



WORKFORCE DEVELOPMENT BOARD

Supporting the Development and Retention of a World Class Workforce

Jeffrey S. Swartz, Executive Director

Carl A. Donato Jr., Chair

BUSINESS SERVICE OUTREACH TEAM MEETING MINUTES
Thursday, February 19, 2026, via Zoom

ATTENDANCE

	Organization	Trustee Member	20-Mar-25	17-Apr-25	15-May-25	17-Jul-25	21-Aug-25	18-Sep-25	16-Oct-25	20-Nov-25	18-Dec-25	15-Jan-26	19-Feb-26
Thompson Ryan	Mid Penn Bank, BSOT Chair	X	X	X			X	X					X
Askie-Rosario, Andrea	CC Commission of the Blind					X	X						
Baer, Jessika	NJ DOL				X								
Bass, Henry	NJ DOL		X					X			X	X	X
Michael Butler	The Fountain Fund		X						X				
Campbell, Gabriella	NJ DOL		X	X	X			X			X	X	X
Cirii, Frank	CCOSCC	X	X	X	X	X		X			X	X	X
Deitz, Jeff	DVRS												
Nicole Field	DOL										X	X	
Fugee, Antoinette	Cooper		X	X			X						
Lakshminarayan, Pavithra	NJ DOL						X				X	X	
Lex, James													
Lord, Lisa	CCTS					X	X	X			X	X	
Moen, Bill	Camden County College				X	X		X	X		X		
Perez, Irene	DVRS		X	X		X					X	X	X
Pomales, Nicole	Camden County College					X		X	X				
Regensburger, Robert	Lockheed Martin	X	X	X		X		X	X		X	X	
Terrenny Robinson	NJ DOL								X				
Shafer, Derena	Camden County College			X	X	X		X	X			X	
Sinclair, Nidia	Camden County One-Stop		X										
Spector, David													X
Weil, Robert	Conner, Strong, and Buckelew	X	X	X		X	X				X		X
Susan McShane	Npower			X									
Carelina Vieira-Ruiz	NPower			X									
Richelle Hardison	WDB		X			X	X	X					
Michelle Rohan	WDB		X	X	X	X	X						
Swartz, Jeffrey S.	WDB		X	X	X	X	X	X	X		X	X	X
Vaughn, Debra	WDB			X		X	X	X	X		X	X	X

WELCOME

Ryan Thompson opened the meeting at 2:04 PM and requested a motion to approve minutes from the committee’s January 15, 2026 meeting. Motion was made by Irene Perez, seconded by Frank Cirii. With a majority vote to the affirmative, the motion carried, and the minutes were approved.

WORKFORCE DEVELOPMENT BOARD REGIONAL UPDATE

Jeffrey S. Swartz, Executive Director

Current Major Projects:

- Summer Youth Work Experience Program administration and implementation
- Certification process management and transition to workforce board handling
- Aviation Tech Maintenance Apprenticeship program development and launch
- EMT program coordination in partnership with Cooper Hospital

Strategic Planning Responsibilities:

- Development and completion of local workforce development plan for Camden County
- Regional workforce development plan covering multi-county coordination
- Both plans completed and awaiting formal board approval

Event Coordination:

- Organizing virtual quarterly meeting scheduled for March 18th at 9am
- Seeking presenters and success stories from partner agencies
- Coordinating stakeholder participation and engagement



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Summer Youth Program Specific Responsibilities:

- Will post site agreements and applications on website upon grant award
- Coordinating with potential host sites for youth placements
- Distributing site agreements to interested organizations
- Sending agreement template to Gabriela for employer outreach integration

CAMDEN COUNTY ONE STOP

Frank Cirii, Local Area Director

Upcoming Events:

- Spring Job Fair coordination scheduled for May 15th
 - Location: Cherry Hill Mall atrium (high foot traffic, central location)
 - Time: 10:00am - 2:00pm (4-hour event)
 - Capacity: 10 tables for hiring entities
 - Participating organizations include public safety agencies and corrections departments

