



WORKFORCE DEVELOPMENT BOARD

Supporting the Development and Retention of a World Class Workforce

Jeffrey S. Swartz, Executive Director

Carl A. Donato Jr., Chair

SYSTEMS PERFORMANCE COMMITTEE MEETING

FEBRUARY 21, 2025, 9:00AM VIA ZOOM MEETING

Attendance

COMMITTEE INFORMATION AND ATTENDANCE					
Name	Organization	Trustee Member	13-Aug-24	15-Nov-24	21-Feb-25
Abusi, Pat, CHAIR	Railroad Construction of SJ	✓		X	X
Cirii, Frank	CCOSCC	✓	X	X	X
Cream, Aaron	CCOS, Fiscal Team				
Doran, Ryan	IBEW Local 351	✓	X		
Johnson, Tom, Vice Chair	Independent	✓	X	X	X
Maguire, Laurie	CCOSCC			X	X
Martin, Lynn	CCOSCC		X	X	X
Raymond, James	TD Bank		X		
Romolini, Eric	CCOSCC		X		
Sinclair, Nidia	CCOSCC		X		X
Weil, Robert	Conner Strong & Buckelew Co	✓			
Michelle Rohan	WDB Staff			X	X
Richelle Hardison	WDB Staff			X	X
Swartz, Jeffrey S., Exec. Director	WDB Staff		X	X	X
Vaughn, Debra	WDB Staff		X	X	X
Williams, Leslie J	WDB Staff		X	X	

Welcome

Pat Abusi welcomed the attendees and called the meeting to order at 9:02am.

Approval Of Prior Meeting Minutes

Pat requested a motion to approve the minutes of November 15, 2024, Systems Performance meeting. A motion was made by Jeffrey Swartz and seconded by Tom Johnson. By majority vote to the affirmative, the motion carried, and the minutes were approved.

Next steps

Richelle to follow up with 3 ITAs (American Institute, American Training Center, Academy of Healthcare Excellence) to ensure they are sending documentation to the one-stop on a timely basis.

Jeff, Richelle, and Frank to review and potentially revise the RFP process to simplify it for vendors and increase participation.

Jeff to respond to the State report due by the end of the month regarding finance updates.

Frank to provide Cathedral Kitchen with information on becoming an ETPL provider and explore potential partnerships.

Eric to coordinate funding for job fair tables at Cherry Hill Mall on May 16th and September 12th.

Michelle to continue coordinating the Summer Youth Work Experience program, including processing work-learn site agreements by March 28th and youth applications by April 25th.

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

Phone: 856.751.1500 • Fax: 856.751.4495



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Michelle to send Jim Rhodes information to become a worksite for the Summer Youth Work Experience program.

Board members to inform Deb or Michelle of their attendance for the March 19th Quarterly Meeting to ensure a quorum.

Summary

Clarifying Meeting Invitations

There was minor confusion about a Teams meeting invite, which Michelle and Richelle clarified it is due to the calendar invite sent through Microsoft.

Workforce Development Board Meeting Summary

The meeting began with a roll call of attendees from the Workforce Development Board and related organizations. Richelle Hardison then provides a program evaluator update, discussing ITA evaluations, procurement plans, and curriculum improvements. Jeff mentioned that Carol McCormick from Camden County College will be retiring at the end of March. Lynn Martin presented the Fund Balance Report, showing expenditure percentages for various grants and programs. The group reviewed contract analysis summaries for diverse workforce programs, with Jeff inquiring about the progress of providers six months into the program.

Flexible Budgeting and Vendor Contracts

The committee discussed the need for more flexible budgeting and contracting practices with vendors. Frank emphasized the importance of being able to reallocate funds throughout the year to avoid returning money to the state. Jeffrey and Pat agreed on the need to review vendors past performance when determining future contract amounts. The group also considered separating RFPs for different programs to make it easier for agencies to apply. They aim to be more critical in their approach to ensure efficient use of funds and avoid encumbering money that will not be spent.

PY24 Contracts and Youth Funding

Lynn reported on PY24 SNAP, GA, and WIOA Youth contracts, providing details on providers and percentages spent. Jeffrey offered to seek more youth funding if needed. Lynn also presented the PY24 TANF contracts, highlighting Goodwill's robust performance as a new vendor. Jeffrey mentioned a report due to the State by the end of the month, which Leslie is working on.

Progress and Collaboration Opportunities Discussed

Frank discussed the progress of their programs and the potential for collaboration with the college. He mentioned the possibility of creating an agreement with the college to hire instructors and the potential for apprenticeship programs. Frank also highlighted the importance of being more flexible with their contracts, considering a smaller upfront admin fee and a per unit cost for clients. He mentioned the upcoming job fairs and the need for more creative budgeting. Pat raised a question about incentivizing vendors, to which Frank responded that they have historically used slots as an incentive and have recently increased the payment to vendors. Frank emphasized the need for the committee to think critically about the process and outcomes.



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Nonprofit Summit and Youth Work Experience

In the meeting, Jeffrey discussed his presentation at the Southern New Jersey nonprofit summit and upcoming events such as the Read Across America event at the Clementon Library. He also mentioned the upcoming quarterly meeting on March 19th, which will feature a presentation from the Walter Rand Transportation Center. Michelle updated on the Summer Youth Work Experience Program, aiming to host one hundred interns, and encouraged potential work sites to contact them. Frank suggested coordinating with Eric for the county's agreement and mentioned an interest from Jim Rhodes to be a work site.

Adjournment

Pat thanked everyone in attendance and asked for a motion to adjourn. Motion was made by Frank Cirii, seconded by Jeffrey Swartz. By majority vote to the affirmative, the motion carried, and the meeting was adjourned at 9:53am.

Respectfully submitted by Michelle Rohan, Committee Coordinator.