

Section XXI. OPEN PLANNING PROCESS

The Workforce Development Board of Union County has ensured extensive input and guidance from various communities, agencies, businesses, the local OS Operator staff and individuals in developing this WIAO strategic planning document.

The WDB and One-Stop partners met regularly at both State and local offices for technical assistance meetings regarding plan requirements. Meeting notes include Full Board notes as well as Work Group summaries.

One-Stop partners were required to provide information regarding services available to One-Stop customers. The WDB Director and staff contributed as applied to Board areas and Board-sponsored programs and services.

Five Formal Strategic Planning Sessions and One Public Comment Session (see below) was conducted for the purpose of gaining broad input and support. Board members were involved in several sessions. The workforce board was copied on key developments as well as discussed at Board Work Sessions and formal Board Meetings.

Group I & I, a local Workforce Development Consulting Firm, was instrumental in facilitating several meetings, in addition to conducting work sessions with individual staff members. These sessions provided valuable insight and details necessary to map Strengths, Weaknesses, Opportunities, and Threats in constructing the Strategic Plan.

The public comment process was properly conducted yielding yet further refinement to the planning process.

a. Summary of Meetings of Workgroups, Taskforces or Similar Efforts.

Notes from the following group meetings appear in Appendix XXI, including the location of meeting, list of attendees, and agenda item summary (the Plan benefited from numerous individual meetings and review of critical planning documents and assessment reports):

□ Workforce Development Board Public Meeting - September 16, 2016, 9 am

Key points of discussion included:

- Integration of services
- Ensuring accountability, integrity, and transparency
- Ensuring local governance is in place
- Overview of twenty-four components within the plan

□ Workgroup meetings: October 6, 2016, 10am

Internal review (WDB and American Job Center Staff) about Local Plan, section by section and design of a collaborative development process.

- Workgroup meeting: October 11, 2016, 10:00am
Discussion regarding the Local Plan with key partners Union County College, TLD Talent Development Center, Title II Consortium, and the Workforce Innovation and Business Center.
- Workgroup meetings: October 24, 2016, 1pm

Review of the process for gathering and integrating input from internal staff and finalizing Local Plan.

- Workgroup meetings: October 26, 2016, 10am
Discussion of current policies, processes, and procedures with American Job Center staff; WIOA changes already in place, and preliminary review of major new directions.
- Workgroup meetings: November 1, 2016, 10am
Review of strengths and weaknesses and discussion of proposed strategies to enhance the quality of service and training and address new State's guidelines and themes.

Plan Modification Input from WDB Committees

Representatives of Titles I Adult, Youth, DLW, Title II AEFLA, Title III Wagner Peyser and Title IV Voc Rehabilitation actively participated in one or more of the following work groups specifically designed to solicit input into the 2019 modification process. Minutes are attached as an appendix to this modification. Each meeting of the Committees provided a forum for both new strategic issues as well as a review of the 32 sub-strategies identified from the UC Four-Year Workforce Strategic Plan.

- Literacy Committee Workgroup meetings: January 10, 2019, and April 11, 2019
- Youth Committee Workgroup meetings: January 15, 2019, and April 16, 2019
- American Job Center Committee Workgroup meetings: January 19, 2019, and April 10, 2019

Process for Posting Plan Inviting Public Comments

The Workforce Development Board introduced the guidelines for the Local Plan at the [WDB Public Meeting on September 16, 2016](#). All WDB Board Members in attendance, as well as any other attendee, 's received the Local Plan guidelines within the WDB Meeting Agenda and supporting documents. All documents distributed at Workforce Development Board Meetings can be found on the Union County Workforce Development Board website.

The Union County Local Plan will be made available to the public via the Union County Website, www.ucnj.org/wdb. Public Notice to local news media announcing the release of the Local Plan for public comment will be published before the online release. WDB Board members as well as local business owners, labor organizations, and Board of Education offices will be emailed and/or mailed notification of the Local Plans public release and directions on where to obtain it. All those who wish to review the public document will email to epaskewich@ucnj.org, as identified in the public release. Paper copies will be available upon request through the Union County Workforce Development Board.

C. Gathering Public Comments

All public comments will be received via email as outlined in the Public Notice and included within the Local Plan. Once a comment has been received, a response will be developed and posted as an addendum to the Local Plan document on the www.ucnj.org/wdb website. The addendum will also be emailed to those that submit public comments via the procedure aforementioned.

The following meetings were conducted to coordinate the development of the local plan.

- [Workforce Development Board Public Meeting - September 16, 2016, 9 am](#)

Location:

Trinitas Regional Medical Center
750 Walnut Avenue, Cranford, NJ 07016

Attendees:

Antonio Rivera, Director, Union County Workforce Development Board
Stacy Greene, Plainfield Board of Education
James Brady, Savor Group
Pamela Capaci, Prevention Links
Gwen Ryan, Union County Vocational Technical School
Hugh Caufield, Director, Employment Services
Gloria Durham, Genesis Healthcare Solutions
Tina Earley, Elizabethtown Gas
Alberto Goncalves, AZAD
Jean Koszulinski, Director, Union County American Job Centers
Yoshi Manali, Kean University
Margaret McMenamin, Union County College
Glenn Nacion, Trinitas Regional Hospital
Lenin Paredes, Global Insurance Agency LLC

John Perry, Council for Airport Opportunity
Erich Peter, Union County Economic Development Corporation
Marcie Ravello, Union County Healthcare Associates
Leila Morele, Division of Vocational Rehabilitation

Local Plan Agenda item summary:

Antonio Rivera presented the State Employment and Training Commission (SETC) WIOA required Local Plan guidance to the Board. This will be a strategic plan regarding WIOA implementation. All Board Members and attendees of the WDB meeting were supplied a copy of the Local Plan for their review and input. Board Member input is encouraged and expected.

