



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, February 14, 2025, 9:00 AM (Zoom Conferencing)
1111 MARKKRESS ROAD, SUITE 101, CHERRY HILL, NJ 08003**

ATTENDANCE

NAME	ORGANIZATION	TRUSTEE	10-Jan-25	14-Feb-25
DeBaere, Gregg T., CHAIR	Atlantic Coast Communications NJ, Inc.	✓	X	X
Argenbright, Sarah	NJDVRS			
Buscher, Steven	NJ DOL-Unemployment			
Cirii, Frank	Camden County One Stop	✓	X	X
Connors, Kristi	NJ LWD-Employment Services	✓	X	X
Deitz, Jeff	NJDVRS	✓		
Guzman, Elizabeth	NJDVRS			
Maguire, Laurie	Camden County One-Stop			X
McFarland, Salama	Camden County Board of Social Services		X	X
Jones, Michaela	Camden County Board of Social Services			
McIntyre, Stephanie	Camden County Board of Social Services			
Peterson, Jyi	Camden County One-Stop		X	
Regensburger, Robert	Lockheed Martin	✓		X
Romolini, Eric	Camden County One-Stop		X	X
Sinclair, Nidia	Camden County Resource Center		X	X
Weil, Bob	Conner, Strong & Buckelew	✓	X	X
Wemple, Anita	CPAC	✓		X
Hardison, Richelle	WDB		X	
Michelle Rohan	WDB		X	X
Swartz, Jeffrey S.	WDB		X	X
Vaughn, Debra	WDB		X	X
Williams, Leslie J	WDB		X	

WELCOME

Gregg DeBaere welcomed attendees and called the meeting to order at 9:07 a.m. Gregg asked for a motion to approve the January 10, 2025, meeting minutes. Motion to approve the minutes was made by Frank Cirii, seconded by Bob Weil. With a majority vote to the affirmative, the motion carried, and the minutes were approved.

Next steps

- Coordinate with Walter Rand Institute to present their Camden County transportation study at the next Quarterly Board meeting on March 19th.
- Develop a process to track and report self-service usage in the One Stop Career Center to meet federal requirements.
- Follow up with Jim Rhodes regarding potential use of the old TIP space by the county.
- Continue to monitor and address facilities issues in the One Stop Career Center, including parking lot repairs and lobby ceiling leak.
- Distribute handouts for upcoming job fairs on May 16th and September 12th once available.
- Prepare for potential site visit from LWD senior staff on March 7th.
- Set up and manage the workforce development booth at the SHRM Annual Conference on May 1st.



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Summary

Workforce Development Board-Summer Youth Work Experience Update

Jeffrey Swartz- Executive Director

Jeffrey provided an update on the Summer Youth Work Experience Program. The organization has applied for a state grant and has sufficient funds from Atlantic City Electric to cover 50 interns, with the potential to double to 100 if the grant is approved. Several new partners, including Cooper, Rutgers, and Book Smiles, have shown interest in participating. The program is being promoted at high school fairs and career days, and the county has agreed to help with interviewing candidates.

One Stop Career Center-Restructuring for Improved Public Service

Frank Cirii, Local Area Operations Director

Frank discussed the organization's restructuring efforts in response to the new NGO world. The management team conducted a SWOT analysis to identify strengths, weaknesses, opportunities, and threats. The aim is to better serve the public, improve data validity, and create less redundant systems. This will involve staff movement, reassignment, and better utilization of staff. The changes are expected to be implemented by early summer. Frank also mentioned that the organization has not reviewed its structure in a long time and that there may be significant changes. Kristi requested to be informed about any new point people or changes that might affect her staff.

Organization Update and Future Plans

Frank provided an update on various aspects of the organization's operations. He reported positive results from their public outreach efforts, including increased website traffic and social media impressions. The organization is looking to restart Incumbent Worker Training Programs and is seeking new partners. Frank also mentioned staffing changes, including a new bilingual front desk employee. He discussed the need to critically assess budget allocations and potentially reclaim unused funds from contracted vendors. Frank noted that they are continuing to participate in regional transportation planning meetings and awaiting updates on the Summer Youth program grant. Lastly, he reported strong attendance numbers for their youth orientation and job programs and expressed the need for clarity on how regional learning link services will be provided to their area.

