

**Workforce Innovation Business Center Planning Meeting
Union County College
Kellogg Building, 5th Floor
40 W. Jersey Street Elizabeth, NJ
Wednesday, February 18th, 2015**

In attendance

Ed Correa, State Director, NJ AFL-CIO Community Services Agency & We Are One New Jersey

Shirley Hollie-Davis, Assistant Dean, Center for Economic & Workforce Development

Dr. Lisa Raudelunas Hiscano, Director, Continuing and Professional Education, Union County College- Industry Business Institute

Dr. Stephen Nacco, Vice President, Administrative Services & Executive Assistant to the President, Union County College

Rossi Jackson, Site Manager, Union County One Stop Career Center

Jean Koszulinski, Director, Union County One Stop Career Center

Elizabeth Montes, Executive Director, We Are One New Jersey, Union County Center

Erich Peter, Director of Training & Technical Assistance, Union County Economic Development Corporation

James Horne, United Way of Greater Union County

Lillian Roman, MIS Specialist, Union County One Stop Career Center

Steven King, Barack Obama Green School

Eric Graham, Union County Workforce Investment Board

Antonio Rivera, MSW, Director, Union County Workforce Investment Board, County of Union

Introduction

Antonio Rivera welcomed everyone to the second Workforce Innovation Business Center meeting. The focus of this meeting is integration of the four components and vendors with the One Stop Career Center.

The four components include:

1. Union County College- Soft Skills Training, Workforce Innovation Business Center
2. Economic Development Corp of Union County- Entrepreneurship training
3. Barack Obama Charter School- Youth programs
4. Elizabeth Development Company- On the Job Training

One Stop Services and Client Flow

Jean Koszulinski, Director, Union County One Stop Career Center, Rossi Jackson, Manager, Union County One Stop Career Center, and Lillian Roman, MIS Specialist, Union County One Stop Career Centers are in attendance to provide information on what the One Stops are, what they do, and who they service.

Mr. Koszulinski explained that the Union County One Stops are comprised of multiple agencies, such as, Unemployment, NJLWD Employment Services, DVRS, and WIA Act offices run by the County. There are two One Stop Career Centers in Union County, Plainfield and Elizabeth. The One Stops are open to everyone; however certain programs have specific eligibility requirements.

Mr. Jackson provided a handout and discussed current One Stop Client Flow.

1. *Client Flow to and from Program Partners*- current partners include Union County Social Services, NJLWD Employment Services, and DVRS.
2. *Orientation*- All clients interested in training participate in an Orientation. During the Orientation it is discussed how the One Stop Operates, clients are assigned case managers, as well as introduced and provided with a reference outlining helpful resources which include internet resources, Eligible Provider Lists, Jobs4Jersey and Jersey Job Club information, and information regarding free services and training.
3. *Intake*- All clients are required to provide proof of Social Security number and citizenship for any paid One Stop service. All clients are also required to fill out an AOSOS registration form, Individual Employment Plan, and Income worksheet. These forms allow the case manager to properly register them within the One Stop System and determine proper next steps.
4. *Community Support Services*- If necessary the One Stop case manager will refer the client to community supportive services, examples include, the Division of Aging, Union County Social Services, Family Support Centers of Union County, and Plainfield Health Center.
5. *Certification*- Counselor signs off the client has met all the eligibility criteria and provided all documentation to certify customer eligible for training.
6. *Documentation*- See attached list for complete checklist. Examples: Proof of Citizenship, Proof of address, Social Security Card, Income verification, Selective Service verification.
7. *Customer Eligibility*- Workforce Investment Act (WIA Adult and Dislocated Worker, Youth)-

- a. WIA Adult- eligibility based on income and family size. Income levels are based off of Federal guidelines
 - b. WIA Dislocated- eligibility based on Unemployment Insurance and how you left previous job.
 - c. WIA Youth-In-School, Out-of-School, income guidelines similar to that of WIA Adult.
8. *Assessment*- Test of Adult Basic Education (TABE)
9. *Case Management/Enrollment*- Counselors due Employability Counseling, which removes barriers to work or training for the client to increase success. Barriers could be housing, literacy, financial, etc. Family Success Center through United Way will be asset for some potential barriers. Once barriers are removed, client could be enrolled.
10. *Referrals*- Social Services, Employment Services, Vendor for training
11. *Training Determination/Enrollment*- Training must be in an In-Demand Occupation. State approved In-Demand Occupations can be found of njtopps.com. Training vendor also has to be approved through the County Contracting process. Counselor must also make determination if client meets eligibility requirements of training program (test requirements, medical restrictions [CDL], customer interest and experience).
12. *Outcome & Performance Tracking*- Ms. Lillian Roman, One Stop MIS Specialist reviewed outcome and performance measures. Three WIA Adult/Dislocated performance measures include:
- a. Entered employment within 90 days.
 - b. Retained employment through 2nd and 3rd quarter
 - c. Average earning
- WIA Youth performance measures include:
- a. Youth Placement in Employment or Education
 - b. Youth Literacy and Numeracy Gains
 - c. Youth Attainment of Degree or Certificate

All outcome and performance standards will change once WIOA is implemented.

For Entrepreneurship training, verification that client has started own company will count as positive outcome.

13. *Reporting Requirements* – all outcomes must be reported to MIS as reports must be complete for future funding and performance guidelines.

Referral Process

Need for unified referral and referral process will be designed and discussed.

Dr. Hiscano reported that the Pilot Soft Skills class was completed and some modifications to the curriculum have been made. Four classes are expected to begin with the AirServ recruitment participants.

Pamela Razo will be the WIB/One Stop point person for all Workforce Innovation Business Center vendors in Elizabeth; Eric Graham will be point person in Plainfield One Stop.

Next Meeting: TBA