



Workforce Development Board  
County of Middlesex

ONE-STOP PARTNERS COMMITTEE

THURSDAY, JANUARY 25, 2018, 1:30 P.M.

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:** A’Nijaah Hollaway, Miriam Ruiz, Myrna Garcia, Nefessa Muhammad, Yamilet Febo-Gomez, Roseann P. Bucciarelli, Sabrina Sullivan, Sofia Davis, Timothy Timberlake, Wendy Ortega, Tracey Montani, Poo Lin, Lilian Cortez.

**Staff:** Kevin Kurdziel, John Ross, Diane Seavers, Craig Schlosser, Barbara Heyward, Sandra Ciccone, Lori Miranda, Susan Rauscher, Shamara Gatling-Davila, Claudia Dorsch

- I) Welcome ..... John Ross
- II) Approval of Minutes: October 26, 2017..... John Ross
  - 1. The minutes of **Thursday, October 26, 2017**, were approved as distributed.
- III) Update from Middlesex County One Stop
  - 1. Update: Middlesex County Workforce Development Board..... Kevin Kurdziel
    - a. Workforce Development Board met on Tuesday, January 22, 2018. The Board approved an addition the demand occupation list to include Construction and Utilities. ITA’s for Occupations within that industry sector will be available to qualified individuals. The Construction and Utility sector is recognized statewide with a Talent Network.
    - b. The Board’s focus this year will be the preparation of a Strategic Plan for next three years (2018-2021).
    - c. Director Kurdziel announced that the County Administrator has approved the concept of application for a 501-3c (not for Profit) status. This would provide the means to seek alternative sources of funds.
  - 2. Central Jersey Partners Regional W.B.D..... Kevin Kurdziel
    - a. Middlesex, Mercer, Monmouth, and Ocean Counties will work collaboratively to serve a wider range of customers and share resources. As a regional consortium, it will sponsor industry targeted job fairs such as Healthcare and IT. As a regional consortium, it will attempt to align master agreements and share monitoring responsibilities which will result in resource sharing and cost savings.
  - 3. NJ DOLWD Transition..... Kevin Kurdziel
    - a. The Nominee for Commissioner of Labor and Workforce Development is Robert Asaro-Angelo. Mr. Asaro-Angelo, who is a resident of Middlesex County, worked in the Obama Administration and is has a working knowledge of Workforce Development and Labor issues.
    - b. The nominee for Deputy Commissioner is Paul Yuen. He has served as a Senior Policy Analyst at LWD and has an Institutional knowledge of the DOLWD.
    - c. Director Kurdziel wished to express appreciation to the previous administration’s officials who are no longer with DOL.
  - 4. Update: Re-Entry Program..... Kevin Kurdziel
    - a. A source in California was seeking solicitations for Reentry Services. MCOWD submitted an application for 135K for a reentry program that would be run out of One Stop in conjunction with the County’s correctional facility.

5. Update: Skill-up Middlesex ..... Diane Seavers
  - a. Skill-Up Middlesex: Unofficially launched. Middlesex County will release a county-wide launch by Feb 1 through social media for every MC resident. A presentation was provided to the County's Human Relations Department as well as the County's consultants that provide professional development training. Feedback is being sought from entities already using Skill-up Middlesex.
  - b. Skill-Up Middlesex offers training in over 4000 titles. 250 courses offered in Spanish and some also in Mandarin. Completion of on-line courses can lead to testing for nationally recognized credentials. There are courses involving soft skills which has been identified by employers as lacking in today's workforce. Staff of different partners will be able to access reports for their specific populations.
6. PY-2018 Procurement..... Diane Seavers
  - a. One-Stop Operator will go out for procurement. Tweaking a little from last year. Mid to late March
  - b. WFNJ Start July 1 March RFP
  - c. Youth-- Start Sept 1 April/May RFP
7. One Stop Operator Report ..... Craig Schlosser
  - a. Craig received positive feedback from various candidates and employers regarding Metrix especially on the SAP B1 module. This included one particular candidate who enjoyed the Career Pathway tool and found it very useful. For community engagement and adoption of Skill-up Middlesex, the Chamber can work to engage their over 35 Non-Profit Members.
  - b. Craig provided a brief update on the Talent Networks and Talent Development Center. The Transportation, Logistics and Distribution (TLD) Talent Network along with the Advanced Manufacturing Talent Networks are hosted through the New Jersey Manufacturing Extension Program or NJMEP as of January. Craig met with both new Directors in January and is actively Chairing the Central TIPs for each. Both Talent Networks are actively supporting the Data Analytics Career Pathway Development through Montclair State and Forklift Credential efforts for TLD Talent Development Center.
8. Infrastructure Agreement..... Claudia Dorsch
  - a. 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. The IFA draft was submitted it to the State by Dec 31, 2017, and it is pending approval. It will be reviewed on an annual basis.
9. Business Resource Center..... Barbara Heyward
  - a. **Employers Contacts & Networking for recruitments:** BRC is has assigned contacts to the following Companies and will be assisting these companies with developing a plan for recruitment of suitable employees: Cascade, The Eden Salon, Bubba's 33 Restaurant, Wenner Bakery, Turning Point Group and Sport Clips. Recruitments for **January** included the following:
    - (1) Maverick – Security Position – (1)
    - (2) Fed-Ex – Package Handlers – (20)
    - (3) The Arc – Various Positions (Direct Support & Administrative) (24)
    - (4) Express Personal – Warehouse Position – (10)

