

**Union County Workforce Investment Board  
Adult Education and Literacy Committee &  
One Stop Committee  
193 Morris Avenue Springfield, NJ  
Friday, September 19, 2014 9:00 AM**

**One Stop Committee Members Present**

Glenn Nacion, Trinitas  
Eugenia Hamlett, Hamlett Management  
Jean Koszulinski, Union County One Stop Operator  
Lenin Paredes, Global Insurance Agency  
Richard Capac, Leaf Group  
James Brady, The Savor Group  
Jeff Shulman, New Jersey Labor and Workforce Development  
Guy McCombs, Lincoln Technical Institute  
Sandy McLachlan, Phillips66  
Alberto Goncalves, GS Developers, LLC  
Monica Chenault-Kilgore, The Chenault Group, Inc.

**Adult Education and Literacy Members Present**

Roberto Camacho, Investors Bank  
Kim McConnell, McConnell Leadership Group  
Marlene Loff, Union County College  
Julio Sabater, Workforce Advantage  
Craig Nowlin, Prevention Links  
Lyle Moseley, Elizabeth Board of Education  
Stephen Nacco, Union County College  
Kevin Kirkley, Lincoln Technical Institute  
Jean Forestenhausler, Linden Board of Education  
Elizabeth Gloeggler, Literacy New Jersey  
Gloria Durham, Genesis Healthcare Solutions

**Guests Present**

Scott Kuchinsky, Plainfield Public Library  
Shirley Hollie-Davis, Union County College  
Rossi Jackson- Elizabeth One Stop Career Center  
Pamela Brooks, Scotch Plains Public Library  
Maria Heidkamp, Rutgers Heldrich Center for Economic Development

**Staff Present**

Antonio Rivera, Director, Workforce Investment Board  
Eric Graham, Workforce Investment Board  
Elizabeth Paskewich, Workforce Investment Board

**Meeting Summary**

1. The Adult Education and Literacy Committee and One Stop Committee meeting was called to order at 9:02am by Roberto Camacho, Chair, Adult Education and Literacy Committee.

2. Antonio Rivera welcomed the Committee members and guests. Mr. Rivera explained the need for the joint Adult Education and Literacy Committee and One Stop Committee meeting based on the cross pollination of topics. He explained that the WIB is currently focusing on the qualitative analyses of the One Stop system; this will include looking at staffing, sub-contractors, and vendors, analyzing how clients are being served and addressing the gaps in service.
3. Maria Heidkamp, Senior Researcher, with the Rutgers Heldrich Center for Workforce Development was in attendance and will be working with the WIB to provide the Qualitative analysis for the Union County One Stop. Ms. Heidkamp explained that currently the Heldrich Center is working with the State of NJ providing both a quantitative and qualitative analyses for the New Jersey One Stop Career Center system. The quantitative piece is currently underway with the qualitative starting in about two weeks. Nine (9) One Stops throughout the state will be chosen and evaluated through this process. She explained that having this statewide report will be of great value as Union County can then see how they compare against the state data. When evaluating, the Heldrich Center will evaluate strengths, weaknesses, and determine if all resources are being utilized. They will also focus on the new WIOA guidelines and see if the County is adhering and implementing new policy. The Heldrich Center will conduct focus groups with job seekers, employers, and current staff which will help identify concerns as well as positive practices.
4. Mr. Rivera also discussed the need to evaluate all aspects of the One Stop Career Center System, such as vendors. Evaluating the feedback for the One Stop as a whole is essential as it will provide pertinent information regarding employment and training needs.
5. Mr. Robert Camacho, chair of the Adult Education and Literacy Committee, introduced the Adult Education and Literacy SWOT analyses.
6. Ms. Kim McConnell elaborated on the Adult Education and Literacy SWOT (Strengths, Weaknesses, Opportunities, Threats) analyses by first explaining the mission of the Adult Education and Literacy Committee and how strategic planning brought on the SWOT analysis of the committee. Through SWOT analyses and looking at the mission of the committee through a story concept (Characters, Setting, Plot, Conflict, and Resolution) the need to recognize the gaps in service and understand various silos became apparent.
7. Mr. Jean Koszulinski, Union County One Stop Operator, invited vendor, Plainfield Public Library, to provide a vendor's point of view regarding service gaps/continuum of care.
8. Mr. Scott Kuchinsky, Plainfield Public Library provided insight on their process working with the public and the One Stop. Able Plus WIA Title II Consortium members, Marlene Loff, Elizabeth Gloeggler, and Julio Sabater also put in their input regarding continuum of care and the need for integration of services.
9. Lengthy discussion followed regarding Able Plus WIA Title II Consortium and One Stop. Key points included:
  - Referral process to One Stop
  - Training of One Stop Case Managers
  - Creating transitional pathways for students

- Creating public awareness of programs within Consortium and One Stop
  - Creating awareness between Consortium members and One Stop partners regarding respective logistics of service
  - Creating directory of resources for clients and staff
  - Inclusion/increased relationship with DVR
10. Mr. Jean Koszulinski informed the committees that the One Stop Career Centers are currently evolving and receptive to feedback for improvements. Union County One Stops have already begun a redesign which will provide increased availability of case managers despite lack of staffing.
11. Mr. Roberto Camacho concluded the Adult Education and Literacy Committee, One Stop Committee joint meeting with three “next steps”:
- Follow up with Heldrich Qualitative analyses
  - One Stop Representative to join regarding Able Plus WIA Title II Consortium meetings
  - Continue to provide updated training to One Stop Case Managers
12. The Adult Education and Literacy Committee and One Stop Committee meeting was adjourned at 10:20am. Next Committee date is TBD.

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**AGENDA**

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|-------|---|------------------|
| I.    | Call to Order   | Roberto Camacho  |
| II.   | Welcome and Introductions   | Antonio Rivera   |
| III.  | Qualitative Analyses<br>John J. Heldrich Center for Workforce Development | Maria Heidkamp   |
| IV.   | Adult Education and Literacy SWOT analyses                                | Kim McConnell    |
| V.    | Continuum of Care- Vendor Perspective                                     | Jean Koszulinski |
| VI.   | Next Steps  |                  |
| VII.  | Next Meeting: TBD   |                  |
| VIII. | Adjournment   |                  |