



## Workforce Development System Oversight Committee Meeting MINUTES

Burlington County American Job Center  
795 Woodlane Road, 3rd Floor (WDB Office)  
Westampton, NJ 08060-6000

**Date:** Tuesday, May 24, 2022 (*via Zoom*)

**Time:** 9:30 AM to 10:30 AM

**Attendees (17)**

Jesus Arestirado - BC AJC Operator	Zanna Taylor- BCBSS/ WFNJ
Yvonne Payton - NJDOL ES Manager	Kinder Kaur - AWNJ/ Director
Jessica Volante - AWNJ/ Program Manager	Rosy Wagner - BCLS / Manager
Abiodun Odufejo - DHS/ DFD Operations	Christopher Bound - Learning Link
Curtis Myers - ASPIRE Youth Development President	Stacey Smith - DVRS/ Manager
Kelly West - WDB Executive Director	Lindsey Aquino - DVRS/ Supervisor
Jill Levitt - NJDOL/ Transitional Workforce Services	Craig Jez - Business Services
Barbara Weir - WDB/ Employment & Training	Anthony Phillips - Adult Basic Ed
Aaron Samuels - NJDOL/ Transitional Workforce Services	

### Call to Order and Introductions

Jesus Arestirado called the BC Workforce Development System Oversight Committee Meeting to order at 9:30 AM, thanked attendees for their participation and asked attendees to introduce themselves.

### BC AJC Stats Comparison: PY 2020 - PY 2021 and BC AJC YTD Stats for PY 2022

Jesus Arestirado shared the following information:

Jesus briefed PowerPoint slides that provided a BC AJC Stats Comparison between PY 2020 and PY 2021 and highlighted that during PY 2020 the BC AJC provided services to **5,357** (an average of **446** customers per month) and during PY 2021 the BC AJC provided services to **5,436** (an average of **453** customers per month). Jesus also covered the BC AJC YTD Stats for PY 2022 and stated that for the period of July 1<sup>st</sup>, 2022 through August 31<sup>st</sup>, 2022 the BC AJC had provided services to **1,818** customers (an average of **909** customers per month). In addition, Jesus stated that thus far, **128** customers have requested training services during PY 2022 (an average of **64** customers per month), which led to **3** customers obtaining an industry recognized credentials. Finally, Jesus stated that **157** BC residents have registered for Metrix Learning during PY 2022 (an average of **79** BC residents per month) and they have completed **197** online courses.

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**WDB Digital Tools**

Barbara Weir shared the following information:

**Engage/Guide by Cell**

- 26 pages have been created for Job Seekers under the Career Opportunities category and 20 under the Job Seeker Toolkit of our Guide by Cell tool.
- Connect with Engage by Cell for important notifications: or the program can provide me with a name and number so I can add them (this will give me the ability to send a direct message to specific group, per the program)
  - Text **WDB AJC to 56512**            7 subscribers
  - Text **WDB ABE to 56512**            166 subscribers
  - Text **WDB Youth to 56512**        38 subscribers
  - Text **WDB WFNJ to 56512**        79 subscribers
- We have 545 subscribers receiving text blasts; up from 380. Since May, 30 new text blast announcements have been issued.
- We had 2,817 visitors and 6,871 page views.

**County Jobs Portal:** Over 430 jobs have been posted on the County Jobs Portal ranging from entry-level to certificate level employment. There are 150+ open County Jobs.

**Constant Contact:** 1,965 subscribed. Job Center Campaigns have been sent monthly to UI claimants since June. 60% open rate

**airSlate:** Is a paperless system with the ability to capture electronic, legal, and binding, signatures. The WDB has successfully processed Agreements with 12 Eligible Training Providers. There are additional vendors currently in the approval process. Our Job Center staff utilizes airSlate to issue Individual Training Accounts and Support Needs Worksheets for customers seeking training programs. There is additional usage between WDB and Vendors to ensure participation of customers for fiscal purposes.

**LinkedIn:** 177 followers

The WDB has appeared in 60 plus searches in the past 30 days, gained 8 new followers, and our posts have 1.2K post impressions (means someone looked at the post for more than 30 seconds.

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**BC AJC Service Delivery Updates**

Adult Basic Education (Anthony Phillips)

Anthony shared the following information:

The RCBC ABE department is completely moved and settled in on the Mt. Laurel Campus. Our office space, HSE Prep Classrooms and Testing Center are operating efficiently.

The Burlington County Consortium has been approved for the FY23 WIOA Title II Continuation Grant which also allowed us to apply for and receive State Funds for FY22 and FY23. The FY22 State Funds will be used for Digital Technology upgrades for three of our agencies that will enhance our ability to deliver literacy education through distance learning. The FY23 State Funds will be targeted towards a Strategic Marketing Plan that includes social media, printed materials and video production that will increase awareness about our partner agencies and programs. We are also looking to launch a pilot Hybrid (Virtual & In-Person) ABE program with the Burlington County Corrections Department later this year.

