

Greater Raritan One Stop Monthly Leadership Meeting Minutes

Tuesday October 22, 2024
10:00 - 11:30 AM

● Attendees

- Christine Shockly Adult Ed Coordinator/YES
- Karen Araujo, Business Rep DOL
- Jessica Johanson Employment Training Specialist DOL
- Danielle Kwan Manager (DVRs)
- Monica Mulligan Director CTS
- Maggie Navatto Associate Exec Director
- Maria Marnell Asst. Coordinator HCESC WFNJ
- Jeanne Cassano GRWDB
- Poo Lin Chef Field Operations
- Paul Grzella Director GRWDB
- Aminah Reeves WFNJ-Somerset
- Fernandel Almonor Operator

● Operator Update

- Customer Job Preference Tracking Update

Note: Moving forward, partners should only update the Quarterly Job Title Form (not the previous tracking spreadsheet).

Most Popular Industries

Healthcare	71
Transportation	55
Manufacturing	31
Construction	17
Security	17

Most Popular Job Titles

CDL -A Trailblazer Dedicated Truck Driver	32
Medical Assistant	17
Production Worker	13
Construction Laborer	11
Home Health Aid	10
Transportation	9
Packaging Operator	8
Certified Medication Aide	7
Receptionist	7
Medical Billing and Coding	7
Security Officer (Unarmed Guard)	7

- RU MSW/ WFNJ Partnership
 - Paul, Aminah, Maria and Fernandel completed and submitted the application. It's now under the RU MSW Program's review.
- Employment Pipeline Update
 - Evolving to reflect preference data and not be limited to pilot participants. Expedite first interviews from sought after positions.
 - Current Pipeline Employers:
 - Empower Somerset (Nonprofit Org)
 - Marriott
 - Employer Meetings Scheduled
 - Princeton University
 - Multiple openings: careers.princeton.edu
 - Able Medical Transportation
 - Mobility Assisted Vehicle Operator -Driver
 - Archangels Services LLC
 - Certified Home Health Aides, Certified Nursing Assistant, Licensed Practical Nurses, Registered Nurses
 - UNICOM Science & Technology Park
 - Security Officer Boiler Operator/Mechanic
 - Business Services is still outreaching employers that align with the original pipeline pilot clients employment preferences.
- Community Based Organization Outreach Initiative
 - An outreach initiative to improve CBO relationships and increase customer referrals.
 - Jewish Family Services
 - Meet with leadership and they agreed to share GR One-Stop marketing materials with their partners.
 - Visions and Pathways
 - Meet with leadership and they agreed to refer relevant clients.
- Housing Brainstorm Event
 - The brainstorm has been moved to mid/late 2025. Currently focusing on organizing/ facilitating quarterly job recruitment events.
- **GRWDB Update**
 - Suggested a Brookdale Community College re-entry program that can possibly assist Maria's WFNJ justice involved WFNJ client.
 - Paul recently sent a draft of employer outreach flier to Maria and Maggie. He's requesting feedback/corrections.

- Planning to apply to the OPG Grant, working with a manufacturing extension program. Has over 6 employers over 30 positions. It's due on 11/1.
- Fund My Future Application is also due on 11/1. Provides \$9600 per person for various supportive services.
- Still waiting for word on the literacy initiative. The primary partner would be Hunterdon County ESC. Targeting 150 people served.
- Received funding to support First Step for the next 2 years.
- Received funding to continue to support the RVCC Scholarship Program.
- Hunterdon County put out \$12k for Hunterdon County residents.
- Trying to track how dollars are spent on programs. It's important we responsibly spend the complete allocation and achieve the necessary outcomes/ deliverables.
- Only one vendor behind on bills, HCESC Sept. TANF Initiative. Asked Maria to get it done by Monday afternoon.
- Paul on vacation from 10/31 to 11/19.
 - Partners to continue to submit bills to Chika. She'll evaluate and provide necessary approvals. There shouldn't be any delay while Paul's away.
- Jeanne is going to a youth conference in Arizona next month.
- Paul, Jeanne and Fernandel are going to the GSETA Conference.
- Vendors can access training/ professional development dollars, send Paul the request if interested.
- State not making a distinction between obligated and spent funds. They're only paying attention to the spent line item. Only interested in what was actually spent. By the end of March, vendor spending needs to be on track.
- Suggested organizing a recruitment event preparation workshop before our recruitment events. Do not reintroduce the 2019 golden tickets.
- More people are utilizing the resume portal.

