



Workforce Development Board
County of Middlesex

One Stop Partners Committee

Thursday, June 22, 2017 - 1:30 PM

Location: New Brunswick One Stop Career Center
Middlesex County Office of Workforce Development
550 Jersey Ave., New Brunswick, NJ 08901
WIOA Conference Room B

Meeting Minutes

Staff: John Ross, Susan Rauscher, Barbara Heyward, Diane Seavers

Attendees: Eric Diamond, Patricia Foster, Sharon Hartman, Jose Laureano, Poo Lin, Sandra Panton, Silvia Saa, Yamillet Febo-Gomez, Jean Zwingli, Roxane Teleck, Phyllis Boulenger

I) Welcome and IntroductionsJohn Ross

Everyone present went around the room and introduced themselves.

II) Approval of Minutes: John Ross

The minutes of Thursday, May 25, 2017, was presented. Diane Seavers made a motion for the approval of the minutes. Jean Zwingli seconded and the minutes were unanimously approved.

III) Fiscal Information Claudia Dorsch

- We have recently received our Work First New Jersey Notice of Award NOA for Program Year 2017; July 1, 2017 to June 30, 2018. They were previously referred to as an NOO – Notice of Obligation. The state has now changed the name to NOA – Notice of Award.
The comparison between funding for the current year (PY2016) versus the upcoming year (PY2017) is as follows:

Table with 5 columns: Funding Stream, PY16 Funding, PY17 Funding, Dollar Difference, Percentage Difference. Rows include TANF, CAVP, GA/SNAP Combined, SNAP Only, Needs Based Work Support, and Work Verification.

- We might receive a separate NOA for WFNJ Needs Based Work Support as previous years. We have been told that we will not be getting any funding for Work Verification this year.

We are awaiting the NOA for our WIOA grants; Adult, Youth, Dislocated Worker. We are anticipating a 10% decrease in funding over the previous year.

We are also awaiting the NOA for the two Learning Links that we maintain in New Brunswick and Perth Amboy.

- I am anticipating a very tight and lean budget for Program Year 2017.

IV) One Stop Operator - John Ross

- The Middlesex County Board of Freeholders appointed the Middlesex County Regional Chamber of Commerce to serve as the One Stop Operator for the County effective July 1 2017 through June 30, 2018. Craig Schlosser, the Chamber's Vice President, will primarily execute the duties of the One Stop Operator including the Chairing of this Committee. The selection of the Chamber was the result of a competitive Bid Process conducted by the Middlesex County Office of Purchasing in compliance with the Workforce Innovation and Opportunity Act.

V) EMSI and Metrix Update.....Diane Seavers

- **EMSI** – Helps our Staff and Partners with updating and identifying everything from the different Sectors that are in demand to the actual job posting. It drills down several different ways for instance on a monthly basis we could do reporting on various sectors, job postings and so on. As Kevin says the state provides us with a lot of information about the labor demand occupation, however, what we want to do is see primarily the different job opportunities and postings within Middlesex County area coming through and different posting on indeed, and so forth. The County has already approved this software, and we are looking to go through our Board of Freeholders this upcoming July so we should have a subscription for 12 months, and if anyone of our partners needs information on an industry, please do not hesitate to reach out to Kevin or me. However, we do have approximately 8 to 10 license that comes with it so we will be giving that out to some of the partners or you could just call us, and we could get the information to you via email.
- **METRIX Learning** - Learning Management System (LMS) that provides identified individuals/end-users access to over 5,000 learning objects/courses.
 - **FEATURES:** METRIX LEARNING serves as a comprehensive Internet-based portal with the following features: Over 5,000 courses as detailed on www.skillsoft.com/catalog/default.asp
 - Issue e-Training Licenses – an end user license is active for up to 6 months from date of issue and allows end user 24/7 unlimited access to all courses in the Skillsoft and Prove IT
 - Ability to create and modify individual learning plans based on self-evaluation of skill sets.
 - Industry Certification Tracks: 121 Professional Certification and Skill Track Course Series Test preparation and certification courses are offered in the following areas: Cisco, CompTIA, Customer Service Rep., Human Resource, ITIL, Microsoft, Oracle, Project Management, Six Sigma.
 - Middlesex County Office of Workforce Development will receive an unlimited number of 6 month Metrix licenses beginning early program year to any and all WIOA customers and staff including Reportable Individuals, Adult, Dislocated and Youth Title I participants, Wagner-Peyser Title III participants, Adult Education Title II participants and Vocational Rehabilitation Title IV participants that are served through the Middlesex County American Job Centers and Youth Programs.

