



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, September 5, 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	11-Jul-25	5-Sep-25
DeBaere, Gregg	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		X
Connors, Kristi	NJ LWD-Employment Services	✓	X	X	X	X	X	X	X	X
Deitz, Jeff	NJDVRS	✓			X	X	X			X
Gutierrez, Inocencia	Camden County One-Stop				X			X	X	
Kelly, Sandy	Camden County									X
Maguire, Laurie	Camden County One-Stop			X	X	X	X	X		X
McFarland, Salama	Camden County Board of Social Services		X	X	X	X	X	X	X	X
Peterson, Jyi	Camden County One-Stop		X		X	X	X	X	X	
Regensburger, Robert	Lockheed Martin	✓		X	X	X	X	X	X	
Romolini, Eric	Camden County One-Stop		X	X		X	X	X	X	
Sinclair, Nidia	Camden County Resource Center		X	X	X	X		X	X	
Weil, Bob	Conner, Strong & Buckelew	✓	X	X	X		X	X	X	X
Wemple, Anita	CPAC	✓		X						
Hardison, Richelle	WDB		X		X			X	X	X
Michelle Rohan	WDB		X	X	X		X	X		X
Swartz, Jeffrey S.	WDB		X	X	X	X	X	X	X	X
Vaughn, Debra	WDB		X	X	X	X	X	X	X	X
Williams, Leslie J	WDB		X			X	X	X	X	

WELCOME

Jeffrey Swartz welcomed attendees and called the meeting to order at 9:03 AM.

He asked for a motion to approve the July 11, 2025 meeting minutes. The motion to approve the minutes was made by Salama McFarland and seconded by Frank Cirii. With a majority vote to the affirmative, the motion carried, and the minutes were approved.

SUMMARY

Youth Work Experience Program Update

The meeting began with introductions of committee members and a guest, Sandi Kelly, who returned to the workforce development space. Michelle provided an update on the summer youth work experience program, which successfully concluded with 100 interns placed in 36 work sites across Camden County, achieving a 97% completion rate. The program was expanded from 50 to 100 interns this year, with 4-5 interns receiving job offers at their work sites. The success of the program was attributed to the hard work of the staff and the support of partners like Frank and the county.

Regional and Local Plan Updates

Jeffrey provided an update on regional and local plan modifications, explaining that the regional plan will be bid out to an agency for updates, while the local plan will be authored by the committee with Bob Regensberger quarterbacking the project. The committee needs to assess current market and labor conditions, gather stakeholder input, review performance outcomes, integrate new policies, and ensure alignment with the State's plan, with a draft due by October 15th. Jeffrey requested assistance from various members for different aspects of the plan, including customer tracking from Kristi, performance analysis from Lori and Richelle, and policy integration with Leslie.

GED Testing and Facility Updates

Frank reported strong improvements in facilities over the summer and noted increased GED test numbers, with 191 tests administered to 82 customers in August. The organization is experiencing



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high demand with 144 scheduled appointments in recent months, though classroom space has been managed effectively despite the strain. Frank mentioned three commissioner resolutions related to budgeting, including a placeholder resolution pending official funding letters and a \$185,000 extension approved until October 1st. The organization is conducting multiple outreach initiatives including a job fair at Cherry Hill Mall next Friday and has been audited by three different entities recently, with a data validity audit scheduled in the coming days.

Workspace Challenges and School Counseling

Frank discussed the current state of their workspace, mentioning that the TIP space cannot be used for classrooms but is being utilized for various purposes and the county is exploring options to fill it, which could potentially relieve budget constraints. Frank also highlighted challenges with the building layout, such as a small area with a poorly designed layout for workspaces and staff, which was previously a daycare center. Jeff Deitz provided an update on their school counseling activities, preparing counselors to conduct presentations as they do annually.

School Updates and System Changes

Salama reported on staff changes, including Stephanie McIntyre's retirement, and mentioned ongoing issues with the AOSOS system, which have been resolved with new links. They also discussed the expiration of ABAWD waivers in January 2026 and new features for EBT cards, including a lock/unlock function to prevent unauthorized use.

Staffing Challenges and Project Updates

The meeting covered updates on staffing challenges, with Kristi reporting being 5 positions down and facing difficulties due to a transfer from the front desk. She discussed mixed messages regarding hiring freezes and potential staff changes before the gubernatorial election, noting that trainee positions might be exempt. Kristi also provided updates on various projects, including the completion of a skill-up video featuring employer and customer perspectives.

Customer Service and Employment Data

Kristi presented data on customer check-ins and employment services for July 2025, noting that 3,369 services were provided with an average of 153 customers per day. She highlighted that the resource center was seeing increasing numbers due to repeat customers attending workshops, while UI services continued to be primarily one-time customers. Kristi also reported that 505 people were served by employment services, with 69% receiving virtual assistance and 31% in-person and mentioned a 57% attendance rate for RESEA funding stream programs.

Driver License Scanning System Implementation

Jeffrey and Kristi discussed the implementation of a sophisticated system for scanning driver's licenses at the entrance and exit of facilities, which would enhance security and gather demographic data. Jeffrey expressed interest in learning more about the system. Jeffrey provided an update on the Business Services Outreach Team, highlighting their role in tracking hiring trends, certifications, and workforce changes in the region, and mentioned the ongoing completion of the annual report.

Community Events and Outreach Updates

The meeting covered updates on upcoming community events and outreach initiatives. Jeffrey announced the Empowerment Expo scheduled for October 8th at the Clementon Fire Hall, which



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will feature over 30 vendors and organizations providing various services. Debra detailed the participating organizations, including health services, job coaching, and legal assistance. Jeffrey outlined several other events in September and October, including job fairs, a resource fair, and a health and wellness fair. He emphasized the importance of board members attending the upcoming quarterly board meeting on September 17th to approve the budget.

NEXT STEPS

- Bob Regensberger: Quarterback the local plan modification project and reschedule the stakeholder meeting
- Jeffrey/Staff: Obtain updated labor market information from Mark or Jason at the State for the local plan modification
- Lori and Richelle: Review performance outcomes from 2023 for the local plan modification
- All partners: Contribute expertise to the local plan modification, which needs to be completed by October 15th
- Kristi: Provide information on the customer check-in process and tracking for the local plan

ADJOURNMENT

Jeffrey asked for a motion to adjourn. The motion was made by Kristi Connors and seconded by Frank Cirii. By a majority vote, the meeting adjourned at 10:06 AM.

Respectfully submitted by: Michelle Rohan, Committee Coordinator