



Workforce Development Board  
County of Middlesex

**One-Stop Partners Committee**

**Thursday, September 28, 2017-1:30PM**

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**

**Attendees:** Baden Almonor, Phyllis Boulanger, Eric Diamond, Yamilet Febo-Gomez, Myrna Garcia, Jose Laureano, Poo Lin, Nafeesa Mohammad, Tracy Montani, Miriam Ruiz, Silva Saa, Roxane Teleck, Timothy Timberlake,

**Staff:** Kevin Kurdziel, John Ross, Diane Seavers, Craig Schlosser, Sandra Ciccone, Lori Miranda, Susan Rauscher, Shamara Gatling-Davila, Carmen Mercado

- I) Welcome and Introductions of all attendees ..... John Ross
- II) Approval of Minutes: **July 27, 2017**..... John Ross  
The minutes of **Thursday, July 27, 2017**, were approved as distributed.
- III) Update from Middlesex County One Stop
  - a) Re-entry Program..... Kevin Kurdziel
    - Funding for the proposed pre-apprenticeship program at the Middlesex County Adult Correction Center will be sought from the NJ DOLWD. A Notice of Grant Opportunity (NGO) will be published by the State for services to disadvantaged populations which would include a jail population. The request submitted by Middlesex County may include Case management. The NGO is expected to be announced in November
  - b) Infrastructure Agreement.....Kevin Kurdziel
    - Infrastructure Funding Agreement is in the process of being completed. This Agreement between all Partners in the One Stop Career Centers will address the cost share of using the physical facility and place a value as to the specific use by all Partners. Because so many areas are shared by more than one Partner, it is not anticipated that any one Partner will be assessed an inordinate share of the cost of operating the facilities. This is a requirement of WIOA. A team including representatives of each Partner has been chosen and will complete the process resulting in this Agreement.
  - c) Job Fair, 9-14-17, Old Bridge Twp.....Kevin Kurdziel
    - There were about 170 job seekers and 40 employers that attended. Several attendees were offered employment at this event or within a few days.
  - d) Metrix.....Diane Seavers
    - Metrix will be in place by November 1, 2017. 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. Over 5,000 courses as detailed on [www.skillssoft.com/catalog/default.asp](http://www.skillssoft.com/catalog/default.asp) 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. This program is linked to [www.indeed.com](http://www.indeed.com) so there are real time jobs where job seeker could actually drill down to the actual job openings. Schools that are training providers will not be able to utilize Metrix.

- e) One Stop Operator Report.....Craig Schlosser  
The One Stop Operator is actively involved with a Forklift Certification Program. Through collaboration with a certified financial planner, the Financial Services Talent Network and the State's Director for Apprenticeships, a program is envisioned that will up-skill current retail employees. By the completion of a one-day Forklift Certification Course, employees can increase annual compensation by as much as 50%. Silver Line and the Barnes and Noble Distribution Center have indicated a need for this program and will be Beta Testers for the Program. In terms of Career Pathways, Silver Line has indicated that successful employees will be subsequently considered for advanced positions including management which could yield increased compensation near as much as 250%
- f) Functional Realignment..... John Ross
- Functional Realignment at One Stop Career Centers: Middlesex County has completed the process of resource development and has begun the process of transitioning Case management of all General Assistance (GA) and Supplemental Nutrition Assistance Program (SNAP) clients from the NJ Employment Service to the Office of Workforce Development. The assumption of all case management responsibilities will be completed by November 1, 2017 in Perth Amboy and December 1, 2017 in New Brunswick.
- g) Labor Market Update.....John Ross
- The Unemployment Rates for the month of August are as follow:
- United States: 4.4%
  - New Jersey: 4.5%
  - Middlesex County: 4.4% (July rate)
  - Real Time Jobs in Demand (August 2017 Data) was available as a handout.
- h) Learning Link Review.....Susan Rauscher
- Staff of MCOWD are working to increase enrollment numbers in the link so that we can meet our goal of 407 for the year. There is much to do to meet that goal. Materials for recruiting participants have been prepared and will be posted and distributed to Partners and Agencies throughout the County. There is capacity to open an additional Learning Link site if necessary. Metrix courses will be available for Learning Link participants who need more technical assistance or are eligible for additional UI benefits while in full-time training. There is a possibility for remote participation with cooperating Partners.
- i) Business Resource Center Reorganization-----Barbara Heyward
1. Report of Employers, Recruitments, and Follow-up
    - Score – New Fall Schedule will resume starting on October 11, 2017 going through Wednesday December 6, 2017.
    - Employer Information  
Amazon – have started their hiring events and are only having the BRC take names and help with online applications at this point. It was relayed that 80 – 85% were interview and hired. There are a high number of jobseekers that fail the background and or drug testing
    - Fed-Ex – recruitment is ongoing for Edison.
    - Super Stud –There will be several recruitments for Super Stud.