VI) County Jail Project.....Diane Seavers

- Kevin has been working with the Middlesex County Jail to look into a Pre-Apprenticeship Program, and one of the things under WIOA is that we are trying to be innovative (which is the “I” for Innovation) and as I see more and more of the State and federal level most of our money in the future will go to special populations. So one of the passions that I believe Kevin has is with the reentry of the population and the folks that are ex-offenders. Kevin has met with the County Jail a few times what we are looking to do at the county jail is start a pre-apprenticeship Program, and the program is going to be offered, and one of the things is to build HOOP Houses to grow vegetables. As of last week, we had the assistant commissioner of Labor Patty Moran go to the meeting with us to talk about startup cost and one of the things we cannot do under WIOA is fund the startup cost for the hoop house. However, we could pay for individuals to become trained, but we cannot pay for the actual startup cost. There estimated cost for the startup is 72k to 75k so we had the Assistant Commissioner of Labor Patty Moran with us and had received approval for the money and they have discretionary funds and permission of whomever else, and we got a tentative yes that they will be able to assist with startup cost.
- As a Pilot Program, we are looking to identify 10 individuals primarily the youth between the ages of 18-24 who are going to be released and meet our eligibility guidelines.

VII) Sector Teams.....Diane Seavers

- Sector Teams are still in the early onset stages and after a brief discussion, what we are trying to do here at the Workforce Development is develop our staff on Sector Strategies, which encompasses the top industries that are hiring in our state, County and according to EMSI (the software that we are getting). The State and Middlesex County has Identified 8 Sector areas that seem to have Labor Demands or that perceive to have labor demand or high growth. The eight sectors include Advance Manufacturing, Banking, Bio Pharma, Healthcare, IT, Retail & Hospitality and TLD (Transportation Logistics and Distribution). Also, we are looking to train our staff in these areas of expertise, what we plan on doing is phase this into a years' time we have four vocational career counselors under WIOA presently, two counselors will be trained in 4 areas and the other 2 in the other four areas. In future, they will be attending tip meetings with the talented Development Center to become educated and become the go-to person for those industries. We are still working out Logistics and looking to tie those individuals with our Business Services Team and with the employment services staff along with our Business Resources Center. The ultimate goal would be to have the customers finish their training and place them immediately with an employer in their industry.

VIII) Functional Realignment.....John Ross

- Roughly a year ago, plans were developed and disseminated that would shift the assumption of responsibilities including Triage and Case management of all WFNJ clients from the Employment Service to the Operator (County). In the past year, issues raised from several Counties along with the GSETA (Garden State Employment and Training Association) regarding the July 1, 2017 commencement date, operational issues and financial issue related to the budget year for the Counties.
- At a meeting in 2 weeks ago, the required shift of responsibilities was revised and its implementation was left to the capabilities of each local area. In Middlesex County, full implementation of the original plan is dependent on resources both for the next Program Year and projections for the future. The Middlesex County Office of Workforce Development expects to pick up Case management of all WFNJ during the last quarter of this calendar year provided sufficient resources are available.

IX) Labor Market Update May, 2017..... John Ross

- US: 4.4%
- New Jersey: 4.1%
- Middlesex County: 3.5 down .2% from previous month. (This is the rate for April, we have not rec'd rate for month of May.

