



Workforce Development Board
County of Middlesex

One-Stop Partners Committee

Thursday, March 22, 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

Meeting Minutes

Attendees: A’Nijaah Hollaway, Miriam Ruiz, Nefessa Muhammad, Wendy Ortega, Poo Lin, Lilian Cortez, Roxane Teleck, Silva Saa, Tracey Montani, Michael Mattaliano.

Staff: Kevin Kurdziel, John Ross, Diane Seavers, Barbara Hayward, Sandra Ciccone, Lori Miranda, Shamara Gatling-Davila.

- I) Welcome John Ross
- II) Approval of Minutes: January 25, 2018, John Ross
 - a. The minutes of **Thursday, January 25, 2018**, were approved as distributed.
- III) Update from Middlesex County One Stop
 - a) Update: Middlesex County Workforce Development Board.....Kevin Kurdziel
 - a. The next Workforce Development Board meeting will be Tuesday, April 24, 2018, at The Carpenters Union, 91 Fieldcrest Ave., Edison, at 9 a.m. Anyone that is interested in attending may do so as it is an open public meeting. The Board will be requested to approve the restriction of WIOA funds to Middlesex County residents until July 1, 2018.
The Workforce Board has reestablished its governing planning and performance committee which will meet prior to the Board Meeting in April. This Committee will ensure compliance with local and State plans, and review performance measure to ensure the County meets or exceeds the performance goals.
From a regional standpoint Middlesex County is a Partner in the Central Jersey Regional Partnership which consists of Mercer, Middlesex, Monmouth, and Ocean Counties. The Partnership is hosting a Job Fair May 16, 2018, at 10 a.m. – 1 p.m. at Bell Works in Holmdel, NJ. The focus will be technology-based.
 - b) NJ DOLWD Transition.....Kevin Kurdziel
 - a. Robert Asaro-Angelo, Commissioner for the Department Labor and Workforce Development attended the March GSETA Meeting. and Mr. Asaro-Angelo is committed to local control of their programs and the provision of services to the residents throughout the community. He is also a firm believer in apprenticeships.
 - b. A new Assistant Commissioner for Workforce, Hugh Bailey, will be assuming his duties on April 2, 2018.
 - c) New Jersey Reentry Corp..... Kevin Kurdziel
 - a. NJ Reentry Corporation has recently located an office on Livingston Avenue, in New Brunswick. NJRC provides services to formerly incarcerated individuals how have been recently released from incarceration. NJRC will assist the individuals in obtaining a job, getting necessary documents (i.e., SS, ID, Birth Cert.), restoring Driver’s License. MCOWD is in the process of entering an MOU with NJRC. In the meantime, MCOWD’s staff assists NJRC by providing information related to the services that they may utilize at their local One-Stop.

- d) PY-18 Funding..... Kevin Kurdziel
 - a. No official notifications of funding for PY-18 have been received.

- e) Request for Additional Work First Funding PY-17..... Kevin Kurdziel
 - a. DFD has additional WorkFirst money to service the WorkFirst, TANF, GA, and or SNAP population. Middlesex county will not apply.

- f) Update: Skill-up Middlesex Diane Seavers
 - a. Skill-Up Middlesex is an online program offer that offers 4500 courses. About 150 of those courses can lead to credentials. There are no prerequisites to take the online courses. Intermediate computer skills and high speed internet are needed to fully take advantage of SkillUp. Each license is valid for six (6) months. Each person will have a total of six (6) months to complete an online course that has been started. This online training has unending potential. The program will be marketed to clients needing the training, staff development and also to our community partners.
 - b. The length of each course varies. The subscription will run through October 31, 2018. Middlesex County did a social media launch on February 14th. To date, 355 individuals registered for Skill-Up.
 - c. A presentation on Skill-Up was conducted to the County Professional Development staff and the HR Director. Additionally, Kevin Kurdziel appeared on "Spotlight on Middlesex" discussing Skill-Up Middlesex with Freeholder Director Rios. The County will do a full launch in the coming month.

