



WORKFORCE DEVELOPMENT BOARD

Supporting the Development and Retention of a World Class Workforce

Jeffrey S. Swartz, Executive Director

Carl Donato, Jr., Chair

OPERATIONS COMMITTEE MEETING MINUTES Friday, May 8, 2026, 9:00 AM on Zoom

ATTENDANCE

NAME	ORGANIZATION	TRUSTEE MEMBER	25-Nov-25	12-Dec-25	9-Jan-26	13-Feb-26	13-Mar-26	10-Apr-26	8-May-26
Donato, Carl (CHAIR)	Workforce Development Board	✓	X						
Buscher, Steven	NJ DOL-Unemployment				X				
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
Deitz, Jeff	NJDVRS	✓				X	X	X	
Gutierrez, Inocencia	Camden County One-Stop			X	X	X	X	X	X
Kelly, Sandy	SLK Partners Marketing	✓	X						
Jones-Benjamin, Michaela	Board of Social Services								X
Maguire, Laurie	Camden County One-Stop		X	X	X	X	X	X	X
McFarland, Salama	Camden County Board of Social Svcs		X		X	X		X	
Peterson, Jyi	Camden County One-Stop		X	X	X	X	X	X	X
Regensburger, Robert	Lockheed Martin	✓	X	X	X	X	X	X	X
Romolini, Eric	Camden County One-Stop		X	X	X	X	X	X	X
Sinclair, Nidia	Camden County Resource Center		X	X	X			X	X
Spector, David	NJ DOL-Business Services								
Weil, Bob	Conner, Strong & Buckelew	✓	X	X	X	X	X	X	
Wemple, Anita	CPAC	✓	X		X	X	X		
Hardison, Richelle	WDB		X	X		X	X	X	X
Swartz, Jeffrey S.	WDB		X	X	X	X	X	X	X
Vaughn, Debra	WDB		X	X	X	X	X	X	X
Williams, Leslie J	WDB		X	X	X	X	X	X	X

WELCOME

Jeffrey Swartz welcomed attendees and called the meeting to order at 9:07 AM. He asked for a motion to approve the April 10, 2026 meeting minutes. Motion to approve the minutes was made by Bob Regensburger, seconded by Frank Cirii. With a majority vote to the affirmative, the motion carried and the minutes were approved.

WORKFORCE DEVELOPMENT BOARD UPDATES

Jeffrey S. Swartz, Executive Director

Regional Plan and WDB Certification

Regional Plan Status

- Plan has been officially submitted to the state
- Currently under public review period
- Scheduled for board approval presentation at the June quarterly meeting
- Leslie to follow up with Eric on outstanding questions (offline discussion)

WDB Certification Process

- Leslie is leading the overall WDB certification efforts
- Richelle is handling the one-stop certification component
- Monitoring reports required, particularly the one-stop operator portion
- Extension available for youth portion as needed



WORKFORCE DEVELOPMENT BOARD

Supporting the Development and Retention of a World Class Workforce

Jeffrey S. Swartz, Executive Director

Carl Donato, Jr., Chair

- Coordination needed between Richelle, Nidia, and Frank/One-Stop team

Summer Youth Work Experience Program

Program Metrics

- Over 550 information requests received
- 50 employer sites secured
- Employer orientations successfully conducted

ONE STOP UPDATES

Frank Cirii, Local Area Operations Director

Treasury Department Punch List

- All items completed, including:
 - Light bulb replacements
 - Ceiling tile repairs
 - Rug cleaning

Fire Suppression System

- System passed inspection
- Tank upgrades required in server room
- Eric handling procurement of quotes

Security Protocols

- New security measures implemented
- All employees now required to carry ID for building entry and exit

South Jersey Transportation Shuttle Program

- Grant renewed for \$544,000
- Services continue for SNAP clients
- Program provides critical transportation access

Client Safety and Incident Management

Frank reported a violent incident between two women clients, which included an assault on one woman's hijab. This incident highlighted the importance of the established safety protocols and the need for continued vigilance in maintaining a secure environment.

Altercation Procedures

- Aggressive behavior triggers immediate security calls
- Involved clients are rescheduled on different dates by the board
- Procedures designed to maintain safe environment for all clients



WORKFORCE DEVELOPMENT BOARD

Supporting the Development and Retention of a World Class Workforce

Jeffrey S. Swartz, Executive Director

Carl Donato, Jr., Chair

April Program Statistics

- 104 visitors to Career Services, 1120 YTD
- 21 RTVs (Request Training Vouchers) completed, 229 YTD
- 102 GED tests administered
- 105 CASAS tests administered
- 44 CareerScope assessments
- 14 CWEP placements

WorkFirst New Jersey (WFNJ) Program

- 531 enrollments to date (significant increase)
- 60 referrals in April and 31 attended
- Upcoming job fair at Cherry Hill Mall
- Currently prioritizing WFNJ customers

