

## **MOU/IFA Meeting Minutes, 1/18/24 11:00am**

Location: 27 Warren St., Somerville, NJ (1<sup>st</sup> floor conference room)

Facilitated: Paul Grzella

Co-Facilitator/Notetaker: Fernandel Almonor

### Attendance:

1. Poo Lin, Greater Raritan Employment Services/ OSCC
2. Allyson Carvajal, SMA MSFW-NJDOL
3. Aminah Reeves, WFNJ Supervisor – Somerville
4. Givelore Argant, Deputy Training & Employment Pathstone (SCSEP)
5. Violent Kocsis, GRWDB Member
6. Maggie Navatto, Middle Earth
7. Marion Cooper, Board of Social Services
8. Cindy Douglass, HC YES Outreach
9. Corinne Steinmetz, Superintendent, HCESC
10. Fran Leddy, Supervisor Adult Programs Services HCESC
11. Danielle Kwan, Manager DVRS
12. Darlene Wilson, Asst. Director Unemployment Insurance
13. Monica Mulligan, Director Greater Raritan Career Training Services Center
14. Kristen Schiro, Executive Director Empower Somerset
15. Esther Lavarin, VR Coordinator Commission for the Blind/Visually Impaired
16. Meagan Q. O'Reilly, Hunterdon Human Services Administrator
17. Paul Grzella, GRWDB
18. Fernandel Almonor, One-Stop Operator
19. Mike Frost, Director SCDHS
20. Howard Miller, Asst. Director NJDOL Business Engagement & Sector Strategies
21. Kimberly Cowart, Somerset County Community Development Office

### Introduction/ Overview:

Fernandel welcomed partners and reviewed meeting objectives. To understand all partner feedback and address any issues/ clarification needs.

Paul provided a high-level overview of requirements and expectations. Reviewed the One-Stop Operators role in supporting the drafting and meeting with partners. The Operator is the primary point of contact for drafting and implementing MOU revisions. The state will be providing draft feedback. We're currently on track to meet the March 30<sup>th</sup> deadline. The objective is to ensure partners are comfortable with the way contract is currently drafted. We'll share again if there are any significant changes to the document.

Fernandel reported all previous partner notes were implemented except Career Training Service request to be the signatory point of contact for dislocated workers and youth. It was

decided that since Employment Services is the initial point of contact for all One-Stop customers, they should be the signatory.

### **Partner MOU/IFA Feedback:**

Poo Lin (Employment Services) stated the MOU ES service description was accurate. He had a conversation with Chris Pine last week. Wagner Peyser is the One-Stop single point of entry. They should be reflected as a MOU signatory.

Allyson Carvajal (SMA MSFW-NJDOL) will send Fernandel clarifying verbiage for her program benchmark goals. The Pathstone signatory is currently listed as Pat Constantino, it should change to Minette Santigo. Allyson will also send recommended language on policies. She agreed to email Fernandel the new language by 1/19 close of business day.

Givelore Argant (Pathstone) was representing Minette Santiago. She spoke to Minette, there's nothing she wants to change at this point. She'll let Fernandel know if anything changes.

Cindy Douglass (HC YES) was representing Todd G. Bonsall. She was impressed with the 61-page MOU document. Proud to be a part of the program.

Marion Cooper (Somerset Board of Social Services) stated language in MOU is too general around partner financial contributions. Need clearer language stating partners have no financial obligation. Paul agreed, then clarified MOU is not asking partners to provide any additional funding. Marion then stated other than the issues previously discussed, no additional issues with current draft.

Maggie Navatto (Middle Earth) met with her supervisor Maria Strada. They had no concerns but had additional language for the service description. She agreed to email the new language to Fernandel.

Meagan Q. O'Reilly (Hunterdon Human Services Administrator) advised that she sent new service description language to Fernandel. No other concerns. She hasn't read the entire document; she'll follow up once completed.

Violent Kocsis (GRWDB Member) appreciated the meeting. Particularly the opportunity to hear partner feedback and respond to concerns.

Kristen Schiro (Empower Somerset) suggested language will be sent. Asked if she can elaborate on their services. Paul said yes.

Monica Mulligan (Career Training Services) requested the decision not to list Career Training Services as the youth and dislocated worker signatory be re-evaluated. Danielle requested the same reconsideration for DVR. Paul agreed with their request, DVRS and CTS will be listed as perspective signatories.

Howard Miller (NJDOL) shared the MOU is a statement of fact. It gets the collaboration process started. Separate/additional process conversations are necessary.

Darlene Wilson (UI) had no draft concerns.

Danielle Kwan (DVRS) had one issue, DVRS should be a signatory. This issue was agreed and resolved.

Fran Leddy (HCEC) had already sent draft revision requests and they were approved. She had no additional concerns.

Corinne Steinmetz (HCEC) works with Fran Leddy. She's interested in how we can work better together. Should consider having a one pager listing partner services shared both internally and externally.

Givelore Argant (SCSEP) suggested listing and sharing updated partner point of contact information internally.

Monica Mulligan (Career Training Services) suggested organizations have a central email address. General office email.

Violent Kocsis (GRWDB Member) suggested who's going to use this contact info is a good question. Maybe each partner is responsible for updating contact document.

Esther Lavarin (Commission for the Blind/Visually Impaired) had no immediate draft concerns. Not sure at this point, still deliberating.

Mike Frost (SCDHS) no additional draft concerns, other than what Monica Mulligan mentioned.

Kimberly Cowart (County Community Development Office) no additional draft concerns.

Howard Miller (NJDOL Business) no additional draft concerns.

#### Additional Partner Feedback:

Howard Miller (NJDOL Business) suggested once a customer enters the One-Stop system it should be clearly communicated what each partner does. Document starts internal then face it outward. It's important for clear communication and understanding, how things flow.

Allyson Carvajal (SMA MSFW-NJDOL) suggested MOU should clarify process at a high-level.

Paul: How do we make this come alive? The area does a fairly good job but can do better.

Alison: Likes standing doc mentions marketing. Maybe a high-level bullet or two about how marketing is being handled.

Paul and Monica: All of CTS staff are workforce development credentialed. The certification puts them on an even playing field to ensure we're all speaking the same language.

Paul: There's a statewide opportunity for staff in the system. Free overview/training on workforce development skills. The training standardizes services. Paul will provide more details in tomorrow's email. He also thinks marketing piece is important. Will budget more for marketing next year. Used art funding for marketing previously setting aside dollars for a landing page and social media posts. Focused on tutors for volunteers and general services offered.

Poo asked if the MOU is a living doc that will require signatures again if changes are made after March 30<sup>th</sup> signature deadline. Howard said no, but an addendum might be called for.

Meeting adjourned at 12pm.