



WORKFORCE DEVELOPMENT BOARD

Supporting the Development and Retention of a World Class Workforce

Jeffrey S. Swartz, Executive Director

Carl A. Donato Jr., Chair

**ABILITIES COMMITTEE
MEETING MINUTES
THURSDAY, MARCH 5, 2026 VIA ZOOM**

Name	Organization	Trustee Member	13-Mar-25	10-Apr-25	8-May-25	12-Jun-25	10-Jul-25	14-Aug-25	11-Sep-25	9-Oct-25	13-Nov-25	11-Dec-25	11-Dec-25	8-Jan-26	12-Feb-26	5-Mar-26
Donato, Carl, Chair	An Affair To Remember	✓	X	X	X	X	X	X	X	X	X		X	X	X	X
Askie-Rosario, Andrea	CC Commission for the Blind		X	X	X	X		X							X	
Banner, Salema	Center for Independent Living, So Jersey							X	X	X	X				X	
Cirii, Frank	Camden County One-Stop	✓		X	X				X		X		X		X	X
Cole, Samuel	High Fcus Centers										X				X	
De Feo, Marcello	ARC of Camden County														X	
Floyd, Kwame	Teacher Apprenticeship Network															
Forman, Lois	Jewish Family & Children's Service			X	X	X	X		X					X		X
Fugee, Antoinette	Cooper University Healthcare		X		X					X			X			X
Lynn, Meghan	ARC of Camden County		X	X	X	X			X	X			X	X		X
Martin, Janeene	Jewish Family & Children's Service														X	X
McClelland, Stacy	Enterprise					X										
McClintock, Monica	Rowan University		X	X	X		X		X	X					X	
McKelvey, Chris	NUDDL										X					X
Newman, Jason																X
Perez, Irene	NUDVRs		X	X		X	X	X							X	X
Quiqley, Kimberly	St. John of God Community Services		X	X		X	X	X	X					X	X	
Rohlfing, Theresa	Center for Independent Living, So Jersey								X						X	X
Rosado, Joeliza	Truist Bank						X									
Santana, Theresa	Popcorn for the People								X		X		X	X	X	X
David Square	JEVS												X			
Storm, Jeanne, Vice Chair	American Water	✓					X						X		X	
Taylor-Walls, Corinne																
Weinberg, Oriol	Jewish Family & Children's Service		X	X	X											
Marlyn Kalitan	Pathways to Literacy Chair	✓					X	X								
Watson, Jess	MidPenn Bank												X			
Waxman, Nicole	Enterprise					X										
Hardison, Richelle	WDB Staff							X	X	X	X					X
Rohan, Michelle	WDB Staff		X	X	X	X		X	X							
Swartz, Jeffrey S.	WDB Staff			X		X	X	X	X	X	X		X	X	X	X
Vaughn, Debra	WDB Staff			X	X		X	X	X	X			X	X	X	X

WELCOME

Carl Donato, Chair, opened the meeting at 9:07 AM. Motion to approve the minutes of the February 12, 2025 was made by Frank Cirii, seconded by Jeff Swartz. The motion was carried with a majority vote to the affirmative and the minutes were approved.

MAJOR INITIATIVES

Virtual Employment Event

The committee discussed multiple format options for the upcoming resource event, carefully weighing the benefits of different approaches:

- **Virtual Event Proposal:** Meghan suggested dividing the event into four separate sessions throughout May, with a template structure separating resources and employer information due to the large volume of content
- **Breakout Session Concept:** Janeene proposed incorporating breakout sessions to manage



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information flow, allowing participants to choose specific sessions and share learnings in a general discussion afterward

- **In-Person Preference:** Jeffrey emphasized that in-person events are preferred over virtual ones for maximum impact, clarifying this would be an educational showcase rather than a traditional job fair
- **Duration Planning:** Carl suggested a 2-hour session format where participants could visit different rooms or stations to gather information and ask specific questions

Venue and Date Coordination - After discussing format options, the committee worked to finalize venue and scheduling details:

