

One-Stop Committee Minutes
August 20, 2004

- Attendance: Joe Doney, Deb Murphy, Paul Porter, Chris Styer-Sloane, Michael Lazarchick, Brandi Lippincott, Pauline Glenn, Vernon Hill, Ed Green, Kenila Xavier, Cathy Ryan, Steve Mader, Kevin Fitzpatrick, Lorna Garrow, Patricia Davis, Paul Porter, Laure Brock,
- The meeting began at 8:35 am.
- The contact sheet that the Design Team has been working on is still not finalized. Please update and finalized contact information for implementation.
- The first session for the Unification Meeting was not so good, according to facilitator Michael Lazarchick. This was due to last minute notification of a facilitator change. Michael did not get a chance to review the Policy and Procedure Manual. The second day of the Unification Meeting covered the first pages of the Manual and clarified the content through discussions with the staff present. Ed Green discussed his concerns regarding his staff's comments pertaining to the training. Ed stated that his staff was highly dissatisfied with the Unification sessions particularly the style of the presentation. Michael would like to meet with Ed and his staff to discuss their concerns and get their feedback. There was a lengthy discussion regarding the presentations to be made at the Unification Meetings.
- There are numerous issues of concern regarding the customer flow under the "to work" consolidation. Among the issues of concern are referrals for assessment and subsequent Learning Link participation, case management, etc. Many customers do not want to participate in the Learning Link although they are deficient in Basic and Employability Skills. Michael feels that it may be in the marketing of the Learning Link to customers. We need to be sure that we do not market the Learning Link as a Literacy Program. As for the customer flow under the consolidation, we will need to set up a separate meeting with the appropriate people to discuss what is and is not working from the point of referral to case management.
- Kelly's request regarding input for a corrective action plan for Customer Satisfaction was essentially ignored by those to whom it was directed. Ed Green of the Division of Vocational Rehabilitation was the only person to respond to the July 30, 2004 deadline. The new date for response is September 1, 2004.

- There is a problem with the State mandated Food Stamp Reporting requirements. Peter Jaskot of Workforce New Jersey has attempted on numerous occasions to get clarification from Trenton. Pete will now put in writing his concerns to the pertinent people in Trenton.
- The Accessibility Team: Steve Mader reported Stephanie and he attended training associated with Project Access. This was the second part of a training curriculum which covered facilities checklists. Steve stated that all partners are involved in the services checklist mandates and that he will be reaching out to all partners once again regarding the facilities checklist. In late September or early October, Fred Chang from Trenton will be visiting the Burlington County One-Stop Career Center. Steve also ordered large print and Braille versions of brochures that are sent from Trenton.
- The Evaluation Team: No report available.
- The Employer Relations Team: Michael reported that a meeting will be scheduled. Diane Blue is now assigned to the Burlington County Business Resource Center through the NJDOL Division of Business Services. Additionally, Edgar Tuma will be assigned to our local area to act as a On-the-Job Training (OJT) and Community Work Experience Program (CWEP) contact person. This position is responsible for the marketing, contracting and monitoring of the OJT and CWEP program for the local One-Stop Career Center. Kevin stated that there will be a Job Development Forum to brainstorm different ways to get our customers attached to jobs. This meeting will be Wednesday, August 25, 2004 at 2:30pm in the second floor lecture room of the Human Services Facility for anyone interested in attending.
- Joe Doney once again requested a list of teams and their members. Please forward a copy to both Joe Doney and Kelly West.
- The next Design Team meeting will be Thursday, August 26th at 9:00 am in the WIB's third floor conference room in the Human Services Facility.
- The next Full One-Stop Committee is September 17th at 8:30 am at Goodwill's Employability Institute.
- Meeting adjourned at 9:50 am.