



Workforce Development Board
County of Middlesex

One-Stop Partners Committee

Thursday, April 26, 2018-1:30PM

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

Minutes

- I) Welcome Kevin Kurdziel
- II) Approval of Minutes: March 22, 2018 Kevin Kurdziel
 - a) The minutes of **Thursday, March 22, 2018**, were approved as distributed.
- III) Update from Middlesex County One Stop
 - a) Update: Middlesex County Workforce Development Board..... Kevin Kurdziel
 - i) WDB Approved to Implement MC Resident priority on ITAs through June 30, 2018
 - (1) Director can implement restriction at any time during PY.
 - (2) Currently Assessing How we allocate ITAs.
 - ii) Met on April 25th with NJ DOLWD Career Connections Implementation Team, and Representative from some Public Libraries and local Municipalities
 - (1) On Site Job Recruitments
 - (2) Promote our Services to better serve the residence of Middlesex County
 - (3) Calendar of Events
 - (4) Weekend Hours
 - iii) Request for competitive contract for our One-Stop Operator Services which are currently being conducted by the Middlesex County Regional Chamber. The Middlesex County Regional Chamber has decided not to submit this year. So we will have a new One-Stop Operator as of July 1, 2018. We have two proposals in right now which are being scored and we hope the review will be completed by tomorrow and have an answer by next week.
 - iv) The Workplace out of Rich Port, CT 501 c-3 they are currently the One-Stop Operator for Mercer County and Middlesex County College also submitted a proposal.
 - b) NJ DOLWD Update..... Kevin Kurdziel
 - i) New Assistant Commissioner for Workforce Development Eugene Bailey. There will be further reorganization in the NJDOL in the upcoming months that’s one thing that Assistant Commissioner Bailey will be working on along with the Senior Policy Administrator of the commissioner’s office.
 - c) Central Jersey Partners Update..... Kevin Kurdziel
 - i) Technology Career Fair on Tuesday, May 15, 2018. Flyers to be distributed
 - ii) Join LinkedIn search Central Jersey Partners

- d) PY-18 Funding..... Kevin Kurdziel
 - i) We have a general idea but nothing official from the state. The planning numbers did come in but they are not accurate. We should be looking at a Flat funding or a slight reduction this year.
- e) Skill-up Middlesex Update Diane Seavers
 - i) As of April 24, 2018, we had 1300 people registered that includes different groups, compared to February 2018 we only had 109 people registered, which was mostly staff. The course that people are primarily taking that are no surprise: 53% are in Soft Skills.
 - ii) Receiving positive feedback from users and different partners.
 - iii) ESL classes are offered through an academic component which offers the ESL
 - iv) Sandy, Shamara, Barbara, and Diane are Working on the Youth Proposal and should go out by the end of May 2018 its due at the end of June 2018, to start of September 2018
 - v) Master Agreement. Any entity that we are looking to contract with has to be approved by our office via Master Agreement. Also, in the process of developing MOUs with New Jersey Reentry Corp (NJRC), Easter Seals and renewing Edison Job Corps.
- f) One Stop Operator Report Craig Schlosser
 - i) Thanks to the efforts of Mayor Diaz in Perth Amboy, NJ we were able to secure a location to do the Forklift Training. Ideally, this would be a paid by a grant out of Talent Development Center (TDC) for Transportation Logistics Distribution they were at the board meeting on Tuesday, and I openly shared my feeling as the chair for Central.
 - ii) Training will be 4 hours and we also have some employers interested in hiring the candidates, which the starting salary is \$10-\$15 an hour, with a career path.
- g) Business Resource Center..... Barbara Heyward
 - i) January 2018 thru March 2018
 - (1) 1st Quarter we had 33 recruitment events, 178 people attended and 40 were hired.
 - (2) In the 1st quarter we attracted 49 new employers in the, through marketing material.
 - (3) Guide by Cell we sent 24 flyers for recruitments for a total of 157 positions.
 - (4) Job Placements made in the 1st Quarter 88 candidates were interviewed, and a total of 69 hired.
- h) E.L.I.T.E. Program..... Sandra Ciccone
 - i) As of March 31, 2018, ninety-three (93) 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).
 - ii) Since Financial Literacy is one of the fourteen (14) Key Elements, workshops have been scheduled and will continue throughout PY 17. To date, ten (10) sessions have been provided to the youth in program.
 - iii) Work-based learning activities (Work Experience, Pre-apprenticeship, Apprenticeship, On-the-job training, Internships) have been arranged with several new businesses such as: Perth Amboy Pediatric Dentistry; Information and Technology Management; and Kaizen Technologies. These work-based learning experiences provide 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. In certain instances, these have resulted in gainful employment for the youth. Establishing additional partnerships with more businesses as well as other municipalities within Middlesex County continues to be an on-going goal for the program. If anyone knows of a business, or would like to become a Worksite, please contact the Youth Supervisor.

