

American Job Center Operator's Committee Meeting

Monday, October 20, 2025

Attendees Present by Agency:

Barbara Bagger/Literacy NJ; Maritza Batista/UCNJ; Juanito Chiluisa/NJ DOL; Isais Rivera/UCNJ ; Julio Sabater/Workforce Advantage; Ratyeemah Ward/HACE; Cathy Waters/ULOUC; Anthea Williams/NJ DOL; Carol Serrano/DVRS; Maurice McClain/YB Elizabeth; Yunia Labaut/Workforce Advantage; Kendall Givens/HACE; Angela Olden/CAU; Leslie Rojas/DVRS; Marie Alston/United Way; Stephanie Falana/ULOUC; Lisa Hiscano/UCNJ; Scott Kuchinsky/PPL; Vincent Rouse/HACE; Sonya Meighan/4C's; Patricia Banks/PPL.

DHS County Representatives Present:

Melissa Lespinasse, Asst. Director/UCDHS; Jeffrey Jackson, Special Projects/UCDHS

American Job Center Present:

Robert Croom, Director; Lillian Roman; Michelle Dixon; Jennifer Byczkiewicz; Minerva Sandoval; Ana Mariano

Division of Social Services Present:

Rhonda McClain; Amedio Di Cosmo; Scott Dinardo; Kendall Sears; Stephanie Hodges-Johnson

Division of Individual & Family Support Services Present:

Rebecca Hajje; Elizabeth Paskewich

I. Welcome & Roll Call

The meeting was called to order by Melissa Lespinasse, Assistant Director. Director Debbie-Ann Anderson and Karen Dinsmore, Assistant Director, were excused from the meeting. Roll call was taken by Administrative Assistant Michelle Dixon.

II. Approval of the Meeting Minutes

The September 15, 2025 meeting minutes were reviewed. A motion to accept was made by Patricia Banks and seconded by Juanito Chiluisa. Minutes were accepted without correction.

III. Federal Updates and Meeting Minutes

Discussion began with administrative matters including attendance and approval of previous minutes. Federal updates were presented regarding a potential government shutdown and its impact on SNAP benefits and work requirements for Able-Bodied Adults Without Dependents (ABAWDs). The USDA has notified states that SNAP benefits could be delayed if the shutdown extends beyond November 2025. Union County emphasized their strategy to support clients during benefit delays, including directing them to community food resources. The new SNAP

work requirements now apply to individuals up to age 64, increasing the importance of employment placement services for this population.

IV. SNAP Benefits and Shutdown Impact

Approximately 48,000 Union County residents depend on SNAP benefits (including individuals, families and children). Union County will prepare to distribute flyers in both English and Spanish with information about the shutdown and alternative food assistance options. The group discussed the importance of collaboration with food banks, churches, synagogues, and mosques to provide meal support during interruptions. Emphasis was placed on proactive communication to prevent misinformation among clients.

V. Service Integration and Data Validation

The committee reviewed and finalized a report on service integration and data validation processes. Discussion included the development of a centralized AJC Network Directory Tool to ensure all agencies have updated contact and referral information. Union County shared plans to establish a Data Integration Workgroup to standardize referral forms and communication protocols. Partners were reminded that the UC Works contract is nearing completion, and alternative solutions may need to be explored for referral tracking. The committee discussed holding quarterly cross-training sessions to strengthen understanding of each agency's services. Enhancements to triage procedures were recommended to improve the flow of customers at the one-stop centers. Partners were reminded to continue submitting program data to the MIS email box for accurate AOSOS data entry.

VI. Meeting Logistics

The group discussed finding an alternative meeting room with better acoustics for future sessions. November meeting rescheduled.

Next Steps

- Union County to send SNAP benefit shutdown flyers (English/Spanish) to all meeting attendees.
- Union County team to compile a condensed list of community food assistance resources (food banks, churches, synagogues, mosques).
- Union County to form a Data Integration Workgroup for standardized referral processes.
- Union County to finalize and distribute the AJC Network Directory Tool to all partners.
- Union County to explore options to make the directory a living document that can be regularly updated.
- Union County to organize quarterly cross-training sessions for partner staff.
- Union County to enhance triage procedures at one-stop centers.

- All partners to continue sending program data to the MIS email box for AOSOS entry.
- Union County to check room availability for the November 17th meeting (rescheduled for 12/15/25).
- All partners to share any federal shutdown updates via the Operator email for distribution to all agencies.

Meeting Adjourned

Next Meeting: December 15, 2025 @ 8:30 a.m. – Warinanco Sports Center.