

**Burlington County
Workforce Investment Board
Literacy Committee
Minutes
February 3, 2004**

Attendance: William Stewart, BC Freeholders; Jen Doyle, One-Stop Career Center; Judith Ruilova, Workplace Learning Lab; Mark Remsa, Economic Dev. & Regional Planning; Brigette Satchell, BCC; Kelly West, WIB; Kris Dixon, BCC; Sally Love, LVABC; Candy Funk, One-Stop Career Center; Michael Lazarchick, One-Stop Career Center; Vernon Hill, One-Stop Career Center and Sarah Thomson, Burlington County Library.

- **Call to Order:** Mark Remsa called the meeting to order at 8:40 am.
- **GED Testing Sites:** Jack Magee of the Willingboro GED Testing Center attended the public comment session held on January 22nd. He was asked to attend today's meeting but was not available. He indicated that their facility is a certified testing center and has the authorization to administer "off site" testing. Additional GED testing sites are needed. Kelly indicated that there are funds available through the WIB for additional testing sites. Kris Dixon will coordinate with lead agencies of the consortium to find other available sites for testing to include the Burlington County One-Stop Learning Link.
- **Consolidation Plan:** Kelly received a list of comments from the SETC on the Consolidation Plan submitted January 27th. Copies were distributed to the committee member. She indicated that no county's plan was accepted by the SETC. A revised plan is due to the SETC by February 27th. Kelly needs to have the revision to the Freeholders by noon on February 17th. She asked the committee to review the comments paying particular attention to the section on Literacy (page 4 of the report) and email Kelly with any thoughts or suggestions.

There was extensive discussion on the "mapping" process. Kelly described mapping as a diagram of duties for every level of service provided. Mapping is a very lengthy process and is almost impossible to complete in a short time. She indicated that Camden and Middlesex Counties do have some results. The Burlington County WIA staff is presently developing standard operating procedures. The SETC was to have called Monday, February 2nd to set an appointment to discuss the plan. However, they have not decided on a date.

Kelly met with Sally Love regarding the possibility of financially assisting the Literacy Volunteers of America with tutoring and training. She indicated that there are some funds set aside to assist community based outreach organizations with training.

In light of the immediate need to prepare a revised Consolidation Plan, it was suggested that the RFP for Literacy Needs Assessment be placed on hold until the plan is completed.

- **Burlington County College:** Kris Dixon reported that the College is working on the following projects:
 1. “Fun Fest” will be held on Sunday, May 2nd with a rain date on the following Sunday, May 9th.
 2. The Pippi Longstockings project will be held in April.
 3. Miss New Jersey project.
 4. \$900 is available in their budget for scholarships. None have been awarded to date.
 5. Holly Hills Elementary School – teddy bears will be distributed.
 6. Willingboro Board of Recreation is looking for information on the process of the youth opportunity program.

- **Next Meeting:** Tuesday, March 2nd at 8:30 AM in the Office of Economic Development.

- **Adjournment:** The meeting adjourned at 9:30 am.