Key points include:

- Integration of services
- Ensuring accountability, integrity, and transparency
- Ensuring local governance is in place
- Overview of twenty-four components within the plan

□ Workgroup meetings: October 6, 2016, 10am

Location:

Union County Workforce Development Board
10 Elizabethtown Plaza, 4th Floor
Elizabeth, NJ 07207

Attendees:

Antonio Rivera, Director, Union County Workforce Development Board
Jean Koszulinski, Director, Union County American Job Centers
Hugh Caufield, Director, Employment Services
Perle Almeida, Deputy Director, Union County American Job Centers
Michele Antunes, Case Manager, Union County American Job Centers
Betty Sebring, Office of the Director, Union County Department of Human Services

Discussion & Action Items:

- Local Plan was discussed section by section; each section was assigned to the American Job Center, WDB, or Employment Services to lead that section.
- Future meeting to be held to discuss sections/questions to be addressed by "All" or both groups.
- Betty Sebring from the Office of the Director, Dept of Human Services will help in providing a uniform sound to the document.

- Recurring meetings were set to ensure the progression of the plan.

□ Workgroup meeting: October 11, 2016, 10:00am

Location:

Union County Workforce Development Board
10 Elizabethtown Plaza, 4th Floor
Elizabeth, NJ 07207

Attendees:

Antonio Rivera, WDB Director
Lisa Hiscano, Director, Industry Business Institute, Union County College, TLD Talent Development Center
Shirley Hollie-Davis, Assistant Dean, Center for Economic and Workforce Development (CEWD), Union County College, Title II Consortium
Isaias Rivera, Assistant Director, Workforce Innovation and Business Center
Elizabeth Paskewich, Employment Service Aide, Workforce Development Board

Discussion & Action Items:

- WDB Director facilitated discussion regarding the Local Plan with key partners Union County College, TLD Talent Development Center, Title II Consortium, and the Workforce Innovation and Business Center.
- Each attendee discussed their role within the Union County Workforce Development System and how they will be incorporated into the Local Plan
- Discussion included the need to better improve the current workforce system and to brainstorm on strategies to do this.

□ Workgroup meetings: October 24, 2016, 1pm

Location:

Union County Workforce Development Board
10 Elizabethtown Plaza, 4th Floor
Elizabeth, NJ 07207

Attendees:

Antonio Rivera, Director, Workforce Development Board
Toufic Hakim, Principal, Group i&i
Dan Passarella, Lead, Group i&i

Elizabeth Paskewich, Workforce Development Board

Discussion & Action Items:

- Group i&i has come onboard to collaborate with the Union County Workforce Development Board on the Local Plan.
- Group i&i and the WDB discussed Local Plan development and execution.
- Group i&i will attend Local Plan work group meetings to advise on the progress of the document

□ Workgroup meetings: October 26, 2016, 10am

Location:

Elizabeth American Job Center
921 Elizabeth Avenue, 4th Floor
Elizabeth, NJ

Attendees:

Jean Koszulinski, Director, Union County American Job Centers
Hugh Caulfield, Director, Employment Services
Rossi Jackson, Manager, Union County American Job Centers
Perle Almeida, Deputy Director, Union County American Job Centers
Betty Sebring, Office of the Director, Department of Human Services
Pat Williams, Acting Director, DVR
Nijiyah Colter, Case Manager, Union County American Job Center
Toufic Hakim, Consultant, Group i&i
Dan Passarella, Consultant, Group i&i
Elizabeth Paskewich, Workforce Development Board

Discussion & Action Items:

- Dan Passarella led the meeting with a review and breakdown of each Local Plan question. Feedback was provided on work recently submitted by the American Job Center.
- Direction was provided for expanding content and where clarification is needed.
- Supporting documents need to be emailed to Dan Passarella
- A copy of the Heldrich Report was provided to each attendee; next group meeting will include analyses of the report's findings.
- Next meeting will be Tuesday, November 1, 2016, at 10 am at the Elizabeth American Job Center.

□ Workgroup meeting: November 1, 2016, 10am

Location:

Elizabeth American Job Center
921 Elizabeth Avenue, 4th Floor
Elizabeth, NJ

Attendees:

Jean Koszulinski, Director, Union County American Job Centers
Rossi Jackson, Manager, Union County American Job Centers
Perle Almeida, Deputy Director, Union County American Job Centers
Betty Sebring, Office of the Director, Department of Human Services
Pat Williams, Acting Director, DVR
Nijiyah Colter, Case Manager, Union County American Job Center
Toufic Hakim, Consultant, Group i&i
Dan Passarella, Consultant, Group i&i
Elizabeth Paskewich, Workforce Development Board
Antonio Rivera, Director, Workforce Development Board

Discussion & Action Items:

- Dan Passarella facilitated the review of strengths and weaknesses
- A discussion of proposed strategies to enhance the quality of service and training ensued guided by an assessment of American Job Center by Rutgers University's Heldrich Center
- Next meeting will be Tuesday, November 1, 2016, at 10 am at the Elizabeth American Job Center.

Individual meetings and conversations will continue at minimum twice a week until Local Plan is made available for public comment on November 15, 2016. Meetings will be held after as needed based on public comments.

Review **Attachment S** for additional strategic planning presentations at the Union County Workforce Development Board.