

**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, November 14, 2025, 9:00 AM (Zoom)

| 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 | 10-Oct-25 | 14-Nov-25 |
|----------------------|--|---------|-----------|-----------|-----------|-----------|----------|-----------|-----------|----------|-----------|-----------|
| DeBaere, Gregg | Atlantic Coast Communications NJ, Inc. | ✓ | X | X | X | X | X | | | | | |
| Buscher, Steven | NJ DOL-Unemployment | | | | | | | | | | | |
| Cirri, Frank | Camden County One Stop | ✓ | X | X | X | X | X | | X | X | X | |
| Connors, Kristi | NJ LWD-Employment Services | ✓ | X | X | X | X | X | X | X | X | X | |
| Deitz, Jeff | NJDVRS | ✓ | | | X | X | X | | | X | | |
| Gutierrez, Inocencia | Camden County One-Stop | | | | X | | | X | X | | X | |
| Kelly, Sandy | SLK Partners Marketing | | | | | | | | | X | | X |
| Maguire, Laurie | Camden County One-Stop | | | X | X | X | X | X | X | X | X | |
| McFarland, Salama | Camden County Board of Social Svcs | | X | X | X | X | X | X | X | X | X | X |
| Peterson, Jyi | Camden County One-Stop | | X | | X | X | X | X | X | | X | X |
| Regensburger, Robert | Lockheed Martin | ✓ | | X | X | X | X | X | X | X | X | X |
| Romolini, Eric | Camden County One-Stop | | X | X | | X | X | X | X | | X | X |
| Sinclair, Nidia | Camden County Resource Center | | X | X | X | X | | X | X | | X | X |
| Weil, Bob | Conner, Strong & Buckelew | ✓ | X | X | X | | X | X | X | X | X | X |
| Wemple, Anita | CPAC | ✓ | | X | | | | | | | X | X |
| Hardison, Richelle | WDB | | X | | X | | | 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 | X | X |
| Vaughn, Debra | WDB | | X | X | X | 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 9:06 a.m. He asked for a motion to approve the October 10, 2025 meeting minutes. Motion to approve the minutes was made by Salama McFarland, seconded by Carl Donato. With a majority vote to the affirmative, the motion carried and the minutes were approved.

REGIONAL AND LOCAL PLANNING**Local Plan Status**

The local workforce development plan was successfully submitted on time, with special recognition given to Bob Regensburger for his leadership in the process. The plan outlines local workforce priorities and implementation strategies for the coming year.

Regional Plan Development

The regional workforce plan is currently pending guidance from the state government. Key points include:

- Guidance is expected next week from state officials
- Once received, the committee plans to competitively bid the regional plan compilation to a qualified vendor
- The regional plan will coordinate workforce development efforts across multiple counties

ONE STOP OPERATIONS**Budget and Financial Planning**

Frank provided detailed updates on budget management and financial planning:

- Current budget constraints require careful monitoring, especially around the New Year
- Plans to identify and reallocate unspent contracted services funds for outreach activities
- Working with Jeffrey's staff to adjust budget allocations as needed
- Transportation grant application in progress (Frank and Eric leading)

Facility Updates**NCAR Office Space Sublease Opportunity:**

- Approximately 6,000 square feet available, includes two private offices and four workstations



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- Annual cost: \$6,000-\$10,000
- Frank and Eric are actively promoting this opportunity to potential partners
- GED testing sessions reported as successful
- A contract is in the works with Cathedral Kitchen to provide training

Workforce Development Initiatives/Training Programs

Several training and workforce development initiatives were discussed:

- Cooper EMT program revival (Jeffrey meeting with Cooper on November 25th)
- Potential partnership with Kaizen Technology for training programs (Frank to follow up with Terrenny Robinson)
- Work experience sites expansion to include Cooper and Cathedral Kitchen (Frank coordinating)

Youth One Stop

- Forty-four youth attended Youth Work Experience orientations in October
- There are currently 10 people enrolled in youth work experience
- E-Time process transition discussion (Jyi scheduling Cooper Hospital to meet with Laurie)

Upcoming Events

Several key events are being planned:

