



Workforce Development Board  
County of Middlesex

**Operations & Planning Committee**

**Thursday, January 24, 2019 1:30PM**

**NEW LOCATION**

*Middlesex County College - Crabiel Hall  
2600 Woodbridge Ave, Edison, NJ 08837*

**Minutes**

**Attendees:** Gwendolyn Wiggins, Miriam Ruiz, Tracey Montani, Michael Mattaliano, Lilian Cortez, Silva Saa, Tracey Montani, Dawn Lystad, LaShawn Kendall, Roseann Bucciarelli, Martin Schamberger, Dr. Thomas Crane

**Staff:** Diane Seavers, Barbara Hayward, Carmen Mercado, Lori Miranda, Sandra Ciccone, Hilda Alonso

- I) Welcome & Introductions..... Diane Seavers
- II) Minutes: Sept. 27, 2018..... Diane Seavers
- III) Skill-up Middlesex ..... Diane Seavers
  - a) There was over 2,400 people registered within Middlesex County. Over the past, we launched it officially in mid-February and with over 2600 courses completed to date. The course content consists of everything from soft skills to basic skills to high-end computer courses to business courses to industry recognized certification courses in Project Management, Six Sigma, etc. Additionally, approximately 900 medical courses have been added, from HIPAA to medical coding and billing, etc.

Kevin and I will be doing a presentation in Washington DC at the National Association for Workforce Boards (NAWB) on SkillUp Middlesex with two other local workforce development areas: Long Beach California and Lancaster Pennsylvania. We are waiting to find out if we are selected to do this presentation. The US DOL is always talking about doing more with less and the use of technology. SkillUp Middlesex is extremely cost effective; the cost per license is \$7.74 for six (6) months.

- IV) Update: Middlesex County Workforce Development Board..... Diane Seavers
  - a) Middlesex County has one of the lowest unemployment rates. For the month of December, the unemployment rate is at 2.7%. That equates to about 11,000 to 12,000 people unemployed and collecting benefits.
  - b) Middlesex County is currently embarking on a new master plan called Destination 2040. Middlesex County has a contract with Heldrich on initiatives to update the plan. The last time the plan was completed was in the late 1970s.
  - c) The NJ Department of Labor and Workforce Development (LWD), in conjunction with the Garden State Employment and Training Association (GSETA), are working collaboratively to restart the GSETA Training Institute beginning July 2019. LWD and GSETA are in the process of identifying

training programs to provide a workforce professional certification called Workforce Development Professional as well as other courses/programs that will be offered statewide to state and local staff.

V) Presentations:

NJ Reentry Corporation (NJRC) ..... Tasha Hogan

- NJRC 5-day orientation begins every Monday at 9:00 am until 4:00 pm. Over the course of orientation, clients are introduced to staff and cover the following:
  1. Overview of the program schedule for the week
  2. Detailed review and completion of the intake packet
  3. Detailed review of the "NJRC PERFORMANCE CONTRACT AND PROGRAM RULES"
- NJRC is unlike any other Reentry organization. NJRC offers assistance with Driver's License restoration, retrieving client's birth certificates, social security cards, and state IDs, at no cost to the clients, legal services referrals, warrant recalls and expungements.

**DFD/Board of Social Service**

- (a) Phase 1: NJRC is the only Reentry program/ service that is recognized by the DFD. In order to qualify for GA (General Assistance), a client must perform a work activity and we (NJRC) meet said requirement. Upon successful completion of the 28-day protocol, NJRC reports back to the Board of Social Services Department in that county with the client's status. If a client is not in compliance, NJRC will indicate the reason/reasons why he/she is not in compliance. Once the determination of non-compliance by the client has been established, the client is denied GA (General Assistance) for 30 days and must reapply and remain compliant.
- (b) Phase 2: DFD is for SNAP Benefits (Food Stamps). NJRC works with both the Board of Social Services and the Department of Labor/Office of Workforce Development. If a client has *not* been successful in gaining full time employment after 30 days, they are required to complete what is called an Extended Job Search (EJS). As part of compliance, clients must log 30 hours per week of employment search activities. These searches are broken into a Point System. The way a client accomplishes that goal is as follows:
  - (c) Client MUST attend the EJS (Extended Job Search) at the DOL location in their County for hrs.
  - (d) Client MUST have their job search logs signed by their Case Manager
  - (e) Client MUST attend work searches with NJRC via the employment specialist
  - (f) Client MUST have the Director of NJRC sign-off on the log verifying compliance

Additional NJRC Services Include:

- Confidence Building Session
- TABE Tests
- Housing & 211
- One-Stop & DVR referrals
- Financial Literacy
- NJ Build

At the conclusion of the program, our clients are given instructions on follow up and how to remain compliant with the program. Appointments are set with the appropriate staff members when necessary to close out the details and assist with completing any tasks that were identified. At the close of the day and after Enrollment, our clients are provided a Certificate of Completion.

MCC- Community College Opportunity Grant (COG)..... Christopher Rodriguez

- a. Middlesex County College - Financial Aid Office
- b. Eligibility Requirements
- c. How to Apply - [www.fafsa.gov](http://www.fafsa.gov)
- d. Alternative Financial Aid Application – [www.njgrants.org](http://www.njgrants.org)
- e. Verification
- f. Example Awards:

Tuition and Fees:	\$1710	\$1710	\$1710
Grant Eligibility	<u>\$1710</u>	<u>\$1000</u>	<u>\$ 0</u>
CCOG	\$0	\$710	\$1710
Tuition and Fees:	\$1710		\$1710
Grant Eligibility	<u>\$2500</u>	NJSTARS	<u>\$1344</u>
CCOG	\$0*		\$ 366

**\*Excess grants can be used for books/supplies during designated timeframes**

- g. For more information, please visit:
  - i. <https://www.middlesexcc.edu/financial-aid/free-community-college-program>
  - ii. NJGRANTS.ORG

VI) One Stop Partners/WDB MOU..... Diane Seavers/Martin Schamberger

- a) Handouts of previous year MOU to all the partners in attendance. New MOU will be sent out to be signed in May 2019.
- b) Creation of an Ad Hoc Local Plan Review Committee to review the Local Plan updates and make recommendations. Meeting will be scheduled in early April.
- c) There will be a 30-day Public Comment period for the MCWDB Local Plan. Once the committee meets, the Local Plan will be out for public comment on the MCWDB website: [www.mcwdb.org](http://www.mcwdb.org).

VII) Committee Name Change..... Diane Seavers

- a) The MCWDB has modified the name of the One-Stop Partners Committee to *Operations and Planning Committee*. The modified role of this committee consists of the following:

*“Responsible for One Stop System Planning, Policy Development, and Oversight, including evaluation of the One-Stop operation and workforce system. Encourages resource usage and collaboration that positively impacts the workforce system”*

VIII) Future meeting topics – continue with Partner presentations for future meetings

IX) Announcements – no new announcements

X) Networking/Adjournment