



WORKFORCE DEVELOPMENT BOARD

Supporting the Development and Retention of a World Class Workforce

Jeff S. Swartz, Executive Director

Carl A. Donato Jr., Chair

SYSTEMS PERFORMANCE COMMITTEE MEETING MINUTES

Friday, February 20, 2026, via Zoom

ATTENDANCE:

Name	Organization	Trustee	21-Feb-25	23-May-25	15-Aug-25	16-Aug-25	21-Nov-25	20-Feb-26
Abusi, Pat, CHAIR	Railroad Construction of SJ	X	X	X	X	X	X	X
Johnson, Tom, Vice Chair	Independent	X	X	X				X
Cirii, Frank	CCOSCC	X	X	X	X	X	X	X
Cream, Aaron	CCOS, Fiscal Team							
Doran, Ryan	IBEW Local 351	X						
Eisenmann, Kevin	CCOSCC				X	X	X	X
Gitierrez, Inocencia	CCOSCC							X
Macrina, Peter	CCOSCC			X				X
Maguire, Laurie	CCOSCC		X	X	X	X	X	X
Martin, Lynn	CCOSCC		X	X	X	X	X	X
Peterson, Jyi	CCOSCC				X	X	X	
Raymond, James	TD Bank							
Romolini, Eric	CCOSCC			X	X	X	X	X
Sinclair, Nidia	CCOSCC		X				X	X
Vasquez, Marisol	CCOSCC							X
Weil, Robert	Conner Strong & Buckelew	X						
Richelle Hardison	WDB		X	X	X	X	X	X
Swartz, Jeffrey S.,	WDB		X	X	X	X	X	X
Vaughn, Debra	WDB		X		X	X	X	X
Williams, Leslie J	WDB			X	X	X	X	X

WELCOME

Pat Abusi began the meeting at 9:07 AM. He asked for a roll call and a motion to approve the minutes from the November 21, 2025 Systems Performance Meeting. Motion was made by Frank Cirii, seconded by Jeff Swartz. By majority vote, the motion carried and the meeting minutes for November 21, 2025 were approved.

PROGRAM EVALUATOR REPORT

Jeffrey S. Swartz

Jeff presented the Program Evaluator Report, providing a detailed analysis of credentialing challenges facing program participants. This report highlighted the need for better tracking and support mechanisms to help participants achieve full credentialing rather than just completing coursework. Jeff emphasized critical importance of ensuring participants complete both required classes and certification exams, noting that partial completion undermines program effectiveness.

Richelle Hardison participated in the meeting and was assigned specific action items related to vendor monitoring and client services. Her assigned responsibilities include:

- Scheduling and conducting a monitoring visit with Goodwill to assess their spending levels and service delivery



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- Reaching out to the Father Center to arrange an appointment for them to meet with a One Stop counselor

FISCAL YEAR PERFORMANCE AND CONTRACT ANALYSIS

Lynn Martin

Lynn presented comprehensive fiscal year fund balance and contract analysis reports, introducing a new report format that received positive feedback from the committee for its improved readability and clarity.

Key Fiscal Findings

- Vendor Performance Issues:
Several vendors were not using their allocated funds as intended. This raised concerns about whether service delivery levels were meeting contractual expectations and participant needs.
- Unspent and Underutilized Funds:
The reports showed significant unspent funds across multiple programs. This pattern indicated that some contracted services were not fully implemented or that participant enrollments were lower than projected. The committee identified opportunities to claw back or reallocate underutilized funds to improve overall program effectiveness.
- Fund Reallocation Opportunities:
Committee members discussed the possibility of clawing back or reallocating underutilized funds to other programs or priorities to maximize efficiency and improve service delivery.
- Monitoring Requirements:
Vendors with notable underutilization were flagged for immediate monitoring visits. The purpose was to evaluate spending patterns, assess reasons for underspending, and ensure program objectives were being met

