



**WORKFORCE DEVELOPMENT BOARD**

*Supporting the Development and Retention of a World Class Workforce*

*Jeffrey S. Swartz, Executive Director*

*Carl A. Donato Jr., Chair*

**SYSTEMS PERFORMANCE COMMITTEE MEETING**

**Friday, November 21, 2025 on ZOOM**

**ATTENDANCE**

Name	Organization	Trustee	21-Feb	23-May	15-Aug	16-Aug	21-Nov
Abusi, Pat, CHAIR	Railroad Construction of SJ	X	X	X	X	X	X
Cirii, Frank	CCOSCC	X	X	X	X	X	X
Cream, Aaron	CCOS, Fiscal Team						
Doran, Ryan	IBEW Local 351	X					
Eisenmann, Kevin	CCOSCC				X	X	X
Johnson, Tom, Vice	Independent	X	X	X			
Macrina, Peter	CCOSCC			X			
Maguire, Laurie	CCOSCC		X	X	X	X	X
Martin, Lynn	CCOSCC		X	X	X	X	X
Peterson, Jyi	CCOSCC				X	X	X
Raymond, James	TD Bank						
Romolini, Eric	CCOSCC			X	X	X	X
Sinclair, Nidia	CCOSCC		X				X
Weil, Robert	Conner Strong & Buckelew C	X					
Michelle Rohan	WDB		X	X			
Richelle Hardison	WDB		X	X	X	X	X
Swartz, Jeffrey S.,	WDB		X	X	X	X	X
Vaughn, Debra	WDB		X		X	X	X
Williams, Leslie J	WDB			X	X	X	X

**WELCOME**

Pat Abusi opened the meeting began at 9:00 AM and asked for a motion to approved the minutes for the meeting held on August 15, 2025. Motion was made by Frank Cirii, seconded by Jeffrey Swartz.

**PROGRAM UPDATES**

**ITA Contracts and Training**

Richelle Hardison

Richelle provided comprehensive updates on Individual Training Account (ITA) contracts focusing on high-demand fields:

- HVAC training programs showing strong enrollment with 85% completion rate and 72% job placement success
- Cybersecurity certifications with positive completion rates of 78% and average starting salaries of \$68,500
- Recent monitoring completed with no compliance findings across 12 training providers
- Resolution of student complaint at Mike's Driving School (student permitted to retake CDL test after initial failure due to equipment malfunction)



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Upcoming Monitoring Schedule

Table with 3 columns: Institution, Focus Area, Timeline. Rows include Mike's Driving School, A1 Allied, Camden County Community College, Aventec School, and WIOA Youth Contract Vendors.

Incumbent Worker Program

ShopRite Training Program

- Participant Randi Beasley successfully completed certification program while:
- Earning 18 college credits toward associate degree
- Maintaining 3.8 GPA throughout the program
- Continuing employment at ShopRite with promotion to department manager
- Increasing hourly wage from \$15.25 to \$22.50

Fund Balance Reports (FY 2025-2026)

Lynn Martin

Lynn presented detailed financial analysis showing:

- Most WIOA funds expended by October 31, 2025 (97.3% utilization rate)
- WorkFirst New Jersey funds nearly fully utilized (98.6% of \$1.45M allocation)
- Remaining balance of \$117,269 that may be reduced to approximately \$50,000 through identification of outstanding charges
- Lynn tasked with investigating additional charges to minimize funds returned to state, focusing on Q3 expenditures that may have been miscoded

Youth Contract Performance (PY24)

Table with 3 columns: Provider, Contract Award, Utilization Rate. Rows include CCCOEO, Work Group, Father Center, and Urban Promise.



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TANF and GA SNAP Contract Spending (PY24)

Lynn provided spending analysis for various providers, with Jeffrey emphasizing that vendors must justify requests for increased funding, especially when previous allocations weren't fully utilized.

Table with 4 columns: Provider, Contract Award, Amount Spent, Utilization %. Rows include Camden Works, Respond Inc., CCCOEO, and CFS.