- **Business Services Update**

- BS is using customer preference data to identify employers to outreach.
 - They're particularly looking for employers with consistent/ongoing openings.

- They're also targeting 2nd chance employers. Also requested partners consider referring 2nd chance employers we should outreach.
 - Jessica Johanson is now actively involved in BS workflow, partnering with Karen.
 - Manufacturing job fair, 5 clients applied and 1 offer. Karen will follow up.
 - Power Container 5 interviewed, 2 being onboarded.
 - Magma Power 12 applied, 1 interviewed.
 - Another employer 11 applied, 5 interviewed, hiring 2.
 - Actively promoting employment pipeline to local employers.
 - Looking to incorporate RideWise and Go Hunterdon for transportation supportive services to recruitment events.
- ***Employment Services/One-Stop Office Update***
 - There was a significant drop in in-person services, 60% drop. Virtual went up by 40%.
 - Moving virtual service to Simply Gov.
 - Division has secured 217 portable monitors for staff working from home.
 - Migrant Seasonal Farmworkers program coming to an end. Going until the end of April.
 - Finished scoring 19 candidates for 2 ES training positions. Looking to get them on-boarded before the end of November.
- **Career Training Services Update**
 - General Update and Successes
 - Our new Career Navigator started on 10/7/24. Dorien Quiles comes to us with a master's degree in human Behavior and Organizational Psychology from Kean University and has experience in customer relations in the healthcare industry. Dorien is also fluent in Spanish, which will serve to strengthen the provision of services to our customers.
 - We continue to tap into the supportive services funding for our customers who need this support.
 - We have served 713 new customers between 7/1/24 - 9/30/24.
 - Members of the One Stop Career Training Services Center team attended the following additional free trainings in September/October: Human Trafficking (9/20/24 SCYSC); College is

Possible for Those with Intellectual Disabilities (9/27/24; Boggs Center, Rutgers); Cultivating Change Through an Intersectional Lens (10/11/24, Boggs Center, Rutgers).

- Members of the One Stop Career Training Services team attended the Wrap Around Resource (SC CIACC and Education Partnership) on 10/17/24. We also staffed a table at this event.
- All One Stop Career Training Services Center team members are scheduled to attend the GSETA conference:
Ride the Wave of Innovation Oct 23-24, 2024, Ocean Resorts, Atlantic City, NJ. Monica Mulligan will be staffing the One Stop office in Somerville while team members are at the conference.
- The One Stop Career Training Services Center continues to send out information monthly to all new UI filers from Hunterdon and Somerset County with information about One Stop system services and flyers for upcoming events. This information has reached 1203 new UI filers between 7/1/24 – 9/30/24.
- Challenges:
 - New: We have a team member who will be out on leave from 10/28/24 – 1/20/24. Coverage arrangements have been made.
 - Carryover: We are scheduling new customers for orientation on 11/15/24 and individual counseling appointments are scheduled through 11/1/24. Once we have the new Career Navigator trained, we can increase the number of new customers in each orientation session and the number of career counseling appointments.
 - Carryover: AOSOS continues to have many technical issues that complicate things – NJDOL had indicated we should only be utilizing the new version but recently indicated the new version continues to have technical issues and we may need to use the old version as well. Using AOSOS continues to be a cumbersome task.
 - Carryover: Increase in WFNJ referrals due to sanctions being put back into place. This has led to an increase in workload for One Stop Career Training Services Center staff.
 - Recurring: Training providers continue to report issues with the ETPL.
- Supports Requested:

