



WORKFORCE DEVELOPMENT BOARD

Supporting the Development and Retention of a World Class Workforce

Jeffrey S. Swartz, Executive Director

Carl A. Donato Jr., Chair

Pathways to Literacy Committee Meeting Minutes July 7, 2026 Zoom Meeting at 9:00AM

ATTENDANCE

NAME	ORGANIZATION	TRUSTEE	1/6/2026	2/3/2026	3/3/2026	4/7/2026	5/5/2026	6/3/2026	7/7/2026
Kalitan, Marlyn Chair	Kalitan Consulting	X	X				X		X
Abrams, Larry	BookSmiles		X	X	X				
Willmann, Michael, Vice Chair	WMSH	X	X	X	X	X	X	X	X
Arreola, Enrique	Center for Family Services		X	X	X				X
Beach, Patti	Goodwill								
Boaten, Roberta	NJ Dept of Health		X	X	X	X			
Chisolm, Victoria	Literacy Volunteers of America			X	X	X	X		
Ciri, Frank	Camden County One Stop	X	X	X	X	X		X	X
Clark, Justin	Office of Adult Literacy (NJDOE)		X	X	X	X		X	X
Daunoras, Heidi	Multiplicity Consulting LLC		X	X	X		X	X	X
Donato, Carl	WDB Board Chair							X	
Rashawn Davis	Book Smiles								
Fithian, Danielle	Goodwill								
Floyd, Kwame	Teacher Apprenticeship Network								
Garvin, Torrie	Your Community Foundation							X	
Godorov, Lori	The Work Group					X			X
Green, Aurella	Camden County College		X	X	X				
Gutierrez, Innocencia	The One Stop					X			
Hulnick, Jill	NJ Tutoring Corps							X	X
Kidd, Kelly	New Jersey Department of Health							X	X
Knopf, Dick	Marketing Professional Services		X	X	X	X	X	X	X
Martin, Tom	Free Books Project								
Mauro, Jennifer	Goodwill	X							
McKelvey, Christopher	Borough of Clementon				X			X	X
Naroden, Eric	American Water						X	X	X
Peterson, Jji	Youth One Stop					X			
Tiffany Probasco-Francis	Rowan University		X	X	X			X	X
Randall, Angela	Surviving in Strength			X	X	X			X
Rafferty, Joanne	Volunteer Literacy Advisor		X						
Sinclair, Nidia	The One Stop					X			
Thompson, Ryan	MidPenn Bank	X							
Hamilton, Karen	BookSmiles								
Emily Loughlin	BookSmiles								
Richelle Hardison	WDB								
Swartz, Jeffrey S.	WDB		X	X	X	X	X	X	X
Williams, Leslie	WDB								
Vaughn, Debra	WDB		X	X	X	X	X	X	X

WELCOME

Michael Willmann, Vice Chair, opened the meeting at 9:04 AM, framing the main objective as developing a comprehensive inventory of literacy initiatives and resources that could be used by professionals, parents, and community partners. He asked for a motion to approve the minutes for the June 3, 2026 meeting. Motion was made by Heidi Daunoras, seconded by Dick Knopf. By majority vote to the affirmative, the motion carried and the minutes were approved.

Jill Hulnick, a consultant with New Jersey Tutoring Corps, which serves lower-income communities through state and philanthropic funding. The group discussed various funding initiatives including the ESSER (Elementary and Secondary School Emergency Relief Fund) and RISE ((Response, Innovation,



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and Student Equity) grants for secondary-level literacy, with Jeffrey mentioning ongoing efforts to secure digital literacy funding for basic skills development programs.

STRATEGIC PLANNING SUB-COMMITTEE

- Michael outlined a two-phase strategic planning approach.
- Phase 1 will focus on collecting data over the next 60 days regarding existing literacy programs, available resources, and successful models from other regions.
- Phase 2 will focus on positioning and maximizing the impact of literacy resources over the following 90 days, including stronger social media and online presence, with a goal of building toward Read Across America in March 2027.
- The strategic planning subcommittee includes Heidi, Aurelia Green, Michael, and Eric.
- The subcommittee is tasked with identifying benchmarks, mapping all literacy programs and resources, gathering data, and inviting guest speakers from other regions to share promising practices.

THE ONE STOP CAREER RESOURCE CENTER

Frank Ciri provided an update on workforce activity, funding, and outreach initiatives for June. His report covered customer volume, assessment activity, funding constraints, upcoming events, and apprenticeship planning.

Workforce Program Activity – June

- 89 workforce customers were served in the monthly program, for a total of 1,205 customers year-to-date.
- 26 ten-day evaluations were completed.
- 46 ABAWDs were completed, an increase attributed to changes in federal law.
- No RTV contracts were written for Dislocated Workers, Youth, GA, or TANF customers due to funding shortages earlier in the year.
- Counselors saw 229 clients in June to place them on waiting lists and connect them to free or work-experience programs, for a total of 1,686 clients served year-to-date.