The Testing Center is functioning well, but there have been changes already. PSI Services announced in November that it acquired HiSet from ETS. There will be some changes in reference to how the independent agencies can purchase vouchers for their students. More communications on this matter will be coming.

The Burlington County Consortium hosted the Burlington County High School Equivalency Graduation Ceremony on August 11<sup>th</sup>, 2022. We saluted approximately 50 Students and over 200 family and friends attended to cheer them on.

Employment Services (Yvonne Payton)

Yvonne shared the following information:

Peter Jaskot (ES Supervisor) retired effective September 1<sup>st</sup>, 2022 and Sonya Lyons has been tasked to take over Peter's duties and is also in charge of BC ES operations when Yvonne is not available. Yvonne and selected members of her ES staff started to Telework (3 days in office/ 2 days from home). Yvonne is developing a plan to conduct a "Virtual" GA-28 Day Program Orientation and is working on coordinating a meeting with all affected stakeholders to finalize the details (TBD). Yvonne also stated that they have a 100% participation rate for RESEA and that RESEA customers are serviced "virtually" via various platforms (i.e., Teams, Zoom, Phone).

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Training Services (Martin Nock)

Jesus stated that based on conversations with Martin we needed to determine the guidelines for referring GA-28 Day Program, SNAP, GA, and TANF customers to the BC Training Services department for the purpose of pursuing a WIOA training grant to obtain a certification or license. Jesus stated that as he understood it, prior to Covid-19, any GA-28 Day Program, SNAP, GA, and TANF customer who wanted to pursue a WIOA training grant had to be referred to the BC Training Services department by their BCBSS/WFJN caseworker. Yvonne suggested this issue could also be discussed during the GA-28 Day Program meeting she is coordinating (TBD).

DVRS (Stacey Smith)

Stacey shared the following information:

DVRS fiscal year ends on 9/30/22. Our new fiscal year runs from 10/1/22 to 9/30/23. This is crunch time for the office to submit their numbers for end of year goals. On positive note, our office achieved our Reabs. We placed 97 individuals in gainful employment and who have been working for 90 days or more. We haven't hit our reabs in several years so this is great news. We completed over 120 plus individual interviews for 511s with OTC of Burlington. We have to complete these interviews every year as per WIOA. We are seeing if individuals who are working in Extended Employment want to work in the community. Great job with counselors and OTC's staff for coordinating these individuals. It is a lot of work for everyone involved. We continue to be down two counselors in the office. Central office and Jevs hireAbility are having a NDEAM on 10/25/22 at Camden County College. It is from 9:00am to 2:30pm. They will have a job fair and Employer Recognition and luncheon. We had students complete summer internships with APL associates. We had seven (7) students graduate from Lenape HS who were involved with Project Search-TD Bank. The students have the opportunity to participate in three (3) internships within the host business. They acquire skills which hopefully help them obtain employment upon graduation from high school. We have six (6) students starting this year for TD Bank/PS and two (2) students starting with Jefferson Health/Yale School for Project Search.

Youth Services (Curtis Myers)

Curtis shared the following information:

- WIOA youth 52 engaged
- CVS tour in August went well
- Wawa employment activities coming up
- RCBC orientation this Wednesday
- Habitat for Humanity project in October
- Curtis asked for referrals of any 16-24 age OSY that could benefit from ASPIRE services

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AWNJ (Kinder Kaur and Jessica Volante)

Kinder and Jessica shared the following information:

**Work First New Jersey- Programs and Services November 2021- June 2022**

Referrals: 162  
Enrollment: 122  
Hires: 39

**July 2022 to Now**

Referrals: 101  
Enrollment: 50  
Active clients on the roster: 52  
Hires: 14

Since the start of the pandemic in March 2020, AWNJ has continued operations virtual, via hybrid means, as well as in-person with proper safety precautions. As participation has been optional, AWNJ has gone above and beyond to ensure it is delivering value to participants, offering engaging and useful activities and service products that are worth the time and effort for participants. The majority of the clients attended virtual, and we had decent participation rate. After July 25<sup>th</sup> we were informed that clients must come in person and virtual services would be provide to only those who are approved by the case managers for valid reasons. We had 2 virtual referrals. In person attendance for services has been decreased.

