



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, March 13, 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	13-Feb-26	13-Mar-26
Donato, Carl (CHAIR)	An Affair To Remember	✓										X				
Buscher, Steven	NI DOL-Unemployment													X		
Cirii, Frank	Camden County One-Stop	✓	X	X	X	X	X	X		X	X	X	X	X	X	X
Connors, Kristi	NI LWD-Employment Services	✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Deitz, Jeff	NUDVRs	✓			X	X	X			X					X	X
Gutierrez, Inocencia	Camden County One-Stop				X			X	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	X	X
McFarland, Salama	Camden County Board of Social Svcs		X	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	X	X
Regensburger, Robert	Lockheed Martin	✓		X	X	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	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	X	X
Wemple, Anita	CPAC	✓		X							X	X		X	X	X
Hardison, Richelle	WDB		X		X			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	X	X
Vaughn, Debra	WDB		X	X	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	X	X

WELCOME

Jeffrey Swartz welcomed attendees and called the meeting to order at 9:05 AM. He asked for a motion to approve the February 13, 2026 meeting minutes. Motion to approve the minutes was made by Bob Weil, seconded by Frank Cirii. With a majority vote to the affirmative, the motion carried and the minutes were approved.

WDB

Jeffrey Swartz, Executive Director

Leslie Williams, Chief Financial Officer

Local and Regional Plan Status

- Jeffrey reported that the local plan has been successfully submitted to SETC (State Employment Training Commission)
- The local plan will be presented at the upcoming quarterly board meeting for formal approval
- The regional plan draft has been submitted to SETC for initial review



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- Final submission of the regional plan to SETC is scheduled for next week
- The regional plan must be publicly advertised on the website for 30 days prior to the June board meeting for final approval

Summer Youth Work Experience Program

Leslie provided a comprehensive update on the Summer Youth Work Experience program:

- Application submitted through IGX (presumably a grant management system)
- Awaiting funding decision by April 1st
- Program plans to host 100 participants if funding is approved
- Team is prepared to "hit the ground running" upon funding notification
- Implementation will include promoting events and engaging both employers and participants
- Proposals for Summer Youth Program Manager position are under review

State Funding Context

Frank inquired about reduced state funding for summer youth programs. Leslie clarified the funding landscape:

- Overall state funding was reduced from \$10 million to \$4 million
- Only 8 out of 17 counties were invited to apply for funding
- This selective invitation process is consistent with previous years' patterns
- The reduction doesn't necessarily indicate decreased opportunity for their county

One Stop Career Center

Frank Cirii, Local Area Operations Director

One Stop Applying for Jobs Grant (for Justice-Involved Individuals)

Frank announced that the one stop team is pursuing a significant \$1 million jobs grant application specifically targeting justice-involved individuals. Eric is leading this effort, which may require letters of support from committee members as the application process progresses.

Career Services Performance and Reporting

Frank introduced a comprehensive new monthly reporting system to the operations committee, Enhanced data metrics for all services delivered, including previously uncounted services:

Key Performance Metrics

- 178 people served in the previous month, 13 received Request for Training Vouchers (RTVs)
- 981 people touched year-to-date across multiple programs
- RTVs written 188 from July 1 to date
- GEDs: 66 tests (602 tests year to date)
- CASAS: 121 tests (1045 year to date)
- Career Scopes: 37 assessments (339 year to date)
- CWEP: 16 placements (157 year to date)
- Youth Work Experience: 21 attended orientation (201 year to date), 14 placements
- WFNJ: 72 scheduled, 36 enrolled (458 enrolled year to date)

Critical Funding Challenges and Solutions

- RTV funds are exhausted in most program areas
- Only dislocated worker programs still have available RTV funding
- Specific programs affected: Adult, GA SNAP, TANF, and Youth



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- Team is collaborating with Leslie and Jeff to identify alternative funding sources
- Planning to restructure budget allocations for the next fiscal year
- Exploring new approaches for next year's budget and performance measures

Credential Attainment Tracking

Jeff suggested adding credential attainment data following RTV completion as a valuable metric for future reports. This recommendation aims to demonstrate the long-term effectiveness of the programs by tracking participant outcomes beyond initial service delivery.