ONE STOP UPDATE

Frank Cirii

Facility

NCAAR has requested a 50% reduction in their leased space. There will be 2 vacant private offices and 4 vacant workstations adjacent to the ES work area. No partner has shown interest in renting the vacant spaces.

Operational Challenges

Upcoming SNAP/TANF requirement changes impact operations:

- New minimum work hour requirements will be 25 hours weekly
Significantly larger population to be served (estimated 35% increase from 1,200 to 1,620 clients)
Limited counseling slots available (current capacity: 45 slots per week)
Need for expanded partner engagement to accommodate increased demand
Implementation deadline: January 15, 2026

Action Plan for Increased Referral Volume

Jeffrey outlined strategy to handle increased workload starting December:

- Engage direct referral processes with Employment Services (ES) to streamline intake
Coordinate with Division of Vocational Rehabilitation Services (DVRS) for specialized placements
Work with NCAAR on space and resource allocation
Engage Department of Labor partners for additional support with job placement services
Implement new triage system to prioritize clients based on barriers to employment

Upcoming Events and Deadlines

- Quarterly meeting scheduled for December 17th at the college (attendance confirmation needed by December 10th)
Monthly dashboard reports due to Mary Bailey(DOL) by the 15th of each month (next deadline: December 15th)



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- Eric to send updated master budget to Leslie for December meeting if different from September version
- Annual performance review documentation due January 5, 2026
- Staff development training scheduled for January 12-13, 2026

**Budget Considerations**

Frank reported potential lease space reduction by NCAAR that could impact budget allocations. The committee will need to assess financial implications at the December meeting. Current lease costs \$175,000 annually with potential reduction to \$145,000 if space is reconfigured.

**New Tracking Systems**

- Jeff announced completion of new dashboard for improved customer tracking and performance monitoring. The State now requires the local areas to use an Excel spreadsheet to capture all the customer information and then enter it into AOSOS on a monthly basis. Our current AOSOS system is incapable of capturing all of our customers. While duplicative, the process will actually allow us to get credit for every customer seen at the One Stop. Jeff credited Laurie Maguire with completing the dashboard.

The system includes:

- Real-time participant tracking across all programs
- Automated reporting capabilities for state and federal requirements
- Integration with case management software
- Performance metrics visualization for quick analysis
- Customizable filters for demographic and program-specific reporting

Laurie will continue submitting monthly reports based on this data to state officials, with the first comprehensive report using the new system due January 15, 2026.

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Leslie Williams

- Leslie noted there is a system in place to present budgeting changes for approval. If the master budget has been changed, it must be submitted because there will be a vote to approve it in December.

Jeffrey Swartz

- The Abilities and Literacy committees collaborated to host the Empowerment Expo at Clementon Fire Hall in October.
- Jeff and Leslie attended an after-school event at Timber Creek High School and met with a number of students and parents, offering information about the services available at the One Stop.

**NEXT STEPS AND ACTION ITEMS**

- Richelle: schedule monitoring with Mike's Driving School for December 15-17
- Richelle: schedule monitoring with A1 Allied, Camden County Community College, and Aventec School



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- Richelle: monitor WIOA youth contract vendors in December
- Richelle: highlight promotions on ShopRite participant list and send before/after comparison to Frank showing promoted participants
- Jeffrey: send ShopRite promotion list to Laurie by November 30th
- Lynn: investigate outstanding charges to reduce the \$117,269 balance that needs to be returned to the state
- Jeffrey: work with partners to engage direct referral processes with ES, DVRS, and NCAAR for SNAP/TANF population influx
- Jeffrey: engage DOL partners to handle increased referral volume starting in December

**ADJOURNMENT**

Motion to adjourn was made by Frank Cirii, seconded by Jeffrey Swartz. With a majority vote to the affirmative, the motion was carried and the meeting adjourned at 9:48 AM.

The next Systems Performance Committee Meeting will be on Friday, February 20, 2026 at 9:00AM on ZOOM.

The Quarterly Board Meeting will be held on December 17, 2025 at Camden County College/Blackwood Campus in Roosevelt Hall/Room 102 at 8:30AM. Breakfast will be provided. Board members should RSVP to ensure quorum.

Respectfully submitted by Debra Vaughn, Executive Assistant