**In addition:**

- Kinder sending referral to enrolment report to Jill, Yvonne, Stephanie, and Kelly
- Jessica sending client weekly summary to case managers, Zanna, Lisa, Barbara, and Stephanie
- Don is sending weekly client DNR, Hire report, proof of employment and client detail progress report to the case managers
- ETIME is being entered. Sending GA time sheets directly to case managers. 3 GA clients on the roster
- Providing services in person as per the instructions. Only providing virtual services to those who are approved by the case managers. We are open to provide virtual workshops and other services if approved by WFNJ

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- We are visiting regularly our CWEP partners. We visited Sisterhood, Beloved project, and I am unique, Beacon of hope
- We are holding meetings with new employers in the area. Noble house furniture. They have a warehouse in Edgewater Park. Willingboro bank of America looking for jobs. They literally had to close due to staff shortages
- Our partnership with Wardrobe in PA Partnership has been very successful for our clients. An essential piece of this partnership is the ease of access and virtual appointments that are available for our clients. Jessica assists clients with making their wardrobe appointment. When clients have their appointment, they discuss their clothing needs and sizes. Wardrobe boxes are sent to the clients address or America Works and distributed to the client
- AWNJ is proud to be part of BCLS Local Partner Membership Pilot Program. This program allows AWNJ clients to be referred to BCLS and enjoy member only services such as devise lending, access to free tools, books, and resources to learn additional job and career skills. Clients that demonstrate commitment to AWNJ are referred to the BCLS Membership program

BCBSS/ WFNJ (Zanna Taylor)

Zanna shared the following information:

WFNJ continues to send referrals to America Works. As Kinder states since resumption of in-person services, very few clients are attending. More clients attended virtually. Due to the halt on TANF sanctions there are no consequences to those receiving this benefit if they don't attend or have poor attendance. WFNJ Case Managers continue to outreach clients to identify possible barriers which are preventing clients from attending. CSA (Comprehensive Social Assessments) will continue to be completed to identify such barriers. Supportive services are offered if barriers are identified. WFNJ will increase GA referrals to America Works.

Jill Levitt (NJDOL/Transitional Workforce Services)

Jill shared the following information:

Jill introduced Aaron Samuels as her replacement (Aaron was also present at the meeting). Jill stated that the State has resumed GA sanctions but not for TANF at this time.

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**Open Discussions (BC AJC Partners)**

BCLS (Rosy Wagner)

Rosy shared the following information (*if the below website links don't open properly, please copy and paste them directly in your Google Chrome web browser to ensure they open*):

**For library cardholders**

- You can find all of our great online resources at:  
<https://www.bcls.lib.nj.us/research-learn>

**But** of specific interest to the committee are:

**Peterson's Test and Career Prep**

<https://www.gale.com/about>

**Ferguson's Career Guidance Center**

<https://online.infobaselearning.com/Login.aspx?app=WE34&returnUrl=%2F#>

- We also have new language learning program and a citizen test prep program:

**Pronunciator**

<https://www.bcls.lib.nj.us/research-learn/pronunciator>

**ProCitizen**

<https://www.bcls.lib.nj.us/research-learn/procitizen>

**For everyone**

- Most library branches offer **Computer Basics Classes**:  
[https://www.bcls.lib.nj.us/events?title=&event\\_type\\_id=4&field\\_audience\\_target\\_id=All&event\\_location=All&date\\_value=&date\\_value\\_1=](https://www.bcls.lib.nj.us/events?title=&event_type_id=4&field_audience_target_id=All&event_location=All&date_value=&date_value_1=)
- Our **Learning Lab** is offering digital literacy out in the community- please let me know if you'd like to host a class!  
<https://www.bcls.lib.nj.us/locations/learning-lab>
- **Coming soon:** open membership for the Library Partner card, as well as one-on-one appointments with library staff for digital skills and tech help.

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Note: Rosy also mentioned additional tools available to individuals, such as, the utilization of chrome books. This allocates the ability to check chrome books out with a library card for three weeks at a time with the option for a two-week renewal.

BC AJC Operator (Jesus Arestirado)

Jesus announced that this would be the ***last*** BC Workforce Development Board System Oversight Committee Meeting and it would be replaced with the BC One Stop Committee Meeting starting in December 2022. Jesus also stated that the format for the new BC One Stop Committee Meeting would stay the same, but that some changes to the attendance roster for this meeting will be made (TBD).

**Pending Actions**

- Jesus Arestirado will send an email with the Minutes and other supporting documents for September 13<sup>th</sup>, 2022 BC Workforce Development System Oversight Committee Meeting to all attendees no later than, Friday, September 16<sup>th</sup>, 2022.
- Jesus Arestirado will coordinate to send an email invite for the December 6<sup>th</sup>, 2022 BC One Stop Committee Meeting (***will be conducted via Zoom***) to all participants listed in the updated attendance roster (TBD).
- Jesus Arestirado will send an email reminder with the agenda, PowerPoint, and any supporting documents to the participants listed in the updated attendance roster, no later than one (1) week prior to the BC One Stop Committee Meeting scheduled for December 6<sup>th</sup>, 2022@ 9:30 AM (***will be conducted via Zoom***).

**Meeting Adjourned**

Jesus thanked the meeting attendees and adjourned the meeting at 10:22 AM.