Performance Benchmarking and Quality Assurance

Frank reported on ongoing benchmarking efforts led by Lori and Eric:

- Developing comprehensive benchmark reports to compare internal staff performance with external vendor performance
- Preliminary data in credentialing shows in-house staff are outperforming vendors
- This analysis will inform future decisions about service delivery models and resource allocation
- Continued work on capturing and reporting credential attainment data for program participants

Audit Compliance Updates

Frank provided updates on facility improvements required by Treasury audit:

- Light bulb replacements completed throughout the facility
- Ceiling tile changes completed except for one remaining tile in the lobby
- Final ceiling tile replacement being monitored and addressed

Facility Maintenance

Eric and Brian are coordinating facility maintenance:

- Rug cleaning quotes have been obtained for high-traffic areas
- Work scheduled for the next 2-3 weeks
- Cleaning will be performed during off-hours to minimize disruption

Data Systems and Technical Challenges

Laurie discussed significant co-enrollment data accuracy concerns:

- Issue stems from incorrect adult/dislocated worker coding in RESEA dashboard and AOSOS
- QY25 reporting shows 39 adult placements and 649 dislocated worker placements
- The adult number (39) is being investigated as potentially erroneous as they should all be classified as dislocated workers

Youth One Stop

The youth program with Cooper Hospital is going well. Jyi is seeking new CWEP sites in the county. The BSR team and the BSOT Committee could be helpful sources for opportunities.

DVRS (Division of Vocational Rehabilitation Services) Activities

Jeffrey Dietz, Manager

Jeff reported on ongoing programs and services:

- Continued orientation sessions held every Thursday morning
- Monthly visits continue to Veterans Haven for outreach and service delivery
- 5 people have been evaluated for Project Search program to date



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Upcoming DVRS Hiring Events

- Jeff will assist Irene with event coordination and execution of targeted hiring events scheduled at Camden County College in April

NJ DOL Employment Services

Kristi Connors, Manager

Trainee Progress and Staffing Challenges

Kristi reported on current staffing situation:

- Two trainees are progressing well with RESEA appointments
- Trainees temporarily assigned to front desk coverage due to staffing shortage with the loss of Workforce 55 staff
- Team exploring Pathstone to provide support for front desk coverage

Workforce 55 Program Rebranding

Kristi announced significant changes to the Workforce 55 program structure:

- Jersey Job Club component is being phased out
- Workforce 55 Plus will continue operations
- Rebranding reflects strategic shift in program focus and delivery model

Veteran Services

- Godfrey provided services to 8 veterans at Veterans Haven and will participate in the Center for Family Services' Veterans Career & Resources Fair on March 27th at the Wiggins Center

RESEA Dashboard/AOSOS System Glitch

Kristi identified a critical system flaw in the AOSOS (presumably the state's workforce data system):

- System incorrectly categorizes dislocated workers as adults
- Error occurs when data entry procedures aren't followed in the correct sequence
- Requires ongoing monitoring and manual corrections
- Kristi will continue to monitor RESEA dashboard for coding errors and correct them monthly
- Team is implementing fixes as needed while working with systems staff

Technology Modernization Discussion

The group briefly explored the potential for using AI to develop a new operating system to replace the problematic AOSOS. However, they acknowledged that government procurement and implementation processes tend to be slow-moving, tempering expectations for rapid technological solutions.

Customer Service Metrics and Performance

Kristi presented comprehensive customer service metrics showing consistent performance across locations and service types:

Service Distribution

- 41% of total customers utilized UI (Unemployment Insurance) services
- 33% accessed the Resource Center
- 58% of all appointments were scheduled (vs. walk-ins)

Employment Services Performance

- 494 customers served during the month
- 79% of services delivered virtually



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- 21% of services delivered in-person

UI Services Performance

- 1,675 appointments scheduled
- 53% show rate for scheduled appointments
- Kristi agreed to send corrected UI data links as PDFs for December and January

State Video Resources

Kristi will share links to new state-produced workshop-length videos with Jeffrey for distribution to the committee. These videos represent updated training and informational resources for workforce development.