The results of these recruitments will be reported once the employers provide the number of interviews conducted and the number of employees that have been hired. The BRC has been assisting Fed Ex, UPS and Amazon with recruitments for package handlers. Through competition for suitable recruits, the rate of pay for handlers has risen from \$8.50 an hour to

\$15.50 an hour. Fed Ex is holding a luncheon in February to thank everyone who helped with the recruitments and let them know they were able to reach the number of people they needed to cover all the locations. Number of hires will follow in the next month meeting.

10. E.L.I.T.E. Program.....Sandra Ciccone

- a. As of December 31, 2017, seventy-six (76) youth were enrolled in 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. Tours have been completed at Silver Line by Andersen in North Brunswick and Pepsi-Co. in Piscataway. Both tours were educational, informative and well received. At least two more industry tours will be scheduled during for PY17.

Financial Literacy is one of the fourteen (14) Key Elements. Workshops have been scheduled and will continue throughout PY 17. To date, six (6) sessions have 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.

**E.L.I.T.E. Youth Spotlight**

- (1) **William (age 24):** An Offender, completed and earned a certificate in the Electrical Program at MCVTS East Brunswick Campus. Was hired by HUB Electrical Company in New York City as an Electricians Assistant for \$16.25 per hour. Salary increase promised after 6-month apprenticeship.
- (2) **Isiah (age 17):** Currently on probation. Obtained his High School Equivalency Diploma at the Perth Amboy Adult Learning Center. Received an award for the highest score in the reading portion. Now enrolled at MCVTS East Brunswick Campus in the Electrical Program.
- (3) **Sunah (age 21):** Earned her Legal Secretary Certification through Rutgers Online Program. Was placed on a Work Experience with the Law Offices of Judge Kenneth Gonzalez & Associates, LLC in Perth Amboy. Sunah was hired by the Law Office as a part time employee. She recently completed her Associates Degree in Liberal Arts from Middlesex County College and is now looking to matriculate to NYU to complete her Bachelor's Degree.

11. Labor Market Update..... John Ross

- a. Fed rate: 4.1% (Dec.)
- b. NJ: 5.0% (Dec.)
- c. Middlesex County: 4.3% (Nov.)

12. Work First NJ Update..... John Ross/Roxane Teleck

- a. Roxane Teleck was not present nor was anyone from her Unit at the Board of Social Services available to attend the meeting. There have been changes at the Board that relate to WFNJ and how the caseloads will be managed. Roxane can explain at a future meeting.

- b. John Ross reported that a review of referrals, enrollments and placements was conducted for the first six months of PY-16. This information was compared with the same time period during PY-15. The results were as follows:

TANF Referrals:	17% decrease
Enrollments;	6% decrease
Placements:	2% increase

- c. It should be noted that this benchmark is defined as 30hours weekly. Many clients are hired at less than 30hours and are not included in this statistic.

GA/SNAP Referrals:	14% decrease
Enrollments:	31% decrease
Placements:	4% increase.

13. Literacy/ High School Equivalency..... Tim Timberlake

- a. **NBALC** - 92 graduates at this point. On track to reach 200 by end of year. Youth Corps changed to 3 cycles of 4 months. More attrition. Some are successful too early. Will need to evaluate numbers due to changes. MCAEC 6 partners-- MCC, PA, East Brunswick, South River, Literacy NJ, NBALC. Middlesex County's funding last year was increased by 350K 1,490 students enrolled in programs through the consortium
- b. **PA Adult High School** - Registration is next 2 weeks.
  - (1) Classes are day and night (semester classes)
  - (2) Open to all NJ residents

IV) Old/Other Business, Announcements

- 1. MCC Career Fair on March 15 at the Perth Amboy Center.
- 2. Summer Youth Employment Program in PA-- looking to expand. 5-week program. For PA residents only.

V) Adjournment

- 1. Craig motioned for adjournment. Sandy seconded.

**The next meeting of the Middlesex County One-Stop Partners Committee  
will take place on March 22, 2018.**