

Greater Raritan One Stop Monthly Leadership Meeting **Agenda**

1st Floor Conference Room

Tuesday January 28, 2025

10:00AM

➤ **Attendees**

Christine Shockley	HCUSD
Debbie Voria	HCESC
Alexis Williams	Program Coordinator
Karen Araujo,	Business Rep DOL
Danielle Kwan	Manager (DVRS)
Monica Mulligan	Director CTS
Jeanne Cassano	GRWDB
Jazlis Perez	DVRS
Paul Grzella	Director GRWDB
Jeanetta Muhammad	Somerville OSCC
Fernandel Almonor	Operator

➤ **Healthcare Recruitment Event**

The event was well-organized with 12 employer lawyers and 111 job seekers.

Employers accepted resumes and conducted real-time interviews.

Suggestions for improvement included receiving resumes directly to enhance efficiency.

Emphasis on the importance of bringing resumes to job fairs.

IT Somerset County to discuss easier resume collection methods.

Noted lack of presence from certain departments like ES.

The career training workshop alongside healthcare event had 47 attendees.

Proposed improvements for future events and discussed the value of coaching job seekers.

Need for better tracking of interview and hiring outcomes.

➤ **Employment Pipeline**

Review [pipeline workflow flier](#)

[Pilot Employer Tracker](#)

[Master Employer Outreach Tracker](#)

[Pipeline Customer Submission Tracker](#)

- Overview of the employment pipeline process, emphasizing the importance of navigator/ case managers evaluating candidates before sending them to employers.
- Workflow includes online pre-registration, assessment by case managers, and maintaining a tracker for candidates.
- Discussion on potential improvements and transparency in the process.
- Partner request for pipeline report

Review Previously Implemented Marketing & Promoting Strategies

1. Target Marketing
 - a. Using the preference data, Navigators/ Case Managers share pipeline information with all customers that align with the pipeline positions. They compile names of interested customers and positions targeted. Department heads ensure interested/qualified customers are placed on Google Spreadsheet Tracker.
2. Text alert outreach
3. Pipeline marketing flier promoted on GRWDB website.
4. Pipeline marketing flier strategically placed at partner locations.

Collateral Needed:

- a. General Marketing flier
- b. Abbreviated Engage By Cell Text Flier
- c. Shared Google Spreadsheet Tracker capturing customer pipeline submissions

➤ **Upcoming Events and Planning**

- Next recruitment event scheduled for March 26th, focusing on transportation, manufacturing, and construction sectors.
- Emphasis on partner collaboration and promoting the event actively.
- Discussion on logistical aspects like transportation and workshops to complement the recruitment event.
- Constant demand for CDL drivers. Having difficulty finding candidates because demand exceeds customer interested/availability.
- Administration Change Impact: Discussing the impact of the new administration, particularly on information sharing and potential changes in policies.
- ICE and Immigration Protocol Concerns: Addressing concerns about the potential impact of ICE raids on literacy programs and the need for direction from the county on how to respond.
- Student Concerns Students are avoiding certain areas due to concerns about ICE presence, and there is a need for clarification on whether students can be stopped at security.
- Legal Advice and Warrant Requirements: Legal advisors have stated that ICE agents without warrants can be sent away, but official confirmation from the county is still pending.
- Public Space Usage: Maintaining public space as usual for now, but waiting for official county policy regarding public speech.

- **Confusion and Clarity Needed:** Potential confusion regarding government-funded institution's stance on the issue, emphasizing the need for clear directives from the county.
- **Grants Halted Impact:** Discussing the impact of the latest news about grants being stopped, including staff retention challenges.
- **Communication on Policy Implications:** Inquiry about the plan to communicate the implications of the policy change on programs and policies, particularly regarding the support of Marx's policies.
- **Uncertainty and Lack of Clarity:** Expressing concern over the lack of clarity surrounding the policy change and its impact on various programs, citing examples like SNAP and TANF.
- **Uncertainty on Executive Order's Impact:** Uncertainty surrounding the executive order's implications, particularly regarding its effect on existing funding and contracts.
- **Legal Challenges and Clarity Needed:** Lawsuits are being filed to challenge the executive order, highlighting the need for clarity and resolution.
- **Impact on Individuals and Services:** Concern for individuals and families relying on the services, emphasizing the need for clarity and stability.

