

# **One-Stop Committee Meeting**

Minutes for April 16, 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 March 2004 Committee meeting were reviewed. Daniel Boas motioned to have the minutes approved; Vernon Hill seconded the motion. The Minutes for the March 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**

- ❑ 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.
- ❑ Kelly is working on a process/policy manual for the Burlington County One-Stop Career Center utilizing the "should be" functional integration chart and the implementation plan outline of services that the Design Team created.

## **Unification Sessions**

- ❑ The April Unification Meetings are canceled. The next unification meetings will be Wednesday, May 19<sup>th</sup> at 10:00 AM and May 20<sup>th</sup> at 2:30 PM. The topics will include Operations of a Consolidate One-Stop Career Center.
- ❑ 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.
- ❑ 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.

## **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: Steve Mader will be the Team Leader. He is on vacation this week, but Kelly will discuss with him the need to start this team now. The State EEO team visited and forwarded their report. Michael

Lazarchick reviewed the findings with the committee and also reviewed the corrective action plan that was developed to address the findings. 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: Ferne Allen - She reported that the Cops Caps assessment tool is too time consuming and not computer generated. Career Scope is their recommendation for an aptitude tool. The team met with a representative from Resources for Independent Living for software ideas to assist in serving people with disabilities. Ferne submitted a few suggestions of software to Kelly West. The team is currently demonstrating the Employment Readiness Scale program that Michael Lazarchick suggested. They will report on their conclusions at the next Design Team committee meeting. Ferne also suggested that the new Business Resource Center incorporate pre-employment testing. She has some ideas and the evaluation team will make their recommendations at a later date.
- Employer Relations Team: Art Henry – the team has seen an increase in employer interest of the One-Stop Career Center services available to them. The new Business Resource Center will be paramount to our success in interacting with the employer community. The job fairs that we will be holding in April, May and June have brought a lot of employer business into our facility. The Veteran's Job Fair will be held on April 30<sup>th</sup> from 9:00 AM to 3:00 PM at the Human Services Facility. All of the information regarding the Employers and logistics can be found on the Web Site. Art expressed an interest in holding future specialized job fairs. For example, holding a job fair for women during Women's History month.
- Counselor Team: Jack Bland - The committee is focusing on the method of referral. The team developed an Interagency Referral Form that was disseminated to the Committee members. Additionally, Jack handed out the electronic referral form from AOSOS. The management team of the Design Team committee is to review the form and give Jack their suggestions at the April 27<sup>th</sup> Design Team meeting. Jack also said that he would be reaching out to Pauline Glenn to ensure that the Counselors/Case Management staff of the "to work" unit of the Board of Social Services is included on this team.
- Supervisors Team: Kevin Fitzpatrick – The team is meeting next week, there is no report at present.
- OSOS Update: Dan Boas disseminated a draft plan that was requested by New Jersey Department of Labor and Workforce Development regarding the training plan of all "to work" staff on AOSOS. All integral partners in the consolidation effort should have access to AOSOS by now. If you do not, please contact Art Henry at the One-Stop 518-3900. The team will begin developing a schedule for in-house training.

## **Workplace Learning Link**

- Judy Ruilova is on vacation.
- Afternoon sessions in the Link began on April 5<sup>th</sup> 2004.
- The Division of Vocational Rehabilitation Counselors must be notified of when their customers are going to be referred to employment or other activity prior to the actual referral being made. Ethically, the Learning Link counselor should make the customers referring counselor aware of all activities with regards to their common customer.

## **New Business**

- The Significant Activities Report that Michael Lazarchick develops each month for submission to the New Jersey Department Labor and Workforce Development is open to all local One-Stop partners. This is a tool that highlights all of the positive work we all do. Michael will send the format out to all partners. The report is due to Trenton by the 20<sup>th</sup> of each month. Get your information to Michael via e-mail by the close of business on the 18<sup>th</sup> of each month for inclusion.
- Art Henry suggested that a Burlington County One-Stop newsletter be developed. A suggestion was made that we could use the significant activities report as an initial newsletter.
- The Burlington County One-Stop has been awarded the Veteran's of Foreign Wars (VFW) of the year honors. The award will be presented in June at their annual conference in Wildwood. Congratulations to the LVER and DVOP units and all staff that work with our veteran's!
- The next Design Team Committee meeting will be April 27, 2004 at 9:00 am, at the Goodwill Employability Institute.
- The next One-Stop Committee meeting will be May 21, 2004 at 8:30 am. At Goodwill's Employability Institute.

## **Adjournment**

The meeting was adjourned at 9:55 am.