



WORKFORCE DEVELOPMENT BOARD

Supporting the Development and Retention of a World Class Workforce

Jeffrey S. Swartz, Executive Director

Carl A. Donato Jr., Chair

**ABILITIES COMMITTEE
MEETING MINUTES
THURSDAY, JANUARY 8, 2026 VIA ZOOM**

Name	Organization	Trustee Member	13-Feb-25	13-Mar-25	10-Apr-25	8-May-25	12-Jun-25	10-Jul-25	14-Aug-25	11-Sep-25	9-Oct-25	13-Nov-25	11-Dec-25	11-Dec-25	8-Jan-26
Donato, Carl, Chair	An Affair To Remember	✓	X	X	X	X	X	X	X	X	X	X		X	X
Askie-Rosario, Andrea	CC Commission for the Blind			X	X	X	X		X						
Banner, Salema	Center for Independent Living, So Jersey								X	X	X	X			
Ciri, Frank	Camden County One-Stop	✓	X		X	X				X		X	X		
Cole, Samuel												X			
Floyd, Kwame	Teacher Apprenticeship Network														
Forman, Lois	Jewish Family & Children's Service		X		X	X	X	X		X					X
Fugee, Antoinette	Cooper University Healthcare			X		X	X				X			X	
Lynn, Meghan	ARC of Camden County		X	X	X	X	X			X	X			X	X
McClintock, Monica	Rowan University			X	X	X		X		X	X				
McKelvey, Chris	NJDOL											X			
Perez, Irene	NJDVRS		X	X	X		X	X	X						
Quiqley, Kimberly	St. John of God Community Services		X	X	X		X	X	X	X					X
Rohlfing, Theresa	Center for Independent Living, So Jersey									X					
Rosado, Joeliza	Truist Bank							X							
Santana, Theresa	Popcorn for the People									X		X		X	X
David Square														X	
Storm, Jeanne, Vice Chair	American Water	✓						X						X	
Weinberg, Oriel	Jewish Family & Children's Service		X	X	X	X									
Marlyn Kalitan	Pathways to Literacy Chair	✓						X	X						
McClelland, Stacy	Enterprise						X								
Watson, Jess	MidPenn Bank													X	
Waxman, Nicole	Enterprise					X									
Hardison, Richelle	WDB Staff								X	X	X	X			
Rohan, Michelle	WDB Staff		X	X	X	X	X		X	X					
Swartz, Jeffrey S.	WDB Staff		X		X		X	X	X	X	X	X		X	X
Vaughn, Debra	WDB Staff		X		X	X		X	X	X	X			X	X

Welcome

Carl Donato, Chair, opened the meeting at 8:40 AM. Motion to approve the minutes of the December 11, 2025 was made by Theresa Santana, seconded by Lois Forman. The motion was carried with a majority vote to the affirmative and the minutes were approved.

Meeting Administration

- Discussion about changing meeting time from 8:30 AM to 9:00 AM due to traffic concerns and later start times for team members

2026 Events and Activities Calendar

Scheduled Events

- Empowerment Expo - Major event planned for the year
- Tri-State Society for Human Resource Management (TSHRM) Annual Conference on May 6th
- County Job Fairs
 - May 15th
 - September 11th
- Water Up Program - Partnership with American Water
- St. John of God Annual Gala - March 13th at Collingswood Ballroom in Camden County (venue change from previous Gloucester County locations)
- JFCS Workshop in May - Focus on LinkedIn, interviewing skills, and rebranding for seasoned professionals



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- JFCS Vocational Breakfast - Scheduled for November
- Summer Youth Work Experience Program - Upcoming program for youth employment

Workforce Development Board

Jeffrey Swartz, Executive Director

Training Programs

- EMT Training Program
 - Jeff to send flyers and information to Lois
 - Information to be posted on website
 - Lois requested materials for job board distribution
- Aircraft Maintenance Technician Program
 - New program being developed
 - Marketing materials to be distributed to team

Library Access Initiative

- Purpose: Provide clients with broader access to educational resources, job search materials, and professional development tools
- New memorandum of understanding for county library access
- Expanding resources available to clients and community members