Business Service Outreach Team Activities

Bob Weil

Personnel Changes

Bob reported that David Spector is now serving as the DOL (Department of Labor) representative, indicating a change in the liaison structure between the committee and state labor department.

WARN Notices

Frank provided details on two recent WARN (Worker Adjustment and Retraining Notification) notices. These notices trigger rapid response services to assist affected workers with job search, training, and unemployment benefits.

- Macy's closure or layoff
- Eddie Bauer closure or layoff

On-the-Job Training (OJT) Success

Jeffrey highlighted Gabrielle's exceptional performance as the leading OJT writer in New Jersey, demonstrating the program's success in connecting employers with qualified workers while providing wage subsidies during training periods.

Professional Development

GSETA Summit

Virtual AI training will be offered March 19th. The program will feature AI's impact on workforce development. All relevant staff are expected to attend this important professional development opportunity.

Committee Member Updates

Lockheed Martin

Bob Regensberger provided a brief update from Lockheed Martin:

- The company is busy with multiple government projects
- Submitted letter of support for NJIT/NASA grant application
- Continuing collaboration with workforce development initiatives

WDB and Regional Updates

Jeffrey Swartz, Executive Director

Grant Applications and Regional Initiatives

WDB Certification

Jeffrey and Leslie are working to complete WDB (Workforce Development Board) certification requirements:

- Certification deadline: May 31st



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- Must ensure compliance with membership requirements
- Must verify policy compliance
- Must maintain proper board composition ratios

Cooper Hospital EMT Program

Jeffrey announced ongoing collaboration with Cooper Hospital to develop an EMT (Emergency Medical Technician) training program, expanding healthcare career pathways in the region.

NASA Grant Application

Jeffrey discussed a potential NASA grant application for aerospace training through NJIT (New Jersey Institute of Technology):

- Focus on aerospace industry training and workforce development
- Represents significant opportunity for advanced manufacturing and aerospace career pathways
- Jeffrey thanked Bob Regensberger and Lockheed Martin for providing of letter support in favor of the grant application.

Jeffrey provided details about the upcoming quarterly meeting:

- A virtual quarterly board meeting will be held on March 18th
- Rick Maher will present on AI and workforce development
- Pat Abusi will chair the meeting in place of absent chairman Carl Donato
- Quorum is essential for conducting business items
- Frank will present updated monthly data report
- Local plan will be presented for approval

One-Stop Website Update Issues

Kristi raised concerns about outdated information on the One Stop website:

- The valid information has been submitted to the County but no action has been taken to date.

Upcoming Job Fairs and Events

- May 15th job fair at Cherry Hill Mall (Eric leading coordination, ensuring all tables are filled)
- March 27th Center for Family Services Veterans Career and Resource Fair at the Wiggins Center
- Various high school outreach activities
- Continued outreach for non-traditional youth work experience slots, especially in southern end of the county

ACTION ITEMS SUMMARY

Immediate Priorities

- Eric to remind Robert about voucher package being sent to county
- Kristi to send December, January, and February documents as PDFs
- Kristi to send updated UI links and state video links
- Jeffrey to send quarterly meeting information and ensure quorum

Ongoing Initiatives

- Eric leading jobs grant application for justice-involved individuals
- Team exploring budget reallocation options for exhausted RTV funding
- Continued monitoring and correction of AOSOS coding errors
- Benchmark reporting on credential attainment and vendor performance
- Website update follow-up with county web team



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Upcoming Deadlines

- April 1st : Summer Youth Program funding decision
- April 29th : DVR hiring events at Camden County College
- May 15th : Job fair at Cherry Hill Mall
- May 31st : WDB certification due
- June: Regional plan final approval at board meeting (after 30-day public comment period)

ADJOURNMENT

Motion to adjourn was made by Frank Cirii seconded by Kristi Connors. With a majority vote to the affirmative, the meeting adjourned at 10:53 AM.

The next Operations Committee meeting will be on Friday, April 10, 2026 at 9:00 AM on ZOOM.

The next quarterly Board of Trustees meeting will be held on Wednesday, June 17th at 8:30 AM at Camden County College/Blackwood Campus, Roosevelt Hall/Room 102 at 8:30 AM. Breakfast will be served.

Respectfully submitted by: Debra Vaughn, Executive Assistant