

American Job Center Operator's Committee Meeting
Monday, December 15, 2025

Attendees Present by Agency:

Juanito Chiluisa / NJ DOL; Isabel Jimenez / NJ DOL; Anthea Williams / NJ DOL; Carol Serrano / DVRS; Ratyeemah Ward / HACE; Tony Staynings / Job Cop; Patricia Banks / Plainfield Public Library; Scott Kuchinsky / Plainfield Public Library; Maritza Batista / Union College of NJ; Marlene Loff / Union College of NJ; Stephanie Falana / Union County Urban League; Yunia Labaut / Workforce Advantage; Maurice McClain / YB Elizabeth; Sonya Meighan / Community Coordinated Childcare.

DHS County Representatives Present:

DHS Office of the Director Present: Jeffrey Jackson, Special Projects/UCDHS

American Job Center Present: Robert Croom, Director; Michelle Dixon; Lillian Roman;

Division of Social Services Present: Rhonda McClain; Scott DiNardo

Division of Individual & Family Support Services Present: Navin Singh

I. Welcome & Roll Call

The meeting was called to order by **Robert Croom**. Roll call was taken by **Michelle Dixon**.

II. Approval of the Meeting Minutes

The October 20, 2025 meeting minutes were reviewed with a motion to approve and a second by Juanito Chiluisa and 2nded by Marlene Loff. Minutes were accepted without correction.

III. Federal Funding Updates

- General federal funding updates were discussed.

IV. AJC Network Directory Tool Update

- Updates to the AJC Network Directory Tool were presented.
- The directory was identified as a live document requiring bi-monthly updates.
- Committee members were asked to review the tool and submit feedback or corrections prior to branding.
- Administrative support was requested to remove outdated partner information.

V. AJC Network Assessment Report & Next Steps (Transition Plan)

- Jeffery presented the AJC Network Assessment findings.
- Challenges identified included fragmented systems, inconsistent client communication, limited data integration, and lack of standardized processes.
- A four-phase implementation approach was reviewed to transition toward an integrated workforce development system.

- Discussion included the formation of an Integration Council/committee with core partners to guide implementation.

VI. Work First New Jersey Coordination Refresher

- SNAP and ABAWD requirements were reviewed.
- Updates under HR1 were discussed, including expanded age ranges and three-month recertification requirements.
- Clients are now required to complete 80 hours per month of work or approved activities, with certain exemptions with a focus on clients maintaining gainful employment.
- DSS plans to develop an infographic to support staff and partners.
- Transportation and accessibility barriers impacting client compliance were noted.

VII. 2025 Year-End in Review

- Partners shared year-end program updates, including digital literacy initiatives, construction training, child care services, and employment outcomes.
- Improvements in performance metrics were acknowledged despite previous challenges.
- Collaboration and communication across agencies were highlighted as key successes.

VIII. Old / New Business

- Continued cross-agency coordination was encouraged to support SNAP compliance, workforce placement, and access to services.
- The importance of maintaining updated emergency and resource listings was discussed.

Next Steps

- ✓ Participants to submit feedback or edits to the directory tool prior to branding.
- ✓ Jeffery to coordinate with the Director to schedule a meeting with core partners and interested participants for the Integration Council.
- ✓ Interested participants to email to express interest in joining the Integration Council.
- ✓ Rhonda and team to develop and distribute an infographic summarizing updated SNAP requirements.
- ✓ All partners to share employment outcomes for clients with assigned counselors/case managers and MIS.
- ✓ AJC team to continue proctoring CASAS testing at Union College for new DET program classes.
- ✓ Agencies to share success stories and outcomes to increase visibility and collaboration.
- ✓ Teams to prepare for ongoing monthly dashboard reporting for WFNJ funding.

Meeting Adjourned

Next Meeting: To Be Determined

Union County American Job Center Operator's Committee