



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, May 9, 2025, 9:00 AM (Zoom)

ATTENDANCE

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

WELCOME

Gregg DeBaere welcomed attendees and called the meeting to order at 9:04 a.m.

Gregg asked for a motion to approve the April 11, 2025 meeting minutes. A motion to approve the minutes was made by Jeff Swartz, seconded by Frank Cirri. With a majority vote to the affirmative with Bob Weil abstaining, the motion carried, and the minutes were approved.

Summer Youth Program Update

The board discussed the upcoming Summer Youth Program, which has doubled in size to 100 participants this year. Leslie reported that they have 25 employers signed up and over 200 applications, with a need for more interviewers, especially in the 4-6 PM time slot. The program will have two cohorts starting in late June and early July due to space limitations. Jeff updated on officer elections for the annual meeting in June, with most current officers willing to continue their roles. A nominating committee will be formed to present a slate of officers, and board members are reminded of the importance of attending the in-person full board meeting on June 18th at Camden County College.

State Plan Updates and Budget Template

Jeffrey informed the group that the State requires an update to both local and regional plans, which are part of a four-year cycle. The guidance for these updates has not yet been received, but Jeffrey anticipated it may focus on identifying additional emerging industries and strategic initiatives. Gregg and Jeffrey discussed the potential timeline, estimating a submission by the end of the year. Leslie reported on the new budget template from the State, explaining that while they will comply with the request, they plan to also submit their own template, which they believe is more comprehensive. The group was working with limited information as they only have estimates for WIOA allocations and are waiting on Workforce New Jersey funding details.



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Operational Updates and New Initiatives

Frank provided an update on several operational aspects of the organization. He discussed a new initiative to provide free children's books in the waiting area through a partnership with Book Smiles. The One Stop is undergoing a reorganization to improve communication, cross-training, and responsibility across divisions. The changes aim to create a flatter structure and reassign some staff, but no layoffs or demotions are planned. Frank reported an increase in GED testing numbers, with 157 scheduled and 58 showing up. The organization has applied for an \$800,000 grant for computer literacy training. They are also implementing new marketing strategies and have secured a partnership with Cooper Hospital for Summer Youth Work Experience placements.

DVR Staffing Updates and Outreach

The Division of Vocational Rehabilitation (DVR) reported several staffing updates. They have hired two new counselors, a supervising counselor, and a clerical staff member. Felicia Hobson has been officially appointed as the new director, while the assistant director, Helen Liu, will be retiring next month. Jeff has been conducting outreach at high schools and mental health facilities, resulting in increased referrals. The agency is preparing for high school graduations and transition services, as well as evaluating candidates for the next Project Search program.

Hiring Freeze and New System Development

Kristi discussed the current hiring freeze at the Department of Labor, explaining that while some positions were approved for posting, they are mostly higher-level roles, leaving a shortage of interviewers and trainees. She mentioned the lengthy process of justifying new hires and the uncertainty surrounding budget decisions. Kristi updated on the development of a new system to replace AOSOS, which is currently out for RFP, and discussed potential features like self-service modules and driver's license integration for identification. She explained the concept of co-enrollment to spend down workforce money and mentioned a recent success story of a homeless veteran who was hired at the Lakeland facility where she had been housed.

Customer Service Statistics and Updates

Kristi provided an update on various projects and customer service statistics. They are working on one-stop videos, including a generic script that can be used across different locations. They are also developing videos for Scale Up and Jersey Job Club workshops, though the latter will no longer be branded as Jersey Job Club. In April, the center served 2,844 customers, averaging 135 per day, which is about 400 less than April 2024. Most customers (62%) had appointments, and 46% were UI-related. Camden accounted for 27% of customers, while Clementon and Sicklerville made up 16.7%. Kristi noted that 80% of ES services are provided virtually, which is higher than other areas. She attributed this to customer preference and convenience.

Layoffs, Job Fairs, and Business Updates

The group discussed recent layoffs and job fairs, including a large layoff at Virtua and the closure of Crozer in Westchester. Jeffrey expressed frustration about the lack of participation from UI representatives in their meetings, despite being a required partner. Kristi agreed to reach out to Steve's supervisor to encourage his attendance. Kristi also mentioned she will share a Title One eligibility document with the group. The discussion then shifted to business services, where it's revealed that Jeanne Page Soncrant has been promoted, and Gabriella Campbell will be temporarily taking over her responsibilities.

Regional Meeting Updates and Hybrid Meetings

Bob from Lockheed Martin reported on their busy operations, particularly in missile defense and software development. Jeff mentioned an upcoming regional meeting and ongoing promotion of the Atlantic City Electric program. The group discussed the possibility of hybrid meetings, with Kristi suggesting a combination of in-person and virtual attendance. The next meeting is scheduled for June 13th, with a larger quarterly meeting on June 18th. The group also considered moving future meetings from Fridays to Thursdays and confirms that they will skip the August meeting.



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NEXT STEPS

- [Leslie/Michelle: Complete participant selection for Summer Youth Program by May 16th and conduct orientation on May 21st and 22nd at Camden County College in Cherry Hill](#)
- [Frank: Implement staff reorganization plan and new organizational structure](#)
- [Frank/Nidia: Meet with State representatives to discuss NGO responsibilities and get written confirmation of operational requirements](#)
- [Leslie/Eric/Lynn: Submit budget template and Camden County's own budget template to the State](#)
- [Jeffrey: Organize nominating committee meeting before next Executive Committee meeting for officer elections](#)
- [Board Members: Attend in-person Full Board meeting on June 18th at Camden County College and confirm attendance with Deb](#)
- [Jeffrey: Follow up with Cooper and Virtua regarding job opportunities for laid-off Crozer employees](#)
- [Eric: Continue working on the digital literacy grant application for computer literacy training](#)
- [Frank: Review staffing needs and prepare justification for hiring a dedicated grant writer position](#)
- [Jeffrey: Follow up with Gabriella Campbell and Jessica Bear regarding business services coverage for Camden County after Jeanne Page Soncrant departure](#)
- [Nidia: Coordinate with Jyi regarding scheduling and space requirements for the increasing G-jobs program participants](#)
- [Salama: Continue implementing process improvements for ABAWD referrals with Nidia's team](#)
- [Kristi: Complete the development of One Stop, Scale Up, and Jersey Job Club videos](#)
- [Kristi: Share the Title One eligibility PA document from December with the team](#)
- [Kristi: Drop off invoice to Jeff Dietz for DVR lease space](#)
- [Jeffrey: Reach out to American Water and Chris Noll at Environmental Resolutions for potential summer youth internship opportunities](#)
- [Kristi: Contact Darlene Wilson regarding Steve's participation in future meetings](#)
- [Gregg: Consider moving future meetings from Friday to Thursday for summer schedule](#)
- [Kristi: Coordinate with Godfrey and Declan about providing a veteran success story for the next meeting](#)

ADJOURNMENT

Gregg asked for a motion to adjourn. A motion was made by Frank Ciri and seconded by Kristi Connors. The meeting adjourned at 10:39 a.m.

Respectfully submitted by: Michelle Rohan, Committee Coordinator