- Continued connection with partners who interface with businesses to develop relationships that lead to employment opportunities for our customers.
- Upcoming Events:
 - Career Café has started back up with dates in September, October, and November. The next Career Café is scheduled for 10/25/24 (flier attached).
 - One Stop Career Training Services will host a Holiday Open House at its Flemington location on 12/4/24 from 1PM – 4PM. The flier is being worked on by Graphics and will be distributed for promotion once it is ready.
- **Department of Vocational Rehabilitation Services Update**
 - The counselor who has been out on leave for 10 weeks returned today.
 - We had 2 interns from Rutgers, however, one left the program so we have one remaining.
 - We still have not filled our Head Clerk position, but we have made a selection for a new clerk and are just waiting on HCS to make the offer.
 - 4 staff attended Facing the Future last week put on by APSE, and 2 of us are attending GSETA this week.
 - Our program year ended 9/30/24. We had 371 new applications, 344 eligibilities, 254 new plans, and 68 rehabs. Additionally, we opened 73 student (PE) cases. All of the counselors besides the one who was on leave met all or most of their numbers, so we are really proud of the work they put in this year.
- **Work First New Jersey Update**
 - Re-introduction of TANF Sanctions has been working to motivate program participation.
 - Van driver was acquired who will provide transportation support to TANF clients.
 - Clerk position recently filled by Sarah. Started training this week. Will help on AOSOS referrals.
 - Challenges
 - When a client participates partially (incomplete homework assignments and/or participation). Will be meeting with HCESC to discuss increasing the numbers and full participation. Aminah

anticipates incorporating the RU MSW intern to do motivational assessments will be a great help to improve noncompliance.

- Have county transportation funding, \$60 a day taxi service per client. The virtual program will help alleviate some of the transportation support needs.
 - The TANF Initiative van is not equipped for children. Working on a work around with HCESC.
 - 314 referrals in Somerset.
 - 94 Virtual
 - Seeing an increase in in-person. Now getting more TANF in person because of van TANF Initiative support. Also need transportation support for GA and SNAP.
 - Partial participation has been a challenge. Actively working through the challenge.
 - Without the virtual program, our numbers would be low. It's a necessary measure to help address transportation challenges.
 - Increase in SNAP referrals, accounting for 70% of referrals.
 - Looking to use TEXT messaging more often. Paul suggested looking into Guide By Cell. He needs to know the frequency and total number of participants. Needs help from Maria's team. Paul and Maria will discuss further after 11/19.
 - Specific issue with SNAP participants fully participating. Aminah requested marketing fliers from other One-Stop partners. Fliers would be attached to the initial appointment letters.
- **Middle Earth YES/** WIOA Youth Outreach and Work Based Learning Update
 - Staffing changes.
 - New staff starting Monday.
 - Hired an Internship Coordinator (PT)
 - Outreaching and securing internships for youth clients.
- **Hunterdon PolyTech YES/** WIOA Youth Outreach and Work Based Learning Update
 - Christine is fairly new to the position, everything seems to be going well.
 - Outreaching:
 - COBs
 - High Schools,
 - Attending Guidance Counselors Workshop in December
 - Apprenticeship Programs at PolyTech

- PACE program started their 2nd year, has roughly 20 participants.
- Only 1 participant from Hunterdon County.
- Challenges finding employment/apprenticeship opportunities. Further complicated by competitive union jobs and lacking experience.
- Karen mentioned Local Union 25 is opening a program for Metal Workers. She agreed to forward the materials to Christine.
 - Karen also requested data on what employers have been outreached.
- Jessica suggested using OJTs to help address the issue.

- **Discussion Topics**

- Business Services Workflow/ Strategy
 - Partnership: Karen and Jessica
 - Extensive business outreach promoting a palette of services: pipeline, OJT, job board, etc.
 - Data Driven Approach
 - Job leads shared based on data.
 - Pipeline outreach based on data.
 - Quarterly Industry Focused Recruitments based on data.

1/14/25 Somerset 10am - 12pm (Somerset Building 1st Floor Conference Room)

Healthcare Industry Recruitment

Job Titles Needed: Medical Assistant, Home Health Aid, Certified Medication Aide, Medical Billing and Coding, ECG/ Phlebotomy Tech, Licensed Practical Nurse

3/26/25 Hunterdon 10am - 12pm (Hunterdon Chamber Commerce)

Recruitment Focus TBA

6/26/25 Somerset 10am - 12pm (Somerset Building 1st Floor Conference Room)

Recruitment Focus TBA

9/25/25 Hunterdon 10am - 12pm (Hunterdon Chamber Commerce)

- Will target both 1099 and non 1099 employers.
- Karen to create a survey for employers attending the recruitment.
- Incorporate Pre-Recruitment Event Workshop
 - Resume development
 - Interview skills/ attire
 - Accomplishing a good first impression
 - Unpack/ discuss further after 11/19

Next Meeting: Tuesday, November 26 @ 10am 1st Conference Room