



WORKFORCE DEVELOPMENT BOARD

Supporting the Development and Retention of a World Class Workforce

Jeffrey S. Swartz, Executive Director

Carl A. Donato Jr., Chair

OPERATIONS COMMITTEE MEETING MINUTES Friday, October 10, 2025, 9:00 AM (Zoom)

ATTENDANCE

NAME	ORGANIZATION	TRUSTEE	10-Jan-25	14-Feb-25	14-Mar-25	11-Apr-25	9-May-25	13-Jun-25	11-Jul-25	5-Sep-25	10-Oct-25
DeBaere, Gregg	Atlantic Coast Communications NJ, Inc.	✓	X	X	X	X	X	X			
Buscher, Steven	NJ DOL-Unemployment										
Cirii, Frank	Camden County One Stop	✓	X	X	X	X	X	X		X	X
Connors, Kristi	NJ LWD-Employment Services	✓	X	X	X	X	X	X	X	X	X
Deitz, Jeff	NJDVRS	✓			X	X	X			X	
Gutierrez, Inocencia	Camden County One-Stop				X			X	X		X
Kelly, Sandy	SLK Partners Marketing									X	
Maguire, Laurie	Camden County One-Stop			X	X	X	X	X		X	X
McFarland, Salama	Camden County Board of Social Svcs		X	X	X	X	X	X	X	X	X
Peterson, Jyi	Camden County One-Stop		X		X	X	X	X	X		X
Regensburger, Robert	Lockheed Martin	✓		X	X	X	X	X	X		X
Romolini, Eric	Camden County One-Stop		X	X		X	X	X	X		X
Sinclair, Nidia	Camden County Resource Center		X	X	X	X		X	X		X
Weil, Bob	Conner, Strong & Buckelew	✓	X	X	X		X	X	X	X	X
Wemple, Anita	CPAC	✓		X							X
Hardison, Richelle	WDB		X		X			X	X	X	X
Michelle Rohan	WDB		X	X	X		X	X		X	
Swartz, Jeffrey S.	WDB		X	X	X	X	X	X	X	X	X
Vaughn, Debra	WDB		X	X	X	X	X	X	X	X	X
Williams, Leslie J	WDB		X			X	X	X	X		X

WELCOME

Jeffrey Swartz welcomed attendees and called the meeting to order at 9:07 AM. He asked for a motion to approve the September 5, 2025 meeting minutes. The motion to approve the minutes was made by Frank Cirii and seconded by Bob Regensburger. With a majority vote to the affirmative, the motion carried, and the minutes were approved.

WDB UPDATES

Jeffrey Swartz, Executive Director

• Youth Program Completion and Planning

Jeff discussed the successful completion of the summer youth work experience program, which had 99 out of 100 participants complete the program with 27 employers involved. Consideration will be given to organizing a celebratory event for interns completing the program, potentially with employer sponsorship, after receiving a certificate and completion recognition.

• Local Plan Modification

Updates continue on the regional local plan (with a meeting immediately following the Operations meeting) to discuss the draft.

• Regional Plan

There has been no guidance from the state regarding regional plans. The South Jersey Workforce Collaborative (the six southern county WDBs) has had preliminary discussions about the regional plan. As done in the past, the WDB will likely do an RFP to have an entity write its portion of the regional plan, which was included in the budget.

The final cost of the previous regional plan, by TRIAD Associates, was approximately \$25,000 total, paid as a shared expense by the six regions.

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ONE STOP CAREER CENTER UPDATE

Frank Cirii, Local Area Operations Director

- **Operational Updates**

Frank discussed several operational issues, including a Microsoft 365 outage affecting email delivery and a request from Eric Diamond to reduce his office space by two offices, which will be reviewed in a meeting next Friday.

Frank commented that telephone system issues with DVRS were reviewed and emphasized the importance of answering calls within six rings as a standard customer service practice for all One Stop partners.

- **Proctoring Process**

Last month 60 tests were given, with 49 passing. New security measures are being implemented for phone storage during exams as a result of a cheating incident during GED testing. The client used a hidden phone to take pictures of the test screen and has been banned from future testing. The term of the ban is the decision of Pearson View.

- **Budget Update**

A Notice of Award (NOA) for Work First (WFNJ) funding was received; however, implementation is delayed until November due to administrative processes. Frank also discussed tight budget constraints, the need to monitor vendor spending closely, and challenges with co-enrollment of WIOA and WFNJ program participants. Jeff noted that clarification is needed of an addendum to the funding notice that requires unrealistic employment targets:

- At least 80% of all participants must be placed in unsubsidized employment
- At least 60% of those placed in employment must be retained for at least 180 days

The NOA addendum stipulated numbers of participants that the local areas are to serve with the funding allotted, what the participants need to be enrolled in, assessments, case management, IEPs, career services. In addition, the program reporting requirement stated that failure to submit the program dashboards could result in rescindment of awarded funds. GSETA has sent a letter to the state requesting modification or further clarification.

- **Training Challenges**

Challenges with training implementation and co-enrollment requirements, with concerns raised about participation rates and retroactive applications were discussed. Updates were provided on various programs, including the Cooper Youth Program's contract signing and work experience initiatives, which reported positive numbers with 130 clients scheduled and 42 remaining by the second day.

