd Nick D'Antonio – Meeting Adjourned 8:40 AM

Next WDB Meeting will be June 9, 2023, at 8:00 AM via Zoom.