➤ **GRWDB Update**

Grant Update: A new coordinator position for the Opportunity Partnership Grant just received by the GRWDB has been posted on the county website. The position is for 25 hours a week and pays \$25 an hour; it runs through Jan. 16, 2026. The grant will train 30 people through the NJ MEP for OSHA 10 and manufacturing technician certifications. A meeting is scheduled to discuss the workflow for the grant, including eligibility and ES integration. For the TANF Initiative grant, \$15,000 will be moved from one line to another in the Hunterdon County ESC budget to enable transportation for Hunterdon County residents interested in taking part. The program has been successful in assisting people. Grzella also has scheduled with state representatives to discuss providing additional funding for literacy initiatives; the GRWDB was not one of

the grant recipients announced in December for this new funding opportunity which replaces Workforce Learning Link funding.

Positive Outcomes of First Steps Program: Over 200 people have been helped through the first steps program, and almost 200 more are interested. The program is also boosting students' confidence and self-advocacy. RVCC has had personnel issues, but a meeting was held and a process is being set up for individuals in the first steps cohort to qualify for Title II programming also offered by the college, with the goal of funneling as many eligible students as possible into Title II. RVCC's website for its Title II and First Steps programs has been updated; it is <https://www.raritanval.edu/esl-courses>.

Recruitment Event Success: Two recruitment events are coming up in February, one for a Raritan Borough firm specializing in haulage and another for a home health aid agency. The haulage business had 180 registrations, while the home health aid agency event had 11 registrations.

Salary Adjustment for Haulage Business: The employer for the haulage business was open to adjusting the salary and working hours to attract more applicants. The suggestion came from Grzella who was working with Araujo to create a flyer for the event.

➤ **Business Services Update**

Business Services Presentation: Request for someone to join a presentation on business services for the county, including pipeline and other services.

Partnership Plus Information: Inquiry about Partnership Plus, a potential organization focused on job services in Spanish.

Spanish Language Collateral: Reminder about existing Spanish language career center flyers with QR codes and literacy services.

Survey for Job Seeker Data Collection: A survey will be created to collect job preferences from job seekers in Somerset and Hunterdon Counties. Karen agreed to send survey to partners for approval. Partners need to know how this survey is different from the preference data already being collected on an ongoing basis.

➤ **Employment Services/One-Stop Office Update**

Fully staffed

Working through staff productivity issues.

Job Club Restart: The job club will be restarted to reduce the workload on counselors and interviewers.

Collaboration with Karen and Jessica Johanson: Monthly meetings will be held to discuss job opportunities and align them with the needs of the served population.

Personnel Issues and Progress: Addressing personnel issues and making progress in the office.

Job Preference Data Collection: Reminder about the job preference data collection deadline, which is mid-February.

Office Staffing Challenges: It is difficult to find staff willing to work at the Flemington office due to the location and the need for coverage.

Flemington Office Coverage: The office needs more staff, especially on Mondays, to cover the office and provide services to the public.

➤ **Career Training Services Update**

General Update and Successes

- With four Career Navigators fully trained, we have been able to open more appointment slots for job seekers.
- Our one team member on medical leave for the last three months returned on 1/21/25, so we are now fully staffed.
- Training grant orientation is being scheduled for 2/14/24 with a few slots remaining on that date.
- Individual customer appointments are booked through the end of January. There are some open appointments beginning the first week of February.

