

Greater Raritan One-Stop Meeting Minutes: Leadership Meeting

Date: May 27, 2025

Location: 27 Warren St., Somerset, NJ (County Building 1st Floor Conference Room)

Attendance

Jeanne Page- Soncrant	NJDOL - Business Services
Karen Araujo	NJDOL Business Service Representative
Isabel Jimenez	NJDOL
Chris Shockley	HCVSP
Debbie Voria	HCESC Adult Literacy
Barbara Stockton	DVRS
Monica Mulligan	One Stop Career Training Services Center
Maria Marnell	WFNJ/ HSESC
Jeanne Cassano	GRWDB
Paul Grzella	Director GRWDB
Rick Peterson	NJDOL Employment Services
Alexis Williams	Program Coordinator, Middle Earth
Aminah Reeves	WFNJ- Somerset County

1. Welcome and Introductions:

- The meeting commenced with introductions of new members. Gabriella Cardoso introduced herself as the Navigator with the GRWDB Youth Summer Program. Other members introduced themselves, representing various departments including Workforce Development, Educational Services, Employment Services, and Career Training Services.

2. Data Presentation:

- Key highlights from the quarterly data collection were shared:
 - **Top Job Preferences:** Transportation (45.8%), Healthcare (27.8%), followed by Manufacturing and Construction.
 - **Popular Positions:** CDL Truck Drivers, Production Workers, Medical Assistants.
 - Data findings guide employment outreach, job title sharing, and recruitment events.

3. Upcoming Recruitment Event:

- **Date:** June 26, 2025, at 10 a.m. in the designated meeting room.
- **Employers:** Targeting at least 12 employers, to be confirmed by June 2.
- **Marketing Materials:** Flyers and pre-registration forms ready by June 3.
- **Resume Submission Deadline:** June 13 for job seekers interested in on-site interviews.
- **Business Etiquette Workshop:** Led by Jan Goodman on June 18, registration required.

4. Partner MOU Meeting:

- Scheduled for July's leadership meeting to review and revise the Memoranda of Understanding (MOUs).

- Partners and supervisors encouraged to participate, especially new partners like American Eagle Training Academy.
- Suggestions for revisions can be emailed to the leadership team prior to the meeting.

5. Career Training Services Update

General Update and Successes

- Served 2,239 new customers between 7/1/24 – 4/30/25.
- Sent out information on services and events to 4,657 new UI filers between 7/1/24 – 4/30/25.
- Presented 36 free job seeker workshops to 1,277 residents of Hunterdon County and Somerset County between 7/1/25 and 4/30/25.
- One Stop has partnered with Franklin Food Bank and will be tabling there once a month with info on services.
- Team members attended the following trainings in the last month:
 - 4/16/25 Crisis Prevention and Intervention: Reducing Risk
 - 4/29/25 Psychiatric Emergency Screening Services (PESS) Overview
 - 4/30/25 – 5/2/25 PA Workforce Conference
 - 5/12/25 Narcan training
 - 5/14/25 Wellness Wednesday: Coping in the Workplace
 - 5/19/25 Human Services Conference

Challenges:

- Carryover: Increase in WFNJ referrals has led to an increase in workload for One Stop Career Training Services Center teams members.
- Waiting for the PY25 Budget from the GRWDB so we can begin planning for the new program year, which starts 7/1/25.

Supports Requested:

- None

Upcoming Events:

- 5/27/25 Multiple Natures Workshop in partnership with the Watchung Library
- 5/29/25 How to Thrive During Transition and Change in partnership with the GRWDB's job fair
- 5/30/25 Career Café
- 6/27/25 Career Café

6. DVR Update

- Employment was offered to the Intern for a Vocational Rehabilitation Counselor position, and they are waiting for HCS (HR) to officially offer her the position.
- They would still like to hire one more counselor.
- Project Search at RWJ Somerville is set to begin this September.
- Only one application was received as of the update, and they would like at least three to start in September.
- No new challenges were reported at this time.

7. WFNJ Motivational Interviewing Initiative:

- Launch anticipated in September.
- Aim: To uncover motivational triggers of TANF clients via neutral interns, enhancing service engagement.
- Collaboration with Rutgers and various partners to finalize the framework.

8. Co-Enrollment Process Mapping:

- Development of a comprehensive diagram to illustrate co-enrollment workflows and partner connections.
- Feedback from all partners is encouraged to ensure the diagram is inclusive and informative.

9. GRWDB & Partner Updates:

- Workforce Development Board, Employment Services, Career Training Services, and other partners provided updates on programs, events, and challenges.
- Emphasis on upcoming job fairs, youth employment programs, and resource sharing initiatives.

10. Adjournment:

- Meeting concluded with an open floor for final questions and comments.
- Next meeting scheduled for [Insert Date].

Action Items:

- Confirm employer participation for the June 26 event by June 2.
- Distribute marketing materials by June 3.
- Submit resumes for job seekers by June 13.
- Prepare for the MOU review meeting in July.
- Provide input for the co-enrollment process diagram.

Refinements:

1. "Condense the meeting minutes into a high-level summary with bullet points for quick reference."
2. "Organize the meeting minutes chronologically, highlighting key events and decisions."
3. "Format the meeting minutes into sections based on topics discussed for clarity and ease of reading."