ONE STOP

Frank Cirii

Facility Operations and Maintenance

- NCAAR Lease Situation: Frank will monitor County Counsel's decision regarding NCAAR's lease space and potential budget impacts
- Treasury Department Inspection: An inspection is scheduled, requiring preparation and facility improvements
- Required Repairs: light bulb replacements, ceiling tile repairs, and professional rug cleaning
 - All maintenance work must be completed within 30 days following the Treasury inspection
- Coordination: Frank's team will work with the landlord and county purchasing department to address all facility issues
- Client Services growth: The One Stop has experienced increased client referrals and has added new staff members to handle the growing workload

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Regional Plan Submission:

- Due at the end of March, Jeff is coordinating the development and submission



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WDB Certification Process

- Jeff provided critical information about upcoming WDB certification requirements:
 - Deadline: May 15, 2026 for local area certification
 - Action Required: Jeff and Leslie will review the WDB certification packet and develop a comprehensive timeline for completing all requirements
 - ADA Compliance: Possible ADA accessibility inspections may be needed at the One Stop facility

Summer Youth Work Experience Program

Planning is actively underway for the upcoming summer session of the Youth Work Experience Program. This program provides young people with valuable work experience, skill development, and exposure to various career pathways. The committee discussed enrollment targets, employer partnerships, and program logistics for the summer session.

EMT Training Initiative

A significant new partnership is being developed with Cooper Hospital to create pathways for Emergency Medical Technician (EMT) training:

- Healthcare Career Pathways: The initiative aims to create accessible entry points into healthcare careers for program participants
- Hospital Partnership: Cooper Hospital will provide training resources, clinical experience opportunities, and potential employment pathways
- Certification Support: The program will address the credentialing challenges identified earlier by ensuring participants complete both training and certification requirements

Regional Aviation Tech Apprenticeship

A new regional program focused on aviation maintenance and technical skills is being developed:

- Industry Demand: The program responds to documented demand for skilled aviation maintenance technicians in the region
- Technical Skills Development: Participants will receive comprehensive training in aviation systems, maintenance procedures, and safety protocols
- Apprenticeship Model: The program utilizes a registered apprenticeship model combining classroom instruction with hands-on experience

Cherry Hill Mall Job Fair on May 15th

- Committee members asked to provide outreach materials

ACTION ITEMS

- Richelle: Schedule and conduct monitoring visit with Goodwill to assess spending and level of service
- Richelle: Reach out to the Father Center to arrange an appointment for them to come in and meet with a One Stop counselor
- Jeff: Reach out to Goodwill to inquire about the status of their contract spending and service delivery
- Eric: Prepare an analysis of vendor contract spending and performance to identify potential funds to claw back or reallocate



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- Frank (and team): Coordinate with landlord and county purchasing as needed to address required facility maintenance (light bulbs, ceiling tiles, rug cleaning) within 30 days following the Treasury inspection
- Jeff and Leslie: Review the WDB certification packet and develop a timeline to complete all required items for local area certification by May 15th, including possible ADA accessibility inspections at the One Stop
- Jeff: Continue work on EMT initiative with Cooper Hospital and on regional plan submission (end of March) and aviation tech maintenance apprenticeship program
- Frank: Keep committee updated on County Counsel's decision regarding NCAAR's lease space and any resulting budget impact
- All committee members: Inform staff if they have outreach materials or information to be included at the May 15th job fair at Cherry Hill Mall
- All board members: Respond to staff regarding attendance for the upcoming quarterly meeting on March 18th (Zoom)

ADJOURNMENT

Motion to adjourn was made by Frank Cirii, seconded by Jeff Swartz. By unanimous vote to the affirmative, the motion carried and the meeting adjourned at 10:05 AM.

The next Systems Performance Meeting is Friday, May 29, 2026 at 9:00 AM on ZOOM

The next quarterly Board of Trustees meeting will be held on Wednesday, June 17th at 8:30 AM at Camden County College/Blackwood Campus, Roosevelt Hall/Room 102 at 8:30 AM. Breakfast will be served.

Respectfully submitted by Debra Vaughn, Executive Assistant