



Atlantic Cape Community College - Cape May County Campus
341 Court House South Dennis Road, Cape May Court House, NJ, 08210

February 5, 2026 – Noon
Agenda

Call Meeting to Order

Carol Musso

Flag Salute

Open Public Meeting Act

Open Public Meeting Act: “In compliance with the New Jersey Open Public Meetings Act the regular meeting of the Cumberland Salem Cape May Workforce Development Board was duly advertised in the South Jersey Times, Cape May Herald, and the Daily Journal. A notice was also filed with the Cumberland County Clerk’s Office at the Court House and posted at the County Administration Building at the County Complex in compliance with this Act.”

Welcome Remarks

Carol Musso

- New Member Introductions

Approval of Minutes

- November 6, 2025

One Stop Operator Presentation

Jody Hirata/Dylan Wulderk

Local Workforce Development Plan Update (ACTION - Board Approval)

Christy DiLeonardo

Regional Plan Update

Subrecipient Updates

April Gomez

- Youth Reports (In and Out of School Programs)
- Career Services

Financial Updates

Christy DiLeonardo

- PY 24-25 WFNJ Final Report
- PY 24-25 / 25-26 Expenditure Reports
- PY 25-26 WFNJ Expenditure Report

Old and New Business

Public Comment

Adjournment

Our next Workforce Development Board Meeting will be held on Thursday, May 7, 2026 at
Coombs Barnyard - 20 Route 77, Elmer – Salem County



Atlantic Cape Community College - Cape May County Campus

341 Court House South Dennis Road, Cape May Court House, NJ, 08210

February 5, 2026 – Noon

"Draft" Minutes

A meeting of the Cumberland Salem Cape May Workforce Development Board was held on Thursday, February 5, 2026, 2025, at Atlantic Cape Community College - Cape May County Campus.

Those in attendance were:

Workforce Development Board Members: Barbara Jones, Carol Musso, Donna Groome, Elizabeth Reed, Hugh McCaffrey, Jamie Moscony, Jerry Velazquez, Joe Hiles, Joe Molineaux, Katie Czajkowski (alternate), Mayra Perez, Dr. Michael Gorman, Rachele Dorsey-Potter, Sherwood Taylor (alternate), Susan Jurusz (alternate), Thomas Sommers, Tom Smith, Trish Lyons (alternate)

Guests: Dylan Wulderk – CCIA , JaNea Wilson – NJDOL, Jenn Bates – RCSJ, Joan Desmarais - NJ State Employment and Training Commission, Jody Hirata - CCIA

Staff: Amanda Barnes, April Gomez, Christy DiLeonardo

Public Representation: Dawn Hunter, Ed Geletka, Nancy Ridgway, Sandy Acevedo

Welcome Remarks

Prior to starting the meeting Carol asked Krista McConnell, the Director of Atlantic Cape Community College, to give an introduction. Krista introduced herself and spoke about what is offered on the campus.

Carol Musso called the meeting to order at 12:19 p.m., beginning with the flag salute followed by the reading of the Open Public Meeting Act. She then requested two new board members, Rachele Dorsey-Potter and Joe Hiles, to stand and introduce themselves. Joan Desmarais , the Deputy Executive Director from NJ State Employment and Training Commission, also introduced herself and explained to the group what the SETC does for the workforce boards in the state of New Jersey.

Approval of Minutes

Christy requested a vote to approve of the minutes for the November 6, 2025 meeting.

November 6, 2025 Minutes

1st Hugh McCaffrey 2nd Dr. Michael Gorman

Vote Passes

One Stop Operator Presentation

Christy reminded the board that an RFP for a One Stop Operator went out last spring. The Cumberland County Improvement Authority applied and were awarded. The contract began on July 1, 2025.

Jody Hirata and Dylan Wulderk gave a presentation updating what work they have been doing since July 1 and their plans for the duration of their contract.

Jody - Their objective starting out was to ensure that they had a seamless integrated and high quality service for job seekers and businesses. They met with 75% of partners in 1 on 1 meetings and have been evaluating the performance standards that need to be met through the MOU. They mentioned that they are taking the initiative to address the One Big Beautiful Bill to build a model and replicate it so that each of the three counties will be able to address the requirements.

After meeting with the partners, they have found that the integration of services from the state, the county, and nonprofit partners could be more unified and adjusted so they work better together. The One Stop Operator is also working as a partner liaison to ensure that more goals are met and performance measures improve. One way they are trying to improve the delivery of services and increase performance is by promoting and encouraging co-enrollment. They also have events planned to help nonprofits and job seekers to be more connected with businesses hiring in the community.

