



Workforce Development Board
County of Middlesex

One-Stop Partners Committee

May 25, 2017

1. Review and Approval of Minutes from Previous Meeting

- The minutes of Thursday, April 27, 2017, was presented. **Sandra Ciccone** made a motion for the approval of the minutes. **Dawn Lystad** seconded and the minutes were unanimously approved.

2. Procurement Update – Diane Seavers

- Completed all recent proposals/procurement, which includes the One Stop Operator Competitive Selection, ITA Master Agreement for training providers, TANF Shared Ride Transportation Bid and the Youth RFP. However, the Youth RFP cannot be released until MCOWD receives the Notice of Award. The Youth proposal will be issued to begin services from September 1, 2017, to August 31, 2018.
 - Contracts prepared are pending Board of Freeholder (BOF) approval includes the New Brunswick and Perth Amboy Board of Education to serve WIOA participants for ABE, ESL and HSE programs, TANF Shared Ride Transportation services and WFNJ contracts with MCC and the New Brunswick Board of Education.
 - **METRIX Learning** - Learning Management System (LMS) that provides identified individuals/end-users access to over 5,000 learning objects/courses.
- The specific role of the Middlesex County Office of Workforce Development will be to recruit, identify, select and direct individuals/end-users to online career services, online courses and assessments as described.
- 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
 - Skill Profile: This feature allows each customer to rate him/herself on the top 25, 50, 100 or 150 skills (depending on the customer's needs) according to the O*Net Database.
 - Integrated with Prove It Assessments.
 - Ability to create and modify individual learning plans based on self-evaluation of skill sets.
 - Option to search 'Goal Jobs' and 'Add Email Alerts,' or email updates, for relevant job titles posted on www.Indeed.com.
 - Full compatibility with O*NET data on approximately 1,000 occupations.
 - 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.

- Option to become a Certiport Authorized Testing Center (CATC) or purchase any Testing Vouchers through ETI and Metrix Learning.
 - Extensive tracking and reporting system on activity and outcomes of all users.
 - 14 Day Cancellation Period – If a new user does not start a course within 14 days of issue, option to void the license and credited to the agency.
- 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.

3. Functional Realignment – John Ross

- There are conflicting directions from NJ DOLWD regarding the plan to realign responsibilities in the One Stop Career Centers. 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 February, it was learned that that a plan for delay in implementation was being considered. As yet, nothing is firm but this matter is on the Agenda for Meeting on 6-5 with State being requested to attend and respond.

4. Labor Market Update – John Ross

- US: 4.4% LOWEST IN 10 YEARS.
- New Jersey: 4.1% LOWEST SINCE June 2001
- Middlesex County: 3.7 up .3% due to several company closures due to relocation

5. Business Resource Center – Barbara Heyward

- Monthly and Bi-weekly meetings with the Department of Labor, Partners, and weekly meetings with staff. Latoya and I have created a process mapping for the reorganization for instance, what we can provide our community like SCORE Workshops. Certificate of Completion is when the training provider is unable to find the client employment we would receive their Certificate and work with them to match them with an employer on our database, which we have created.
- New Vendor Agreement has been approved. Since the previous agreement was complicated, we decided to streamline the Vendor Agreement to include just one timesheet and made it user-friendly by adding a table of content. We have also changed our Job Placement information sheet, so if a client is not being placed, they are sending me the Certificate of Completion, which in turn we will start to match them with Jobs within our database.
- ITA Master Agreement New Payment Terms

- 50% mid-point
- 40% at the end
- 10% placement
- If the client wants an additional credential or to take an exam within the 90 days of completion, they must register, and we would pay for it. We have increased the cap, for example, it was 500, but now it's 600 because the majority of the test have increased
- We have changed the contractual wages as long if it's in their field they will

6. BRC Recruitment

- **Target** – On May 3, 2017, the target had a recruitment for their new distribution warehouse located in Perth Amboy, and they reached out to the Economic Department in Perth Amboy requesting a recruitment. The recruitment was a success with close to 400 residents applying. Target hired 40 people and 20 back-ups just in case some people did not pass their drug test. We had provided 20 laptops for people who were unable to apply on line before the recruitment started. We also had our bilingual staff at the event to help with translating during the interviews. Next recruitment event will be held in August 2017
- **FEDCAP (agency) hired by Amazon** – Facility is located in Avenel has requested a meeting with the BRC for June 7, 2017, at 1 p.m., to speak about all the logistics and how we would be able to assist them in recruiting for their location. FEDCAP/Amazon is looking to hire 500 as a core and hire 100 employees and set-up a simulated training in the process WFNJ – **John Ross**
- Contracts for PY 2017 are completed and awaiting execution by respective Vendors and BOF
- Block Grant awaiting BOF
- TANF Participation Rate for last month was 26% -representative a continuing pattern of improvement though a distance from where the County wants to be.

7. Jean Zwingly - SNAP – ABAWD

- We are currently looking at the 18-year-olds who are Graduating from High School and soon will become ABAWD's, and we do have a report, 266 individuals but failed to take out the cases that were closed so when we redo it we will have less so we are looking to speak with Poo and Baden to start to schedule the appointments for start the work activities possibly by the end of June 2017 so we could be in compliance. We are looking to send out letters once we decided on a date and send them out and as well as provide a number that they can call to discuss why they couldn't come
- John suggest maybe having the Youth Program involved if the individual has not been successful in the Job Search for four weeks instead of putting them in CWEB if the client is not interested in training then maybe they could be in Work Experience

8. Literacy/High School Equivalency - Tim Timberlake

- 124 Graduates as of Wednesday morning. We have 20 testing yesterday and today, 20 Spanish Week after next and 10 more that could potentially add to our numbers. It is down from last year where we had 200 graduates

9. Graduation Date

- New Brunswick Graduation – June 21, 2017
- Perth Amboy Graduation – June 22, 2017
- Middlesex County Workforce Development Youth – August 16, 2017