- g) One Stop Operator RFP.....Diane Seavers
 - a. One Stop Operator. The One Stop Operator Competitive Proposal will be released in late March. There will be some changes from previous year on the requirements. The Proposal Review Committee will make a decision and if no viable candidates submit, the County may take it back in-house. If anyone asks questions about the proposal, they must be referred to Purchasing.
 - b. Master Agreement. There are changes to the Vendor Master Agreement. Middlesex County is working closely with its regional partners (Mercer, Monmouth & Ocean) to devise uniform payment schedules. Another change that could be implemented is restricting training that leads to a credential and/or including as a benchmark, the attainment of a credential.
 - c. Youth RFP will go out in April through Purchasing for a September 1st program start.

- h) Incumbent Worker Program..... Diane Seavers
 - a. In October 2016 the Workforce Development Board had approved up to 20 percent of the overall Adult and Dislocated Worker funding allocation for the federal share of the cost of incumbent worker training. Sunny Delight has officially finished their contract with the county for the 6-month project to retrain their entire plant close to 100 employees and learned lean six sigma and management training. Shamara and Diane just put out a case study and should be coming out on the County website soon.
 - b. There are three other Incumbent worker training contracts with Middlesex County College: Foley, Silver Line-Andersen Windows and Berry Plastics. The last one for this year is with Berry Plastics with the first of two groups starting in March. Middlesex

County College is the training provider for the electro mechanical training. It will train 24 workers at a cost of \$54,600.

- i) One Stop Operator Report Craig Schlosser
 - a. Apprenticeship: Working with the US Department of Labor and the Workforce Development Board an Apprenticeship Program for a Forklift Tech/Mechanic is in development with Eastern Lift Truck. Currently their Piscataway location has over 30 openings with compensation ranging from \$30K Per Year to \$100K+. Once completed, this program can be rolled out to all of their other 15 locations throughout the Mid-Atlantic. Opportunities for Youth and Pre-Apprenticeship are available along with assisting to fill current opportunities.
 - b. Forklift Certification: Working with Talent Networks out of NJMEP (TLD & Advanced Manufacturing), mainly the Transportation, Logistics, & Distribution Talent Network, a Forklift Program with a one-day certification has been created. Eastern Lift Truck will provide daily Forklift Rentals. Working with area business and community leaders, we are working to secure a neutral site for the class. Once the location is selected, classes will be scheduled. Please note the program cost will be paid for via the TLD Talent Development Center (TDC) at Rowan.
- j) Business Resource Center..... Barbara Heyward
 - a. **Employer Contacts & Networking for the following recruitments:**
 - Sonic
 - Supremo Food Markets
 - System One
 - Metro Public Adjustment
 - SHI International
 - Holiday Inn – New Brunswick
 - b. **March Recruitments:**
 - Fed-Ex – Recruitments in New Brunswick & Perth Amboy Offices
 - Altice – Recruitments in New Brunswick & Perth Amboy Offices
 - Dapper Bus – New Brunswick Offices
 - Enable – New Brunswick Office
 - Traffic Plan – scheduled but cancelled due to inclement weather
 - c. **On Site Recruitments:**
 - Bubba’s 33 – all positions have been filled and two additional days this week are scheduled to fill back up positions.
 - The Eden –there is one on site recruitment this week and one on Monday the 26th. Turn out has been low, alternate strategies will be developed for the employer.
 - d. **Vendor Administration:**
 - Ms. Heyward announced that there is a Vender Administration Fiscal Technical Assistance training on April 12, 2018 at 9:00 am. This training session will cover proper procedures and provide guidance with billing vouchers to improve service for Venders and expedite the payment process.
- k) E.L.I.T.E. Program..... Sandra Ciccone
 - a. As of February 28, 2018 there are 83 new youth in program and 102 new enrollments in the Entry Level Internship Training and Employment (ELITE) Program.

Since Financial Literacy is one of the fourteen (14) Key Elements, workshops have been scheduled and will continue throughout PY 17. To date, eight (8) sessions have been provided to the youth in program by Affinity Federal Credit Union.

