

One-Stop Committee Minutes
November 19, 2004

- Attendance: Joe Doney, Deb Murphy, Paul Porter, Brandi Lippincott, Pauline Glenn, Vernon Hill, Ed Green, Kenila Xavier, Cathy Ryan, Laure Brock, Deborah Anderson, Judy Ruilova, Constance Moore, Chris Styler-Sloan, Michael Lazarchick, Art Henry,
- The meeting began at 8:35 am with welcome and introductions.
- Minutes from the October 22nd meeting were reviewed. Michael Lazarchick made a correction regarding the meeting with Commissioner McCabe. Burlington County was the highest rated county in the consolidation, not one of the highest. Motion to approve the minutes with the correction, Ed Green second by Pauline Glenn. Minutes passed by voice vote.
- The State Employment & Training Commission's annual One-Stop Conference is scheduled for December 14th and 15th. Information was disseminated to the committee.
- A new marketing team needs to be assembled to act as a creative clearinghouse for publications regarding the One-Stop Career Center. This committee will not act as a final approval committee, but an assurance that the message is unified and that the full committee and partners are aware of what is going on. This team would report back to the full committee. We would like to see creative staff members from each partner agency. Michael, Joe, Ed and Pauline will meet to get the team underway.
- The Unification meetings for November focused on presentations from Vocational Rehabilitation Services and Board of Social Services. Feedback from the presentations indicated an interest in a more in-depth history from the Board of Social Services that provides information beyond Work First New Jersey. Attendance is still a concern, and each manager should be focusing on their staff attendance. Since the holidays are approaching, a suggestion was made to continue the Customer Service theme and a focus on dealing with difficult customers and fellow staff members. The Diversity topic that was scheduled is too important for all staff to participate in so that topic will be undertaken starting in January 2005. The Diversity training will be more interactive and Michael will be assessing the staff with tools that include the Kersey Temp Scale, and the True Colors Personality.

- The AOSOS confidentiality forms must be submitted to Art Henry prior to deadline. Ed Green reported the DVRS is still not anywhere near full involvement in the use of AOSOS. The non-consolidated municipalities will be trained on AOSOS on December 7th. Art Henry is requesting that State representatives visit the local area and train the local area. The train the trainer format is not productive. The One-Stop Career Center will set continuous improvement training utilizing our local area expert Stephanie Kirker. Pauline will inform Michael of when the EDPT training will be rolled out.
- The operations team met on November 15th. A new date needs to be selected for the meetings so that all parties can participate. The committee will be focusing on participation rate and working on the system so that the IRP matches the OMEGA system. The next meeting will be held on Monday, November 29th at 2:30pm. Pauline was asked by the WIB to submit a participation report on the mandatory on a monthly basis. A discussion regarding the Food Stamp report ensued that is mandatory for the Department of Agriculture. A meeting with the appropriate people to iron out the issues.
- The Accessibility Team: There will be a training sponsored by the State for appointed individuals on December 2nd.
- Evaluation Team: No report out;
- Employer Relations: Art Henry introduced Constance Moore who will be spearheading the Community Work Experience Program (CWEP) and On the Job Training initiatives. Art stated that there is a real concern that the employer community does not what the One-Stop is. The committee would like there to be a standard operating manual/business plan that the employer relations team puts together so that there is a "blue print" for outreach. A person from each partner should be viably trained as a backup outreach person. Laure Brock will give Art and Connie her contact data base from her work with employers in putting together job fairs.
- The next Design Team meeting will be Tuesday, December 7, 2004 at 9:00 am at Goodwill Industries Employability Institute.
- The next Full One-Stop Committee is Friday, December 17th at 8:30 am at Goodwill's Employability Institute.
- Meeting adjourned at 10:00 am.