

**WDB YOUTH DEVELOPMENT COUNCIL**  
**December 16, 2025**

**Participants**

Cleve Bryan, Chair	Rudy Aikens, GC Special & Human Services
Christine Arpino, GC Probation	Deborah Bontcue, RCSJ/Youth
Greg Davis, Consultant	Stephen Hart, DWD
Jennifer Gibbons, Abilities Solutions	Kimberly Quigley, St. John of God Comm. Svrs.
Joe Spencer, RCSJ/Youth	Daniel Sulpizio, WDB Chair
Shannon O'Brien	Alice Smith, WDB Staff
Allison Spinelli, WDB Staff	Bridget DiGiambattista, WDB Staff

Cleve opened meeting at 2:03pm.

A motion to approve May 20, 2025 and September 16, 2025 meeting minutes was made by D. Sulpizio, seconded by K. Quigley.

**Youth & Literacy Programs**

Joe S. reported the adult education programs successfully launched in October and November. Our enrollment is a bit lower due to stoppage of our grant funding but we have started our ESL day & evening program and have 45 students successfully enrolled between day & evening programs. Our GED evening program successfully launched and have 12 students enrolled, and our GED day program for adults will launch January 13, 2026 and we have 26 enrolled. Joe stated we are in good spot to meet our fiscal year goal of 98 students. Out of school youth contract to date has 27 new students that began our program on July 1, 2025; 11 students returned to the program from prior fiscal year for a total of 38 out of school students this year. We currently have 3 participants in process of filling out applications that were previously with them; have 2 individuals that are pending and 1 was approved today for a total of 39. The intake process changed in October in that students are now starting their enrollment and the applications with the Div. of Workforce Development and once approved they will be forwarded to Joe's group and have had 2 new participants approved through the new process. We had 2 students leave the program-one was for poor attendance, the other had been in the program for 12 months which is the max amount of time for a student to participate. Even though they have exited the out of school youth program, they are being offered Title II adult program. They recently had 1 student pass GED test. Career Planning-Joe reported they were successful in the implementation of career experience through the Business Studies division where 7 students successfully completed the course. They have a new component where the student will be able to participate in virtual reality experiences specific to the jobs they have shown interest. They will be looking to further develop relationship with businesses to offer on the job skills, internships, externships so they students gain hands on experience.

**Old Business / New Business**

Youth Council Executive Summary – Allison stated all WDB committee have been tasked with preparing an executive summary that includes a mission statement, goals & objectives for upcoming year along with action steps.

**Goals and Objectives for 2026**

Goal 1: Finalize the review and documentation of all youth program procedures.

Goal 2: Review and update youth program required policies.

*Based on recent program monitoring, we are required to review all 14 workforce development board policies and procedures by May 2026. Not all of the policies are youth-related but the ones that have youth content will be brought to this committee during our meetings before being presented to Full WDB Board for approval.*

Goal 3: Develop Request for Proposal (RFP) document for in-school youth programs.

*She stated will need support from this committee to develop a request for proposal document for in-school youth that may be attractive to agencies that would be appropriate to respond. We have attempted to procure in-school youth services but have not been successful in getting a response to our RFP. We are not sure if it is a financial situation that creates a barrier for responding or if there is something within the document that is not attractive.*

Goal 4: Work in collaboration with the Apprenticeship and Industry Engagement Committee to expand opportunities for job shadowing, internship and other work pre-apprenticeship opportunities.

**Action Steps for 2026**

- Continue work on documenting operating procedures for Out-of-School Youth programs.
- Identify youth policies that require updates.
- Review committee composition to ensure there are no gaps.
- Create a list of current or former youth program participants that could participate in committee meetings.

Cleve stated in years past we had a student participate at every meeting and be spokesperson for the program to share what they liked or didn't like; how they came to the program and what they saw themselves doing once completing GED.

Rudy A. stated he is Administrator for the Youth Services Commission and he works with many providers in Gloucester County and would like to meet to share information on the providers and which may be interested in responding to the RFP.

Out of School Youth Flow Procedure – Alice presented updated OSY policies & procedures from recruitment, enrollment process/approval, program completion and follow-up services. This will be set to follow beginning of next year. Cleve asked if there has been success in following up with participants following completion of program. Joe reported they have a program advisor who is assigned for all the students, while they are enrolled she meets with them monthly and once they complete the program she reaches out monthly for 12 months and this is whether they age out, exited for positive or negative reasons. He stated they also use a resource called Remind to send out text message to students that are enrolled or have exited to keep in touch. They have learned a lot of the students are more likely to respond to a text message.

A motion for adjournment was made by A. Spinelli, seconded by G. Davis.

The next meeting will be February 17, 2026.

Respectfully submitted,

Bridget A. DiGiambattista, WDB Staff