



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

MAY 23, 2025, 9:00AM VIA ZOOM MEETING

Attendance

Name	Titles	Organization	Trustee	21-Feb	23-May
Abusi, Pat, CHAIR	Human Resources Director	Railroad Construction of SJ	X	X	X
Cirii, Frank	Local Area Op Director	COOSOC	X	X	X
Crean, Aaron		COOS, Fiscal Team			
Doran, Ryan	Electrician	IBEW Local 351	X		
Johnson, Tom, Vice		Independent	X	X	X
Macrina, Peter	Counselor	COOSOC			X
Maguire, Laurie	Manager/ MIS	COOSOC		X	X
Martin, Lynn		COOSOC		X	X
Raymond, James	VP, S Relationship Manager	TD Bank			X
Romolini, Eric		COOSOC			X
Sinclair, Nidia	Director	COOSOC		X	
Weil, Robert	Business Dev Executive	Conner Strong & Buckelew Co	X		
Michelle Rohan		WDB Staff		X	X
Richelle Hardison		WDB Staff		X	X
Swartz, Jeffrey S.,	Executive Director	WDB Staff		X	X
Vaughn, Debra		WDB Staff		X	
Williams, Leslie J	Comptroller	WDB Staff			X

Opening and Agenda Discussion

The meeting began with a roll call to ensure a quorum, led by Michelle, who confirmed the attendance of all required participants. Pat Abusi welcomed everyone to the Systems Performance Meeting, called the meeting to order at 9:06am and introduced the agenda.

Approval Of Prior Meeting Minutes

Pat requested a motion to approve the minutes of the February 21, 2025, Systems Performance meeting. A motion was made by Tom Johnson and seconded by Frank Cirii. By majority vote to the affirmative, the motion carried, and the minutes were approved.

Summary

Program Evaluations and RFP Updates

Pat welcomed Peter Macrina to the Systems Performance Committee and introduced him as a career counselor from the One Stop. Richelle provided an update on program evaluations, noting that ITAs were still having issues reporting attendance, but a new staff member at American Institute should address this. She also mentioned that new RFPs were submitted and received five responses, including two from new companies. Richelle planned to schedule a time to review the RFPs with the committee.

Budget Review and Spending Challenges

The committee reviewed fiscal year 2024 budget expenditures and discussed concerns about unspent funds, particularly for the Work First NJ and Learning Link programs, which will return to



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the state. Frank highlighted the need to critically evaluate contract allocations and vendor performance, noting that the current approach of awarding full requested amounts despite poor spending history needs to change. The committee agreed to schedule a special meeting to develop a plan for addressing these budget challenges, with Frank and Leslie suggesting that historical data should be used to inform future contract awards, and that the RFP review process should be modified to account for spending patterns.

Operational Updates and Budget Planning

The meeting focused on operational updates and budget discussions. Frank reported steady and increasing numbers for Work First participants and GED testing, while highlighting concerns about potential budget cuts and the need for reorganization to improve efficiency. The committee discussed a successful job fair and a new partnership with Book Smiles to provide free children's books in the lobby. Frank also mentioned an ongoing digital literacy grant application and a new collaboration with Cooper Hospital. The committee briefly touched on the need to review and potentially modify the wording for awards of funds in RFPs, with Richelle noting that current vendors are aware of the possibility of reduced funding based on performance.

Budget Transfer Documentation Debate

Pat proposed establishing documentation procedures for budget transfers to ensure transparency and prevent potential issues during audits, but Frank argued that current processes are sufficient, with regular audits and monthly reviews already in place. Pat acknowledged that the idea might not be appropriate for the current context and expressed willingness to drop the matter, while emphasizing the importance of having systems in place to prevent future issues. The conversation ended with no further action taken on the proposal.

Next steps

- [Systems Performance Committee to schedule a special meeting to discuss vendor contracts, historical data, and right-sizing budget allocations.](#)
- [Rochelle to set up time with committee members to review RFPs before June 5th.](#)
- [Eric and staff to follow up on the submitted request for additional \\$562,000 funding to carry the one-stop through September.](#)
- [Frank to create a new organizational chart showing the flatter structure and improved communication between divisions.](#)
- [Frank to provide an update on the digital literacy grant application at the next meeting.](#)
 - [Lori to assist with the Union's PACE grant for Cooper Hospital, helping 38 people get into the program.](#)

Adjournment

Pat thanked everyone in attendance and asked for a motion to adjourn. A motion was made by Leslie Williams, seconded by Jeffrey Swartz. By majority vote to the affirmative, the motion carried, and the meeting was adjourned at 10:00am.

Respectfully submitted by Michelle Rohan, Committee Coordinator.