



**WORKFORCE DEVELOPMENT BOARD**

*Supporting the Development and Retention of a World Class Workforce*

Jeffrey S. Swartz, Executive Director

Carl A. Donato Jr., Chair

**LITERACY COMMITTEE  
MEETING MINUTES  
TUESDAY, NOVEMBER 12, 2024  
ZOOM MEETING**

**ATTENDANCE**

COMMITTEE INFORMATION AND ATTENDANCE												
NAME	ORGANIZATION	TRUSTEE MEMBER	6-Feb-24	5-Mar-24	2-Apr-24	7-May-24	3-Jun-24	6-Aug-24	3-Sep-24	2-Oct-24	12-Nov-24	
Kalitan, Marlyn Chair	Kalitan Consulting	x	X	X	X	X	X	X	X		X	
Willmann, Michael, Vice Chair	WMSH	x	X	X	X	X	X		X	X	X	
Allen, Mikala	One-Stop					X						
Beach, Patti	Goodwill		X	X	X	X	X					
Chisolm, Victoria	Literacy Volunteers of America			X								
Cirii, Frank	Camden County One Stop	x	X	X	X						X	
Clark, Justin	Office of Adult Literacy (NJDOL)								X	X		
Dann, Carol	HopeWorks Camden		X	X	X	X		X	X			
Daunoras, Heidi	Pine Hill School District			X	X	X	X	X	X			
Deprey, Brynn	NTIA					X	X	X	X			
Druce, Jennifer	Camden County Library											
Egrie, Gabrielle	Watermark Communities											
Fithian, Danielle	Goodwill					X						
Green, Aurella	Camden County College		X	X		X	X	X	X		X	
Hill, Dr. Lauren	Camden County College		X									
Jenkins, Timothy	Camden Board of Education											
Johnstone, Brent	Fathers365											
Knopf, Dick	Marketing Professional Services		X	X	X					X		
Mauro, Jennifer	Goodwill	x	X	X	X	X				X		
McKelvey, Christopher	Councilman, Clementon Borough		X		X	X		X		X	X	
Norman, Tahja	Orchards Family Success Center											
Page-Soncrant, Jeanne	Dept. of Labor											
Petty-Ford, Shawneeq	HopeWorks Camden											
Randall, Angela											X	
Robinson, Terrenny	Net America											
Rutzler, Eugene	Literacy Needs Assessment Intern											
Ryan, Danny	Citizens Bank											
Sinclair, Nidia	Camden County One-Stop											
Soira, Lizette	Orchards Family Success Center											
Staples, Akeiff	Fathers365											
Stewart, Queen	Volunteer UP		X									
Strobl, Holly	Councilwoman, Clementon Borough											
Randall, Angela	Camden County OEO								X			
Thompson, Ryan	Truist Bank	x	X				X					
Young, Jennifer	Verizon		X		X	X	X					
Michelle Rohan	WDB		X	X	X	X	X	X			X	
Richelle Harbinson	WDB										X	
Swartz, Jeffrey S.	WDB			X	X	X	X	X	X	X	X	
Williams, Leslie	WDB									X		
Vaughn, Debra	WDB		X	X	X	X	X		X	X	X	

**WELCOME & APPROVAL OF MINUTES**

Marlyn Kalitan, Literacy Chair, opened the meeting at 8:37a.m. She asked for a motion to approve the October 1, 2024 meeting minutes. The motion was made by Michael Willmann and seconded by Christopher McKelvey. By majority vote to the affirmative, the motion carried, and the minutes for October 1, 2024 were approved.

- Angela Randall, Director of Housing and Community Initiatives in Camden County, introduced herself as a new committee member.

**ONE-STOP UPDATE**

Frank Cirii, One Stop Operator

- One-Stop Check-in system is still continuing to rise in people visiting the facility.
- GED Testing is averaging 40 tests per month.



WORKFORCE DEVELOPMENT BOARD

Supporting the Development and Retention of a World Class Workforce

Jeffrey S. Swartz, Executive Director

Carl A. Donato Jr., Chair

- Frank anticipates higher numbers in Unemployment services after the holiday seasonal layoffs.
- The WDB is still awaiting a response for the NGO, HELPP (Hub for Education, Literacy and Personal Progress) formerly Learning Link.
  - Should the WDB receive the grant, the One Stop will be open to residents in counties that did not apply (Burlington and Gloucester residents).
  - If the grant is awarded, tablets will be utilized for instruction; in person and virtually, using AI, to tailor specific needs identified on the pretest for instruction to clients.

**Jeffrey Swartz, Camden County Workforce Development Board**

Jeffrey shared with the committee the WDB received its certification from the state as well as confirmation from the state that the MOU/IFA was approved. The One Stop submitted an application for The Fund My Future grant. The grant was initiated by the Governor’s office, which would allow for up to \$9000 per client for training and education.

- The WDB is fully staffed, Michelle Rohan is our new Committee Coordinator and Richelle Hardison is our new Program Evaluator. Both Michelle and Richelle came to us through the Job Fair held in September 2024 at the Cherry Hill Mall.
- Our Quarterly Board Meeting will be held on December 18, 2024 at 8:30am at the Camden County College/Roosevelt Hall, Blackwood Campus. Breakfast will be served.
- Currently we are going through our yearly internal audit with our CPA Firm. We anticipate no findings and a clean audit.

**COMMITTEE DISCUSSION**

The committee held a discussion regarding a comprehensive listing of services throughout Camden County. Currently there is a Resource Guide that is published yearly from the Housing Community Development Network of New Jersey for Camden County. A second discussion regarding how transportation plays a crucial role for workforce services. Currently, The South Jersey Transportation Authority is holding meetings to develop a regional plan and seeking input from the community. There was further discussion regarding branding, business outreach, and the stigma associated with the One Stop.

- Jeffrey Swartz suggested a future Webinar to discuss Literacy; what it is and how to incorporate the data from the needs assessment from a nonprofit standpoint.

**Committee Update**

**Christopher McKelvey, Councilman, Clementon Borough**

Chris reported that the Clementon library wants to open by January 2025. The building is owned by the town, and they are seeking partners to provide literacy needs.

**Angela Randall, Director of Housing and Community Initiatives**

Angela reported that the Youth Investment Council will be hosting the second meeting of the Youth Focus Group on November 14, 2024 from 5:00pm – 7:00pm at the Camden County Council on Economic Development, Urban Woman’s Center.



WORKFORCE DEVELOPMENT BOARD

*Supporting the Development and Retention of a World Class Workforce*

---

*Jeffrey S. Swartz, Executive Director*

*Carl A. Donato Jr., Chair*

**Adjournment**

The meeting ended at 9:22 a.m.

**Next Meeting**

The next Literacy Committee meeting will be held Tuesday, December 3, 2024 at 8:30a.m. via Zoom. Meeting materials and Zoom conferencing information will be distributed prior to the meeting.

Submitted by:

Michelle Rohan, Committee Coordinator