Dylan presented a website which they developed to help fill the communication gap. The Authority added a page to their website to inform the public/job seekers and businesses of events and resources that are available as well as provide them with links to the One Stop Operator partners websites for all 3 counties. The website has an easy to navigate events calendar to find out when hiring/recruitment and resource events will be taking place.

Christy spoke about apprenticeships and a company which Dr. Gorman connected her with called Apprentos. This company uses AI to assist with the process of completing paperwork and finding candidates. Job seekers can also use Apprentos to find and apply to an apprenticeship. 5 employers will be chosen to help test the product.

Susan Jurusz – Thanked Dr. Gorman for connecting Apprentos to the WDB. At Cape May Tech she sees that young people are interested in going into the trades but need assistance with navigating the government system. It will help many students if Apprentos is able to assist with the process of getting people licensed.

Hugh McCaffrey – Added that as an employer he felt that the presentation touched on some key points that will make the process of hiring people easier. Most companies in the region do not have the infrastructure to spend time on recruiting and training. He also share that he is working on hosting a SteelDay at his facility, which will allow students the opportunity to see what it is like to work in a steel fabrication facility.

Local Workforce Development Plan Update

Christy DiLeonardo – The final draft of the LWD Plan Update was emailed out to everyone in advance. The public comment period has been completed.

Christy requested a vote to approve the Local Workforce Development Plan Update

1st Dr. Michael Gorman 2nd Thomas Sommers

Vote Passes

Regional Plan Update

Christy DiLeonardo – Our Regional Plan, which consists of Burlington County down to Cape May County, is in the process of being updated. Our next board meeting we will be requesting the board to vote to approve this plan.

Subrecipient Updates

April Gomez – Presented the financial summaries for the second quarter for Program year 25-26 for the WIOA Career Services and Youth Programs. The report reflects budget authority and expenditures to date through December 31st. There is a notable increase in customer service and activity. 24-25 funds are being used first, which can only be expended through to June 30th. She does not foresee any expenditure risk or underutilization especially in Career Services.

The Youth Programs have been aligned with implementation guidelines and participant enrollment. Many of the youth providers are close to reaching their planned level of service. Overall balances remain acceptable for mid- year range and will continue to be monitored.

Christy DiLeonardo- Letters have been drafted and soon will be sent out to all youth providers via email and certified mail to inform them that no contracts will be renewed in the upcoming program year. There are things that have been identified that would be better to serve our youth population and will be implemented in the new program years RFPs. Letters will go out tomorrow.

Financial Updates

Christy DiLeonardo – Reviewed the financial snapshots. 24-25 WIOA funds are spending down nicely. During a meeting with the NJ Department of Labor and SETC it was discovered that there are waivers through the federal government that we could use to split the youth funds 50 – 50 between Out of School and In School Youth. 4 waivers were submitted – more information will come in the next board meeting. By the next meeting the remaining 24-25 budgets are expected to either be 0 or significantly spent down.

WFNJ – Additional funds were allowed to be spent down through September 30th. These funds can no longer be spent. There was a lull in services in the TANF side of the funding due to a transition.

25-26 funds will begin to spend down once 24-25 funds are finished.

Old and New Business

Dawn Hunter and Ed Geletka were presented with tokens of the Board’s appreciation for their many years of dedication and valuable service to the workforce board.

Public Comment

Sandy Acevedo - Asked if a member of the public who is seeking employment must go to the One Stop of county they live in?

Christy DiLeonardo – Anyone can go to any One Stop they choose to in the state of New Jersey to receive any type of service. It’s called Universal Service. However, it may be logistically easier for them to visit the One Stop in their county.

Jaime Gomez - added that when it comes to training services funding is limited. The county which has funding will use these funds for their county residents first.

Nancy Ridgeway – Thanked Ed and Dawn for their service.

Adjournment

A motion was requested to adjourn the meeting. The motion was made by Dr. Michael Gorman and seconded by Hugh McCaffrey. The meeting ended at 1:28 pm.

WIOA Career Services Financial Report Summary
Period October 1 - December 31, 2025



Career Services	25-26 Budget	Adult	Dislocated Worker	Youth	2nd Quarter	Previously Spent	Total	Balance	24-25 Funding
Cape May County Department of Human Services	\$ 1,757,931.00		\$ 1,174.36		\$ 1,174.36		\$ 1,174.36	\$ 1,503,905.63	\$ 278,504.04
Cumberland County Office of Employment and Training	\$ 1,679,466.00	\$ 165,794.90	\$ 58,983.33	\$ 29,247.14	\$ 254,025.37	\$ 22,622.83	\$ 276,648.20	\$ 1,402,817.80	\$ 99,456.95
County of Salem / SCVTS	\$ 530,112.00	\$ 26,837.79	\$ 28,441.05	\$ 15,885.80	\$ 71,164.64		\$ 71,164.64	\$ 458,947.36	\$ -

Funds are available for two years.
 Program year runs from July 1, 2025 - June 30, 2026.
 24-25 program year funds can be spent through June 30, 2026.