X) Business Resource CenterBarbara Heyward

- **Walmart**
 - A recruitment event was held on June 22, 2017 for Walmart store #3078 (unsure where that store is.) at our location of 550 Jersey Avenue, New Brunswick, New Jersey 08901. We had 18 total applicants attend the event. Walmart hired four of those applicants on the spot pending drug testing. One candidate was a Veteran and was hired for the store manager.
- **Amazon**
 - Amazon has put a hold on Fedcap staffing agency for the Avenel location due to the needs of that location. I was informed they were going for more applicants with disabilities and would contact us when all the logistics were worked out with the New Jersey Department of Labor.
 - The Amazon recruitments for Cranbury, Logan and Edison will be moving forward with the first recruitment starting on June 23, 2017 from 10 am to 12 pm at 550 Jersey Avenue, New Brunswick, New Jersey 08901 (One Stop Career Center location). Integrity Staffing collaborated with the One Stop Career Center.

- June 23, 2017 – July 28, 2017 will be for Cranbury/Logan. August 4, 2017 thru mid-September will be the recruitments for the Edison location.

❖ **John – EMPLOYERS REQUIRED TO PROVIDE WARN NOTIFICATION – WARN is Worker Adjustment and Retraining Notification**

- A WARN notice is required when a business with more than 100 full-time workers is laying off
- The U.S. Department of Labor (DOL) and our state and local workforce investment system partners offer many services to help businesses and workers deal with the effects of layoffs and plant closures.

Rapid Response is a pro-active, business-focused and flexible strategy designed to respond to layoffs and plant closings by quickly coordinating services and providing immediate aid to companies and their affected workers. Rapid Response teams will work with employers and any employee representative(s) to quickly maximize public and private resources to minimize disruptions associated with job loss. Rapid Response can provide customized services on-site at an affected company, accommodate any work schedules, and assist companies and workers through the painful transitions associated with job loss.

Rapid Response is carried out by states and local workforce development agencies, from resume and interview workshops, career counseling, and job search to re-skilling, skills upgrading, and job training.

- These services may include:
 - Labor market information (occupational information and economic trends)
 - Job search and placement assistance
 - On-the-job training
 - Classroom training
 - Entrepreneurial training
 - Referral to basic and remedial education
- Cranberry Distribution Center for Kellogg’s has 316 employees, the company will be closing between July 29 through August 11, 2017 and that is primarily Warehouse Associates. We might be able to work with the Rapid Response in terms that I have already let the person know (that sends the reports out) that we have a program already set in place with them and it might be an opportunity for those individuals to apply for Amazon. In addition, Davlyn Industries Inc., which is not too far, has 115 employees that will be out let go and by October 2017, the company will be divided and moved to California and Taiwan. In addition, Altice USA in Edison has already laid off 64 employees and we should see them coming into the New Brunswick One-Stop now.

XI) Work First NJ Update John Ross/Roxane Teleck

- Contracts for PY 2017 are completed and awaiting execution by BOF. Most significant change is that NJ Employment Service (ES) will send Able Bodied Adults Without Dependents (ABAWDs) directly to Community Work Experience Programs (CWEPs) after initial job search period (4 weeks).
 - Block Grant awaiting approval by NJ DHS
 - TANF Participation Rate for last month (May ’17) was 26%. This was the same rate as April ’17 and is the highest rate in past two (2) years.
 - ABAWD Program Letters went out for the 2017 graduates who turned 18

XII) Literacy/ High School Equivalency..... Phyllis Boulenger

- We had our Graduation last night for the New Brunswick Public Adult Learning Center, which included 171 Graduates, 38 from our CARES (Creating Alternative Roots to Educational

Success) Program. Essentially, we are working Directly with New Brunswick Public High School, this could be a combination of programs it's a credit recovery program and they get a Real High School Diploma from New Brunswick High School. We also had 43 graduates from the Youth Core, 40 Graduates from the English HSE, and 50 HSE Spanish Graduates. Also, open registration for returning/some-new students for the 2017 summer program for the HSE and ESL that will run from July 17 - August 9, 2017.

XIII) Old/Other Business, Announcements..... Diane Seavers

- We will be having a Youth request for Proposal go out shortly I don't know if anyone is interested in applying for some of our Youth Program which runs from September 1 through the following August pending our Notice of Award. However, this is strictly for the Out of school youth ages 16-24 to provide HSE, occupational Training, Work readiness, Leadership development, or work experience.

XIV) Adjourned

**The next meeting of the Middlesex County One-Stop Partners Committee
will take place on July 27, 2017.**