

American Job Center Operator's Committee Meeting

Monday, December 16, 2024

Attendees Present: NJDOL-Juanito Chiluisa (NJDOL); Ingrid Macias (Veterans Business Services Representative); Anthea Williams (Business Representative); Iesha Armour (OJT); **UCNJ Union College of Union County, NJ** – Lisa Hiscano; Isaias Rivera; Maritza Batista; Marlene Loff; **UCVTS**-Nakaya Bligen; **CAU**-Claire Sashi; **Edison Job Corps**-Tony Staynings; **ULOUC**-Melody Holiday; **Literacy NJ**-Barbara Bagger; **Plainfield Public Library** – Scott Kuchinsky

DHS County Representatives Present:

DHS Office of the Director: Melissa Lespinasse, Asst. Director/UCDHS; Jeffrey Jackson, Special Projects/UCDHS

American Job Center: Robert Croom, Director; Nasrene Mondol, Program Administrator, Lillian Roman, Michelle Dixon, Carolina Marin

Division of Social Services: Rhonda McClain, Administrator; Amedio Di Cosmo; Scott Dinardo, Kendall Sears

Division of Children & Youth Services: Hawa Bonds Director; Latoya Bennett

Division of Individual & Family Support Services: Christina Topolosky, Director, Elizabeth Paskewich, Asst. Director

I. Welcome & Roll Call

The meeting was called to order by Melissa Lespinasse, Director Debbie Ann Anderson, and Asst. Director. Karen Dinsmore, Asst. Director was excused from this meeting today.

Roll call was taken by Melissa Lespinasse. She reminded all attendees to please state their names during roll call and when speaking during the meeting for the minutes.

II. Approval of the November 18, 2024 Meeting Minutes

Robert Croom made the motion to approve the minutes and Marlene Loff seconded that motion. A motion passed with no abstentions and/or corrections to these minutes.

III. Presentations

The presentations emphasized the collaborative efforts of various partners in providing services to youth and the community, focusing on key areas such as physical and mental health, safety, education, family crisis, career development, and juvenile justice. These partners highlighted the importance of oversight, planning, and outreach to ensure that youth ages 0-24 receive support through county-wide programs and inter-agency cooperation. The discussions stressed the need for equitable opportunities to prevent delinquency and other at-risk behaviors among youth. Additionally, Individual and Family support services were explored, demonstrating the effective use of County, State, and Federal funding to provide human services directly or through community-based organizations.

Presenters:

- Youth: Union County Division of Children & Youth Services (DCYS) – Hawa Bonds, Director
- CSBG: Union County Division of Individual & Family Support Services (DIFSS) – Christina Topolosky

IV. 2025 Committee Meeting Schedule

Melissa Lespinasse discussed the monthly meeting dates for 2025 with the partners and asked if they preferred continuing the meetings hosted by different partner locations or going back to the main location at Warinanco Park Sports Center, with holding Zoom meetings as needed. It was noted that having meetings hosted by various partners in 2024 was beneficial. There was a request to add new topics to the agenda and spacing out the meetings with the Action teams to meet and report back to the main group. Discussion followed. The Operator welcomed important discussion topics and encouraged partners to email ajcopoperatorcommittee@ucnj.org or contact her or Jeffery Jackson to suggest topics and volunteer to host future meetings.

V. Action Teams

Jeffrey Jackson followed up on the Action Teams discussed in the previous meeting, noting that he had emailed all partners about them, though he understands they may not have had time to review the information. He briefly went over each team, introducing a new team called the System Management Performance team. All teams will include a representative from the Operator's office, and some partners requested clarification on how the committees will be structured to operate effectively. While some partners saw the teams as cross-functional and collaborative, allowing for greater participation. Those who did not receive the explanation document will have it re-emailed, along with any handouts from partner presentations. Discussion followed.

The six groups are as follows:

1. Standardizing Orientation
2. Customers Satisfaction Surveys
3. Cross Training
4. Developing Calendar of Events
5. Work Groups for Business Services
6. System Management Performance

VI. 2024 Wrap-Up

Melissa Lespinasse reminded the partners that Geographic Solutions trainings will take place in 2025 once the contractual details are finalized, providing a two week notice of the training dates. Robert Croom encouraged partners to spread the word out to the community regarding the Expungement Clinic on December 17th at 4 p.m., with registration required in advance via the Union County website flyer to help the legal team prepare.

VII. Next Steps

- ✓ Suggest new agenda topics for 2025.
- ✓ Join or host action teams and review material.
- ✓ Geographic Solutions training updates.
- ✓ Promote Expungement Clinic.

- ✓ AJC team to update the Committee membership and potentially bring in new partners with relevant expertise.

VIII. Adjournment

Meeting adjourned.

Next meeting: Monday, January 13, 2025 @ 8:30 a.m.
Location: TBA