



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, January 9, 2026, 9:00 AM on 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	10-Oct-25	25-Nov-25	12-Dec-25	9-Jan-26
Donato, Carl (CHAIR)		✓										X		
Buscher, Steven	NJ DOL-Unemployment													X
Cirii, Frank	Camden County One Stop	✓	X	X	X	X	X	X		X	X	X	X	X
Connors, Kristi	NJ LWD-Employment Services	✓	X	X	X	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		X	X
Kelly, Sandy	SLK Partners Marketing	✓								X		X		
Maguire, Laurie	Camden County One-Stop			X	X	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		X
Peterson, Jyi	Camden County One-Stop		X		X	X	X	X	X		X	X	X	X
Regensburger, Robert	Lockheed Martin	✓		X	X	X	X	X	X		X	X	X	X
Romolini, Eric	Camden County One-Stop		X	X		X	X	X	X		X	X	X	X
Sinclair, Nidia	Camden County Resource Center		X	X	X	X		X	X		X	X	X	X
Weil, Bob	Conner, Strong & Buckelew	✓	X	X	X		X	X	X	X	X	X	X	X
Wemple, Anita	CPAC	✓		X							X	X		X
Hardison, Richelle	WDB		X		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	X	X
Vaughn, Debra	WDB		X	X	X	X	X	X	X	X	X	X	X	X
Williams, Leslie J	WDB		X			X	X	X	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 December 12, 2025 meeting minutes. Motion to approve the minutes was made by Bob Weil, seconded by Leslie Williams. With a majority vote to the affirmative, the motion carried and the minutes were approved.

WORKFORCE DEVELOPMENT BOARD

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WDB Planning and Certification

Local and Regional Planning

- Board approved motion to proceed with WDB planning updates
- Local plan submission to the state is required, with potential need for full board approval
- Jeffrey scheduled to attend a 1:30 meeting with WDB directors in the South to discuss regional plan formatting

WDB Certification

The upcoming certification process will focus on:

- Board composition requirements
- Stakeholder engagement strategies

Grant Opportunities

- 2026 Summer Youth Work Experience program grant opportunity identified

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- BPU (Board of Public Utilities) grant available for HVAC pre-apprenticeship and apprenticeship program
- Partnership with Atlantic City Electric (Rachele Dorsey) to develop HVAC program
- Burlington County Institute of Technology's HVAC training program suggested as potential template
- Current Atlantic City Electric contract requires extension for approval to spend down funds on additional youth programs

ONE STOP UPDATE

Frank Cirii, Local Area Operations Director

Training and Testing Statistics

Classroom training space availability remains adequate despite increased scheduling demands

December GED testing:

- 81 tests scheduled
- 72 tests administered

January GED numbers:

- 27 tests scheduled
- 16 youth attended last orientation
- 150 RTVs (Requests for Training Vouchers) written so far this year
- Adult budget already exhausted due to high RTV volume

Budget and Contract Management

- Marketing outreach activities on hold pending budget clarity
- Eric tasked with reviewing youth contract performance in next few weeks
- 6-month vendor review prioritized, including potential claw back of funds from underperforming vendors
- Focus on more efficient use of available resources

DIVISION OF VOCATIONAL REHABILITATION SERVICES (DVRS)

Jeffery Deitz, Manager - absent

NJ DOLE EMPLOYMENT SERVICES

Kristi Connors, ES Manager

Staffing and System Updates

- Personnel Changes
 - Loss of Trish McGowan from the team
 - Two Employment Services trainees are currently being onboarded

Operational Challenges

- Front desk issues with Workforce 55 participants
- Potential commissioner visit to Camden

Data Management and Reporting

- Data Quality Initiatives
- Frank, Kristi, and Laurie assigned to clean up co-enrollment data and eligibility issues
- Coordination with Mary and state officials to ensure accurate dashboard reporting



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- Frank, Chinci, and Nydia to develop report on:
 - RTV enrollments
 - Counselor caseloads
- New reporting requirement: RTV and caseload data to be included in monthly operations report starting next month

BOARD OF SOCIAL SERVICES

Salama McFarland, Asst. Administrator, Case Management

- Salama McFarland submitted a candidate recommendation for Human Services Specialist 4 (HSS-4) on November 19 and is still awaiting county approval. Currently, there is one HSS-4 assigned (Michaela, at the One Stop), and Salama is covering the other two units.
- Regarding the end of the SNAP ABAWD waiver, SNAP client referrals are ongoing, but a major challenge is that AOSOS is not set up to transfer SNAP information. The Department of Labor is researching potential system updates; if AOSOS cannot be used for ABAWD referrals, an alternative process will be needed.
- Salama plans to schedule a meeting with the One Stop team to determine next steps, especially if an IAR (Interim Assistance Reimbursement) cannot be completed.

