

**One-Stop Committee Minutes**  
**December 17, 2004**

- Attendance: Joe Doney, Paul Porter, Brandi Lippincott, Pauline Glenn, Vernon Hill, Ed Green, Cathy Ryan, Judy Ruilova, Constance Moore, Michael Lazarchick, Barbara Weir, Diane Blue, Steve Mader, Kelly West
- The meeting began at 8:35 am with welcome and introductions.
- Minutes from the October 22<sup>nd</sup> meeting were reviewed. Kelly West made a correction regarding attendance at the last meeting. Kelly West was omitted from the attendance roster. Motion to approve the minutes with the correction, Vernon Hill second by Pauline Glenn. Minutes passed by voice vote.
- Joe Doney opened the meeting by thanking all members of the committee for their collaboration, partnership and hard work during the past year. We are ranked as the number 1 One-Stop Career Center System in the State and are deemed a model/best practice. We could not have been so successful without the true partnerships around the table.
- The State Employment & Training Commission's annual One-Stop Conference was held December 14<sup>th</sup> and 15<sup>th</sup>. Some of the highlights were workshops on the new performance measurement system, the S1452 Supplemental Benefits legislation, Equipped for the Future's new Job Readiness Certification/credential, Participation Rates and the new direction at the Federal level and NJ Next Stop ([njnextstop.org](http://njnextstop.org)). Additionally, there was discussion that the Federal Government is looking at block granting all Workforce Development funding to the States. The State also announced that GED testing will be moving from Department of Education to Department of Labor and Workforce Development as of June 30, 2005. Kelly asked that anyone who attended the conference send copies of any materials they may have gotten at workshops so that she can copy the rest of the One-Stop partners.
- The new marketing team will be meeting directly following the committee meeting today. The committee will 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.

- The first Unification meeting for December was cancelled due to lack of staff. However, the second meeting was well received and focused on role playing of how to deal with difficult customers. Hopefully the cancelled meeting will be rescheduled by the end of the year. January's topics will focus on Diversity.
- The operations team- Deb Murphy not present to report out. Minutes have yet to be disseminated. Kelly has asked that any minutes taken at Team meetings or other committee meetings be distributed within 24 hours of the meeting with a copy going to the WIB office. Pauline Glenn and Michael Lazarchick asked that a focus for future meetings be place on allowable/countable activities and the Participation rate.
- The Accessibility Team: Steve Mader reported that the team has completed the survey/checklist of the Burlington County One-Stop Career Center. The State has Okayed the submission and the equipment has been ordered under the \$4,500.00 grant. Steve has been in discussions with the Resources of Independent Living to translate One-Stop materials into Braille. There has not been a date set for the next meeting.
- AOSOS Team: A January date has been set for the dual training (both Board of Social Services and One-Stop Staff) in the on-line IRP and EDPT. It will be in train the trainer format. Pauline will let everyone know of the date.
- Evaluation Team: No report out;
- Employer Relations: Art Henry was not present. The December meeting was cancelled. The next meeting is scheduled for January 12<sup>th</sup>.
- The next Design Team meeting will be Tuesday, January 4<sup>th</sup>, 2004 at 9:00 am at Goodwill Industries Employability Institute.
- The next Unification meetings will January 19<sup>th</sup> at 10:30 am and January 20<sup>th</sup> at 2:30pm at Goodwill's Employability Institute.
- The next Full One-Stop Committee is Friday, January 21<sup>st</sup> at 8:30 am at Goodwill's Employability Institute.
- Meeting adjourned at 9:30 am.