Laurie Maguire, MIS Manager

In a recent brief Teams meeting, Laurie learned that co-enrollments for NGOs will not happen, to which she responded that the One Stop AOSOS unit has already co-enrolled 100 people and they have already exited. The NJ IDs of those customers has been submitted. Laurie stated that the NGO has a unit, and they said they had no knowledge of co-enrollments, and that it hasn't started yet. The One Stop was advised to do adult eligibility on all the NGOs, because when co-enrollment starts, they will be required to retroactively enroll everyone to June 1st. Regarding follow-up, the One Stop will be responsible for the second, third, and fourth quarter.



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- Jeff explained that the whole concept of co-enrolling is to co-enroll customers in both a WIOA program and a Work First New Jersey (WFNJ) program, to blend the funds. Lori noted the problem is the outcomes for a WIOA customer is very different than a workforce customer because WFNJ customer have a lot of barriers and to co-enroll them, actually hurts metrics on the WIOA side as well.

Jyi Peterson, Youth One Stop Manager

- Jai has been working with Cooper to get the contracts signed for the Cooper Youth Program. Scott will go to Cooper to help set up e-time for Cooper for WFNJ customers.
- The Youth Work Experience Program has gained a few new employers. Some employers have hired some of the WFNJ customers.
 - October 7th youth orientation – 19 youth attended
 - September 16th youth orientation – 17 youth attended
- Regarding on-the-job-training, Gabriela Campbell was instrumental to the class the first month.

BOARD OF SOCIAL SERVICES

Salama McFarland, Asst. Administrator, Case Management Department

- As of right now, October benefits are secure, and the state is confident it can handle any new applications that come in this month. Childcare and Medicaid also remain unaffected and stable at this time.
- There are approximately 22,000 federal workers in New Jersey that may be eligible for unemployment benefits during this shutdown.
- The Board's 525 Market Street location in Camden is back to normal operations, so anyone who is unhoused may resume picking up their mail in Camden, including their EBT cards.
 - There's still no word on whether or when the CHIP card will be added to EBT cards, the lock-unlock feature is available to protect benefits, and clients are advised to always lock their card everywhere.

Salama reported on TANF and SNAP impacts from the federal shutdown, noting that October benefits remain secure, and shared September statistics, showing increased activity across multiple programs:

- 168 CSAs: 86 EPDTs: 62 - GA, 9 - TANF,
- 266 referrals for employable activities: 116 GA, 150 TANF
- 59 referrals and exemptions for unemployable clients: 29 - GA, 30 - TANF
- 146 were scheduled for the G-Jobs, 51 reported
- For new employment: supportive services were provided for 35 clients, 2 - GA, 33 - TANF
 - For October to date: 131 referrals for G-Jobs, 31 reported.
- The ABAWD (Able Bodied Adults Without Dependents) waiver is expected to expire as of January 31st, 2026. Anyone up to the age of 54 is being referred to an activity.

DVRS

An update was provided by Kristi Connors

A new supervisor has been hired. A head clerk position will be posted.



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NJDOL – EMPLOYMENT SERVICES

Kristi Connors, Manager

- **Staffing, Training, and Service Updates**

Kristi provided updates on staffing and training and ongoing onboarding efforts.

- A trainee was onboarded in August and is being cross trained. There is still a need for additional staff in Camden, noting that hiring may be delayed until after the election.
- Update on the video: Skill-Up is done. The resume, networking, interview, and social media videos are all about a minute each. Voiceover talent will be utilized to get those segments completed.
- Translation software: New posters are available to print, with larger format posters expected from the state.
- Links to view the trends information were added to the meeting chat for review.
- For September, 33,083 people came through the door. Services were provided to 161 people per day. July and August, the average number of people served per day was 151 and 155.

BUSINESS SERVICES & OUTREACH TEAM (BSOT)

Bob Weil

An update for BSOT was provided by Jeff Swartz.

- Jeff provided an update on the Business Services Representative position, noting temporary continued use of Gabriella Campbell (OJT Contracts Writer) and Jessika Baer, Regional Supervisor. Jeff has requested a permanent business services representative (BSR) and an additional BSR for Camden County.

LOCKHEED MARTIN

Robert Regensburger

Bob shared information on Lockheed Martin's initiatives, including partnerships with various educational institutions to expand technical skills and recruitment.

- Lockheed has a number of opportunities with the "Golden Dome Initiative" and continues to have quite a bit of outreach with its government customers, particularly the Navy, which is increasingly under heavy operational tempo. With its naval radar house, Lockheed is supporting the Navy in a big way.
- There are openings for engineers and owners in the technical areas.
- Lockheed' partnership with Rowan University continues to be very effective. Bob has been helping some of their major subcontractors engage with Rowan in a similar fashion. These efforts will help bring them up to speed, make them more efficient, more capable, and create jobs at the same time.
- A previous pilot program at Rowan College Burlington County (RCBC), is expanding to provide an opportunity for students access to Lockheed Martin at age 18 and above. This program helps provide training and education and upon graduation, they can eventually transition into the business full-time. If they continue their education, Lockheed has other programs there that can support that as well. Not every technical job requires a four-year engineering degree. The company is developing a flexible approach, looking at two-year degreed engineers, or those pursuing a two-year degree, to help bring them into the



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business, enable them to acquire clearances and pursue further education. This approach is also being developed for computer engineers, those pursuing engineering and business administration degrees.

- Bob has also reached out to Burlington County Institute of Technology (BCIT) and others to consider partnerships to benefit their students.

ADJOURNMENT

Jeffrey asked for a motion to adjourn. The motion was made by Frank Cirii and seconded by Jyi Peterson. By a majority vote, the meeting adjourned at 10:18 AM.

Respectfully submitted by: Debra Vaughn, Executive Assistant