



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, June 13, 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
DeBaere, Gregg T., CHAIR	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
Connors, Kristi	NJ LWD-Employment Services	✓	X	X	X	X	X	X
Deitz, Jeff	NJDVRS	✓			X	X	X	
Gutierrez, Inocencia	Camden County One-Stop				X			X
Maguire, Laurie	Camden County One-Stop			X	X	X	X	X
McFarland, Salama	Camden County Board of Social Services		X	X	X	X	X	X
Jones, Michaela	Camden County Board of Social Services							
Peterson, Jyi	Camden County One-Stop		X		X	X	X	X
Regensburger, Robert	Lockheed Martin	✓		X	X	X	X	X
Romolini, Eric	Camden County One-Stop		X	X		X	X	X
Sinclair, Nidia	Camden County Resource Center		X	X	X	X		X
Weil, Bob	Conner, Strong & Buckelew	✓	X	X	X		X	X
Wemple, Anita	CPAC	✓		X				
Hardison, Richelle	WDB		X		X			X
Michelle Rohan	WDB		X	X	X		X	X
Swartz, Jeffrey S.	WDB		X	X	X	X	X	X
Vaughn, Debra	WDB		X	X	X	X	X	X
Williams, Leslie J	WDB		X			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 May 9, 2025 meeting minutes. A motion to approve the minutes was made by Frank Cirii, seconded by Jeffrey Swartz. With a majority vote to the affirmative, the motion carried, and the minutes were approved.

Summary

Summer Jobs Placement Success

The group discussed the successful placement of 100 young people in summer jobs, with Jeffrey praising the staff's efforts in doubling the program's size and ensuring all necessary documentation was completed. Gregg noted the county's increased trust in the organization to handle such programs, while Jeffrey mentioned the support from various county departments and the college.

Summer Youth Program Success

Leslie reported that the summer youth program received over 200 applications and successfully placed 100 participants across two cohorts, with 37 employers participating, a new high. The program included an initial orientation in May followed by work readiness training in June, with sessions split between two cohorts to better manage the participants. Richelle will monitor work sites throughout the summer to ensure satisfaction and compliance, while Michelle will take over coordination duties as the program progresses.

Budget Challenges and Conference Updates

Frank shared that they did not receive approval for the digital literacy NGO application. The One Stop is experiencing tight budget constraints, leading to the suspension of dislocated worker contracts and the need to reallocate funds. Frank announced that 13 staff members from their shop will attend the GSETA Conference, with a focus on providing diverse representations across different levels of operations. The One Stop is also working on finalizing a CWA contract for all employees, which is expected to be completed by next Wednesday. Frank expressed gratitude for Gregg's long-standing contributions to the county's workforce development efforts.



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No-Cost Extension and Privacy Policies

The group discussed the concept of "no cost extension," clarifying that it means a no-penalty extension allowing an additional three months to spend existing funds by December 31, without compromising the budget. Kristi raised concerns about staff privacy regarding QR code usage and potential unauthorized photography, to which Frank explained that staff have no expectation of privacy in public areas, citing First Amendment rights. Frank shared experiences of recent First Amendment audits in other locations, emphasizing the importance of proper signage and policies to protect staff from aggressive recording incidents.

NGO Operations and Funding Updates

The meeting discussed the status of NGO responsibilities and potential staff changes, with Frank noting delays due to Nidia's absence and budget uncertainty. Jeffrey reported that a 90-day no-cost extension for funding was approved, with money likely to be available by mid-August, allowing the one-stop center to remain open through October. Frank provided updates on youth program numbers, including 151 scheduled GED jobs and 73 GED tests in May, while also discussing progress with the Cooper youth program, which is moving forward despite some legal review.

SNAP Work Requirements and Updates

Salama explained the ABAWD program's mandatory work requirements for SNAP recipients aged 18-54, noting that exemptions exist for certain groups. Starting July 1st, clients will be referred to the One Stop for work readiness programs, with Nidia's team preparing for Tuesday and Thursday morning appointments. Salama mentioned that TANF sanctions continue unchanged, and EBT cards now have a lock/unlock feature to prevent unauthorized use. The committee discussed the uncertainty around the volume of ABAWD referrals, as state data is unavailable, and explored options for work requirements, with OJT being the preferred approach over job search or online training.