NJDOL/UNEMPLOYMENT INSURANCE (UI)

Steven Buscher, Manager

- The OneStop UI operation is running smoothly as usual. They schedule up to 95 people per day but typically serve 65–70 daily.
- The UI center offers multiple access options: courtesy phones to the call center, kiosks (with agents added during high volume), county computers for benefits access, and in-person or virtual services. Walk-in visitors can sign in at the front. Those with appointments are seen at service desks. Unemployment services require appointments per Department of Labor policy. Walk-ins without appointments are not seen that day, even if staff availability exists.
- Visitors without appointments can still use other resources (computers, phones) but must schedule and return for unemployment services.
- Despite a 30 to 40% no-show rate, the policy does not allow filling canceled slots with walk-ins. Frank Ciri questioned whether walk-ins could be accepted for assistance when UI staff are available due to no-shows and cancellations. Steven Buscher said he would escalate the question to his supervisor to see if the policy could be changed.

COMMITTEE UPDATES

Business Service and Outreach Team (BSOT)

Jeffrey Swartz provided an update from the January committee meeting.

Committee members shared updates on recent events and initiatives, including recruitment efforts from Irene Perez (Division of Oak Services), upcoming opportunities to be presented by Lisa Lord from the Camden County Technical Schools, and veterans initiatives led by Henry Bass. The committee's next meeting scheduled for the January 15th.



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Lockheed Martin

Bob Regensburger, Project Specialist

The company is focused on continuing workforce development by expanding a successful partnership with Rowan University to build a strong talent pipeline as experienced employees retire. Through co-developed engineering courses (particularly in combat systems engineering) taught by company engineers serving as adjunct faculty, students gain early exposure to the company's work. Many interested students participate in internships before graduating, supported by a robust intern hiring program.

The company is also advancing technology development and government (including international) acquisitions, while maintaining pride in long-standing regional operations such as those in Camden. Participation in the upcoming Summer Youth Work Experience Program will be considered.

Housing and Community Development

Anita Wemple, President/CEO

HUD Funding and Partnerships

- Anita provided updates on HUD funding status
- Nonprofit partnerships being developed and maintained
- Mobile resource center initiative in planning stages
- Anita to explore connections between housing program participants and workforce development opportunities

Coordination with Jeffrey's team on internship opportunities for housing program participants

Workforce Development Board

Jeffrey S. Swartz, Executive Director

UI Concierge Pilot Program

- Jeffrey to follow up with Deputy Commissioner Diaz and UI Commissioner

Youth and Internship Programs

- Summer Youth Work Experience opportunities upcoming
- SPARK internship programs being developed
- Jeffrey to share worksite agreements and intern requirements with Bob Regensburger
- Frank to inform state of participation intentions by January 21st deadline

Aviation Maintenance Training

- Jeffrey to submit regional demand exception request letter
- Employer letters needed to support request
- Goal: Add Aviation Maintenance Tech SIC (Standard Industrial Classification) codes to state ETPL (Eligible Training Provider List)

NEXT STEPS

- Jeffrey: Follow up with SETC and, if required, present the local plan to the board for full approval as requested by the state.
- Jeffrey: Attend meeting with WDB directors from the southern counties at 1:30 to discuss formatting the regional plan and update the group after the meeting.



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- Frank and Leslie: Review the 2026 Summer Youth Work Experience program grant opportunity and determine participation numbers. Frank to inform state of participation intentions by January 21st deadline.
- Leslie: Work with Rachele Dorsey at Atlantic City Electric on the HVAC pre-apprenticeship/apprenticeship program, identify a training provider, and coordinate with the one stop to launch the program.
- Leslie: Bring an extension for the current Atlantic City Electric contract to the executive for approval, due to the need to spend down current funds on additional youth programs.
- Eric: Meet with Leslie in the next few weeks to review performance for youth contracts and prioritize the 6-month vendor review, including clawing back funds from underperforming vendors.
- Frank, Kristi, and Laurie: Continue cleaning up co-enrollment data and eligibility issues, and work with Mary and the state to ensure accurate dashboard reporting.
- Frank, Chinci, and Nydia: Meet after this meeting to develop a report on RTV enrollments and counselor caseloads and include this as a regular part of the monthly Operations Committee report starting next month.
- Salama: Schedule a meeting with the one stop team to resolve the issue of referring SNAP clients via AOSOS or develop an alternative referral system.
- Steven: Ask his supervisor about the possibility of allowing walk-ins to use the phone for UI assistance when counselors are available, and report back to the team.
- Jeffrey: Submit a regional demand exception request letter with employer letters to get aviation maintenance tech SIC codes added to the state ETPL.
- Jeffrey: Share information and required documents (worksite agreements, intern requirements) with Bob Regensburger regarding the Summer Youth Work Experience and SPARK internship programs as details become available.
- Anita: Reach out to Jeffrey and team to explore connections between housing program participants and upcoming workforce development/internship opportunities.

ADJOURNMENT

Motion to adjourn was made by Frank Cirii seconded by Salama McFarland. With a majority vote to the affirmative, the meeting adjourned at 9:46 AM.

The next Operations Committee meeting will be on Friday, February 13, 2026 at 9:00 AM on Zoom.

The next quarterly Board of Trustees meeting will be held on Wednesday, March 18th at 9:00 AM on Zoom. Board Members are asked to RVSP as a quorum is needed to conduct board business.

Respectfully submitted by: Debra Vaughn, Executive Assistant