



WORKFORCE DEVELOPMENT BOARD

Supporting the Development and Retention of a World Class Workforce

Jeffrey S. Swartz, Executive Director

Carl A. Donato Jr., Chair

Business Service Outreach Team Meeting Minutes

Thursday, July 17, 2025 via Zoom

	Organization	Trustee Member	16-Jan-25	20-Feb-25	20-Mar-25	17-Apr-25	15-May-25	17-Jul-25
Thompson Ryan	Mid Penn Bank, BSOT Chair	X	X		X	X		
Askie-Rosario, Andrea	CC Commission of the Blind							X
Baer, Jessica	NJ DOL			X			X	
Bass, Henry	NJ DOL				X			
Michael Butler	The Fountain Fund				X			
Campbell, Gabriella	NJ DOL		X	X	X	X	X	
Cirilli, Frank	CCOSCC	X	X	X	X	X	X	X
Deitz, Jeff	DVRS			X				
Fugee, Antoinette	Cooper		X	X	X	X		
Lord, Lisa	CCTS							X
Moen, Bill	Camden County College		X	X			X	X
Perez, Irene	DVRS		X		X	X		X
Pomales, Nicole	Camden County College							X
Regensburger, Robert	Lockheed Martin	X	X	X	X	X		X
Shafer, Derena	Camden County College			X		X	X	X
Sinclair, Nidia	Camden County One-Stop				X			
Weil, Robert	Conner, Strong, and Buckelew	X		X	X	X		X
Susan McShane	Npower					X		
Carelene Vieira-Ruiz	NPower					X		
Richelle Hardison	WDB				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

Welcome and Approval of Minutes

Jeff Swartz opened the meeting at 2:02PM. Jeff asked for a motion to approve the minutes for the July 17, 2025 meeting. A motion was made by Dorena Shafer and seconded by Frank Cirilli and Bob Weil abstained. With majority vote to the affirmative, the motion carried, and the minutes were approved.

Summary

Committee Meeting: New Training Coordinator

Jeff chaired the meeting and welcomed Nicole Pomales, a new member from Camden County College who is taking over Carol McCormick's role in coordinating customized training programs.

Regional Activities and Conference Updates

The meeting covered updates on several regional and local activities. Jeff mentioned the upcoming National Night Out events and a job fair at the mall in September. He also highlighted the success of the Summer Youth Work Experience Program, which has doubled in size from last year. The GSETA conference was discussed, scheduled for October 22-23 at the Ocean Resort in Atlantic City. Frank provided an update on the one-stop center, noting that 12-13 employees will be attending the upcoming conference for networking and professional development.

Agency Reorganization and Budget Updates

Frank discussed the recent reorganization of their agency, which included providing a 15-day notice to employees and implementing a new organizational chart. They aimed to become leaner and more responsive to client needs, with about 10 employees being placed under new supervisors and some divisions being consolidated. Frank noted that while the overall structure had not been reviewed for some time, the changes were made based on a SWOT analysis and staff



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input. The agency's budget remained relatively stable, though they were awaiting information on WFNJ funding for the next year, and Frank mentioned potential changes to Title II funding that would now go through the Department of Labor instead of Education.

County Updates and Program Initiatives

Frank mentioned that Camden County did not receive any recent NGO awards for digital literacy but will continue to apply for funding. He also shared details about an upcoming job fair on September 12th and a recent Commissioner meeting where resolutions for budgets were discussed. Jessika talked about the challenges in obtaining backfill paperwork due to a lack of support letters, emphasizing the need for team effort to demonstrate the importance of these positions. She also introduced a program for veterans transitioning out of the military and discussed the implementation of the pay transparency law in New Jersey. Jeff shared that Camden and Atlantic counties have obtained waivers to provide CNA training, overcoming previous restrictions.

CNA Training Program Challenges

Jeff and Jessika discussed the challenges and future monitoring of Certified Nursing Assistant (CNA) training programs in New Jersey. Jessika explained that CNAs are no longer considered a high-demand occupation due to low retention rates and limited career advancement opportunities, often leading individuals to poverty wages. She emphasized the need for comprehensive evaluations that assess both intellectual capabilities and career pathway potential, highlighting alternative career paths like dental hygiene that offer better earning potential. Jeff agreed on the importance of onboarding processes that emphasize career advancement and the need for continuous support and evaluation of employees. Both agreed to monitor retention rates and career progression to inform future waiver decisions.

Educational Updates and Program Changes

The group discussed updates from various educational institutions. Dorena shared that the college is piloting a first-year experience course this fall to help students navigate college life, particularly for first-generation students. Jeff confirmed that Dean Driggers had assumed Margo's position. Lisa announced an upcoming advisory meeting on October 30th for the technical school, which is required for Perkins funding. The meeting will include a dinner prepared by the culinary crew and student chefs, with an emphasis on gathering input from business leaders to strengthen their programs.

AI Training and Workforce Development

Bill announced the annual Workforce Development Day event scheduled for September 26th at the Rohrer Center, focusing on artificial intelligence and small businesses. He mentioned the launch of a new AI training course, "Intro to ChatGPT," which quickly enrolled, and plans to offer promotional materials for the event. Irene shared updates on business engagement, including a paid internship at a rehab facility and connections with AACP for medical coding certifications, and discussed her involvement in the MD event with 18 offices participating.

Development Updates and Hiring Opportunities

Bob discussed upcoming visits from New Jersey Economic Development Authority representatives to Lockheed's Camden and Moorestown sites, highlighting recent capital investments and increased staffing. Jeff suggested exploring incumbent worker training grants for the Camden site, with potential expansion to Moorestown.



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Bob Weil announced hiring opportunities at Connor Strong and Buckelew, specifically for an employee benefits specialist in Camden, and encouraged interested candidates to apply through their website. Debra presented a draft flyer for an upcoming October event, a collaboration between WDB committees and DVR, titled "EMPOWERMENT EXPO."

Clementon Fire Hall Community Event

The meeting discussed plans for an upcoming event at the Clementon Fire Hall on October 8th, which will include head shots, refreshments, and health screenings coordinated with Cooper. The event will also feature resume assistance, job services, and access to clothing for interviews, along with representation from state and county offices, mental health resources, and a local deli providing refreshments. Michelle provided an update on the Summer Youth Work Experience Program, which has 36 work site partners/employers working with 100 interns, noting positive feedback from both employers and interns after their work readiness week at Camden County College's Cherry Hill campus.

Partnership and Training Initiatives

The meeting highlighted Nicole's recent appointment, emphasizing her need for event information to support recruitment efforts. Jeff encouraged collaboration among committee members to share resources and best practices, while Nicole planned to connect with Richelle regarding incumbent worker training programs. Bill shared details about an upcoming graduation ceremony for a pre-apprenticeship program, which will place 35 Camden City residents into union apprenticeships.

Next steps

- Nicole to send an email to Richelle to set up a meeting about the incumbent worker training program.
- Nicole to be added to the distribution list for future Business Services Committee meetings.
- Bob Regensberger and Richelle to discuss potential incumbent worker training grants for Lockheed Martin's Camden and Moorestown sites.
- Henry to continue coordinating with employers for the TAPS class and Skill Bridge program for transitioning veterans.
- Frank to provide a link or flyer for the September 12th job fair once available.
- Committee members to look out for invitations to the Camden County Technical Schools' advisory meeting on October 30th.

Adjournment

Jeff asked for a motion to adjourn. A motion was made by Frank Cirii and seconded by Bob Weil. By majority vote to the affirmative, the motion carried, and the meeting adjourned at 2:50PM.

Respectfully submitted by: Michelle Rohan, Committee Coordinator