Staffing Challenges and Service Adjustments

Kristi reported significant staffing challenges in her department, having lost 6 staff members and now operating with just 10 people, 5 of whom are interviewers. She highlighted that despite these losses, they are still maintaining service levels, though slightly reduced from 700 to 600 monthly visitors. Kristi also discussed her positive experience with two new interns who are showing unexpected initiative, including developing a website project to analyze AI's influence on job searching. She mentioned she is interviewing candidates for a counselor training position but faces recruitment challenges due to limited candidates meeting the required qualifications and concerns about retention.

Service Usage Patterns and Tracking

The committee discussed changes in service usage patterns, noting that the resource center's share had increased to 32% while UI services had decreased, largely due to G-Jobs and ABAWD program participants checking in multiple times. They debated whether to implement a longer check-in form to better track different types of services, though concerns were raised about staff time and the potential for reducing data accuracy. The committee also reviewed updates on video content, translation software capabilities, and the need for better front desk management to improve service tracking accuracy.

Customer Service and Employment Trends

Kristi presented data on customer service and employment services for May 2024, comparing it to May 2023. She noted that Camden accounted for 27% of customer service customers, which was on the higher end compared to previous years. Employment services saw a significant drop in customers, which Kristi attributed to a change in how resume searches are handled. The show rate for UI onsite customers increased to 63% in May 2024, up from previous rates in the high forties to low fifties. For the year to date, 31,836 people had been seen, with an average of 139 per month, and the show rate was approaching 60%.

Programming Updates and Leadership Changes

The meeting covered several updates and discussions. Kristi shared her plans to let interns take the initiative with a project, emphasizing the value of fresh perspectives. Gregg and Salama discussed the customer



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check-in report and clarified intake dates for a program. Bob provided an update on Lockheed Martin's activities, focusing on radar systems and advanced technologies. Jeffrey shared details about a new partnership with Atlantic City Electric for a youth internship program in electrical technology. Jeffrey provided an update on the upcoming board meeting, emphasizing the need for a quorum and outlining the agenda. Gregg expressed gratitude for the committee's work over the years and announced his retirement.

Next steps

- [Frank/Eric: Manage budget reallocation for CWA contract retro payments and process retro payments for staff once contract is voted on](#)
- [Kristi/Employment Services: Prepare for ABAWD referrals starting July 1st and develop plan for handling increased volume](#)
- [Frank/Jeff: Prepare for fiscal monitoring on June 17th](#)
- [Leslie: Execute work readiness training for Cohort 1 starting June 23rd and Cohort 2 starting June 27th](#)
- [Frank/Nidia: Implement staff reorganization plan including MIS responsibilities redistribution](#)
- [Jeff: Follow up with state officials regarding funding letter approval from Commissioner's desk](#)
- [Salama/Board of Social Services: Begin referring ABAWD clients to One Stop for Tuesday/Thursday 8:45 AM appointments starting July 1st](#)
- [Frank: Prepare space and resources for incoming ABAWD referrals starting July 1st](#)
- [Kristi: Work with interns to redesign and improve the customer check-in reporting system and enhance monthly charts format](#)
- [Leslie: Proceed with implementing the Atlantic City Electric Spark initiative program with new electrical company partner](#)
- [Frank: Proceed with hiring a paraprofessional for MIS once budget situation is clarified](#)
- [Jeff: Review and respond to Atlantic City Electric's 10-page Spark initiative proposal](#)
- [Kristi: Interview candidates for counselor training position and evaluate potential candidate needing 3 additional credits](#)
- [Nidia: Attend Board of Trustees meeting on behalf of Frank next Wednesday](#)

ADJOURNMENT

Gregg asked for a motion to adjourn. A motion was made by Frank Cirii and seconded by Kristi Connors. The meeting adjourned at 10:53AM.

Respectfully submitted by: Michelle Rohan, Committee Coordinator