Testing and Assessment

- GED: 124 tests were scheduled; 112 tests were administered, bringing the total GED tests to 1,004 for the year.
- CASAS: 102 tests were scheduled; 88 were completed, for a year-to-date total of 1,742.
- CareerScope: 37 were scheduled; 18 were completed, for a year-to-date total of 412.
- Frank noted that show rates were lower than usual, likely due to weather and the start of summer.

Youth Services

- 31 youth attended orientation in the last month.
- 2 youth were placed in youth work experience, for a total of 25 youth work experience placements this year.
- 260 youth have completed evaluation and initial scheduling to date.



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Funding and Budget Context

- The program exhausted available funds approximately halfway through the year, limiting the ability to write new training and contract enrollments.
- Additional funds, secured with Jeff's assistance, are now beginning to flow, and Frank expects numbers to increase over the next one to two months.
- The program received its annual funding letter and was funded again but experienced another reduction:
 - Approximately 7.6% cut in funding this year.
 - When combined with rising mandatory costs (labor contracts, utilities, etc.), the effective impact is roughly a 10% reduction.
 - Over the last five years, cumulative reductions amount to about a 50% decrease in funding.
- Frank emphasized the need to continue adapting programs in response to ongoing cuts.

Facilities and Operations

- Recent building improvements were noted.
- An inspection with the Cherry Hill Fire Department identified the need to upgrade the fire suppression system in the shared server room that supports more than 400 employees at the One-Stop; this will be addressed.

Events and Outreach

- A job fair is scheduled for September 11th at the Cherry Hill Mall.
 - Partners are invited to provide materials to be displayed at the Workforce Development table.
- Coordination is underway with the South Jersey Food Bank and homelessness subcommittees to support community food distributions:
 - Dudley School, Camden – August 10th, 9:00–11:00 a.m.
 - Cato School, Camden – August 19th, 9:00–11:00 a.m.
 - St. Vincent de Paul – September 15th, 10:00 a.m.–2:30 p.m.
 - At each event, staff will distribute information and encourage community members to visit the One-Stop for services, especially those who may be job or training-ready.

Partnerships

- Partnerships with Big Picture Learning, unions, and other grant-funded programs are being explored to expand apprenticeships in various trades.
 - A key goal is to link trades more closely with vocational-technical schools.
 - Apprenticeship expansion is a high priority for Camden County leadership at the state level and will be a focus in the new grant year.

RESOURCE COORDINATION AND COMMUNICATIONS

- Michael noted plans to create a digital resource for committee documents and meeting information.
- Members were asked to complete and return the strategic planning questionnaire to support committee planning.
- The group discussed the value of creating clearer shared language, including a glossary of workforce and literacy acronyms.



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COMMUNITY AND PARTNERSHIP OPPORTUNITIES

- Eric agreed to explore possible involvement from American Water's community development department.
- Dick agreed to follow up with the Mayor of Gibbsboro regarding reopening or repositioning the local library.
- The group also referenced the upcoming GSETA conference in October as a possible collaboration opportunity.

DECISIONS AND AGREEMENTS

- The committee will continue building a countywide inventory of literacy initiatives and resources.
- Strategic planning will proceed through a phased approach focused first on data gathering and benchmarking, then on positioning and outreach.
- The August 4th meeting will be rescheduled due to a conflict with Michael's schedule.
- Members will support the planning process by completing questionnaires, providing requested program, and funding information.

Action Item	Owner	Due/Timing
Share the "My Savings" flyer in English and Spanish with committee members, if not already distributed.	Debra	As soon as possible
Contact American Water's community development department regarding possible literacy partnership opportunities.	Eric	Before next meeting
Provide a synoptic summary of One Stop update numbers, including whether results are on, above, or below plan.	Frank	Before next meeting
Continue advocacy for equitable state-level literacy funding.	Jeffrey	Ongoing
Follow up with the Mayor of Gibbsboro regarding reopening or repositioning the library.	Dick	Before next meeting
Complete and return the strategic planning questionnaire.	All committee members	As soon as possible
Provide a glossary of workforce development and literacy acronyms and terms.	Frank and Jeffrey	Before next meeting
Continue development of the strategic plan, including benchmarking, resource mapping, and guest speaker outreach.	Strategic Planning Subcommittee (Heidi, Aurelia, Michael, Eric)	Ongoing



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WDB AND REGIONAL UPDATES

Jeff updated the group on the completion of the regional plan and WDB certification, and the launch of the summer youth work experience program with 95 interns.

CONFERENCES AND PARTNERSHIPS

Jeff is serving on a statewide planning committee for the 2026 GSETA conference.

- GSETA Conference, October 21-22, 2026 at the Ocean Hotel in Atlantic City.

NEXT MEETING

Motion to adjourn was made by Heidi Daunoras, seconded by Dick Knopf. With a majority vote to the affirmative, the motion carried and the meeting adjourned at 10:15 AM.

The next Pathways to Literacy Committee meeting will be held on Zoom on August 6, 2026 at 9:00 AM.

The next quarterly Board of Trustees meeting will be held on Wednesday, September 16th at 9:00 AM on ZOOM

Respectfully submitted by Debra Vaughn, Executive Assistant