Committee Updates & Initiatives

St. John of God - Kim Quigley

- St. John of God Restructuring
 - Kimberly provided updates on organizational changes
 - New Leadership Structure: Kimberly, Zach, and Alyssa appointed as Assistant Executive Directors. Each overseeing different programs within the organization
- New Speaker Series: "Be Inspired to Get Hired"
 - Clarification: Timeline for expansion is tentative and will depend on program success and resource availability
 - Former clients share their job experiences and success stories
 - Plans to expand in 2026 or 2027 to include business representatives
 - Goal: Provide inspiration and practical insights for job seekers

Literacy Committee - Update provided by Jeff Swartz

- Developing comprehensive strategic plan with specific deliverables for the year
- Heidi Daunoras created a framework document that Jeff will share with Carl
- BookSmiles Partnership
 - The organization delivers books to children in Camden, Trenton, and Philadelphia areas
 - Primary focus for promoting literacy in the community

Popcorn for the People - Theresa Santan

- National Popcorn Day Promotion - Partnership with New Jersey 101.5 radio station
- Lucy Skit Performance - Planned at Piscataway facility
- Exploring partnerships with coffee businesses for expanded product offerings
- Success story: Client who has been successful in selling popcorn



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Current and Proposed Partnership Opportunities

- Soups and Sweets Collaboration
 - Lois suggested partnering with Janeene Martin's program
 - Theresa assigned to reach out and explore gift basket collaboration
- Holy Grounds Coffee Partnership
 - Gift basket initiative featuring coffee and popcorn
 - Expanding opportunities for people with disabilities in Camden County
- Penn Medicine Workforce Development
 - Jeff met with Sean Clark who expressed strong interest in services
 - Focus on community partnerships and workforce development goals
 - *The team noted an encouraging trend of health institutions establishing dedicated workforce development departments, creating new partnership opportunities for community organizations. This trend creates opportunities for formalized partnerships and sustainable funding streams for workforce development programs*
- Atlantic City Electric SPARK Program
 - Collaboration opportunity for workforce development
 - Team invited to refer potential candidates

Emerging Trends

- Strategic Implication: This trend creates opportunities for formalized partnerships and sustainable funding streams for workforce development programs

Collaboration and Communication Strategies

Proposed Regular Meetings - Lois Forman

- Lois proposed holding regular meetings to share client success stories and challenges
 - Consideration of organizing meetings to bring together team members from various committees
 - Goal: Foster collaboration and cross-committee learning

Success Story Sharing

- Team agreed to share success stories and client challenges more regularly
- Possibility of showcasing client success stories at quarterly board meetings
- Strategy includes bringing in external partners for problem-solving discussions

Awareness and Outreach

- Carl shared experience distributing popcorn with informational flyers
 - Strategy is effective for raising awareness about the organization
- Team encouraged to send job announcements and opportunities to share on job board

Job Placement Support

Active Job Searches

- Group Chat for Job Opportunities
 - Carl offered to share group chat to help find job opportunities
 - Collaborative approach to connecting clients with employment

Jewish Family and Children's Service (JFCS)

- HR Professional Placement



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- Lois seeking job leads for community member with HR background
- Resume to be emailed to Carl for sharing with Wawa contacts

Action Items and Follow-Up

Documentation and Communication

- Jeff to send Literacy Committee's strategic plan/work paper to Carl
- Carl to send email to poll the team about proposed 9:00 AM meeting start time
- Debra to send follow-up meeting date options to Sean Clark and Sherry Mentech

Partnership Development

- Theresa to reach out to Janeene Martin at Soups and Sweets
- Lois to email HR professional's resume to Carl

Marketing and Outreach

- Jeff to send EMT and aircraft maintenance program flyers to Lois
- Post training program information on website
- Distribute materials for job board

Strategic Focus Areas

- Expanding workforce development partnerships with healthcare institutions
- Promoting literacy through community partnerships
- Creating sustainable employment opportunities for people with disabilities
- Building collaborative networks across committees and organizations
- Sharing success stories to inspire and inform stakeholders

Innovation Highlights

- New speaker series featuring client success stories
- Creative product partnerships (coffee, popcorn, gift baskets)
- Specialized training programs (EMT, aircraft maintenance)
- Cross-sector collaboration with utilities and healthcare

Motion to adjourn was made by Jeff Swartz, seconded by Kim Quigley. The motion was carried with a majority vote to the affirmative and the meeting adjourned at 9:21 AM.

The next Abilities Committee meeting will be held on Zoom on Thursday, February 12, 2026 at 9:00 AM.

Respectfully submitted by Debra Vaughn, Executive Assistant