Regional Services Management and Updates

Frank, Jeffrey, and the committee discussed the management of regional services and the need for more oversight. Frank mentioned a new pod created by DOL to manage regions and one-stop operators. Jeffrey updated the committee on his communication with Fran Kuhn from Atlantic County and the upcoming visit from LWD senior staff. Leslie's knee operation was also discussed, with Jeffrey mentioning she would be out of commission until the end of February and working from home in March.



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Board of Social Services- Federal Funding Changes and Transportation

Salama McFarland, Case Management Asst. Administrator

Salama discussed the ongoing changes in federal funding and its potential impact on client benefits and operations. She mentioned the development of a text messaging system for appointment reminders and the creation of a new system to track co-enrollment. Salama also highlighted the focus on job training and employment, with the possibility of eliminating CWEP and Job Search. She mentioned the upcoming regional and state meetings for further guidance.

JAN 2025 TOTALS	EPDT'S COMPLETED	CSA'S COMPLETED	EMPLOYABLE ACTIVITY REFERRALS	UNEMPLOYABLE REFERRALS OR EXEMPTIONS	G-JOB SCHEDULED	NEW EMPLOYED (CM SUPPORT)
MONTHLY SUB-TOTAL	GA -	GA -	GA -	GA -	REPORTED - 17	GA -
MONTHLY SUB-TOTAL	TANF -	TANF -	TANF -	TANF -	STAYED - 14	TANF -
MONTHLY SUB-TOTAL	SNAP -	SNAP -	SNAP -	SNAP -		SNAP -
MONTHLY TOTAL					88	

January Employment Program and ICE

Salama reported on January's employment program statistics, including completed EPDTs, CSAs, and employable activity referrals for GA and TANF recipients. Frank and Gregg discussed the retention rates for G jobs, noting a return to historical numbers after a period of higher retention. The conversation then shifted to concerns about ICE activity at county offices. Frank explained that their policy is to deny ICE officials access without a specific, signed warrant from a judge, emphasizing that this is for continuity of operations and to protect clients.

NJ DOL Employment Services- Performance Metrics, Staffing, and Outreach Updates

Kristi Connors, Manager

Kristi provided updates on several topics. She discussed a recent meeting where changes to performance measurements for their programs were discussed, with a move away from participation rates. New Jersey receives significant funding for these programs, leading to increased scrutiny. Locally, Kristi planned to meet with colleagues to discuss their approach. She also mentioned staffing challenges, including a hiring



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freeze and being down several staff members. Kristi was exploring stop-gap measures such as Interns to address the staffing shortage. She reported on veteran outreach efforts, the completion of an ACA video, One-Stop videos, and the use of SimplySigned and SimplyGov for streamlining processes.

Tracking Self-Service Activities Challenges

Kristi discussed the challenges of tracking self-service activities in their customer check-in system, particularly in relation to the Federal government's requirements. She expressed concerns about the process of adding self-service activities to the system, the potential for customers to be counted multiple times, and the difficulty of tracking customers who don't provide their social security numbers or NJ numbers.

Kristi also noted an increase in the number of customers using their public access area, which she attributed to the increase in G Jobs participants and the testing center. She also mentioned a significant jump in the number of customers from Camden, which she speculated could be due to the increase in G Jobs or the testing center. Lastly, she reported a decrease in the number of services delivered hybrid from ES, but an increase in the number of in-person services.

Improving Self-Service Tracking and Integration

In the meeting, Kristi mentioned that the current system, AOSOS, is not capturing all the necessary information and that the new system being developed needs to interface with the check-in system to track self-service activities. Jeffrey agreed, emphasizing the importance of capturing all service interactions, not just those that involve an Intake Form. Frank highlighted the issue of different systems and the need for better integration.

Regional Updates- Job Fairs and Upcoming Events

In the meeting, Gregg led the discussion and Frank provided updates on the job fairs scheduled for May 16th and September 12th. Jeffrey shared about upcoming events, including the Hope Summit on the 21st, the SHRM Annual Conference on May 1st, and the Quarterly meeting on March 19th. He also mentioned the Winslow Job Fair on April 26th. The team also discussed the possibility of attending the SHRM Annual Conference.

ADJOURNMENT

Gregg asked for a motion to adjourn. A motion to adjourn was made by Bob Weil and seconded by Salama McFarland. The meeting adjourned at 10:46 a.m.

The next Operations Committee meeting will be held on Friday, March 14, 2025 at 9:00 AM. on Zoom.

Submitted by: Michelle Rohan, Committee Coordinator