WIOA In-School / Out of School Youth
Financial Report Summary
Period October 1 - December 31, 2025



Programs for In & Out of School Youth	25-26 Budget	County	Program	Level of Service: Number of Youth Proposed to Serve	Number of Youth Enrolled	2nd Quarter	Previously Spent	Total	Balance
Cumberland County Office of Employment and Training	\$ 150,000.00	Cumberland	In-school Youth	20	19	\$ 28,662.46	\$ 30,922.29	\$ 59,584.75	\$ 90,415.25
Jersey Cape Diagnostic, Training, and Opportunity Center	\$ 131,500.00	Cape May	In-school Youth	20	12	\$ 16,591.93	\$ 11,221.12	\$ 27,813.05	\$ 103,686.95
Jersey Cape Diagnostic, Training, and Opportunity Center	\$ 150,000.00	Cape May	Out-of-School Youth	20	13	\$ 19,086.19	\$ 13,135.20	\$ 32,221.39	\$ 117,778.61
Pathstone Corporation	\$ 300,000.00	Cumberland	Out-of-School Youth	40	23	\$ 32,914.12	\$ 27,832.48	\$ 60,746.60	\$ 239,253.40
Ranch Hope, Inc	\$ 150,000.00	Salem	Out-of-School Youth	20	4	\$ 6,570.35	\$ 6,632.56	\$ 13,202.91	\$ 136,797.09
Center for Family Services *	\$ 306,000.00	Cumberland	Out-of-School Youth	36	4	\$ 16,379.95	\$ -	\$ 16,379.95	\$ 289,620.05

Funds are available for one year.
 Program year runs from July 1, 2025 - June 30, 2026.
 Enrollment for WIOA youth programs ends March 31, 2026.

* July-Dec - invoiced in Dec



Program Year 24 - 25
EXPENDITURE SNAPSHOT as of 12/31/2025

	Grant Award	YTD Expenditures/ Obligations	Remaining Budget
WIOA			
Adult	\$ 2,539,653.00	\$ 2,168,771.00	\$ 370,882.00
Dislocated Worker	\$ 987,753.00	\$ 962,039.00	\$ 25,714.00
Youth	\$ 2,611,848.00	\$ 1,675,918.00	\$ 935,930.00
WIOA Total	\$ 6,139,254.00	\$ 4,806,728.00	\$ 1,332,526.00

*Note: 2 year funds - July 1, 2024 to June 30, 2026
 Expended by June 30, 2026*

WFNJ			
TANF	\$ 1,419,860.00	\$ 1,404,241.00	\$ 15,619.00
GA/SNAP	\$ 1,512,429.00	\$ 1,507,221.00	\$ 5,208.00
WFNJ Total	\$ 2,932,289.00	\$ 2,911,462.00	\$ 20,827.00

*Note: 1 Year funds - July 1, 2024 to June 30, 2025
 Extended to September 30, 2025
 Liquidated by December 31, 2025
 Final Expenditure Report*

Adult Literacy Innovations Grant	\$ 445,000.00	\$ 245,040.00	\$ 199,960.00
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*Note: December 1, 2024 to September 30, 2026
 Funds must be expended by Sept 30, 2026*

Program Year 25 - 26
EXPENDITURE SNAPSHOT as of 12/31/2025

	Grant Award	YTD Expenditures/ Obligations	Remaining Budget
WIOA			
Adult	\$ 3,115,286.00	\$ 484,720.00	\$ 2,630,566.00
Dislocated Worker	\$ 1,659,950.00	\$ 310,054.00	\$ 1,349,896.00
Youth	\$ 3,143,537.00	\$ 329,494.00	\$ 2,814,043.00
WIOA Total	\$ 7,918,773.00	\$ 1,124,268.00	\$ 6,794,505.00

*Note: 2 year funds - July 1, 2025 to June 30, 2027
 Expended by June 30, 2027*

WFNJ			
TANF	\$ 1,315,385.00	\$ 237,050.00	\$ 1,078,335.00
SNAP	\$ 1,531,554.00	\$ 366,434.00	\$ 1,165,120.00
WFNJ Total	\$ 2,846,939.00	\$ 603,484.00	\$ 2,243,455.00

*Note: 1 year funds - October 1, 2025 to September 30, 2026
 Expended by September 30, 2026*