



AGENDA

Greater Raritan Workforce Development Board
Literacy Committee Meeting
February 14, 2019

Location: Hunterdon Helpline
1 Maple Avenue, Flemington

1. Introductions
2. Program Updates and listing
3. SCALES – State Council on Adult Literacy Education Services
4. Need, wait lists
5. Workforce Development Board – staff changes
6. Other business



MINUTES

Greater Raritan Workforce Development Board
Literacy Committee Meeting
February 14, 2019

Location: Hunterdon Helpline
1 Maple Avenue, Flemington

In Attendance: Erica Cruz, Fran Leddy, Monica Mulligan, Elizabeth Coccia, Susan Lax, Cristal Blue, Doris Stevens, Joanne Hala

Guest: Kelly Beirne

1. The group made introductions, including Kelly Beirne our Title II rep from LWD.

2. Program updates:

The **Somerset County Library System** and Hunterdon Educational Services Commission are starting Integrated Education and Training (IET) programs which will combine English Language instruction and a retail certification. One morning and one evening class will begin at Bridgewater Library starting the week of 2/20/19; a third class will begin in the summer in North Plainfield Library. The program can accommodate 45 students. Students already enrolled in Title II are not eligible to participate. Total instructional hours: 15

Joanne will forward flyers to the members of the Literacy Committee to share with instructors and students in their programs.

The federal directives on IET's will likely disallow ServSafe and Customer Service credential training as eligible for IET funding. The Title II Consortium had a plan to run Computer Basics using RVCC laptops in the fall of 2018. Because the laptops were not available as planned, the program was delayed until February 2019 and has now run into other computer logistics problems. 2 alternatives were suggested: The Jointure lab or RVCC's lab in the Workforce Training Center (with the Hunterdon ESC transporting

students from Flemington for the instruction). They will discuss further to get the training underway in time to conclude by the end of the program year on June 30, 2019. The Consortium needs to think through a plan for IET in the coming program year to be sure we do not lose that portion of Title II funding.

The **One Stop and RVCC** have been in conversation with Hotel Somerset Bridgewater, planning an apprenticeship program in Guest Room Attendant. With the hotel's General Manager leaving, plans have not yet been finalized. If successful, this is a model that could be promoted to other local hotels--particularlry those along Davidson Avenue.

The **Workforce Learning Link** in Somerville has 21 students enrolled with 30+ more on a waiting list. They will be contacting people from the waiting list and incorporating them into the schedule. The Learning Link in Flemington has a quicker turnaround time, with more of their enrollees moving into jobs or training faster. They do not presently have a waiting list.

The **Jointure** was contacted by Good Shepherd Church in Bernardsville about starting ESL classes for Spanish-speaking community members. The classes will be tuition-based (paid either by the church or the students.)

Hunterdon Helpline always has a waiting list because of the limited number of trained tutors. They have moved to an online tutor training (ProLiteracy) to expedite training.

3. The Notice of Grant Opportunity for FY20 Title II funding is expected to be released in March. Hunterdon ESC will keep the committee informed.

4. LWD - Danielle Jubanyik has been named the new New Jersey Director of Adult Literacy. She will be focusing on bridging the gap between Title II and the Workforce Development Boards, adding professional development, and looking at the Workforce Learning Links across the state.

5. Other announcements: United Way of Northern New Jersey's free tax program is underway. There is a Tax 101 workshop that can be presented in English or Spanish to any of your classes. Students in all of our programs are eligible to use the free tax service as is anyone who needs to apply for an ITIN (Individual Tax Identification Number). United Way in Hunterdon County offers similar services. Joanne will email flyers to committee members.

6. The meeting concluded with an overview of Hunterdon Helpline's services and a tour of the facility. Many thanks to Susan Lax for hosting today's meeting.

