

EXECUTIVE AND ONE STOP OPERATIONS

April 16, 2025

Participants

Daniel Sulpizio, WDB Vice Chair	Stephen Hart, DWD
Glen Donelson, MidAtlantic States Career & Education Ctr.	Carolyn Oldt, GC Library System
Kimberly Quigley, St. John of God Community Svrs.	Brigette Satchell, RCSJ
Michelle Shirey, WDB Director	Stacey Smith, DVRS
Ida Stewart, NJDOL	JaNea Wilson, NJDOL
Greg Davis, Apprenticeship & Industry	Alicia Battaglia, Commissioner Aide
Shannon O'Brien, WDB Staff	Alice Smith, WDB Staff
Bridget DiGiambattista, WDB Staff	

Dan opened the meeting at 2:30pm

A motion to approve minutes from February 6 (Special Mtg.) was made by S. O'Brien, seconded by B. Satchell.

WDB Chair & Vice Chair Nominations

Michelle reported no nominations for Chair or Vice Chair were received. Michelle reported this appears to be due to a technology issue. To be consistent with process and bylaws we will be resending the email and nomination forms. A motion to hold special meeting to read nominations and appoint WDB Chair and Vice Chair was made by B. Satchell, seconded by S. Hart.

WDB Committee Reports

Resource Analysis – Michelle reported we recently met and finalized the mission statement, goals, and action items for 2025. This is the 2nd standing committee that have finalized mission statement, goals & action items. There was a motion made to make adjustments in our budget and shared services agreement which were sent to fiscal agent and treasurer to get on the books.

Apprenticeship & Industry Development – Alice reported they are gathering information and making new contacts on LinkedIn. She stated posts have been sent to businesses who may be interested in apprenticeship program.

Community Outreach & Engagement – Shannon reported for our March mega job fair we have 372 individuals check in or able to register day of the event. We hosted the first Golden Opportunity Job/Volunteer fair at the GC Library and had 283 seniors attend. The next job fair will be the Disability Employment job fair scheduled for July 17 at RCSJ. We continue to send monthly newsletter, with the next will be sent May 5 and if you have anything you want to be included please forward to her.

Shannon reported she created and had printed new marketing material (rack cards) for all the services we offer. She asked if anyone wishes to have any of the cards for their office, please let her know as we want to make sure this information reaches the individuals that need services. She also ordered stands to place in the County Libraries and buildings on campus for the rack cards. The stand banners are being updated and hope to have for our next event.

Community Needs Assessment/Disability/Literacy – Michelle reported Project Search recently held assessment interviews and had 7 individuals participate and the Steering Committee is looking at 5 individuals will be accepted but are looking to interview a few more to reach the goal of 8-10 interns. She mentioned that they will start accepting applications for the upcoming school year 25-26 during the open house.

Youth Development – no report.

One Stop Career Center Update

One Stop Supervisor Report – Stephen reported they recently met with Literacy NJ. We discussed partnering with them to offer services such as ESL, basic adult remediation, and computer literacy skills. They have volunteer instructors that are former teachers or other professional individuals the assist clients. We are seeing a lot of interest from new training vendors interested in contracts with Gloucester County that are out of Gloucester County area.

ES Manager Report – JaNea reported they are holding steady with 100 RESEA appointments. The AJC is averaging 375 customers per week. They held an OSHA forklift training on April 16 and had 20 attend and will offer another forklift class on May 29. They are holding a Veterans Resource Event on June 18th at the AJC for veterans and their families. The AJC will offer a job fair for Aspire Baker on May 8 and NJ Department of Corrections on May 30 at the AJC.

DVRS – Stacey reported they have opened 216 applications since October 1st, have determined 201 individuals eligible for services and developed 163 individualized plans for employment and have rehabbed 39 individuals. Project Search is scheduled for June 12, 6:00pm at Jefferson Hospital. One of the current students have been offered employment with Jefferson upon graduation.

One Stop Operator – Michelle reported Tom had another meeting to attend but she shared that she and Tom attended an AI conference at Rowan University and the Commissioner of Labor attended discussing some of the applications that have been utilized at DOL. They asked at what pace does she think these tools should be integrated and what is appropriate.

Final Comments

Ida Stewart, NJDOL Technical Assistant reported they have released a new NGO call the digital equity training program. They are holding a mandatory technical session for this NGO on Monday, April 21st at 10:00am. She recently sent an email about the EBT cards to unlock and lock them.

Carolyn Oldt, GC Library System reported the Golden Opportunity Job Fair held recently at the Library was successful and thanked everyone.

Shannon O'Brien reported CTE is hosting a Fund My Future intake event on April 29, 10am-3pm for anyone looking for training or help with education funds.

There will be a special meeting scheduled for WDB Chair & Vice Chair nominations.

A motion for adjournment was made by C. Oldt, seconded by S. Hart.

The next meeting will be held July 16, 2025.

Respectfully submitted,

Bridget A. DiGiambattista, WDB Staff