

Executive Committee Minutes for February 24, 2005

Attendees: Steve Adler Joe Doney Mark Remsa
 Dr. Walt Rudder Bob Santare Kelly West
 Kristi Howell-Ikeda Barbara Weir

I. Call to Order 8:07 AM

II. Consolidation Process Update

Kelly reported that the planning process for consolidation is finished, with only a few minor customer flow issues and issues of change within the departments. However, Burlington is much further along than the rest of the State. Kelly announced that the State is using Burlington County as a “best practices” model. Increasing the participation rate and educating staff are just a few things that are being worked on. The State will be providing training, tomorrow, February 25, 2005, on Supplemental Benefits; which provides cash assistance to individuals currently on welfare who are attend four- (4) year or two- (2) year schools to further their education.

*****Please Note:** Meeting scheduled for tomorrow was cancelled due to the weather and will be rescheduled.

III. WIB Member Recruitment

Mark reported that the Freeholders approved the Executive Committee’s nomination of Connie Jadczyk, Senior Staffing Supervisor of Hobart West Solutions (a staffing agency), at last night’s Freeholder Board meeting. Mark announced that he is in the process of recruiting four (4) new Private Sector members and would be forwarding resumes and other pertinent information to Barbara for the “next step”. Bob reported that he is also working on a Private Sector nomination and will contact Barbara to schedule a business lunch.

Barbara reported that the Freeholders approved Catherine Palmer, Executive Director of The Cittone Institute, back in January and Kathy Cardell of WAWA Food Market, back in December.

Kelly reported that CVS is looking to hire approximately 200 individuals for their Logistics Hub based in Lumberton. Kelly also

reported that CVS had verbalized an interest in working with the local WIB and One-Stop Career Center at a State meeting in Trenton. Barbara will forward pertinent information to Bob who will contact CVS and set up a business lunch to discuss WIB interest.

IV. WIB Constitution and By-Laws Discussion

Barbara reported that all Executive members were sent a copy of the current Constitution and By-Laws along with the revised version for comment. Members who were present felt that the revised version was acceptable. According to the current Constitution and By-Laws, any amendments/revisions must be passed and accepted by the Full WIB Board. Kelly announced that a copy of the current and revised version of the Constitution and By-Laws would be sent to each WIB member to review at least three weeks prior to the April 28th Full WIB meeting. At that time, the Full WIB board would vote to accept the revision. If there were not a quorum, then the revision would be put to a phone vote, in order to avoid unnecessary delay.

V. Committee Updates

a) Welfare to Work: Steve reported that the Committee is in the early stages of planning for the upcoming Job Fair, which will be held on June 24, 2005 back at the newly renovated Burlington County Institute of Technology. Steve will be visiting shortly to get a sense of how much room is available for employers. Space should not be an issue. The next committee meeting (March) will delve into the Job Fair planning process more.

b) One-Stop: Joe reported that the Committee has been overseeing the implementation of the consolidation process and meets monthly to discuss consolidation issues. The One-Stop Committee has eight (8) teams: Design, Employer Relations, Operations, OSOS, Customer Flow and Assessment, just to name a few. The teams meet regularly so communication flows appropriately between partners. The Full One-Stop Committee will re-evaluate and re-align the teams, this summer, according to function.

Joe reported that there are on-going Unification Meetings that occur twice per month. The Unification Meetings are essentially cross-training meetings for front line staff and supervisors. These meetings have been crucial during the consolidation process and continue to be necessary.

Besides the day-to-day One-Stop operations and logistic issues, the Committee is looking at Legislative issues as well.

- c) **Literacy:** Mark reported that the Literacy Needs Assessment has been completed and is on schedule. Barbara reported that it should be in the County's Legal Department by the 2nd of March. If all goes according to the schedule the RFP would be awarded in late May and the services would commence July 1st.

Mark announced that the Literacy Committee plans to get back to basics and promote Literacy throughout Burlington County. In the past, events such as the Spelling Bee, Fun Fest and others have not been as successful as anticipated.

- d) **Youth:** Barbara reported that the Youth Council did not meet this month, but will meet on March 15th to discuss plans for the Youth Job Fair, which is slated for May 19th. The Youth Job Fair will be held at the Human Services Facility from 2 to 6 PM and is open to youth between the ages of 16-21.

Barbara announced that the Council devised an Employer Survey to get a better sense of "who hires youth". Approximately fifty- (50) surveys were sent out at the end of January and about twenty- (20) employers have responded to date. The survey which asks about five- (5) questions geared toward hiring youth, asks whether they would be interested in participating in the Youth Job Fair. All but two (2) have responded yes. Barbara hopes to have between twenty to thirty (20-30) employers. Last year there was a record twenty-seven- (27) employers in attendance.

- e) **Operations/Marketing:** Joe reported that the Marketing team was created to ensure that all Burlington County One-Stop Career Center System communication and planning is coordinated appropriately and that both the WIB and the One-Stop are included in the process. Although the Committee has only met three- (3) times, they are preparing and planning for an upcoming Veteran's Information Fair. A tentative date was set for April 8th, but after it was determined that spacing might be an issue they will be searching for a new date. The Veteran's Information Fair has been designed to engage both Service Veterans and Non-Service connected Disabled American Veterans, however all veterans are welcome to attend. The goal of the Information Fair is to provide information on services such as what the One-Stop has to offer, services offered through the Division of Vocational Rehabilitation, information on Post Traumatic Stress Disorder (PTSD), as well as others. There will be six- (6) guest speakers and approximately eleven- (11) private and government organizations on hand to

assist participants. It is the committee's hope to reach out to about 200 veterans. The Salvation Army will provide refreshments.

- f) Economic Development:** Kristi reported that the Committee has been re-energized and busy planning events for the Chamber. Upcoming events include an Economic Outlook Panel, Land Use Smart Growth and in March of 2006 a Review/Preview.

The next Economic Development Committee (March 22nd) will be held at McGuire AFB. The Committee will tour the operations of the base. The Base Commander will speak at a Chamber lunch in May, which will tie in with the visit.

On May 7th The Burlington County Library is kicking off their Managing Growth Program Series. Kelly, Mark, and the Chamber are participating in the planned program.

Kristi announced that the Economic Development Committee members really would like more of a WIB presence at the meetings to discuss events, planning and/or other accomplishments for resource purposes. Kelly stated that she will make every attempt to be at those meetings and if not, she will send a representative.

VI. New Business/Announcements

Dr. Rudder announced that BCIT in collaboration with WAWA Food Markets designed a "WAWA" type store on the Westampton Campus, called Panther Express. Dr. Rudder reported that WAWA donated all of the equipment and is providing the students, in the Culinary Arts Program, with orientation. These students who enter the program will have hands on training in the retail business and have the opportunity to enter into management positions immediately after completion. Dr. Rudder feels that having WAWA as a WIB member is a win-win for everyone.

Barbara reported that she is still working on the WIB Newsletter, but has hit a small snag due to a computer problem. Barbara would like to highlight the Panther Express, the Chamber events and other Committee activities/events in the Newsletter. Barbara will be in touch with the Executive members for brief synopsis of highlighted events.

VII. Next Full WIB Meeting

The next Full WIB meeting will be held on April 24, 2005. Reminders will be mailed. Kelly and Barbara will work on an agenda and sent to the Executive Committee for review and approval.

VIII. Meeting adjourned at 9:00 AM

******Remember NO Executive meeting in March**