- We continue to tap into the supportive services funding for our customers who need this support.
- We have served 1346 new customers between 7/1/24 - 12/31/24.
- Members of the One Stop Career Training Services Center team attended the following additional free trainings in late November/December/January:
 - 11/18/24 Aging and Intellectual Disability (Boggs Center, Rutgers)
 - 11/20/24 Let's Talk About Mental Health (Joel Levine, MHANJ via GSETA)
 - 11/22/24 Navigating the Language of Diversity (SCYSC and NJ Division of Civil Rights)
 - 12/11/24 Disability Awareness Training (MHANJ)
 - January 2025 Cybersecurity Training (Somerset County)
- One Stop Career Training Services hosted a Holiday Open House at its Flemington location on 12/4/24 from 1PM – 4PM (35 attendees, mostly job seekers).
- Jan Goodman provided the following workshops/presentations presentation to
 - 11/23/24 to 4H Youth on how to write a cover letter.
 - 12/19/24 to Norwescap's Career and Life Club on job search.
 - 1/7/25 on Mastering the Interview in coordination with the GRWDB Healthcare event on 1/14/25, There were 47 participants.
 - 1/8/25 on How to Thrive During Transition and Change in coordination with Jewish Family Services
 - 1/9/25 on Fear of Public Speaking at Watchung Public Library in coordination with the SCLS.
 - Continuation of a series of workshops to Hillsborough Township as part of its leadership and professional development program.
 - Continuation of two workshops a month for our WFNJ customers
- One Stop reserved its interview rooms on 1/14/25 to allow for space for employers at the healthcare recruitment event to interview candidates. One Stop also triaged a surge of walk-ins looking for services and wanting to use our public access space during the event.

- One Stop tabled at Bound Brook courthouse (since the library is closed) on 12/18/24 and 1/8/25 from 10AM – 2PM in collaboration with SC Human Services and the SC Library system.
- 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 2775 new UI filers between 7/1/24 – 12/31/24.
- Greater Raritan One Stop career Training Services Center was monitored by the GRWDB during an on-site visit on 1/15/25.
- Greater Raritan One Stop Career Center received permission from the GRWDB and NJDOL to utilize an additional \$87,000.00 for ITAs, as the current budgeted funds had been almost fully obligated by the end of December. This should carry us through February.

Challenges:

- New: The additional \$87,000 in PY23 ITA funds will likely be fully obligated by the end of February. A request to utilize un-obligated PY24 IWT and OJT funds will be made in the next couple of weeks. PY24 ITA funds are already almost 100% obligated.
- 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:

- 2/6/25 Mastering the Interview
- 3/31/25 Art of Effective Communication

➤ **Department of Vocational Rehabilitation Services Update**

This week they brought on a new Pathstone/55+ worker to assist their clerical staff. It was good timing, they recently lost a Senior Clerk who took a job working for the Union (CWA).

They still have a vacant Head Clerk position- an offer was made but they have not heard back as of yet.

Additionally, they are hoping to hire a 6th counselor. They still have an Intern from Rutgers who is doing well. She should be working there until mid-April.

Otherwise, it is business as usual at DVRS. No significant concerns to discuss at this time.

➤ **Work First New Jersey Update**

They continue to receive a high volume of referrals, particularly for SNAP clients.

They will begin utilizing text messaging to initiate contact with referred clients.

Participation Updates:

Somerset County Data as of Dec 31, 2024
(see attached)

Hunterdon County Data as of Dec 31, 2024
(see attached)

Challenges:

- Ongoing high levels of SNAP referrals

Successes:

- Increased level of in-person instruction, particularly for TANF customers, due to transportation initiatives.

➤ **Middle Earth YES Update**

WIOA Youth Outreach and Work Based Learning Update:

Outreach Activities: Met with students from Hillsborough and Somerville high schools for the Visions program.

Student Internships: Students are participating in internships at Habitat for Humanity, a local animal shelter, Fridgewater, and an adult senior daycare center.

YES Program Progress: 29 students enrolled in the YES program after outreach to community organizations and schools, including a senior exit day at South Hun.

➤ **Hunterdon PolyTech YES Update**

WIOA Youth Outreach and Work Based Learning Update:

Student Performance at Seven Schools: Many students are not meeting attendance or grade requirements, leading to potential dropouts.

Adult Education Programs: Expanding English lessons with First Step Basics, Title II programs in Hunterdon and Somerset counties for high school education, high school equivalency, and ESL, with enrollment on target.

Employer Training Inquiry: An employer inquired about training or workshops for employers on conducting interviews, and it was suggested to contact the County Chamber of Commerce, Service Area Business Partnership, or Small Business Association for existing resources.

Next Meeting: Tuesday, February 25 @ 10am 1st Conference Room