- Spring job fair at Cherry Hill Mall (Frank coordinating flyer distribution)
- Regional veteran workshop with Off-Base Transition Training (Kristi coordinating with Burlington and Gloucester counties)

PROGRAM UPDATES

BOARD OF SOCIAL SERVICES

SNAP and ABAWD Programs

Significant changes to the SNAP and ABAWD programs were discussed:

- HR1 bill implementation with immediate effect on work requirements and exemption dates
- Training scheduled for November 18th and 20th (Salama coordinating)
- Analysis of 7,794 ABAWD clients in Camden County with different demographic segments identified for targeted outreach
- Teams will review and recode cases from the ABAWD list

EBT Card Security Enhancements

New security features for EBT cards were explained:

- New lock feature implemented to prevent fraud
- Full benefits were issued last Friday
- Client education on using new card features in progress
- Potential future addition of chip technology for enhanced security

Staffing Updates

- Salama interviewing candidates for supervisor position

NJ DOL/UNEMPLOYMENT INSURANCE AND EMPLOYMENT SERVICES

Unemployment Insurance Services

Discussion of UI service improvements:

- Policy change: stolen benefits can no longer be reimbursed
- Proposal for UI concierge/air traffic controller position (Jeffrey and Kristi collaborating)
- Proposal to be sent to Julie Diaz



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- Goal to improve customer service efficiency and navigation

Website and digital content updates:

- Skill Up workshop videos nearing completion (Kristi leading)
- Kristi working on updating camdencounty.com/One Stop website

Staffing Updates

- Kristi interviewing 5 candidates for two employment service trainee positions next week

LOCKHEED MARTIN

Educational Partnerships

Bob Regensburger provided updates on Lockheed Martin's educational institution partnerships:

- Lockheed Martin partnership with Rowan College of Burlington County
- Upcoming discussion between RCBC and Rowan University within 30 days (Bob Regensburger participating)
- Focus on expanding workforce development opportunities through educational partnerships

UPCOMING MEETINGS

Important dates for future meetings:

- December 17th quarterly board meeting at Camden County College (Deb sending reminders)
- Cooper EMT program meeting on November 25th (Jeffrey attending)
- SNAP/ABAWD training on November 18th and 20th

ACTION ITEMS:

| | |
|---|--|
| WDB | <ul style="list-style-type: none">• Follow up on regional plan guidance letter from state• Competitively bid out regional plan to vendor• Meet with Cooper Hospital on November 25th regarding EMT program• Send completed UI concierge position proposal to Julie Diaz |
| One Stop | <ul style="list-style-type: none">• Monitor budget at year end, work with Leslie on budget adjustments• Distribute flyers for spring job fair at Cherry Hill Mall• Add Cooper and Cathedral Kitchen as work experience sites• Continue announcing available office space• Follow up with Terrenny Robinson about Kaizen Technology partnership• One Stop Finance: Help finalize transportation grant application• Youth One Stop: Schedule Cooper meeting with Laurie for E-Time process |
| NJDOL/Employment Services & Unemployment Insurance | <ul style="list-style-type: none">• Collaborate with Jeffrey on UI concierge position proposal• Interview 5 candidates for employment service trainee positions• Finalize Skill Up workshop videos• Update CamdenCounty.com and One Stop website• Coordinate regional veteran workshop with Burlington and Gloucester counties |
| Board of Social Services | <ul style="list-style-type: none">• Schedule team members for SNAP/ABAWD training (Nov 18 & 20)• Oversee review and recoding of 7,794 ABAWD cases• Interview candidates for supervisor position |



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ADJOURNMENT

Motion to adjourn was made by Bob Weil, seconded by Sandi Kelly. With a majority vote to the affirmatove, the meeting adjourned at 10:00 a.m.

The next Operations Committee meeting will be on Friday, December 12, 2025 at 9:00 a.m. on Zoom.

The quarterly Board of Trustees meeting will be held on Wednesday, December 17, 2025 at Camden County College/Blackwood campus in Roosevelt Hall, Room 102 at 8:30 a.m. Breakfast will be provided. Board members are encouraged to RSVP to ensure quorum.

Respectfully submitted by: Debra Vaughn, Executive Assistant