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; Perth Amboy Pediatric Dentistry; Hackensack Meridian Health; **Soul Sisters Bakery in South Amboy; Information and Technology Management; Kaizen Technologies; New Brunswick Chamber of Commerce;** and the 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. In certain instances, these have resulted in gainful employment for the youth.

In an effort to recruit new participants, staff recently presented to: the Parent of Offender Orientations in New Brunswick Family Court; MCVTS East Brunswick Campus Career Day; Metuchen High School Career Day; the Jersey Area Graduates (JAG) Program at the NBALC; and at the MCVTS Piscataway Campus' Career and Technical week; Opening the Door to Success Career Fair at MCC Perth PA Campus.

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

- b. **Sandy Garcia:** Attained HSE Diploma on 11/29/17 through our HSE program at MCC. Enrolled at Ideal Driving School and completed his CDL training program. Attained his CDL A License. Hired by Carolina Cargo in North Carolina and has completed his orientation with them last week. He will be driving cross country for Carolina Cargo with a starting salary of \$53,000 a year.
- c. **Deledin Twine:** Offender who was placed in the Electrical and Electronic Systems Technology Program at Lincoln Tech in Union. Completed the program in November of 2017, earned his OSHA credential as well as a Certificate of Completion. He was recently hired by Infinity Electrical, a commercial electrical company as an Electrical Apprentice with a starting salary of \$13.00 p/h. After his 3rd month with them, his salary will increase to \$15.00 p/h.
- d. **Amanda Ventura:** Completed the Dental Assistant Program at Central Career School on March 10, 2018. She attained her Infection Control credential through the Dental Assistant National Board, as well as her CPR credential through the American Red Cross. On February 27, 2018 she was placed in a Work Experience at Perth Amboy Pediatric Dentistry.
- e. **Justin Manzanares:** From New Brunswick, an offender completed a six-month Work Experience with the Dept. of Public Works in Perth Amboy as a Mechanics Helper. With assistance, he found an apartment in Perth Amboy when the PA Dept. of Public Works hired him as a seasonal employee. He received help to expunge his record. He was enrolled in the Diesel Mechanic Program at Lincoln Tech. in South Plainfield. He worked during the day at the Dept. of Public Works and attended Lincoln Tech in the evenings. He has completed the program and earned his Diesel Mechanic

Certification. The PA Dept. of Public Works has hired him full time as a Diesel Mechanic starting salary \$50,000. Full benefits and pension.

- l) Computer Classes..... John Ross
Mr. Ross announced that free computer training is available through MCOWD. The County has entered into an Agreement to use Learning Link funds and provide 6 cycles of training (3 weeks a cycle) for individuals to learn basic workplace skills. The classes are taught in the New Brunswick One Stop 5 days a week from 9:30am to 2:30pm. Future cycles begin April 9th and 30th, May 21st and June 11th. If interested, call Jasmina at 732-937-6240.
- m) Labor Market Update..... John Ross
United States: 4.1% January '18
New Jersey: 4.7% January '18
Middlesex County 3.5% December' 17
- IV) Work First NJ Update..... John Ross/Roxane Teleck
Both Work First New Jersey Programs operated by the Middlesex County College and the New Brunswick Adult Learning Center have been comprehensively reviewed during the months of February and March. Both Programs are operating within the scope of the Contracts between the County of Middlesex and these two Vendors. Programmatic and financial concerns are expected to be resolved by next month.
A Statement of Work will be issued within a week to procure WFNJ Activities for Program era 2018 which commences July 1, 2018.
A discussion followed concerning the Participation Rate. The County had very poor rates for 2 months primarily due to a number of hurricane refugees that relocated to Middlesex County but were not required to participate in WFNJ activities. The One Stop Case managers continue to provide explanations for non-participation but the number of TANF referred to the One Stop is less than half of the number of TANF participants in the Denominator.
- V) Literacy/ High School Equivalency..... Tim Timberlake
- VI) Old/Other Business, Announcements
- VII) The Middlesex County College and its partners in Perth Amboy were recognized for an exceptional Job Fair held at the Perth Amboy Center on March 14, 2018.
- VIII)Adjournment

**The next meeting of the Middlesex County One-Stop Partners Committee
will take place on April 26, 2018.**