



Workforce Development Board
County of Middlesex

YOUTH ADVISORY COMMITTEE

Minutes - Tuesday, August 2, 2016 Meeting

Location: New Brunswick One Stop Career Center -
County of Middlesex- Office of Workforce Development
550 Jersey Avenue, New Brunswick, NJ 08901

Present: Arati Chaudhury, Candace Crane, Ushindi Lewis, Evelyn Rosa, Naomi Vliet
Staff: Kevin Kurdziel, Julie Piano, Sandra Ciccone, Rick DeJesus, Janice Alexander, Nicole Montero, Shamara Gatling-Davila

I. Welcome and Introductions

Julie Piano, One Stop Operations Manager, opened the meeting with the introduction of all present members and guests.

She welcomed and presented Sandra Ciccone who is the newly appointed Supervisor for the Middlesex County Office of Workforce Development (MCOWD) Youth Program. Ms. Ciccone has a background in Special Education.

Ms. Piano informed the Youth Advisory Committee (YAC) members that Mr. Gabriel A. Lavigne is the new Chairperson for the Youth Advisory Committee. He is a Financial Advisor and Portfolio Manager for UBS Financial Services. Ms. Piano stated that Mr. Lavigne plans to attend the next YAC Committee meeting.

Mr. Kurdziel reported that Mr. Lavigne was also recently elected as the Secretary of the Workforce Development Board and that he is involved with the Middlesex County Regional Chamber of Commerce.

II. Approval of minutes from the February 2, 2016 Meeting

Ms. Naomi Vliet motioned to approve the minutes of the February 2, 2016 YAC meeting and Ms. Candace Crane seconded. The vote was called and the motion passed to approve the minutes as written.

III. Update from MC Office of Workforce Development Program

➤ **Entry Level Internships Training & Employment (E.L.I.T.E.)**

Ms. Piano reported that the Youth Program name was changed to E.L.I.T.E. (Entry Level Internships Training and Employment).

➤ **Statistics from last Program Year**

The Youth Program served 201 participants for program year 2015 (July, 2015 – June, 2016). Including carry-ins, 231 participants were served last program year (2015).

➤ **Youth Funding**

Ms. Piano reported that the Notices of Obligation for funding for Program Year 2016 (July 2016 – June 2017) were not received until June 30, 2016. She informed the YAC members that the Middlesex County College contracts were extended to August, 2016. For PY 2016, the youth contracts' cycle is changing to start in September and to end in August. She reported that as per WIOA rules, 75% of the youth funds will have to be used for out of school youth and 20% of the youth funds will have to be used for Work Based Learning activities.

➤ **Request for Proposal**

The Middlesex County Office of Workforce Development (MCOWD) received four responders to the Youth Program Request for Proposals. The YAC members will be updated on the next meeting which vendor /s were awarded the Youth contracts for Program Year 2016.

➤ **Fourteen (14) Youth Elements under WIOA**

Ms. Piano reported that under WIOA, the Youth Program is required to provide the following 14 elements as part of the Youth Program and apply them depending on the needs of the individual youth served. A copy of the Fourteen (14) Youth Elements was handed out.

The fourteen elements are:

- Tutoring, Study Skills, Dropout Prevention and Recovery
- Alternative Secondary School
- Year-Round Employment
- Occupational Skills Training
- Leadership Development, which may include community service
- Supportive Services, which may include transportation assistance and stipends
- Adult Mentoring
- Comprehensive Guidance and Counseling
- Follow Up Activities for at least 12 months
- Education offered concurrently with workforce preparation activities
- Financial literacy
- Entrepreneurial skills training
- Services that provide labor market information, which may include information about in-demand jobs and career awareness, counseling, and career exploration services.
- Activities that help youth prepare for and transition to postsecondary education and training.

➤ **Youth Transportation Grant / Youth Industry Tours**

Once transportation concerns are resolved, the Industry Tours will be resumed.

➤ **Career Connections –NJ Dept. Of Labor and Workforce Development's new platform for jobseekers and businesses**

Career Connections is the new job board with the Department of Labor and Workforce Development. Mr. Kurdziel stated that it is a great tool for job seekers and businesses

The URL for Career Connection is: <http://www.careerconnections.nj.gov/>

IV. Update from Committee Members

Mr. Kurdziel stated that the Youth Advisory Committee's role is as an advisory committee to the Workforce Development Board (WDB). Members of the committee were encouraged to recommend policies about the Youth Program that can be presented to the WDB. The board would vote on it. These policies could impact performance on contracts and operations of the youth program.

Arti Chudhury from NJ Healthcare Talent Network at Rutgers reported that her employer will start offering apprenticeship programs in the healthcare industry. Ricky DeJesus, Youth Career Development Counselor, asked Ms. Chudhury if the Youth Department could use her employer as a worksite.

Mr. Kurdziel presented Shamara Gatling-Davila as the new WDB Policy Analyst. Ms. Gatling-Davila was previously a Career Development Counselor. She was added to the WDB Policy Analyst position due to State Employment and Training Commission's requirement that each WDB have four designated staff members for the WDB.

V. Other Business

Ms. Piano reported that 41 students of the MCC youth program passed their HSE examination. The HSE Graduation was held on June 14, 2016 at the Crabiel Hall in Middlesex County College.

The interim WIOA Regulations were released from the Department of Labor in June and the final regulations are expected to be released in sixty (60) days.

Middlesex County along with Mercer, Monmouth and Ocean County are designated as the NJ Central Region. Mr. Kurdziel stated that the Central Jersey Region is now known as the Central Jersey Partners.

Mr. Kurdziel reported that he is in the process of establishing a worksite with Kinkisharyo and Habitat for Humanity for the Youth Department.

Middlesex County Workforce Development has a new text application called Guide by Cell. It is being used to give information to jobseekers and customers at the One Stop. If a jobseeker wants to start receiving information about job recruitments or job fairs they could sign up by texting "workforce to 56512". The jobseeker will receive a text on recruitment events.

Mr. Kurdziel also asked the YAC members to recommend other employers who might be willing to become members of the Youth Advisory Committee.

Julie Piano adjourned the meeting.

The next meeting of the Youth Advisory Council is Tuesday, November 1, 2016