- iv) In an effort to recruit new participants, staff recently attended/presented to: the Parent of Offender Orientation in New Brunswick Family Court; MCVTS East Brunswick Campus Career Day; Metuchen High School Career Day; Jersey Area Graduates (JAG) Program at the New Brunswick Adult Learning Center; MCVTS Piscataway Campus' Career and Technical Week; Opening the Door to Success Career Fair at MCC Perth Amboy Campus; South Plainfield High School Cooperative Program; Coming Home In-Service; Assemblyman Joe Daniels' Annual Job Fair in Somerset and the Business Summit on Disability Awareness.
- v) We are in the end stages of finalizing our RFP (Request for Proposal) for PY 18/19. Our proposal, once approved by the Board, will be distributed by July of this year for Program year 18/19 which begins on September 1, 2018.
- vi) We are planning our HSE Graduation which will take place on July 25th at the Middlesex County College Campus in Edison.
- vii) New addition to our Youth Staff: Latoya Perry, Job Developer-Youth. Latoya will be responsible for the Work Experience portion of our program. We are excited to have her and look forward to utilizing her expertise and knowledge to enhance our ELITE Youth Program.
- i) Operations Update..... Sandra Ciccone
 - i) **WIOA:** As of 3-31-18, In PY-17, WIOA Counselors have completed 715 Certifications, 510 Assessments and placed 356 customers in training. This is a 6.5 % increase over the previous Program Year. Appointment for services are scheduled for June, 2018 in both of our One Stop locations. Due to financial limitations which will be discussed later in the meeting, guide lines for priority will be developed as is dictated by the availability of funds for the balance of the Program Year.
 - ii) **Learning Link:** As of 3-31, 163 customers have been enrolled in our Learning Links which is a 37% increase over the previous Program Year. The County has opened a third link in New Brunswick the operates on 3 week cycles and provides workplace computer skills to individuals with little or no computer skill levels. The Class is the product of an agreement with the Middlesex County College which has provides an instructor with exceptional capabilities.
- j) Labor Market Update.....Sandra Ciccone
 - i) **Labor Market Update:**

March '18	US	4.1%
	NJ	4.6%
February '18	Middlesex County	4.1%
- IV) Work First NJ Update..... Sandra Ciccone/Roxane Teleck
 - a) The Programs provided by the New Brunswick Adult Learning Center and the Middlesex County College were recently monitored for compliance with contractual terms and overall effectiveness. The results were very positive. As a result, both Institutions have been invited to provide a Statement of Work which is the basis for Contracting for the next Program Year. Proposals are due on May 2, 2018.

- b) The assumption of the Case management of all General Assistance and SNAP Participants by the County's Office of Workforce Development's case management staff has been completed. Previously, case management of these populations was provided by the State. The County has the capability to provide more individualized services which can be more easily combined with those provided by the College and the Adult Learning Center. We have high expectations for increased placement rates in the future through this collaboration.
 - c) The Board SS and the County (MCOWD Case management teams) continue to share information to address the participation rate. DFD Representative, Michael Mattaliano, has been requested to provide the County with tools that may assist the County in this effort.
- V) Literacy/ High School Equivalency..... Tim Timberlake
- a) June 27th Graduation Day 6:30 p.m. at the New Brunswick High School
 - b) Due to the excessive snow days in the school year we had to extend the testing days in June
 - c) The budget for ABE was slashed by 20% we will find out May 1st
- VI) Old/Other Business, Announcements
- a) Saturday, May 19, 2018 Free Community Citizenship Day Event at Parsons Elementary School
 - b) Tuesday, May 29, 2018 Hospitality Career Fair at East Brunswick Community Arts Center
- VII) Adjournment

**The next meeting of the Middlesex County One-Stop Partners Committee
will take place on May 24, 2018.**