- **Primary Date:** May 14th at the Jonathan Sinay Building (would replace the regular Abilities meeting)
 - ✓ Janeene agreed to check availability of the building and coordinate with JFCS leadership to confirm room availability and hosting capability
- **Backup Date:** June 11th as an alternative if May 14th doesn't work due to Janeene's travel plans
- **Flyer Development:** Carl and Jeffrey agreed to adapt the existing Empowerment Expo flyer, changing only the location from Clementon to Voorhees

Event Content and Resources - The committee identified key resources and participants to include in the resource fair:

- Department of Labor representatives
- Camden County Workforce Board
- CBVI (Commission for the Blind and Visually Impaired)
- Housing resources
- Veteran support services
- County Department of Aging
- Client success stories to showcase outcomes

Structured Approach: Lois suggested educating employers first before engaging clients to ensure maximum effectiveness of the resource fair.

COMMITTEE MEMBER UPDATES

Center for Independent Living - Theresa Rohlfing

Theresa provided a comprehensive update on CILSJ's programs and services:

- **Food Pantry Operations:** Ongoing support for community members in need
- **Security Deposit Assistance:** Financial support program to help individuals secure housing
- **Social and Skills Events:** Various community engagement activities
- **Assisted Technology Program:** New initiative to support individuals with disabilities



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Popcorn for the People - Theresa Santana

- Theresa announced new event positions offering \$17 per hour for coverage in South Jersey and Philadelphia areas

Jewish Family and Children's Services - Janeene Martin

- **Stepping Out Fundraiser:** Upcoming event to support JFCS initiatives
- **Soups and Sweets Catering Program:** New catering service offering employment opportunities

One Stop Update - Frank Cirii

Frank provided One Stop operational updates:

- **Shuttle Service:** Shared current schedule for transportation services
- **Workforce Development Statistics: Presented recent data on activities and outcomes**
 - ✓ 80 WorkFirst NJ client referrals
 - ✓ 21 youth attended youth orientation
 - ✓ 16 people were placed in community work experience slots (CWEP)
 - ✓ 14 youth were placed in youth work experience slots
 - ✓ 66 GED tests and 121 CASAS tests were administered (CASAS tests are used to test determine grade level)
 - ✓ 13 people were placed in RTVs (Request for Training Voucher - school/training programs) last month
- **Upcoming Job Fairs:** In-person events at Cherry Hill Mall are scheduled for May 15th and September 11th
- **Virtual AI Conference:** Planned for March to explore artificial intelligence applications
- **Employer Partnerships:** Highlighted expansion of partnerships, particularly with Cooper Hospital
- **Community Work Experience Programs:** Encouraged broader participation from committee members

Cooper Hospital - Antoinette Fugee

Antoinette reported on successful training programs:

- **Clinical Medical Assistant Program:** Graduated 10 certified students who are now employed at Cooper
- **EMT Program:** Produced certified graduates currently working at Cooper
- **Success Story:** Carl shared how Antoinette helped job seeker Patty find a new opportunity in the healthcare field
- **Workshop Participation:** Antoinette offered to assist with resume presentation at the June 1st workshop for older adults



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Jewish Family and Children's Services/Workforce Development - Lois Forman

Lois Forman announced an upcoming professional development opportunity:

- **LinkedIn Networking Workshop:** Scheduled event focusing on LinkedIn strategies and resume development for older adults
- **Target Audience:** Specifically designed for mature job seekers

Arc of Camden County/Future Business Leaders of America (FBLA) - Meghan Lynn

Meghan extended an invitation to committee members:

- **FBLA Conference:** Invited participation in the upcoming conference next week
- **Judging Opportunity:** Requested committee members to serve as judges for student presentations

UPCOMING EVENTS CALENDAR

April 29th - Targeted Hiring Event at Camden County College

Irene Perez provided event information:

- **Employer Goal:** Targeting 40 employers (21 already registered)
- **Current Challenge:** More employers registered than job seekers - urgent need to promote client registration
- **Action Required:** All committee members asked to promote the event and encourage client participation

May 7th - Society for Human Resource Management (SHRM) Event

- Tri-State HRMA 39 Annual Conference event will be attended by Jeff and Carl (Westin/Mt. Laurel)

May 14th - Resource Fair (Proposed)

- Primary date for the in-person resource and educational event, pending venue confirmation

March 18th - WDB Quarterly Board Meeting

Jeffrey announced key details:

- **Format:** Virtual meeting
- **Featured Presentation:** Rick Maher presenting on artificial intelligence and economic development
- **Attendance:** All committee members requested to attend for board business

SPECIAL REQUESTS AND INITIATIVES

Autism Resources Request

- Carl requested assistance connecting a therapist with autism resources in South Jersey, specifically for adults in their 20s and 30s. He committed to sending details via email to collect contacts and responses from interested members.