- Silver line –Silver line/Anderson Windows plan recruitments for the following positions in the factory line, intrusions, and forklift. They are also collaborating for internal incumbent worker training.
- UPS – have had recruitments with low response.
- ABJ Drones – New and upcoming company locating in United States from the UK – Manufacturing of the Drones in China. Middlesex County College and Mercer Community College working together to build curriculum and add classes for training in all levels of this new and upcoming industry. Possible 30 courses; leading to Certificates of Completion and stackable credentials.

j) Youth Update..... Sandra Ciccone

- As of September 28, 2107, thirty-three (33) youth are enrolled in the young adults’ program - Entry Level Internships Training and Employment (E.L.I.T.E.). Enrollments were in various activities such as: Work Experience, High School Equivalency Preparation, Basic Skills Remediation and/or Post-Secondary Education (Occupational Training).
- Industry Tours are an essential component of the E.L.I.T.E. Youth Program. The first industry tour is scheduled for October 30th. The youth will be attending Silver Line by Andersen in North Brunswick. Additional industry tours are being pursued for PY 17.
- Since Financial Literacy is one of the fourteen (14) Key Elements, workshops have been scheduled and will continue throughout PY 17. To date, one (1) session has been provided to the youth in program.
- Work-based learning activities (Work Experience, Pre-apprenticeship, Apprenticeship, On-the-job training, Internships) have been arranged with several businesses such as: Perth Amboy Division of Public Works, Perth Amboy Parks Department, Perth Amboy Police Department, Hackensack Meridian Health, and Middlesex County Office of Workforce Development. These work-based learning experiences provide the youth the opportunity for on-the-job training in specific industries as well as learn and put to practice acceptable, preferred soft skills in the workplace. As of September 1st, Work Experience wages have increased from \$9 to \$12 per hour for the youth in program.
- The HSE Program Graduation took place on August 16, 2017 at Middlesex County College
- As of September 1, 2017 the Middlesex County College HSE Program has changed from 6 cycles to 4 cycles for the Perth Amboy and Edison campuses. This will allow for larger class sizes (from 10 students to 15 students) and lengthen the duration of each cycle.
- As of September 1, 2017, transportation ceased for all youth in program unless enrolled in the HSE program at MCC. Participants will use the stipend provided to them to purchase or subsidize their own transportation for the other programs
- Stouts Bus Service was awarded the Youth Transportation Contract for PY 17.

IV) Work First NJ Update..... John Ross/Roxane Teleck

TANF Participation Rate for Middlesex County:

- May '17            26.2%
- June '17            26.9%
- July '17             21.6%
- August '17         21.1%

Board of Social Services and MCOWD continue to meet monthly to review non participating TANF Recipients.

V) Literacy/ High School Equivalency..... Tim Timberlake

- Registration for 600 new students.

VI) Old/Other Business, Announcements

- a) Forum on Strengthening the Employment and Training Components of WFNJ, 9-29-17
- b) Job Fair, East Brunswick Library, 9-28-17, 6:00pm to 9:00pm
- c) GSETA Conference, 10-4/5-17, Atlantic City
- d) Veterans' Job/Services Fair, 11-2-17, Sayreville VFW, 10:00am

VII) Adjournment

**The next meeting of the Middlesex County One-Stop Partners Committee  
will take place on October 26, 2017.**