Youth Services Updates

Jyi Peterson, Supervisor

Cooper Youth Program

- Jyi provided updates on program progress
- 10 youth attended orientation in April, 3 were placed in Youth Work Experience
- Work experience initiatives underway
- Prioritizing WFNJ customers before expanding to youth services

Youth Services RFP

- Tech Conference scheduled for May 11th
- Will discuss past performance and outcomes with attendees
- Richelle to send email to One-Stop team to schedule proposal review

BOARD OF SOCIAL SERVICES

Michaela Jones-Benjamin

ABAWD Program Updates

- ABAWD age increased to age 64 (HR1 Bill, November 2025)

Administrative Activities

- Client coding updates completed (approximately 2500 of 7500 files to complete)
- EBT card replacement status tracked

EBT Card Replacement Timeline

- New cards expected to be issued in July



WORKFORCE DEVELOPMENT BOARD

Supporting the Development and Retention of a World Class Workforce

Jeffrey S. Swartz, Executive Director

Carl Donato, Jr., Chair

- Additional cards to be issued in August
- Michaela managing the replacement process

NJDOL EMPLOYMENT SERVICES

Kristi Connors, ES Manager

April Service Statistics

- 3,117 total services provided at the one-stop
- 57% attendance rate for UI (Unemployment Insurance) appointments

Staffing Updates

- New employment supervisor position upcoming
- Potential additional employment service trainee
- Kristi managing staffing transitions

Process Improvement Initiatives

Kristi identified need to streamline referral processes between G-JOBS and ABAWD programs to prevent duplication of services and manage intake bottlenecks. A coordination meeting is planned in Trenton, with Denise, Mary, Nidia, and Jyi to address these issues.

County Website Updates

- Most updates completed
- Remaining items:
 - Adding David Spector as business service representative
 - Updating video content
- Kristi to send updated video links to Jeffrey and Deb

WDB Website Updates

Coordination needed between Kristi and Jeff/Deb to ensure both Camden County and WDB websites reflect current information and staff.

BUSINESS SERVICES AND EMPLOYER ENGAGEMENT

Lockheed Martin

Bob Regensburger

Bob noted potential additional work coming to New Jersey which would create significant demand for:

- Engineers
- Computer programmers/professionals

RECRUITMENT EVENTS

- NJ Department of Corrections in-person recruitment at Camden County One-Stop (next Friday)
- United States Census Bureau recruitment on May 29th



WORKFORCE DEVELOPMENT BOARD

Supporting the Development and Retention of a World Class Workforce

Jeffrey S. Swartz, Executive Director

Carl Donato, Jr., Chair

- Dave Spector coordinating both events

WDB REGIONAL UPDATES

Jeffrey S. Swartz, Executive Director

Cooper EMT Initiative

- Program continues to provide emergency medical technician training opportunities for youth participants.

NASA Grant - Aviation Maintenance Tech Apprenticeship

- Upcoming grant opportunity for Aviation Maintenance Tech Apprenticeship Program, representing expansion into aerospace sector training.

Regional and Industry Events

GSETA Conference

- Scheduled for October
- Regional workforce development conference

SHRM Tri-State Event

- Society for Human Resource Management event covering tri-state area, providing networking and professional development opportunities.

Abilities Committee Event

- Upcoming event at Camden County College
- Jeffrey/Deb to distribute and promote flyer once ready
- Focus on disability employment and accessibility

Upcoming WDB Meetings

June 17th Quarterly Meeting

May 11th Youth Services RFP Tech Conference

- Richelle hosting
- Discussion of past performance and outcomes
- Proposal review scheduling to follow

OUTSTANDING ACTION ITEMS SUMMARY

Immediate Priority

- Leslie: Follow up with Eric on State request questions
- Richelle: Coordinate monitoring report submissions for WDB certification
- Frank/Nidia: Submit one-stop operator monitoring report

Communications and Coordination

- Kristi: Send video links and website updates to Jeff/Deb
- Kristi: Coordinate meeting with Trenton team on referral processes

1111 Marlkrass Road, Suite 101, Cherry Hill, NJ 08003 • www.ccwib.com

Phone: 856.751.1500 • Fax: 856.751.4495



WORKFORCE DEVELOPMENT BOARD

Supporting the Development and Retention of a World Class Workforce

Jeffrey S. Swartz, Executive Director

Carl Donato, Jr., Chair

- Richelle: Email One-Stop team about youth services proposal review

Event Planning and Promotion

- Deb: Collect quarterly meeting attendance responses
- Dave Spector: Coordinate recruitment events
- Richelle: Host Youth Services RFP Tech Conference

ADJOURNMENT

Motion to adjourn was made by Frank Ciri, seconded by Kristi Connors. With a majority vote to the affirmative, the meeting adjourned at 9:48 AM.

The next Operations Committee meeting will be on June 12, 2026 at 9:00 AM on ZOOM.

The next quarterly Board of Trustees meeting will be held on Wednesday, June 17th at 8:30 AM at Camden County College/Blackwood Campus, Roosevelt Hall/Room 102 at 8:30 AM. Breakfast will be served.

Respectfully submitted by: Debra Vaughn, Executive Assistant