

Union County American Job Center Operator's Committee

Meeting Agenda

May 18, 2026

- I. Welcome & Roll Call***
- II. Open Remarks***
- III. Approval of April 20, 2026 Meeting Minutes***
- IV. Update on Location of Service***
- V. Transition Plan Update***
 - ***SOP - Customer Feedback Collection, Analysis, and Continuous Improvement***
 - ***SOP – Welcome & Universal Intake Process***
- VI. American Job Center Primary Functional Service Areas – Roles, Responsibilities, and Operational Expectations***
 - 1. Welcome & Universal Intake Team - Welcome & Universal Intake***
 - 2. Services Coordination & Case Management Team - Career Services***
 - 3. Training & Staff Development Team - Training & Education Services***
 - 4. Access & Support Services Team - Supportive Services & Barrier Resolution***
 - 5. Employer Engagement Team - Employer & Business Services***
 - 6. Data, Performance, and Continuous Improvement Team - Follow-up & Retention Services***
- VII. Old/New Business***
 - ***Work First New Jersey (WFNJ) Operations Committee***
 - ***Resume network partner presentations***
- VIII. Partner Discussion and Feedback***
- IX. Next Steps***
- X. Adjournment***

Next Meeting: Monday, June 15, 2026 at 8:30 a.m. at Warinanco Sports Center, Roselle