Program Support Activities:

- Coordinating incumbent worker training opportunities
- Supporting Summer Youth Work Experience Program implementation
- Providing operational infrastructure for various workforce initiatives

Youth Placement Coordination:

- Managing placement of 50 youth specifically in county government offices
- Coordinating with county departments for work experience opportunities
- Ensuring quality placements that provide meaningful learning experiences

Team Integration Support:

- Welcomed Dave Spector to the team as Camden County's new Business Service Representative
- Highlighted Dave's DOL experience and local knowledge as valuable assets
- Supporting Dave's integration and onboarding process

COMMITTEE UPDATES

Irene Perez, DVRS

- Current Activities: Multiple recruitment efforts for various employers
- Coordination: Working with team members for employer referrals
- Upcoming Events: Several hiring events scheduled

Henry Bass, NJDOL/Veteran Services Representative

Southern Counties Expansion Initiative

Cumberland County Outreach:

- Current Activity: Henry meeting with employer in Cumberland County
- Purpose: Exploring recruitment event opportunities in southern region
- Strategic Goal: Expand workforce development services beyond Camden County
- Market Development: Building relationships in underserved areas

Veterans Haven South Recruitment - Winslow:

- Focus: Veteran employment services
- Current Need: Henry requesting employer referrals from team



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- Action Item: Henry to email Ryan with details for employer connections
- Collaboration Opportunity: Team members encouraged to share relevant employer contacts

Gabriella Campbell, OJT Grant Writer

- Service Area: Camden County focus
- Recent Achievements: Successful needs assessments completion
- Collaborative Approach: Highlighted team efforts in contract success
- Cross-Promotion Role: Promoting Summer Youth Program during employer contacts

David Spector, NJDOL Business Services Representative

- Background: Previous experience with Department of Labor (DOL)
- Local Knowledge: Prior work experience in Camden County
- Current Activities: Shadowing county operations to understand workflows and processes
- Team Integration: Expressed eagerness to collaborate and contribute
- Expected Impact: Recognized as valuable asset due to DOL experience and local familiarity

BUSINESS COMMUNITY UPDATES

Bob Weil - Connor, Strong & Buckalew

Current Hiring Needs:

- Insurance-related positions available at company
- Open to recruiting through workforce development channels
- Interested in partnership opportunities

Support Offered to Team:

- Backup assistance for Chamber of Commerce connections if needed
- Offered to help Henry if Katie Mickelson doesn't respond
- Willing to leverage business community relationships

Collaboration Opportunities:

- Direct hiring through workforce development channels
- Potential participation in job fairs and recruitment events
- Possible OJT contract opportunities
- Consideration as Summer Youth Program host site

ACTION ITEMS

Owner	Action Item	Timeline	Priority
Henry	Add Dave and Gabriela to Katie Mickelson information distribution upon receipt	Upon receipt	High
Gabriela	Promote Summer Youth Program during OJT contract discussions; refer potential host sites to Jeffrey	Ongoing	Medium
Jeffrey	Post site agreements and applications on website; send agreement to Gabriela for distribution	After award received	High
Henry	Email Ryan about Veterans Haven South recruitment in Winslow for employer referrals	ASAP	Medium



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Complete Calendar of Important Dates

Date	Event	Time/Details
February 27 th	VR session with Cooper (virtual recruitment)	10:00 AM - 11:00 AM
March 3 rd	Partners in Home Care event (virtual recruitment)	10:00 AM - 11:00 AM
March 19 th	Next BSOT meeting	2:00 PM
March 18 th	Virtual quarterly meeting (RSVP required)	9:00 AM
May 15 th	Spring Job Fair at Cherry Hill Mall atrium	10:00 AM - 2:00 PM

ADJOURNMENT

Motion to adjourn was made by Henry Bass, seconded by Bob Weil. With a majority vote to the affirmative, the motion carried, and the meeting adjourned at 2:30 PM.

The next BSOT meeting will be held on Zoom on March 19, 2026 at 2:00 PM.

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