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Veterans Services

- Jason Newman introduced himself as the Veteran Service Officer for New Jersey's Department of Veterans Affairs, expressing his willingness to assist veterans and their families in Camden County with available resources and support.

LEADERSHIP DEVELOPMENT

Carl announced plans for a new recruiting and orientation event targeting:

- Current committee members interested in expanded roles
- Board members interested in future leadership positions
- Jeff already identified three potential candidates for leadership development

WDB Updates - Jeffrey S. Swartz

Jeffrey provided updates on these important initiatives and partnership developments:

Summer Youth Work Experience Program

- **Grant Application:** Submitted application for funding to support the program
- **Program Manager RFP:** Issued Request for Proposals to hire a program manager to oversee operations
- **Next Steps:** Jeffrey to review RFP responses and update the group on selection process

Cooper Hospital Partnership

- **EMT Program:** Collaborative training initiative with Cooper Hospital
- **Success Metrics:** Program producing certified graduates with direct employment pathways

Aviation Maintenance Technician Apprenticeship

Jeff announced a new regional apprenticeship program for aviation maintenance technicians, expanding career pathway opportunities in the region.

- **Administrative and Compliance**
- **State Certification Process**

Biennial state certification requirement for the WDB

- **Responsible Parties:** Jeffrey and Leslie to complete required documentation
- **Timeline:** Process must be completed according to state requirements

EVENT SCHEDULING CONCERNS

The committee expressed concerns about the frequency and overlap of scheduled events throughout May. Members agreed to consider rescheduling some events to avoid participant fatigue and ensure maximum attendance at each initiative. This discussion reflected the committee's commitment to strategic planning and effective resource allocation.

NEXT STEPS

- Janeene: Check availability of the Jonathan Sinay Building (and potentially other dates in May or



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June) for hosting the in-person resource/educational event, and report back to the group.

- Janeene/Lois: Coordinate with JFCS leadership to confirm room availability and ability to host the event at the Jonathan Sinay Building.
- Carl: Continue shaping the event details and communicate updates to the group as information becomes available (especially once a date is confirmed).
- All committee members: Begin identifying and inviting relevant resource providers/agencies (e.g., CBVI, housing, veteran support, county department of aging, etc.) to participate in the resource event once the date/location are set.
- Carl: Send out the details via email to the group regarding the request for autism resources/contacts for adults in their 20s and 30s and collect responses/contacts from interested members.
- Theresa: Send a flyer or information about Popcorn for the People's event positions to Jeffrey (and group) for distribution and promotion.
- Meghan: Send information about the Future Business Leaders of America conference/judging opportunity to Antoinette (and any interested parties).
- Lois: Reach out to Antoinette offline to coordinate Antoinette's participation as a resume presenter for the June 1st workshop.
- Irene: Send out the flyer for the April 29th targeted hiring event at Camden County College to the group.
- All committee members: Promote the April 29th targeted hiring event and encourage client registration, especially since more employers than clients are currently registered.
- Jeffrey: Review RFP responses for the Summer Youth Work Experience program manager and update the group on next steps.
- All committee members: Attend the virtual quarterly meeting on March 18th, as requested by Jeffrey for board business.
- Jeffrey/Leslie: Complete required certification process documentation for the Camden County Workforce Board's state certification.

ADJOURNMENT

Motion to adjourn was made by Antoinette Fugee, seconded by Irene Perez. The motion carried with a majority vote to the affirmative and the meeting adjourned at 10:09 AM.

The next Abilities Committee meeting will be held on Zoom on Thursday, April 9, 2026 at 9:00 AM.

The next quarterly Board of Trustees meeting will be held on Wednesday, March 18, 2026 at 9:00 AM on ZOOM.

Respectfully submitted by Debra Vaughn, Executive Assistant