

WDB EXECUTIVE & ONE STOP OPERATIONS

November 19, 2025

Present

Daniel Sulpizio, WDB Chair	Greg Davis, Apprenticeship & Industry Dev.
Julie DeLaurentis, Community Needs Assessment	Michael Girone, Resource Analysis & Budget
Stephen Hart, DWD	Quincy Lee, NJDOL
Carolyn Oldt, GC Library System	Kimberly Quigley, St. John of God Comm. Svrs.
Brigette Satchell, RCSJ	Stacey Smith, DVRS
Ida Stewart, NJDOL	JaNea Wilson, NJDOL
Alicia Battaglia, Commissioner Aide	Shannon O'Brien, WDB Staff
Ashley Rastelli, WDB Staff	Allison Spinelli, WDB Staff
Bridget DiGiambattista, WDB Staff	Fran Harwell, Community Needs Assessment

Dan opened meeting at 2:33 pm.

A motion to approved July 16 2025 minutes was made by M. Girone, seconded by S. Hart.

WDB Committee Reports

Resource Analysis & Budget – Mike reported the committee recently met and reviewed the revised PY25 budget, results of recent vendor procurement and One Stop performance results.

Apprenticeship & Industry – Greg reported he & Alice are working with N. Fields to set up a workshop for businesses interested in apprenticeship.

Community Outreach & Engagement – Shannon reported for the job fairs held this year, we served approximately 1,300 job seekers and One Stop survey had 163 responses with 9.6 satisfaction rate. We discussed goals for 2026 to be out in the community more, increase newsletter sign up and engagement rates and in addition to monthly newsletter send more email outreach to ensure alignment with some events. We will visit changing meetings to be held quarterly. Shannon stated the click through rates are a bit low at 1%, industry standard is 2%. She feels this could be because we put out so much information, there is no need to visit. Dan told Shannon he be happy to share any info with the Greater Woodbury Chamber of Commerce.

Community Needs Assessment – Julie reported the committee is working to assess the needs of the committee. We held our first listening session and received good feedback. We are hold a listening session for Mayor & Administrators on Dec. 4, 8:30am at Rastelli BAC to get their input of needs within their community. We will then decide on setting goals & priorities.

Youth Development Council – Allison reported that the out-of-school youth vendor shared outcomes from the last year program and provided an update on the current contract year. The WDB had an RFP out for in-school youth services but did not have a response, so we will modify the request a bit to make it easier to respond as we did for career services RFP. Adult Title II program funding was put on hold as of July 3rd and some of the instructors were given notice the program would not be continuing. In the meantime, the Title II contract pause has been overturned and they will have Title II services for Adult GED and ESL. They are currently in process of hiring instructors and working on enrollment process and submitting the grant. The college and county will work together to discuss available options to support these populations as we are uncertain of what this funding will look like next fiscal year. They currently have 1 ESL and 1 ABE program running and usually have 2 each but are working to get back to that level of operation. They still have a testing coordinator position vacancy but have been covering testing with other staff. Stephen stated the agency partners will provide list of participants that need to be CASAS tested, once he receives the list will forward to Joe Spencer to schedule a testing date for ES & DVRS participants.

One Stop Update – Stephen reported we received validation report from NJDOL and is happy to report it shows they have exceeded expectations. Youth was at 100% correct in-put data (required 95%), adult

priority levels of service was 75% (required 50%), individual employment plans was 90% (All required – the 22 remaining had evidence of an IEP either on file or in AOSOS).

WFNJ & TANF participation rate for September was 13.1% (state average was 8.13%), August rate was 9.9% (state average was 7.5%). The last few months the AJC is ranked in top 5 but Gloucester County is ranked either 2nd or 1st withing other 21 counties throughout the state which is evidence of the collaboration of work between Div. Social Services and county staff. We have increased training orientation and are getting over 100 referrals for training with 50% show rate. Overall enrollments are 11 adults and 9 dislocated.

He visits current training vendor monthly to give training orientation to WFNJ priority level service customers and seeing higher level of participation with 97% participation.

New Business

Procurement Committee Recommendations – Allison reported the WIOA Title I Specialized and Individualized Career Services RFP procurement process will conclude November 20, 2025. The Gloucester County Improvement Authority is our procurement entity and the procurement committee submitted recommendations to them for approval. Approval of these recommendations is on their board meeting scheduled for November 20th. We had 2 responses to RFP for Career Services that closed on Oct. 28, 2025. Both businesses proposed funding for 6-month period as requested in the RFP and funding for full year. After reviewing both proposals, their ratings were very close and it was decided to award both agencies. Based upon approval, contracts will be scheduled to begin January 1, 2026.

WDB Committee Meeting Schedule for 2026 – The 2026 WDB Committee meeting scheduled was presented. A recommendation was made to change date of the Full WDB Membership Conference scheduled for July 1 to August 6.

A motion to approve 2026 was made by M. Girone, seconded by C. Oldt.

WDB Local Area Plan – Allison reported each WDB is required to create a 5-year Local Area Plan and are required to review and update the Plan every 2 years. We are working with Triad Associates to assist with the update which will include changes in local labor force and economy, substantial outreach (e-survey) and interviews from clients, and incorporate feedback from clients from the survey responses. The update will also include an overview of changes in planning policies and outcomes, service delivery, statement of on-going agreement and connection to NJ Plan, and will highlight new youth program. We will have to create a new plan in 2026. We sent out a stakeholder input survey with a goal to get at least 60 responses and the survey will close Friday, Nov. 21. We were approved for an extension to submit the draft to SETC by Dec. 3, 2025 upon approval of this committee and will concurrently post the Plan Update for the required 30-day public comment period.

A motion to submit Local Area Plan Update draft to SETC was made by B. Satchell, seconded by S. Hart.

A motion for adjournment was made by M. Girone, seconded by S. Hart.

The next meeting will be January 21, 2026 (pending Full Board approval).

Respectfully submitted,

Bridget A. DiGiambattista, WDB Staff