

WELFARE TO WORK COMMITTEE MINUTES  
January 13, 2005

**Attendees:** Bill Stewart, Steve Adler, Kelly West, Pat Daye, Valerie Hawkins, Kate Heil, Dolores Szymanski, Candy Fund, Erika Solomon, Gregory Byrd, Kenila Xavier, Deb Murphy

**Family Self-Sufficiency Program:** Pat Daye reported there are 38 participants in the program with escrow accounts totaling \$89,000. One participant transferred to Florida and three are nearing the completion of the program's five-year timeframe. Two are waiting to start the program. The participants meet quarterly to network. Pat is working on doing outreach to potential participants.

**A Unified Workforce Investment System:** Kelly West announced Burlington County was ahead of schedule and far ahead of the rest of the State in moving to a unified system. As kinks are identified in the "to work" customer flow the partners work together to get them resolved.

Kelly distributed three handouts from the One-Stop Conference. First, Vision for Consolidation which explains a systems approach to service delivery. Second, Work First NJ: Transitioning clients to the world of work which is a DHS presentation defining WFNJ services and providing program statistics. Third, Supplemental Workforce Development Benefits Program (S1452) which is a new program designed to allow a public assistance customer to stop their 5-year clock while attending a two or four year degree program. Eligibility, enrollment, One-Stop responsibilities and the County Welfare Agencies responsibilities are highlighted in the presentation.

**2005 Job Fair:** Steve Adler thought it wasn't too early to get the major elements for the job fair established.

**Location:** Burlington County Institute of Technology will be available to accommodate the 2005 job fair. The renovations have increased the space available. Steve will visit the site to get a better feel for the logistics.

**Date:** Friday, June 24<sup>th</sup> is available. Traditionally, the job fair has been held the last Friday in June. This date allow for BCIT graduation to have taken place.

Other major areas of responsibility:

Budget: Steve inquired about any budgetary concerns, Kelly said there were none.

Employer Recruitment: The letters should be ready for mailing in March. Kate Heil expressed concern with her current duties she will not be unable to handle the employer recruitment. Other DOL employees who may be available have no experience with the job fair. Their assistance may be needed but someone with more experience will need to take the lead. Kelly will work out the details.

Marketing: Steve asked if Barbara Weir would be available to handle the print and broadcast media. Kelly said yes. The posters, signs and leaflets will be provided by Burlington County College.

Signage: Bill Stewart will work with the Engineering Office regarding the road signs.

Tables and Chairs: BCIT will know by the next meeting what furniture was purchased with the renovations. BCC will be the backup for table and chairs if needed.

Job Fair topics to be discussed at the next meeting:

- Design and layout
- Table numbers and tablecloths
- Board of Social Services set-up
- Catering - Food Service at BCIT
- Registration

**Caseload and Participation:** In the DHS Current Program Statistics Report for September 2004, Deb Murphy believed the current caseload totaled 1100, of which approximately 650 are mandated to participate in WFNJ activities. Burlington County's participation rate was around 22%. The Board of Social Services is going to provide a list of customers not coded in Omega as participating in an activity or attending enough of hours. A review of these customers will be made and the appropriate action taken.

**The next meeting is scheduled for Thursday, March 10<sup>th</sup>.**

The meeting was adjourned at 9:05 a.m.