

**Burlington County
Disability Issues Committee
Meeting Minutes
Meeting Date: August 20, 2013**

Darlene Scocca called the meeting to order at 3:00 p.m.

Those in attendance: Deborah Schirmann (newsletter coordinator), Ferne Allen (DVR), Darlene Scocca (WIB/OSCC), Arlene Campbell (Delaware House), Andrea Kahn-Richie, (Career Success Solutions), Vicki Sullivan (Career Success Solutions)

Debbie Schirmann reported that the Burlington Beacon Newsletter was forwarded to Steve Mader. Joe Zesski has a column, including picture; the success story provided by DVR along with information regarding the September job fair and October workshops. The newsletter is 3 pages.

Fern confirmed that the Eastern Regional Supervisor of WaWa will be attending as a speaker and award recipient.

Vicki confirmed that IKEA has confirmed participation, but they have not gotten approval yet for a newsletter article.

Fern volunteered to develop a formal letter explaining what the award represents and what the committee would like the company representatives to speak about.

As Donna from BCC was not present, we were unable to determine if BCC could take photos and/or video of the event.

Darlene asked each representative to take the "Your Invited" flyer/post card and e-mail their personal business contacts with a short note asking them personally to participate.

Each agency present was asked to prepare not more than 5 power point slides to coincide with their presentation and to keep their speaking overview of services to less than 5 minutes.

The committee was informed that from the Save the Date mailing we have 3 individuals signed up. The "you're invited" post card is ready to go to print.

All organizations were asked to bring 80 pieces of their most important resource material and meet on 9/20 at 2 p.m. to prepare hand-outs in the Jobs4Jersey folders. Anyone not able to assist in the assembling of hand-outs should have their materials to Steve Mader prior to 9/20. The committee also discussed the value of including copies of their power

point slides in the packets for attendees to write notes/comments. That will be left up to each agency. However, the insert material must be ready by 9/20 for inclusion in the folder.

Agencies were asked to staff a resource table at the event. They should let Steve Mader know by 10/11 so that sufficient tables and chairs can be ordered from Buildings and Grounds.

Members asked that Steve confirm use of audio and visual aids.

During the discussion of awards, Vicki showed a sample of a certificate and said she would pass around some language for all to review and comment upon. Darlene suggested that a Proclamation from the Freeholder's may be in order. Darlene will discuss this further with Steve.

Members were pleased that Kelly West was able to procure a continental breakfast for the businesses community. Many felt a head count would not be feasible until early October.

Vicki recommended that Communication Access be invited as a sign interpreter. This was deferred to Steve Mader for discussion.

The next formal meeting will be held on Tuesday, October 15, 2013 at 3 P.M. in Café 2 of the Human Services Building, 795 Woodlane Road, Westampton, NJ

With their being no further business, the meeting was adjourned at 3:35 p.m.