

**WORKFORCE INVESTMENT BOARD
WELFARE TO WORK COMMITTEE
MEETING MINUTES FROM MARCH 11, 2004**

ATTENDEES: Steve Adler Deb Murphy Kelly West
 Greg Moon Barbara Weir Bill Stewart
 Valerie Hawkins Candy Funk Pat Daye
 Kate Heil Carmen Paradise TaJuan Bush
 Erika Solomon Gregory Byrd Kenila Xavier
 Marlene Hornback Vernon Hill Joe Doney

1. OPENING REMARKS: Steve Adler, Chairman, called the meeting to order at 8:40 a.m. He welcomed everyone and thanked them for attending. Motion to have the February 5th minutes approved was made, the motion was seconded and the minutes were approved unanimously.

2. FAMILY SELF-SUFFICIENCY PROGRAM: Pat Daye is working on the development of a mentoring program for participants in this program. There were no other issues to discuss.

3. A UNIFIED WORKFORCE INVESTMENT SYSTEM: The Burlington County WIB Consolidated Plan is due Monday, March 15th. The plan will be available on the WIB's website after then.

4. THE 7TH ANNUAL JOB FAIR: Kelly West gave an update regarding location based on information from the WIB's Executive Committee. The Burlington County Special Services School is available on June 25th. If we wish to reschedule the Job Fair, Burlington County Institute of Technology would be available in September. Steve Adler would like a delegation to visit the Special Services School to look at the site. Pros and cons were discussed regarding the time of year. A site visit was arranged for directly after the meeting. Further discuss will be put off until after the visit to the Special Services School.

Employer recruitment needs to be started. The One Stop Career Center Business Resource Center employees should attend the April meeting.

Advertising and logistics will be discussed at the April meeting. Signage will need to be changed if the site changes. Will the Special Services School have food service, tables & chairs, etc.? These questions will be asked at the site visit.

5. OPEN DISCUSSION: Steve asked if there were any other topics to be discussed. The next meeting was scheduled for Tuesday, April 8th at 8:30 a.m. There being no other business, the meeting was adjourned at 9:00 a.m.