

## Greater Raritan One-Stop Leadership Meeting Minutes

Date: October 28, 2025, at 10:00 AM

### Attendance

• Chris Shockley	YES
• Lisa Visco	WFNJ
• Lia Stone	Vocational Counselor
• Ed Kawalec	Driver/ Aide
• Rick Peterson	Employer Supervisor
• Monica Mulligan	Director One-Stop
• Jeanne Cassano	Contract Compliance & Engagement Specialist
• Aminah Reeves	WFNJ Supervisor Somerset County
• Isabel Jimenez	WFNJ Tech
• Ike Onyejiaka	Middle Earth
• Ellen Carfaro	Deputy Director Social Services
• Kristen Schiro	Empower Somerset Executive Director
• Melanie Milo	Empower Somerset Director Development
• Caitlin Staley	Outreach Coordinator DET
• Jeanne Page-Soncrant	Regional Coordinator Business Services
• Paul Grzella	Director GRWDB
• Danielle Kwan	DVRS Manager
• Jazlis Perez	DVRS Supervisor
• Fernandel Almonor	GRO-S Operator

### 1. Program Overview: Digital Equity Training (DET)

- **Presenter: Caitlin Staley**
- **Program Description:**
  - Supports GA, SNAP, TANF clients through digital literacy and workforce activities.
  - Participants complete a digital literacy plan and receive training via Norwescap and NorthStar Learning.
  - Completion leads to:
    - Digital Equity certificate
    - Incentives: gift cards, transportation support, apparel for training/job search
    - Laptop and optional hotspot (both for participant to keep)
    - Potential funding for computer-related training
  - Referral Process:
    - Direct from ENT staff or social services.
    - Self-referral also possible.

- Requires proof of eligibility (GA, SNAP, etc.) and IRP (if applicable).
- Program Duration:
  - 4-week core program with optional Bloom & Grow life coaching (up to 6 sessions)
  - Funded through May; last cohort ends by May 31
- Capacity & Service Goals:
  - Minimum 62 participants (half-grant); financials may allow for more
  - Monthly capacity fluctuates based on referrals and virtual participation
- Compliance & Tracking:
  - Time sheets and attendance tracked by Norwescap
  - Bloom & Grow mentoring hours count toward required work hours
  - E-time sheet protocols to be coordinated with local staff

## 2. Participant Eligibility and Requirements

- **Target Participants:**
  - Clients with low digital literacy
  - GA, TANF, and SNAP recipients
  - Both housed and unhoused eligible if they can access training
- **Work Hour Accommodations:**
  - TANF: 35 hours/week
  - GA: 30 hours/week
  - SNAP: 20 hours/week
  - Virtual and in-person components combined to meet hour requirements
- **Referrals & Assessment:**
  - Case managers can use assessment tools to determine fit
  - High-proficiency clients may be excluded

## 3. Logistics & Site Information

- **Primary Location:**
  - Norwescap, Watchung Avenue Presbyterian Church, North Plainfield
- **Access:**
  - ~½ mile walk from train station; moderately accessible for North Plainfield residents
- **Support Services:**
  - Chromebook loaner program and hotspots available as needed
  - Mentorship provided through Bloom & Grow life coaching

## 4. SNAP and Workforce Updates

- **Presented by: [DFD/DOL Leadership Summary]**
- **Key Points:**
  - New SNAP work requirements effective November 2 (accelerated from January 31)
  - Increased work registration and reduced waivers
  - State now responsible for 75% of SNAP cost (up from 50%)
  - Current error rate ~14%; small coding errors impact cost sharing
  - Work definitions include paid, unpaid, volunteer, or program participation (like DET)
  - Time limit enforcement tightened; fewer waivers allowed

## 5. General Update and Successes

- As of 10/1/25, The One Stop Career Training Services Center is no longer providing case management, job search, compliance monitoring, and compliance reporting for WFNJ customers. All WFNJ funds have gone out for RFP by the GRWDB.
- Served 201 new customers between 9/1/25 – 9/30/25.
- Sent out information on services and events to 1,168 new UI filers between 9/1/25 – 9/30/25.
- Presented 5 free job seeker workshops to 274 residents between 9/1/25 – 9/30/25
- Partnering with Franklin Food Bank: Next tabling event 10/28/25.
- Partnering with Business Services and presenting at the CHHA Virtual Event on 10/29/25.
- Tabled at Senator Andy Kim's Resource Event at RVCC on 10/6/25.
- Team members attended the following trainings in the last month:
  - 10/21/25 ChatGPT: Shaping the Future of Work (HRDQU)
  - 10/22/25 – 10/23/25 GSETA Conference, Ocean Resort, Atlantic City
  - 10/24/25 Navigating Anxiety and Youth Well Being (SCYSC)

### Challenges:

- Carryover: One team member remains out on leave from July - December. Coverage being provided by other One Stop Career Training Services Center team members.

### Supports Requested:

- None

### Upcoming Events:

- 11/6/25 Business Etiquette (collab with SCLS, Watchung). Flyer attached
- 11/20/25 Thrive During Transition and Change (North Branch Library, Clinton). Flyer attached

## 6. Communications & Outreach

- **Text Alert System:**
  - Workforce Board will send SNAP-related alerts linking to updated instructions
- **Employer & Training Initiatives:**
  - CHK certification session planned; 220 registered
  - Bilingual candidates needed for Zoo Paul recruitment
  - Resume evaluation process established for improved submissions
  - Upcoming January job fair in planning

## 7. Additional Updates

- **Jersey Club Restart:**
  - November start with hybrid workshops: job search, resume, networking, interviewing
  - Expansion planned as resources allow
- **Transportation:**
  - Potential county transport for interviews in Morris if arranged early

## **8. Action Items & Next Steps**

1. Establish referral and e-time sheet protocols between Norwescap and Somerset SSA.
2. Coordinate participant onboarding calls (phone or virtual if possible).
3. Confirm monthly capacity and manage overflow into following month as needed.
4. Promote CHK certification session and Zoo Paul recruitment with bilingual emphasis.
5. Finalize Jersey Club logistics and advertise hybrid model.

## **Meeting Adjourned**

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