

# **One-Stop Committee Meeting**

Minutes for March 19, 2004

The One-Stop Committee meeting was called to order by Joseph Doney at 8:35 a.m. at the Goodwill Employability Institute, located at 798 Woodlane Road, Westampton, NJ.

The Minutes for the February 2004 Committee meeting were reviewed. Michael Lazarchick motioned to have the minutes approved; Vernon Hill seconded the motion. The Minutes for the February 2004 One-Stop Committee were approved unanimously.

All WIB Committee meeting minutes, agenda, and schedule may be viewed on the BCWIB website – [www.burlcowib.co](http://www.burlcowib.co).

## **NJ DOL/WFD Consolidation**

- ❑ A local Planning update with timelines and processes was discussed. The corrected draft plan in its entirety was submitted to the SETC on March 15, 2004. Once again, as all plans from throughout the State are submitted for review, they can be viewed on the Heldrich Center web site.
- ❑ The plan is posted on the WIB's Web site.
- ❑ We were instructed by the SETC to move ahead with full implementation and not to wait for their approval. The design committee and this committee should be in full implementation mode now. We will begin with Core Services customer flow, and rebuild the One-Stop around the services (core, intensive, and training) with regard to the career preparedness tracking levels.

## **Unification Sessions**

- ❑ Kevin Fitzpatrick conducted sessions on the Employer Relations "As Is" services offered through the One-Stop. Kevin is concerned that the staff in attendance is still unaware of the reason why they are attending the unification meetings.
- ❑ The main purpose of the Unification Meetings will be implementing training and cross training initiatives. Additionally, staff input is critical to a successful operation. It is important to begin all future unification meetings with a "why you are here" and to let them know we are very interested in their thoughts and ideas.
- ❑ There will be regional training in Employer Relations. Art Henry of the Burlington County One-Stop Career Center has been recognized by the State for what he has done in Burlington County. Way to go Art!
- ❑ Career Development Facilitator training materials for staff training has been ordered.
- ❑ Staff, Job Seeker, and Employer Resource Guides should be accessible (as appropriate) to all customers. Additionally, the customer-targeted guides are on-line.
- ❑ The next Unification Meetings are scheduled for Wednesday, April 21<sup>st</sup> at 10:00 am and Thursday, April 22<sup>nd</sup> at 2:30 pm. The design team will be responsible for setting the focus and agenda for these meetings.

## **Team Updates**

- ❑ All team leaders need to be in attendance at the One-Stop Committee meetings! Meeting schedules need to be sent to the WIB office for inclusion on the monthly calendar of events.
- ❑ Disability Program Navigators: We need to start this team now. Do not wait until the State gets the Disability Program Navigator program up and running. The State EEO team visited and will be forwarding their report. We can use this as a basis to get started. This team will also help facilitate accessibility at partner sites (Women's Opportunity Center, Goodwill, Libraries, etc.).
- ❑ Evaluation Team: No report.
- ❑ Employer Relations Team: This was the topic of the unification meetings. They are now gearing up for the First Annual Tri-County Veteran's Job Fair that will be held on April 30, 2004 at the Human Services Facility. A suggestion was made that the new WIB member, Michael Astringer, join the employer relations team.
- ❑ Counselor Team: A report was given at the Design Team meeting of March 11, 2004. The committee is focusing on the method of referral.
- ❑ Supervisors Team: We need to include Burlington County College. The first meeting focused on the organization of the team and the purpose/goals. The next meeting will be April 21, 2004 at 2:00pm.
- ❑ OSOS Update: A team regarding the implementation, access, training, understanding of, etc. of AOSOS needs to be developed. Additionally, the CFI training will need to incorporate this subject. Currently the Board of Social Services has Read Only, we need to upgrade their access. We also need to set up a training team to consist of at least, Stephanie Kirker, George Magargal, and a representative from the Board of Social Services.

## **Workplace Learning Link**

- ❑ Afternoon sessions in the Link will begin on April 5<sup>th</sup> 2004.
- ❑ Clarification regarding Allowable activity for TANF/GA/FS customers is still ongoing with the Link, Board of Social Services and Goodwill Industries of Southern NJ.

## **New Business**

- ❑ The next Design Team Committee meeting will be April 6, 2004 at 10:00 am, at the Goodwill Employability Institute.
- ❑ The next One-Stop Committee meeting will be April 16, 2004 at 8:30 am. At Goodwill's Employability Institute.
- ❑ The Next Meet & Greets are scheduled for April 21<sup>st</sup> at 10:00 am and April 22<sup>nd</sup> at 2:30 pm. Both will be held at the Goodwill Employability Institute.

## **Adjournment**

The meeting was adjourned at 9:45 am.